

III. RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY
COORDINATOR OF ADMINISTRATION AND FISCAL SERVICES
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-5

This Schedule Lists Only Those Records
Created and Used by the

Office of the Secretary
Coordinator of Administration and Fiscal Services

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Office of the Secretary, Coordinator
of Administrative & Fiscal Services

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>STATE DOCUMENTS FILE:</u></p> <p>Comprised of two sections. The first contains correspondence with the Administrative Executive and Legislative Review Committee while the second section, arranged alphabetically by name of board or commission, contains correspondence and copies of proposed regulations affecting this department.</p>	Retain permanently.
2.	<p><u>LEGISLATIVE FILE:</u></p> <p>Copies of proposed legislation and correspondence between the Department of Fiscal Services, the boards and commissions and the Coordinator of Administration and Fiscal Services.</p>	Retain for five (5) years, then destroy.
3.	<p><u>CARD INDEXES:</u></p> <p>The indexes to the Legislative File (item 2 above). The alphabetical card index contains the title of the legislation, the bill or resolution number, a brief description of the main points of the legislation and sponsors' names.</p>	Retain for ten (10) years, then destroy.
4.	<p><u>GENERAL ADMINISTRATIVE FILE:</u></p> <p>Letters, reports, legislation, memoranda, charts and miscellaneous materials which reflect the routine operations of this office.</p>	Retain for five (5) years, then destroy.

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75
Date

Edward C. Popper
Archivist

Date

Secretary