

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Radiation Control Advisory Board

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>MINUTES</u></p> <p>File contains minutes of board meetings covering the official acts of the agency with respect to policy, administrative operations, and procedures. Minutes are arranged in chronological order.</p>	Retain permanently.
2.	<p><u>GENERAL CORRESPONDENCE FILE</u></p> <p>Correspondence with individuals, state officials, associations, and organizations relating to the business of the board. File series arranged in chronological order.</p>	Retain for three (3) years, then destroy.

Schedule approved by Department, Agency or Division Representative

Robert E. Concoran                      Secretary to the Board                      3/21/77  
 Signature    Title    Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/5/77                      Edward L. ...                      \_\_\_\_\_  
 Date    Archivist    Date    Secretary