

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 686-A ✓

PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

THOMAS J. S. WAXTER
CHILDREN'S CENTER

AGENCY

DIVISION

Item No.	Description	Retention
2.	<p><u>AMENDMENT TO ADD ITEM TO SCHEDULE 686</u></p> <p><u>General Administrative Correspondence File</u></p> <p>Contains original incoming, copies of outgoing letters, memoranda, reports, studies, investigations, surveys, meeting notes and other miscellaneous papers pertaining to the administration of the Center.</p>	<p>Retain for three (3) years then destroy after removing any material of continuing value. Directives and other material relating to planning and policy that illustrate the development of the Center, retain permanently for eventual transfer to the State Archives.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

10-30-84 *James D. Muzelle* Dept
Date Signature Title

James S. Edwards
Date State Archivist