

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 912 ✓

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF GENERAL SERVICES		Records Management Division
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>General Administrative Correspondence</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, opinions of the Attorney General, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of the Records Management Division.</p>	<p>Screen annually, destroying that material no longer needed for current business. Opinions of the Attorney General and records establishing precedents and policies in Records Management, retain permanently for eventual transfer to the Hall of Records. Retain the reading file for one (1) year after closing at the end of the calendar year, then destroy.</p>
2.	<p><u>Correspondence - County, State, and Municipal Agencies</u></p> <p>Correspondence with counties, State agencies and municipalities dealing with problems in records creation, management, and disposal. Agency folders may contain field trip reports which summarize Records Management Staff activities.</p>	<p>Retain in office for three (3) years, transfer to Records Center for an additional two (2) years, then destroy.</p>
3.	<p><u>Records Inventory Sheets</u></p> <p>Workpapers used to inventory the records of an office and from which a Records Retention Schedule is composed.</p>	<p>Retain for one (1) years after approval of the corresponding Records Retention Schedule, then destroy..</p>

Schedule Approved by Department,

Schedule Authorized by
Hall of Records Commission

3/19/82 *Philip Schwaile Reda Udm.*

 Date Signature Title

 Date State Archivist

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4.	<p><u>Records Schedule Central File</u></p> <p>A Records Retention Schedule is an official document on which all of the records series of a State, county, or municipal office are listed and described. The schedule provides a public office with the authority either to have their records destroyed after a specified period of time or to have them transferred to the Archives for permanent retention. To become effective, a schedule must be signed by the head of the office and the State Archivist. In addition to record copies of all active Records Retention Schedules, this file also contains a log documenting the forwarding of the schedules to the State Archivist for his signature.</p>	<p>Retain schedules until superseded, transfer to closed file for five (5) years, then destroy. Retain log permanently.</p>
5.	<p><u>Certificates of Records Disposals</u></p> <p>State, county, and municipal agencies are required by law to file with the Hall of Records Commission certificates of disposal covering the destruction of records. This form documents the specific records destroyed by title and dates; and the authorization for their destruction by schedule and item number.</p>	<p>Retain permanently.</p>
6.	<p><u>Equipment Requisition File</u></p> <p>This file documents the review by the Records Management Division of requisitions for file and microfilm equipment. It contains a copy of the requisition, the RMD requisition review report or letter of recommendation, and any related correspondence. Logs summarizing the requisition reviews are also included in this file.</p>	<p>Retain files for five (5) years, then destroy. Retain logs permanently.</p>
7.	<p><u>Project File</u></p> <p>For each major project of the Records Management Division, contains some or all of the following records: general correspondence, reports, files, surveys, feasibility studies, copies of Records Retention Schedules, special studies, etc.</p>	<p>Retain in office for four (4) years, transfer to the State Records Center for an additional six (6) years, then destroy.</p>

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8.	<p><u>Annual Leave Cards</u></p> <p>Official calendar year record for each Division employee of annual, person and sick leave; and compensatory time.</p> <p style="text-align: center;"><u>STATE RECORDS CENTER</u></p>	<p>Retain for four (4) years after end of calendar year and until audited, then destroy.</p>
9.	<p><u>Records Transmittal Sheets</u></p> <p>This is the primary State Records Center control file. The form is prepared in triplicate for each separate group of records received by the Records Center. One copy serves as the agency's receipt and the remaining copies, filed separately in the State Records Center, serve as a location control and as a disposal control. The file maintained for location control is the official transmittal file for the division.</p>	<p>Retain until the destruction or transfer of the corresponding records is logged in the Accession and Disposal Log Book, and if destroyed, a disposal certificate is filed, then destroy.</p>
10.	<p><u>Monthly Reference Summary</u></p> <p>Statistical summary of reference services provided State agencies by the State Records Center.</p>	<p>Retain for one (1) year, then destroy.</p>
11.	<p><u>State Records Center Disposal Certificate File</u></p> <p>Disposal Certificates filed for accession destroyed by the State Records Center. A copy of 30 Day Notice of pending destruction sent by the State Records Center to the agency is also maintained in this file.</p>	<p>Retain permanently.</p>
12.	<p><u>Accession and Disposal Log Book</u></p> <p>These logs are used for statistical and control purposes in the State Records Center. The Accession Log shows the date, the agency, the title of the record, the number of containers, the schedule and item number and remarks. It also indicates how the records were disposed: destruction, to the Archives, returned to the agency.</p>	<p>Retain permanently.</p>

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13.	<p style="text-align: center;"><u>MICROFILM LAB</u></p> <p><u>Inventory Control Forms and Log</u></p> <p>Internal inventory control records which document the distribution of supplies among staff members. An inventory control form is completed for each transaction listing the commodity, units-volume, person distributed to, a catalog number. This information is then transcribed in the Inventory Control Log for that particular commodity, notating in addition the balance remaining.</p>	<p>Retain until audited, then destroy.</p>
14.	<p><u>Microfilm Project Index File</u></p> <p>Arranged by project number, notations are made on each index card of the agency, the records filmed, the type of filming and the inclusive dates of microfilming.</p>	<p>Retain permanently.</p>
15.	<p><u>Microfilm Project Folders -</u> <u>(Source Document and COM)</u></p> <p>For each microfilm project there is a folder containing the following records:</p> <p>A. Flash cards for microfilming of project and reel numbers, agency and record identification, file arrangement, certification by Supervisor and camera operators.</p> <p>B. Control Sheets which document the daily filming operation including the records filmed, the reels on which they are located and the number of frames filmed. This latter statistic is used for billing purposes.</p>	<p>Retain for three (3) years after completion of project and until audited, then destroy.</p>

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16.	<p>C. Worksheets which document the inspection of the film. The location and nature of defects are notated, the retakes are listed, and any other problems encountered in the microfilming are described.</p> <p>D. General correspondence such as that between operator and the client agency.</p> <p><u>Computer Output Microfilm (COM) File</u></p> <p>Includes record of the initial contact with client agency such as a trip report, the computer program written for the job, and the specifications sheets.</p>	<p>Screen annually. Retain files of value for five (5) years, then destroy.</p>