

DSG-330-1
7/7/88

DEPARTMENT OF GENERAL SERVICES
Records Management Division
Supersedes 675

SCHEDULE
NO.

1270

PAGE

NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF THE ENVIRONMENT; RADIOLOGICAL HEALTH PROGRAM;
RADIATION CONTROL ADVISORY BOARD

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>	<p>Retain permanently. Transfer periodically to the State Archives.</p>
2.	<p><u>GENERAL CORRESPONDENCE FILE</u></p> <p>Correspondence with individuals, state officials, associations, organizations relating to the business of the board. Files series arranged in chronological order.</p>	<p>Retain for three (3) years, then destroy.</p>

**THIS SCHEDULE SUPERSEDES SCHEDULE NO. 675

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

4-23-91

Roland H. Fletcher

PAD II

5/17/91

[Signature]

Date

Signature

Title

Date

State Archivist

Fig. 8