

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2201-A1

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Agency: Executive Department

Division/Unit: State Ethics Commission

| Item No.                                    | Description  | Retention   |
|---|--|---|
| <b>PROPOSED AMENDMENTS TO SCHEDULE 2201</b> |  |   |
| 14.   | <u>Ethics Financial Disclosure Reports</u><br>B. Judges, Judicial Officers<br><br>C. All other filers.   | Current filers, retain (4) years of filings, destroy all others.<br><br>Current filers, retain (8) years of filings, destroy all others. Filers no longer active, retain for (4) years after the filer is no longer active, then destroy. |
| 15.A.                                       | <u>Lobbying Activity Reports</u><br>These records are maintained with the Registration forms and related correspondence. The white copy is the record copy and is placed in the individual's file. The yellow copy is arranged in alphabetical order, by registrant, to facilitate public research and placed in binders in the inspection room.                               | Retain white original permanently. Transfer to Archives (4) years after file is inactive. Retain yellow copies for (4) years in office, then destroy.   |
| 15.B.                                       | <u>Lobbying Registration Forms</u><br>These records are maintained with the Lobbying Activity Reports and related correspondence. The white copy is the record copy and is placed in the individual's file. The yellow copy is arranged in alphabetical order, by registrant, and the pink copy is arranged in alphabetical order, by employer, to facilitate public research. | Retain white original permanently. Transfer to Archives (4) years after file is inactive. Retain yellow and pink copies for (4) years in office, then destroy.  |
| 28.   | <u>Newspaper Clippings</u>   | Retain (4) years, then destroy.   |

Approved by Department, Agency,  
 Or Division Representative.  
 Date May 19, 2003  
 Signature *Suzanne S. Fox*  
 Type Name Suzanne S. Fox  
 Title Executive Director

Schedule Authorized by State Archivist.  
 Date JUN 04 2003  
 Signature *Edward C. Pappas*