



Handout 2.3—Sample Records Priorities List

Table 1: Sample Records Priorities List

PRIORITY	RECORD SERIES	SCHEDULE ITEM	RETENTION PERIOD	LOCATION
First Priority	Program Correspondence Files	101a	PERM	Director's Office Main Cabinet Drawer 1
First Priority	Advisory Commissions	202	PERM	Assistant Admin Office Cabinet 3 Drawer 2
First Priority	Erosion Control Study System database (tapes)	306	TEMP—20 yrs	Environmental Research Staff
First Priority	Site Containment Photographs		Unscheduled	Assistant Admin for Recreation
Second Priority	Analytical Compilations	305	TEMP—20 yrs	Resources Evaluation Cabinet 5 Drawer 3
Second Priority	Site Containment Maps		Unscheduled	Assistant Admin for Recreation
Third Priority	Subject Files	103	TEMP—3 yrs	Admin Area Cabinet 1
Third Priority	Tracking Files	106	TEMP—No longer needed	Admin Area Cabinet 1

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