

{3}--AN--EXTRA--COPY--OF--A--DOCUMENT--THAT--WAS--KEPT--ONLY
FOR--CONVENIENCE--OF--REFERENCE;

{4}--A--STOCK--OF--PUBLICATIONS;

{5}--AN--ACCEPTANCE--OR--REFUSAL--OF--AN--INVITATION--OR
ENGAGEMENT--OF--A--PUBLIC--OFFICER--AND

{6}--MATERIAL--THAT--OTHERWISE--RELATES--TO--PERSONAL
BUSINESS--OF--A--PUBLIC--OFFICER;

{B}--OTHER--MATERIALS;

THE--STATE--ARCHIVIST--MAY--SET--CLASSES--OF--MATERIALS--THAT--THE
LOCAL--OFFICIAL--MAY--DESTROY--IF--THE--LOCAL--OFFICIAL--NO--LONGER--NEEDS
THE--MATERIALS;

1-411--PORTRAITS;

A--LOCAL--OFFICIAL--MAY--OFFER--TO--THE--ARCHIVES--ANY--PORTRAIT--THAT
IS--IN--THE--CUSTODY--OF--THE--LOCAL--OFFICIAL--BUT--IS--NO--LONGER--USED;

1-412--REPRODUCTIONS;

{A}--DESTRUCTION--AUTHORIZED;

WITH--THE--WRITTEN--APPROVAL--OF--THE--STATE--ARCHIVIST--THE--HEAD
OF--A--UNIT--OF--A--COUNTY--OR--MUNICIPAL--CORPORATION--MAY--DESTROY
ORIGINAL--MATERIAL--THAT--HAS--BEEN--PHOTOGRAPHED--PHOTOCOPIED--OR
MICROPHOTOGRAPHED--IF--

{1}--THE--HEAD--OFFERS--THE--ORIGINAL--MATERIAL--TO--THE
ARCHIVES--BUT--THE--ARCHIVES--DECLINES--TO--ACCEPT;

{2}--THE--COPY--IS--MADE--IN--A--MANNER--THAT--MEETS--THE
STANDARD--OF--QUALITY--OF--THE--ARCHIVES--FOR--PERMANENT--PHOTOGRAPHIC
RECORDS;

{3}--THE--COPY--IS--PLACED--IN--AN--ADEQUATELY--ACCESSIBLE
CONTAINER--AND

{4}--PROVISIONS--ARE--MADE--

{1}--FOR--THE--PRESERVATION--EXAMINATION--AND--USE
OF--THE--COPY--IN--A--MANNER--THAT--THE--ARCHIVES--APPROVES--AND

{11}--AS--TO--A--RECORD--THAT--A--STATUTE--OTHERWISE
EXPRESSLY--REQUIRES--TO--BE--KEPT--PERMANENTLY--FOR--THE--COPY--TO--BE
AVAILABLE--ON--REQUEST--IN--THE--SAME--MANNER--AS--THE--ORIGINAL
MATERIAL;

{B}--CONDITIONS--

{1}--AFTER--MATERIALS--ARE--DESTROYED--UNDER--THIS--SECTION--
THE--HEAD--OF--THE--UNIT--SHALL--SEND--TO--THE--ARCHIVES--