



Archives GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE ITEMS

Item No	Disposition Authority	Title / Description	Retention and Disposition	Status	Appraisal
1717	GRS-1717	<p style="text-align: center;"><i>The following previously approved Item is printed for comparison purposes. The amended Item follows this Item.</i></p> <p>Policy and procedure records These records are created by executive decision makers to document the dissemination of agency programs, policies and procedures. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.</p>	<p>Retain for 3 years; then transfer records to the archives.</p>	<p>Initial Item STATUS: Finalized STATUS DATE: 02/01/2015</p>	<p>These records have administrative, and/or historical value(s).</p>
		<p>The following item(s) have been consolidated into this item: Item 1676 GRS-1676 Policies and procedures manual (Finalized)</p>			
1717	GRS-1717	<p style="text-align: center;"><i>Amended Item follows below: (Description Revised and Retention and Disposition Revised)</i></p> <p>Program and policy development records These records are created by executive decision-makers to document the establishment and dissemination of agency programs, policies, and procedures. Executive decision-makers may include the Chair, Director, Chief Administrative Officer, Public Information Officer, Commissioner, Mayor, or other internal administrators as identified by the executive office. Related correspondence and email is included.</p>	<p>After final action, retain for 3 years; then transfer records to the archives.</p>	<p>Amended Item AMENDMENT NO: 1 STATUS: Submitted STATUS DATE: 06/28/2018</p>	<p>These records have administrative, and/or historical value(s).</p>

Amended Item follows below: (Description Revised and Retention and Disposition Revised)

Amended Item

AMENDMENT NO: 1

STATUS: Submitted

STATUS DATE: 06/28/2018



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Item No	Disposition Authority	Title / Description	Retention and Disposition	Status	Appraisal
1760	GRS-1760	<p>Administrative correspondence Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule.</p> <p>The following item(s) have been consolidated into this item: Item 16546 GRS-16546 Administrative correspondence (Finalized)</p>	<p>Retain for 7 years; then destroy records.</p>	<p>Amended Item follows this Item. Amended Item AMENDMENT NO: 1 STATUS: Finalized STATUS DATE: 04/16/2018</p>	
1760	GRS-1760	<p>Routine administrative correspondence Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow that associated schedule.</p>	<p>Retain for 3 years; then destroy records.</p>	<p>Amended Item AMENDMENT NO: 2 STATUS: Submitted STATUS DATE: 06/28/2018</p>	

Amended 7/12/18



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Item No	Disposition Authority	Title / Description	Retention and Disposition	Status	Appraisal
1758	GRS-1758	<p>Executive correspondence Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.</p> <p>The following item(s) have been consolidated into this item: Item 16544 Executive correspondence (Finalized)</p>	<p>The following previously approved Item is printed for comparison purposes. The amended Item follows this Item. Retain permanently; then records may be transferred to the archives.</p>	<p>Amended Item AMENDMENT NO: 1 STATUS: Finalized STATUS DATE: 04/16/2018</p>	<p>These records have historical value(s).</p>
1758	GRS-1758	<p>State agency executive correspondence Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of a state agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.</p>	<p>Amended Item follows below: (Description Revised and Retention and Disposition Revised) Retain permanently; then records may be transferred to the archives.</p>	<p>Amended Item AMENDMENT NO: 2 STATUS: Submitted STATUS DATE: 06/28/2018</p>	<p>These records have historical value(s).</p>

Amended 7/12/18



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1759	GRS-1759	<p>Transitory correspondence Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p> <p>The following item(s) have been consolidated into this item: Item 1093 GRS-1093 Teletypes (Finalized) Item 364 GRS-364 Teletypes (Finalized)</p>	<p>After resolution of issue, then destroy records.</p>	<p>Amended Item follows this Item. AMENDMENT NO: 2 STATUS: Finalized STATUS DATE: 04/17/2018</p>	
1759	GRS-1759	<p>Transitory correspondence Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p>	<p>Amended Item follows below: (Description Revised and Retention and Disposition Revised) After resolution of issue, then destroy records.</p>	<p>Amended Item AMENDMENT NO: 3 STATUS: Submitted STATUS DATE: 06/28/2018</p>	

Annex Proctor 7/12/18