

# State Government GRS Proposed Categorization

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## COMMON SCHEDULES

### General Administration/Agency Management Records

Programs, Policies and Planning  
Legislation and Rules  
Meetings and Correspondence  
Risk Management, Insurance and Disaster Preparedness  
Auditing, Compliance and Licensing  
Legal and Case Records  
Public Relations and Outreach

### Financial Management Records

Budget and Procurement  
Purchasing and Contracts  
Bonds and Investments

### Personnel Management Records

Human Resources and Payroll  
Employee Records

### Asset Management Records

Property, Fleet and Security  
Real Estate  
Facilities

### Information Management Records

RIM/GRAMA Records  
Transitory/Obsolete Records  
System Management Records

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## SECTOR-SPECIFIC SCHEDULES

### Public Safety Records

Dispatch and Information Dissemination Records  
Investigation Records  
First Responder Records

Corrections and Jails Records  
Enforcement Records and Orders

**Education Records**

College and University Administration Records  
Other Education Program Administration Records  
Student Records