



**DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE**

ARCHIVES NO. 07-25

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Administration	Information Technologies	State Archives	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	QUALITY CONTROL FILES A. Microforms/Electronic Quality Control Reports B. Agency Correspondence	PERMANENT	MICROFILM/SCAN AND DESTROY ORIGINALS AFTER 5 YEARS + CURRENT	
2	RESEARCH RECORDS A. Research Log B. Subject files	PERMANENT	MICROFOML/SCAN AND DESTROY ORIGINALS AFTER 5 YEARS + CURRENT	
3	OFFICIAL RECORD DISPOSITION DOCKET FILES (RCR FILE) A. State agencies B. Local Governments	PERMANENT	MICROFILM/SCAN AT INTERVALS FOR SECURITY. RETAIN ORIGINALS	
4	RECORD CONTROL LOG	PERMANENT	MICROFILM/SCAN AT INTERVALS FOR SECURITY. RETAIN ORIGINALS	
5	DAILY RESEARCH REGISTER SHEETS	PERMANENT	MICROFILM/SCAN ORIGINALS AFTER 1 YEARS + CURRENT	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Gettison</i>	Date <i>12/18/2006</i>	Records Liaison Officer's Signature <i>Terry Gettison</i>	Date <i>12/14/2006</i>
Attorney General's Signature <i>John W. Suthers by man</i>	Date <i>1/24/07</i>	State Auditor's Signature <i>Debra J. Ray</i>	Date <i>1/8/07</i>



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 STATE ARCHIVES AND PUBLIC RECORDS
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ARCHIVES NO.
 07-25

DEPARTMENT ADMINISTRATON	DIVISION INFORMATION TECHNOLOGIES	SECTION STATE ARCHIVES	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
6	RECORD WITHDRAWAL FILES A. Withdrawal Log B. Signed Receipts for Public Records (SA-6)	PERMANENT	MICROFILM/SCAN AND DESTROY ORIGINALS AFTER 3 YEARS + CURRENT	
7	PUBLIC RECORD REGISTERS A. Original (Paper) B. Microforms C. Audio D. Electronic Formatted	PERMANENT		
8	STATEMENTS OF PUBLIC RECORD POLICY: STATE ARCHIVIST, ATTORNEY GENERAL AND STATE AUDITOR	PERMANENT		
9	RECORDS MANAGEMENT MANUALS FOR STATE, COUNTY & MUNICIPAL AGENCIES	PERMANENT		

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State Archivist's Signature <i>Terry Ketchum</i>	Date <i>12/18/2006</i>	Records Liaison Officer's Signature <i>Terry Ketchum</i>	Date <i>12/14/2006</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>1/21/07</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>1/8/07</i>



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ARCHIVES NO.
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DEPARTMENT ADMINISTRATION		DIVISION INFORMATION TECHNOLOGIES		SECTION STATE ARCHIVES		PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
10	CASH RECEIPTS FOR SERVICES	2 YEARS + CURRENT		NOTE: NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY PENDING CASE, AUDIT, CLAIM OR ACTION.			
11	BUDGET WORK PAPERS	2 YEARS + CURRENT					
12	HUMIDITY AND TEMPERATURE LOGS	2 YEARS + CURRENT					
13	VAULT LOGS: INTERNAL WITHDRAWAL & RETURNS	Until all withdrawals refilled					
14	WORKORDER LOG FOR COPY WOR, CERTIFICATIONS AND OTHER CASH SERVICES	1 Years after audit has been completed and released					
15	RESEARCH CORRESPONDENCE	5 YEARS + CURRENT					
16	FEE SCHEDULE	5 YEARS + CURRENT					
17	BILLING DOCUMENTATION AND REPORTS	5 YEARS + CURRENT					
18	REQUESTS FOR PUBLIC RECORDS INFORMATION (SA-29s)	10 YEARS + CURRENT					

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State Archivist's Signature <i>Terry Kitchin</i>	Date <i>12/18/2006</i>	Records Liaison Officer's Signature <i>Terry Kitchin</i>	Date <i>12/14/2006</i>
Attorney General's Signature <i>John W. Suthers by name</i>	Date <i>1/24/07</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>1/18/07</i>