



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

ARCHIVES NO.
 07-58

DEPARTMENT Department of Public Health and Environment		DIVISION Executive Director's Office		SECTION Solid and Hazardous Waste Commission		PERMANENT <input checked="" type="checkbox"/>		NON-PERMANENT <input checked="" type="checkbox"/>	
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS					
1.	Commission Minutes	Permanent		NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.					
2.	Rulemaking Files	Permanent							
3.	Monthly Meeting File	Until no longer needed							
4.	Expense Information	1 year + Current							
5.	Attorney General Opinions	Permanent							
6.	Annual Report	Permanent							
7.	General Correspondence	1 year + Current							
8.	Records regarding the appointment of commission members	Permanent							

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 in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Kotelson</i>	Date <i>3/2/2007</i>	Records Liaison Officer's Signature <i>Betsy Shuck</i>	Date <i>02-28-07</i>
Attorney General's Signature <i>John W. Smithers by name</i>	Date <i>4/4/07</i>	State Auditor's Signature <i>Debra K. Key</i>	Date <i>3/12/07</i>