



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

ARCHIVES NO. 13-04

DEPARTMENT CORRECTIONS	DIVISION PAROLE BOARD	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	MINUTES	PERMANENT		
2	AGENDA MEETING PACKETS	PERMANENT		
3	OFFENDER PAROLE BOARD FILES <ul style="list-style-type: none"> • Parole Board Action • Parole Board Mitimus • Parole Board Discharge Order 	PERMANENT		

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

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>[Signature]</i>	Date 9/24/12	Records Liaison Officer's Signature <i>[Signature]</i>	Date
Attorney General's Signature <i>[Signature]</i>	Date 11-30-12	State Auditor's Signature <i>[Signature]</i>	Date 11-5-12



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DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
CORRECTIONS	PAROLE BOARD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	CASSETTE TAPES OF PAROLE BOARD HEARINGS	10 Years		

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