



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

ARCHIVES #  
**15-60**

DEPARTMENT		DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS		
1	Meeting Agendas	Permanent	SARMM 1-7		
2	Meeting Minutes	Permanent	SARMM 1-7, 1-21; CMRRS 45.090, 45.010		
3	Audio Recordings of Meetings	6 months after approval of meeting minutes	CMRRS 45.140 B		
4	Meeting Files/Packets <i>Includes documents and emails used for the creation of agendas, or preparation of final meeting minutes</i>	Retain until meeting minutes are finalized	SARMM 1-35		
5	Official Correspondence (Letters of appointment, letters of non-appointment)	1 Year	SARMM 1-14		
6	Subcommittee/Workgroup Reports	Permanent	SARMM 1-7		
7	Commission Reports <i>Includes annual report to the JBC</i>	Permanent	Contained in OSP Legislative Report		
8	Policies, Procedures, Bylaws	Permanent	SARMM 1-24; CMRRS 45.030,		
9	Records regarding application and appointment of members	2 years after term of appointment ends	CMRSS 45.020		
10	Donation Records	Permanent	SARMM 7-A.6		
11	Expense Records	Until confirmation of payment received	Record copy kept by Fiscal Department.		

**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. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 05/13/2015	Records Liaison Officer's Signature 	Date 4/27/15
Attorney General's Signature C.K. Bo for Cynthia H. Coffman	Date 5/18/15	State Auditor's Signature 	Date 7/20/2015