



DEPARTMENT Revenue		DIVISION Enforcement		SECTION Marijuana/Administration		PERMANENT <input type="checkbox"/>		NON-PERMANENT <input checked="" type="checkbox"/>	
ITEM NO.	RECORD TITLE	RETENTION PERIOD		CITATIONS/SPECIAL INSTRUCTIONS					
1	CORA: Open Records Requests; response supporting documentation (CORA documents belong to EDO)	Retain 2 years after requests is answered		#1, 15-8					
2	Monthly Reports, i.e. EDO or Buckeye	2 years		#2, 40.290, C.					
3	Executive Calendars	Retain by agency for 1 year and then destroy.		#1, 1-9					
4	Executive Correspondence	Permanent. Retain by agency for 5 years and then transfer to State Archives.		#1, 1-10					
5	Fleet Equipment Records	Until equipment is no longer under municipal control or life of equipment + 1 year and/or after audit, unless another retention period is required by law or specified elsewhere in this Retention Schedule		#2, 35.010					
6	Fleet Inspection and Maintenance	Until vehicle or equipment is no longer under municipal control or life of vehicle or equipment + 1 year		#2, 35.030, B					
7	Fleet Work Orders	2 years, unless work order provides the only available vehicle history, in which case it should be retained for life of vehicle or equipment + 1 year		#2, 35.030, C					
8	Fuel Use Records	2 years		#2, 35.020					
9	General Correspondence (not related to primary program responsibilities of office or program)	Retain by agency for 1 year and then destroy		#1, 1-14					

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 11/30/2015	Records Liaison Officer's Signature 	Date 11.20.15
Attorney General's Signature C.K. Boer for Cynthia H. Coffman	Date 12/8/15	State Auditor's Signature 	Date 1-28-16



ARCHIVES #

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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
10	Internal Administrative Correspondence	Retain by agency for 2 years and then destroy.	#1, 1-17
11	Organizational Files, including charts and maps	Permanent. Retain by agency for 3 years and then transfer to State Archives.	#1, 1-22
12	Performance Audit Reports: reports written and prepared as a result of a performance audit	Permanent	#1, 1-23
13	Policies and Procedures	Permanent	#1, 1-24
14	Press Releases	Permanent. Retain by agency for 5 years and then transfer to State Archives.	#1, 15-5
15	Publications (Updates, Reports, Studies)	Permanent. Creating agency shall transfer one copy to State Archives when published.	#1, 1-27
16	Records Destruction Logs	Permanent	#1, 1-29
17	Rulemaking Administrative Files (short-term interest no action, or policy description; i.e. correspondence regarding scheduling)	Retain by agency for 3 months or until administrative need ends and then destroy.	#1, 1-4
18	Rulemaking documentation (Finalized Rules, Meeting Notifications, Agenda, Draft Rules)	Permanent	#2, 40.070, B
19	Annual Reports: Statutory Reports	Permanent	#2, 40.290, A
20	Working Papers: papers which have a short-term use such as preliminary studies, drafts, analyses, notes , interim reports regarding particular case files, and financial performance audits	Retain by agency until administrative need ends and then destroy.	#1, 1-35

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