

RECORDS MANAGEMENT MANUAL

STATE GOVERNMENT AGENCIES

SCHEDULE NO. 15

PUBLIC AFFAIRS RECORDS

15-1. Agency Commendation Files

Letters of commendation received by agency which impart important information or observations about agency programs or operations, but which do not belong in and individual's personnel file.

Retention

Record copy: Permanent.

Duplicate copies: Retain until administrative need ends and then destroy.

15-2. Complaint/Informant Files

Whistle-blower, fraud and criminal complaints. Includes anonymous letters, complaints, criticism and suggestions, and agency replies thereto. Also includes those complaints which were the basis of and investigation or from which administrative action was taken, and those incorporated into individual personnel files.

Retention

Record copy: Retain by agency for 7 years after final resolution and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

15-3. Indexes and Check Lists

Bibliographies, check lists, and indexes of agency publications and new releases, except those used as indexes to public relations files.

Retention

Record copy: Retain until superseded or obsolete and then destroy.

Duplicate copies: Retain until superseded or obsolete and then destroy.

15-4. Information Project Files

Informational services project case files maintained in formally designated information offices.

Retention

Record copy: Retain for 1 year after close of file or completion of project and then destroy.

Duplicate copies: Retain until administrative need ends and then destroy.

15-5. Press Releases

A copy of prepared statements or announcements issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film, video sound recording or e-mail

Retention

Record copy: Permanent. Retain by agency for 5 years and then transfer to State Archives.

Duplicate copies: Retain for 5 years and then destroy.

15-6. Press Service Files

Press service teletype or electronic news and similar materials.

Retention

Record copy: Retain by agency for 3 months and then destroy.

Duplicate copies: Retain for 3 months and then destroy.

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15-7. Public Relations Files

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The format selected may be paper, video tape, motion picture film, digital, electronic media, etc.

Retention

Record copy: Permanent. Retain by agency for 7 years and then transfer to State Archives.

Duplicate copies: Retain by agency for 10 years and then destroy.

15-8. Open Records Requests and Supporting Documentation (CORA)

Formal requests for records submitted in accordance with state law and supporting documentation relating to the state agency response to or denial of the request.

Retention

Record copy: Retain 2 years after requests is answered.

Duplicate copies: Retain until administrative need ends and then destroy.