

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
**79-231**

Pg. 1 of 2

DEPARTMENT <b>SOCIAL SERVICES</b>		DIVISION <b>ASS'T DEP. FOR ADMINISTRATIVE SUPPORT</b>	SECTION <b>OFFICE OF STAFF DEVELOPMENT</b>		PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	<b>Correspondence and General Documentation: Administrative, Policy, Legal, Fiscal or Research of enduring value.</b> a. Original	Permanent <u>1/</u>	
2.	<b>Reports and Publications</b>	Permanent	<b>Transfer 2 copies to State Archives upon publication</b>

**STATE ARCHIVIST'S RECOMMENDATIONS:**

1/

**Microfilm and then destroy originals.**

**Consult with State Archivist if you wish to receive authority to take this action.**

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>George C. Warren</i>	DATE <i>1/24/79</i>	RECORDS LIAISON OFFICER'S SIGNATURE <i>[Signature]</i>	DATE <i>1-12-79</i>
ATTORNEY GENERAL'S SIGNATURE <i>G. D. MacFarlane</i> <i>James R. Willis</i>	DATE <i>2/6/79</i>	STATE AUDITOR'S SIGNATURE <i>[Signature]</i>	DATE <i>2/6/79</i>

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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
<u>1.</u>	Correspondence and General Documentation: Routine a. Original	1 year plus current	<u>1/</u>	
<u>2.</u>	Individual Staff Development Session Files and Records	3 years plus current		
<u>3.</u>	Report of Person Attending Approved Staff Development Activities	3 years plus current		
<u>4.</u>	Training Questionnaire	1 year plus current		
<u>5.</u>	Summer Trainees Personnel Data	1 year plus current		
<u>6.</u>	Loan Requests for Films	1 year plus current		
<u>7.</u>	Invoices (Library)	3 years plus current		

1/ Authorization granted PROVIDED that:

- Operating documentation contains no administrative legal, fiscal, historical, informational or statistical value.
- Operating documentation shall be retained until legal and fiscal responsibility and administrative necessity discharged.

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STATE ARCHIVIST'S SIGNATURE <i>George C. Warriner</i>	DATE <i>1/24/79</i>	RECORDS LIAISON OFFICER'S SIGNATURE <i>[Signature]</i>	DATE <i>1-12-79</i>
ATTORNEY GENERAL'S SIGNATURE <i>G. J. MacFarlane</i> <i>by James R. Willis</i>	DATE <i>2/6/79</i>	STATE AUDITOR'S SIGNATURE <i>[Signature]</i>	DATE <i>2/5/79</i>