

How to Read a Records Retention and Disposition Schedule – General Use

General Records Retention and Disposition Schedule Example

Agency: 000 General Retention Schedules
Bureau: G001 Administrative Records

Item Number	Record Series Title and Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G001.001	<p>Administrative Correspondence and Subject Files</p> <p>Executive level documentation of agency activities. May include organizational charts reports, studies, correspondence, speeches, and other materials. (Does not apply to program-level records)</p>	M	No	6 ¹	0	2
Records Series Number	Records Series Title	1-Paper A-Microfilm B-Electronic C-Portable Media D-Cartographic E-Photographic (Not available) M-Multiple Media (General Schedule use ONLY)	Vital Record indicator does not apply to General Schedule items.	Agency Retention = 6 yrs	State Records Center Retention = 0	1-Routine Handling 2-Archival Review 3-Special Handling 5-Return to Agency 6-Delete 7-Review by Agency & State Archives
	Records Series Description					
	*Contact State Archives for appraisal after end of retention.					
	Additional instructions					

Agency/Bureau	The Agency identifies the type of schedule (000 indicates the General Records Retention and Disposition Schedule) and the Bureau pertains to the type of records within the General Schedule.
Records Series Number	This number uniquely identifies the specific record series.
Records Series Title	This is a unique and descriptive title given to the series to properly identify the records.
Records Series Description	The description includes the record series content and identifies the nature and purpose of the records.
Additional Instructions	An asterisk (*) indicates additional instructions.
Media Code	The codes identify the type of media on which the records are stored.
Vital Record	Yes/No. Does not apply to General Schedule record series numbers. If vital in the agency, it must be listed on the agency Continuity of Operations Plan and should be identified on the Agency File Plan.
Agency Retention	The period of time the records are to be retained within the agency.
SRC Retention	The amount of time the records are stored at the State Records Center.
Disposition Code	Instruction on disposing record at end of full retention.

¹ Retention is defined in years unless otherwise noted (for example 6Y 6M would be 6 years + 6 months). The full retention period is derived by adding the Agency Retn and SRC Retn periods together.

Agency-Specific Records Retention and Disposition Schedule Example

Agency: 035 Environmental Protection
Bureau: 3522560000 Waste Management - Reporting and Fee Collection Division

Item Number	Record Series Title and Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000875	Act 108 Fee Reports	1	No	5 ²	15	1
Records Series Number	Records Series Title	1-Paper A-Microfilm B-Electronic C-Portable Media D-Cartographic E-Photographic (Not available) M-Multiple Media (for General Schedule use ONLY)	Vital Record - Yes or No	Agency Retention = 5 yrs	State Records Center Retention = 15 yrs	1-Routine Handling 2-Archival Review 3-Special Handling 5-Return to Agency 6-Delete 7-Review by Agency & State Archives
	Records Series Description					

Agency/Bureau	An Agency-specific records retention and disposition schedule indicates the Agency and Bureau number and name of who is responsible for the records.
Records Series Number	This number uniquely identifies the specific record series.
Records Series Title	This is a unique and descriptive title given to the series to properly identify the records.
Records Series Description	The description includes the record series content and identifies the nature and purpose of the records.
Media Code	The codes identify the type of media on which the records are stored.
Vital Record	Yes/No. If YES, it must be listed on the agency Continuity of Operations Plan and should be identified on the Agency File Plan.
Agency Retention	The period of time the records are to be retained within the agency.
SRC Retention	The amount of time the records are stored at the State Records Center; the "inactive" retention period. NOTE: Records stored at the SRC are still owned by the agency; they are not "archived" or at the State Archives.
Disposition Code	When the full retention time period has ended, the disposition code provides instruction on what to do with the records.

² Retention is defined in years unless otherwise noted (for example 6Y 6M would be 6 years + 6 months). The full retention period is derived by adding the Agency Retn and SRC Retn periods together.