



How to Read an Agency-Specific Records and Disposition Schedule

In addition to the General Retention Schedule that applies to all state agencies, each agency has a retention and disposition schedule for records specific to that agency. Both the general schedule and the agency-specific schedules are listed on the agency file plan to ensure that employees follow the correct retention schedule. Here is an example of an agency-specific retention schedule. Beneath it is an explanation of what each section means:

Agency:	035	Environmental Protection					
Bureau:	3522560000	Waste Management - Reporting and Fee Collection Division					
Item No	Description	Media Code	Vital	Agy Rtn	Total Rtn	Disp Code	
00000875	Act 108 Fee Reports Treatment, Storage, or Disposal Facility Quarterly Operations Report and Fee Report (2560-FM-LRWM0055D and E); Hazardous Waste Transporter Quarterly Operations and Fee Report and Quarterly Manifest Summary Report (2560-FM-RWM0055G and H) and Quarterly Host Municipality Benefit Fee Forms (2560-FM-LRWM0055O). Originals held in Central Office. This information needs retained to meet the Solid Waste Management Act (Act 97 of 1988) 20 year liability requirement.	1	No	5Y	20Y	1	

Additional Information:

*AGY – Retention begins at receipt of report.

Agency and Bureau	Identifies the agency/bureau number and name of the business area responsible for the Records.
Item No.	Also called Records Series number. This number uniquely identifies the specific records series.
Description	This includes a unique and descriptive title to the records series followed by a description of the records series content. The description describes the nature and purpose of the records.
Additional Instructions	Any additional information (if needed) is placed at the end of the description following an asterisk. In this case, AGY means agency and additional information provides instructions on when retention begins.
Media Code	This code identifies the Type of Media on which the records are stored. Media codes are: 1-Paper, A- Microfilm B-Electronic, C-Portable Media (CDs, hard drive etc), D-Cartographic, M- Multi-media (a mix of electronic and paper)
Vital	Yes/No. Indicates whether the record is designated by the agency as an Essential Record (one that is necessary for continuity of operations during a disaster). If 'Yes,' the record should be listed on the agency continuity of operations plan and identified on the agency file plan.
Agy Rtn	Agency Retention. This tells the period of time that the records are retained in the agency.
Total Rtn	Total Retention. This tells the total time that the records are to be retained, including time retained in the agency plus any storage time at the State Records Center.
Disp Code	Instructions for disposition of the records. Disposal codes are: 1-routine handling or recycle, 2-Archival review, 3-Special Handling (shred, burn etc.), 5- Return to Agency, 6-Delete, 7-Review by Agency and State Archives (100 year retentions only)