



RECORDS RETENTION AND DISPOSITION SCHEDULE

Archives and Records Administration. Records Center.

Agency: Records Center Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	82-410	RECORD TRANSMITTAL AND RECEIPT - PRE-2016 State Form 23628 lists the inventory of each shipment of records sent to the state Records Center by an agency. This is a closed category. All new record transmittals received after July, 2016 are maintained in the AXAEM system as part of RS 2019-31 on the State Archives retention schedule.	After all boxes listed on the inventory have been destroyed, MAINTAIN in Records Center office or TRANSFER to the inventory section of the RECORDS CENTER depending on storage needs, and DESTROY after an additional three (3) years.
2	83-1374	AGENCY-GENERATED RECORDS DESTRUCTION NOTIFICATION A Records Destruction Notification (State Form 16) lists a box or boxes from a single record series that have the same eligible date of destruction. Notifications generated by the Records Center are maintained in the AXAEM system as part of RS 2019-31 on the State Archives retention schedule. RS 83-1374 applies only to the Records Center copy of notifications generated by a state agency, whether the records are destroyed by the agency or via courtesy destruction by the Records Center.	MAINTAIN in Records Center office or TRANSFER to the inventory section of the RECORDS CENTER depending on storage needs; DESTROY one (1) year after destruction date of listed records.
3	83-1375	REFERENCE REQUESTS, STATE FORM 24019 These are requests from agencies for the temporary return of records being stored at the Records Center. If the requested record is available, one copy of the request is placed in the box as an 'Out' slip, and one is attached to the file so that it can be re-filed properly when returned. If the record is not available (destroyed, missing, out to another agency employee), a copy is returned to the agency indicating this. The original is retained by the Records Center for statistical purposes.	For filled requests: DESTROY out-slip and file-attachment when record has been re-filed; MAINTAIN original in Records Center office or TRANSFER to the inventory section of the RECORDS CENTER depending on storage needs, and DESTROY after two (2) years. For unfilled requests, DESTROY original after the information has been included in the monthly statistical report.