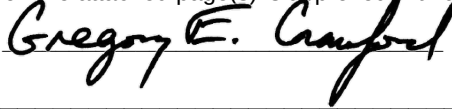




Government Records Services  
800 East Broad St., Richmond VA 23219  
(804) 692-3600  
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Records Retention and Disposition Schedule  
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The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below.

APPROVED: 

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### Policies for Records Retention and Disposition

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (LVA) before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.
7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
8. Under the Virginia Public Records Act, § 42.1-79, the Library of Virginia is the official custodian and trustee of all state-agency records transferred to the State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.
9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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<b>Automotive Records: Certificates of Mileage</b> This series documents the exact mileage (odometer reading) on a vehicle at the time of sale or transfer. Note: Code requires mileage to be written on title or title application at time of sale. This series applies to any separate documentation held by the locality selling or disposing of vehicles. COV 46.2-629	005156	3 Years after event	Non-confidential Destruction
<b>Automotive Records: Federal Motor Carrier Drug and Alcohol Tests - Negative</b> This series documents the testing of certain drivers as required by 49CFR382.111 - 311. 49CFR382.401; 49CFR382.111 - 311	005157	1 Year after receipt	Confidential Destruction
<b>Automotive Records: Federal Motor Carrier Drug and Alcohol Tests - Positives</b> This series documents the testing of certain drivers as required by 49CFR382.111 - 311. 49CFR382.401; 49CFR382.111 - 311	005158	5 Years after end of calendar year	Confidential Destruction
<b>Automotive Records: Fuel Metering/Monitoring Records</b> This series documents the periodic measuring or monitoring of bulk fuels.	005160	6 Months after end of calendar year	Non-confidential Destruction
<b>Automotive Records: Fuel Receipts/Tickets - Commercial Service Stations</b> This series documents the receipt of gasoline or other services at commercial gas stations, including credit card receipts.	005161	3 Years after end of calendar year	Non-confidential Destruction



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<b>Automotive Records: Fuel Receipts/Tickets - State Owned Facilities</b> This series documents the receipt of gasoline or other services from state owned facilities which are retained to verify reimbursement requests.	005162	3 Years after end of calendar year	Non-confidential Destruction
<b>Automotive Records: Fuel/Lubricant Issue Records</b> This series documents the issue of fuels or lubricants and requests for reimbursements.	005159	3 Years after end of calendar year	Non-confidential Destruction
<b>Automotive Records: Mileage/Usage Reports</b> This series documents the completion and submission of any mileage or usage reports.	005163	1 Year after end of calendar year	Non-confidential Destruction
<b>Automotive Records: Motor Vehicle Accident Reports</b> This series documents the reporting of and/or investigation of motor vehicle accidents.	005164	5 Years after closed	Non-confidential Destruction
<b>Automotive Records: Motor Vehicle Maintenance - Administrative Reports and Records</b> This series documents the administrative actions necessary to operate a maintenance facility, including maintenance related reports and other supporting records not otherwise listed on this schedule.	005165	0 Years after no longer administratively useful	Non-confidential Destruction
<b>Automotive Records: Motor Vehicle Maintenance - Consumption and Use Records</b> This series documents the daily mileage, fuel use and oil consumption of individual vehicles.	005166	3 Years after end of calendar year	Non-confidential Destruction



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<b>Automotive Records: Motor Vehicle Maintenance - Parts and Supply Records</b> This series documents the ordering, inventory and use of stocks of parts, bulk lubricants and other maintenance or operating supplies.	005167	2 Years after end of calendar year	Non-confidential Destruction
<b>Automotive Records: Motor Vehicle Maintenance - Repair and Service Records</b> This series documents the repair, maintenance and servicing of specific vehicles.	005168	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<b>Automotive Records: Motor Vehicle Release/Transfers</b> This series documents the sale, transfer, or disposal of surplus, excess, or non-repairable vehicles.	005169	3 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<b>Automotive Records: Motor Vehicle Reports</b> This series documents the routine reporting of administrative information on motor vehicles. Includes reports not listed on this schedule.	005170	3 Years after end of calendar year	Non-confidential Destruction
<b>Automotive Records: Motor Vehicle Use/Control - Dispatch Records</b> This series documents the daily assignment and use of motor vehicles and other large equipment.	005171	2 Years after end of calendar year	Non-confidential Destruction
<b>Automotive Records: Motor Vehicle Use/Control - Sign Out Logs/Books</b> This series documents the acceptance/receipt of vehicles for daily use.	005172	2 Years after end of calendar year	Non-confidential Destruction



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<b>Automotive Records: Motor Vehicle Use/Control - Use Requests</b> This series documents the receipt and response to requests for vehicles for use on specific days.	005173	3 Months after last action	Non-confidential Destruction
<b>Automotive Records: Motor Vehicle Use/Control - Vehicle Assignments</b> This series documents the long term or permanent assignment of vehicles to specific individuals, offices or uses.	005174	2 Years after end of calendar year	Non-confidential Destruction
<b>Automotive Records: Registrations - Vehicle</b> This series documents registration and licensing of locality owned vehicles. COV 46.2-600	005175	0 Years after event	Non-confidential Destruction
<b>Automotive Records: State Inspections - Inspection Station Copies</b> This series documents the inspection of vehicles by approved inspection stations. This series includes: station copies. COV 46.2-1163	005176	2 Years after end of calendar year	Non-confidential Destruction
<b>Automotive Records: State Inspections - Vehicle Copies</b> This series documents that vehicle has been inspected at an approved inspection station. COV 46.2-1157	005177	0 Years after event	Non-confidential Destruction
<b>Automotive Records: Vehicle Repair Work Orders - Logs</b> This series documents the receipt and control of requests for repair or service work at a vehicle maintenance facility.	005178	3 Years after end of calendar year	Non-confidential Destruction



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<b>Automotive Records: Vehicle Repair Work Orders - Requestor's Copy</b> This series documents the request for repair or service work from a vehicle maintenance facility.	005179	3 Years after end of calendar year	Non-confidential Destruction
<b>Automotive Records: Vehicle Repair Work Orders - Shop Copies</b> This series documents the receipt of a work order and actions taken in response.	005180	3 Years after end of calendar year	Non-confidential Destruction
<b>Automotive Records: Vehicle Titles</b> This series documents the legal ownership and titling of vehicles. COV 46.2-600	005181	0 Years after end of calendar year	Non-confidential Destruction
<b>Building Maintenance/Management: ADA Compliance Records</b> This series documents the receipt and responses to ADA complaints and records of ADA self evaluations. 28CFR36.102; 28CFR, Sec 35/36	005182	3 Years after end of calendar year	Non-confidential Destruction
<b>Building Maintenance/Management: Asbestos Records</b> This series documents the identification, removal and/or covering of asbestos within locality owned facilities. Does not include contracting records. 40CFR763.94	005183		Permanent, In Agency
<b>Building Maintenance/Management: Custodial Records</b> This series documents the supervision of custodial activities including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.	005184	0 Years after no longer administratively useful	Non-confidential Destruction



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<b>Building Maintenance/Management: Elevator Records</b> This series verifies the completion of required elevator inspections.	005185	3 Years after last action	Non-confidential Destruction
<b>Building Maintenance/Management: Grounds Keeping Records</b> This series documents the supervision of grounds keeping activities including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.	005186	0 Years after no longer administratively useful	Non-confidential Destruction
<b>Building Maintenance/Management: Inspections</b> This series documents the inspection of state or agency owned property and installed equipment not covered by another records series. This series may include, but is not limited to: inspections, photographs, recommended actions, and follow-up notes.	200808	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Building Maintenance/Management: Installed Equipment</b> This series documents the installation, maintenance, service and history of building installed equipment.	005187	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<b>Building Maintenance/Management: Parking Records</b> This series documents the assignment, control and use of parking spaces.	005188	3 Years after end of calendar year	Non-confidential Destruction
<b>Building Maintenance/Management: Repair/Service Records</b> This series documents requests for building repair or service work, including call records, work orders, actions and other related documentation except on installed equipment.	005189	3 Years after end of calendar year	Non-confidential Destruction



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<b>Building Maintenance/Management: Space Utilization records</b> This series documents the assignment, control and use of offices, floor space, rooms or other facilities within assigned buildings, excluding fiscal records.	005190	0 Years after no longer administratively useful	Non-confidential Destruction
<b>Building Maintenance/Management: Warranty Files</b> This series documents the manufacturer's/vendor's warranty to replace and/or repair defective materials or equipment.	005191	1 Year after expiration	Non-confidential Destruction
<b>Construction Stormwater Permit Compliance and Inspections: Record Copy</b> This series documents the agency's record copy of responsibilities pertaining to compliance with Construction Stormwater General and Individual Permits permitted by the Virginia Department of Environmental Quality. This series may include, but is not limited to, inspections, correspondence, and compliance documentation.	200959	5 Years after expiration	Non-confidential Destruction
<b>Environmental Protection: Hazardous Chemical Records</b> This series documents the presence and/or use of hazardous chemicals in the workplace. Records must include but are not limited to Material Safety Data Sheets (MSDS), hazardous chemical inventories and hazardous chemical exposure records. 29CFR1910.1200. 29CFR1910.1200	005192	30 Years after event	Non-confidential Destruction
<b>Environmental Protection: Hazardous Waste Reports</b> This series documents preparation and filing of reports required by Virginia Administrative Code, 9VAC20-60-305. 40CFR262.40; 9VAC20-60-305	005193	3 Years after end of calendar year	Non-confidential Destruction





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<b>Environmental Protection: Medical Waste Records</b> This series documents the authorized and proper disposal of medical waste as required by Virginia Administrative Code, 9VAC20-120-310. 9VAC20-120-310	005194	3 Years after end of calendar year	Non-confidential Destruction
<b>Environmental Protection: Other Waste Disposal Records</b> This series documents any activities related to waste disposal not otherwise listed on this schedule.	005195	3 Years after end of calendar year	Non-confidential Destruction
<b>Environmental Protection: Radiation Exposure - Badge Reports</b> This series documents the testing of and receipt of radiation badge exposure reports documenting dosage received during a specified period. 10CFR20.2104	005196	3 Years after end of calendar year	Non-confidential Destruction
<b>Environmental Protection: Radiation Exposure - Cumulative Exposure Records</b> This series documents the total radiation exposure of an employee during the time of employment as required by the Code of Federal Regulations. 10CFR20.2103; 10CFR20.1502	005197	30 Years after end of calendar year	Non-confidential Destruction
<b>Environmental Protection: Radiation Exposure - Transportation Manifests</b> This series documents the authorized and proper transportation of hazardous waste as required by Virginia Administrative Code, 9VAC20-60-430. 40CFR263.22; 9VAC20-60-430	005198	3 Years after event	Non-confidential Destruction



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<b>Equipment Maintenance: Maintenance Reports</b> This series documents the status of equipment in use by the locality.	005199	0 Years after no longer administratively useful	Non-confidential Destruction
<b>Equipment Maintenance: Repair and Service Records</b> This series documents the repair and service history of non-automotive and non-installed equipment owned by the locality.	005200	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<b>Equipment Maintenance: Technical Reference and Maintenance Publications</b> This series collects technical reference material needed to use, maintain, supply and repair locality owned equipment.	005201	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Equipment Maintenance: Warranty Files</b> This series documents the manufacturer's/vendor's warranty to replace and/or repair defective equipment.	005202	1 Year after expiration	Non-confidential Destruction
<b>Erosion and Sediment Control and Stormwater Management: Certifications (Record Copy)</b> This series documents agency employees holding the Virginia Erosion and Sediment Control and Stormwater Management certification. This series may include, but is not limited to, certificates and correspondence.	200960	1 Year after expiration	Non-confidential Destruction
<b>Mail Records: Box Rent Receipts</b> This series documents the issue of internal mail boxes and the collection of rent receipts.	005203	3 Years after end of calendar year	Non-confidential Destruction
<b>Mail Records: Certified and Registered Mail</b> This series documents the acceptance and shipment or receipt and release of certified or registered mail.	005204	3 Years after end of calendar year	Non-confidential Destruction



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<b>Mail Records: Equipment Maintenance Records</b> This series documents the repair and maintenance of mailroom equipment.	005205	0 Years after last action	Non-confidential Destruction
<b>Mail Records: Mail/Parcel Metering Records</b> This series controls the use of mail or parcel meters and the accounting for charges incurred.	005206	3 Years after end of state fiscal year	Non-confidential Destruction
<b>Mail Records: Postage/Payment Due Records</b> This series documents the receipt and collection of funds for postage mail, COD mail and other collections.	005208	3 Years after final payment	Non-confidential Destruction
<b>Mail Records: Postal Payments</b> This series documents the payment of bills for postage or other mail services.	005209	3 Years after final payment	Non-confidential Destruction
<b>Mail Records: Refunds and Adjustments</b> This series documents the request for and/or receipt of refunds or adjustments from the USPS or other common carriers.	005210	3 Years after end of state fiscal year	Non-confidential Destruction
<b>Mail Records: Requisitions for Postage</b> This series documents internal requests for postage, issue or postage and reimbursement, if applicable.	005211	3 Years after end of state fiscal year	Non-confidential Destruction
<b>Mail Records: Shipment/Receipt Control Records (Non-Fiscal)</b> This series documents the control of incoming and outgoing mail.	005207	6 Months after end of calendar year	Non-confidential Destruction
<b>Mail Records: Special Handling or Shipping</b> This series documents the shipment or receipt of parcels through common carriers (Fed-ex, UPS, couriers, etc) and subsequent bill and payment.	005212	3 Years after end of calendar year	Non-confidential Destruction



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<b>Radio Operations Records: Design and Planning Files</b> This series documents and planning for new or modified radio communications systems.	005213	3 Years after end of calendar year	Non-confidential Destruction
<b>Radio Operations Records: Equipment Procurement Files</b> This series documents the purchase of radios and support equipment.	005214	3 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<b>Radio Operations Records: Logs and Operations Files</b> This series documents operator and dispatcher files created during routine radio usage unless covered by another records series.	005215	2 Years after end of calendar year	Non-confidential Destruction
<b>Radio Operations Records: Maintenance and Service Records</b> This series documents maintenance and service history for radios and support equipment.	005216	3 Years after end of calendar year	Non-confidential Destruction
<b>Radio Operations Records: Warranty Files</b> This series contains copies of equipment warranties and any related claims.	005217	1 Year after expiration	Non-confidential Destruction
<b>Real Property Records: Construction As-Built Plans, Specifications, Drawings, Plans &amp; Maps</b> This series documents the end result of construction and renovation projects affecting locality owned property.	005218		Permanent, In Agency
<b>Real Property Records: Construction Contract Admin</b> This series documents locality actions in supervision of construction or renovation contracts.	005219	5 Years after decision	Non-confidential Destruction



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<b>Real Property Records: Construction Plan Reviews</b> This series documents preliminary plans, drawings and specifications for locality construction or renovation projects.	005220	1 Year after decision	Non-confidential Destruction
<b>Real Property Records: Construction Project Management</b> This series documents preliminary plans, drawings and specifications for locality construction or renovation projects.	005221	5 Years after end of state fiscal year	Non-confidential Destruction
<b>Real Property Records: Construction Projects - Requests, Justifications and Rankings</b> This series documents the agency's actions to obtain authorization and funding for Capital Outlay Projects.	005222	5 Years after project completion	Non-confidential Destruction
<b>Real Property Records: Deeds - Duplicates</b> This series documents locality ownership of real property.	005223	0 Years after no longer administratively useful	Non-confidential Destruction
<b>Real Property Records: Deeds - Record Copy</b> This series documents locality ownership of real property.	005224	0 Years after event	Non-confidential Destruction
<b>Real Property Records: Easements</b> This series documents the existence of easements which affect locality owned or leased property.	005225	5 Years after event	Non-confidential Destruction
<b>Real Property Records: Handicapped Barrier Files</b> This series documents the identification and correction of barriers to handicapped access to facilities.	005226	5 Years after event	Non-confidential Destruction
<b>Real Property Records: Leases</b> This series documents the leasing of real property for locality use.	005227	5 Years after event	Non-confidential Destruction



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<b>Real Property Records: Property Appraisals/Evaluations</b> This series documents the completion of property appraisals and/or evaluations prior to purchase, lease, sale or other disposal of locality owned or used real property.	005228	5 Years after end of calendar year	Non-confidential Destruction
<b>Real Property Records: Surplus Property Disposal</b> This series documents the reporting and disposal of surplus locality owned real property.	005229	3 Years after last action	Non-confidential Destruction
<b>Reproduction Records: Equipment Procurement Files</b> This series documents the purchase of copiers, duplicators and support equipment.	005230	3 Years after last action	Non-confidential Destruction
<b>Reproduction Records: Mailing Lists</b> This series documents creation of special purpose mailing lists for routine distribution of printed materials.	005231	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Reproduction Records: Maintenance and Service Records</b> This series documents maintenance and service history for copiers, duplicators and support equipment.	005232	3 Years after end of calendar year	Non-confidential Destruction
<b>Reproduction Records: Management Files</b> This series documents the routine management of an agency printing/duplication shop. Includes but is not limited to logs, registers and inventories.	005233	0 Years after no longer administratively useful	Non-confidential Destruction
<b>Reproduction Records: Printing Masters, Artwork, Specifications and Layouts</b> This series documents the planning and layout of complex printing requirements.	005236	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<b>Reproduction Records: Printing/Duplication Job Orders - Requestor Copy</b> This series documents agency requests for printing/duplication, either internal or external, excluding purchase orders.	005234	1 Year after end of calendar year	Non-confidential Destruction
<b>Reproduction Records: Printing/Duplication Job Orders - Shop Copy</b> This series documents work requested of and/or completed by an agency run printing or duplication shop. Series includes printing order, planning files, receipt documents and other supporting material. Refer to General Records Retention and Disposition Schedule GS2, Fiscal Records for retention guidelines on payment records.	005235	1 Year after project completion	Non-confidential Destruction
<b>Reproduction Records: Warranty Files</b> This series contains copies of equipment warranties and any related claims.	005237	1 Year after expiration	Non-confidential Destruction
<b>Risk Management Records: Insurance Claims</b> This series documents the filing and disposition of claims by the locality or against the locality's insurers.	005238	5 Years after last action	Non-confidential Destruction
<b>Risk Management Records: Insurance Policies - Automotive</b> This series documents the insurance status of the locality.	005239	5 Years after event	Non-confidential Destruction
<b>Risk Management Records: Insurance Policies - General Liability</b> This series documents the insurance status of the locality.	005240	25 Years after expiration	Non-confidential Destruction



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<b>Risk Management Records: Insurance Policies - Property</b> This series documents the insurance status of the locality.	005241	5 Years after event	Non-confidential Destruction
<b>Security Records: Disaster and Emergency Planning Files</b> This series documents planning preparation for, response to, and recovery from any event that places an agency in an other-than-normal status. This series may include, but is not limited to: disaster plan, Continuity of Operations Plan (COOP), records emergency action plan, emergency contacts, telephone listings and other supporting documentation.	005243	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
<b>Security Records: Equipment Control Logs</b> This series documents the movement of equipment into and out of facilities when control is required for security purposes.	005244	6 Months after last action	Non-confidential Destruction
<b>Security Records: Evacuation Plans</b> This series consists of any fire or emergency evacuation plans for the building, office or department. COV 2.2-3705	005245	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
<b>Security Records: Fire Extinguishers Inspections Reports</b> This series includes fire extinguisher tags or sheets that document routine extinguisher inspections.	005246	0 Years after event	Non-confidential Destruction
<b>Security Records: Fire Safety Inspections</b> This series documents the completion and results of fire safety inspections, including any follow-up actions taken.	005247	5 Years after event	Non-confidential Destruction





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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<b>Security Records: Guard or Security Monitor Files</b> This series consists of records (other than personnel or payroll) tracking daily assignment, duties, responsibilities, use or control of building/department guards or security monitors. COV 2.2-3705	005248	2 Years after last action	Confidential Destruction
<b>Security Records: Personal Identification Records (Access and Security)</b> This series consists of records used to identify individuals having access to buildings, departments, room or areas. Includes issue records, back-up photos and other supporting documentation. COV 2.2-3705	005249	1 Year after last action	Confidential Destruction
<b>Security Records: Safety Records</b> This series consists of records produced, maintained or collected by the locality, building or department safety officer.	005250	3 Years after last action	Non-confidential Destruction
<b>Security: Disaster Recovery Files</b> This series documents the process of and expenses for the recovery from a State- or Federally-declared disaster. This series may include, but is not limited to: damage reports, repair reports, expense records, a copy of all activated response plans, and supporting documentation.	200036	5 Years after last action	Confidential Destruction
<b>Security: Incident Reports</b> This series documents the reporting, investigation and action taken in regard to security-related incidents occurring at buildings and facilities. Materials may include paper reports and forms, photographic evidence and magnetic or electronic surveillance recordings.	005690	3 Years after last action	Non-confidential Destruction



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<b>Security: Security and Surveillance Recordings</b> This series consists of audio or video recordings created during the monitoring of buildings or areas for security purposes. Recordings may be audio or video in electronic or magnetic format.	005251	1 Month after event	Non-confidential Destruction
<b>Security: Visitor Access Control Records</b> This series documents visitor access to specific buildings, departments, rooms, or areas. This series may include, but is not limited to: access lists, sign-in sheets, logs, registers, screenings, instruction books, and emergency contacts.	005242	6 Months after no longer administratively useful	Confidential Destruction
<b>Stockroom/Warehouse Records: Inventory Records</b> This series documents the routine inventory of supplies or stocks on hand.	005252	0 Years after project completion	Non-confidential Destruction
<b>Stockroom/Warehouse Records: Issue/Delivery Records</b> This series documents the issue or delivery of supplies to users within the locality.	005253	6 Months after end of calendar year	Non-confidential Destruction
<b>Stockroom/Warehouse Records: Receiving Records - Accounting Copy</b> This series documents the receipt of goods from vendors and/or common carriers.	005254	0 Years after end of state fiscal year	Non-confidential Destruction
<b>Stockroom/Warehouse Records: Receiving Records - Other Copies</b> This series documents the receipt of goods from vendors and/or common carriers.	005255	0 Years after no longer administratively useful	Non-confidential Destruction



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<b>Stockroom/Warehouse Records: Replenishment Orders</b> This series consists of copies of orders/requisitions sent to purchasing to refill on-hand stocks.	005256	1 Year after submission	Non-confidential Destruction
<b>Stockroom/Warehouse Records: Signature Card/Authority Files</b> This series documents the authority of an individual to receive, accept and sign for supplies and equipment for internal units of the locality.	005257	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Stockroom/Warehouse Records: Stock Control/Usage Records</b> This series documents the on-hand balances, status, usage, issuance and reorder of stocks of supplies stored for issue by the stockroom or warehouse.	005258	6 Months after final payment	Non-confidential Destruction
<b>Stockroom/Warehouse Records: Stock Locator Records</b> This series documents the assignment of and location of stocks of inventories maintained on hand by the stockroom or warehouse.	005259	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<b>Stockroom/Warehouse Records: Supply Requests</b> This series documents the receipt and fulfillment of orders from internal users from stockroom or warehouse.	005260	1 Year after project completion	Non-confidential Destruction
<b>Stockroom/Warehouse Records: Surplus Property Records</b> This series documents the receipt and fulfillment of orders from internal users from stockroom or warehouse.	005261	3 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction



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<b>Telecommunications Equipment: Bills or Invoices</b> This series documents the providers billing for telecommunications services.	005262	5 Years after end of calendar year	Non-confidential Destruction
<b>Telecommunications Equipment: Equipment Installation Files</b> This series documents plans for and locations of installed telecommunications equipment. Does not include bills for installation services.	005263	3 Years after end of calendar year	Non-confidential Destruction
<b>Telecommunications Equipment: Internal Billing Files</b> This series documents the internal charging or reimbursement for telecommunications services.	005264	3 Years after end of calendar year	Non-confidential Destruction
<b>Telecommunications Equipment: Itemized Bills - Detached</b> This series documents the itemized phone calls charged for by a service provider, if stored separately from the main bill.	005265	6 Months after end of calendar year	Non-confidential Destruction
<b>Telecommunications Equipment: Logs and Operation Records</b> This series includes any internal logs or operational records used to monitor and/or control telecommunications and/or telecommunications equipment.	005266	2 Years after end of calendar year	Non-confidential Destruction
<b>Telecommunications Equipment: Maintenance and Service Files</b> This series include routine service and maintenance records for installed telecommunications equipment.	005267	3 Years after end of calendar year	Non-confidential Destruction



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<b>Telecommunications Equipment: System Design and Planning Files</b> This series documents any plans or designs for purchase of new or expanded telecommunication equipment or services.	005268	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction