

Sample Page:

| Accountants, Board of | | | | | Archival Review |
|--|--|-------------|---------------------------|--|-----------------|
| Administration and Business Support (ADM) | | | | | |
| General Management (GMT) | | | | | |
| Correspondence - General | ADM-GMT-05 | CR | 3 | Destroy 3 years after create date | Yes |
| <i>09-071</i> | <i>CPA Firm and CPA Office Files (Active)</i> | | | | <i>10</i> |
| | <i>Purge general correspondence after 3 years.</i> | | | | |
| <i>93-180</i> | <i>General Correspondence and Administrative Files</i> | | | | <i>1</i> |
| | <i>Retain 1 year, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director. (Supersedes AR #90-30)</i> | | | | |
| Governance and Compliance (GAC) | | | | | |
| Governance (GOV) | | | | | |
| Minutes | GAC-GOV-03 | PERM | Retain permanently | | No |
| <i>93-182</i> | <i>Minutes of the State Board of Certified Public Accountants</i> | | | | <i>0</i> |
| | <i>Permanent or transfer to State Archives. Security microfilm.</i> | | | | |

"Event Code." For definitions: <http://bit.ly/1Q7L6Va>

Current schedules on blue lines. Use these.

Evaluate for transfer to State Archives

Former schedules – just for your reference.