

## Sample Page:

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Evaluate for transfer to State Archives

Archival Review

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

Current schedules on blue lines. Use these.

**Accountants, Board of**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Correspondence - General	ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
<b>09-071</b>	CPA Firm and CPA Office Files (Active)				
	Purge general correspondence after 3 years.				10
<b>93-180</b>	General Correspondence and Administrative Files				
	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)				1

**Governance and Compliance (GAC)**

**Governance (GOV)**

Minutes	GAC-GOV-03	PERM	Retain permanently	No
<b>93-182</b>	Minutes of the State Board of Certified Public Accountants			
	Permanent or transfer to State Archives. Security microfilm.			0

Former schedules – just for your reference.

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