



Agency Records Disposition Schedule

Department: Office of the Governor

Section:

Division:

Sub-Section:

TITLE: Appointment File

CUTOFF:EOCY

DESCRIPTION: Appointments made by the Governor

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22749

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Appointment File - Not Appointed

CUTOFF:EOCY

DESCRIPTION: Records related to requests and recommendations for appointments to various positions that did not result in an appointment. Records include, but are not limited to, letters from persons requesting appointment, gubernatorial appointment applications, resumes, letters and petitions recommending persons for appointment, and copies of letters from the governor or his staff acknowledging receipt of application or recommendation letters.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24502

SERIES STATUS: Pending

APPROVAL DATE:

TITLE: Constituent Case Sheets

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22750

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001



Agency Records Disposition Schedule

Department: Office of the Governor

Section:

Division:

Sub-Section:

TITLE: County Prosecuting Attorney Requests for Assistance

CUTOFF: EOCY

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22759

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Departmental Files

CUTOFF: EOCY

DESCRIPTION:

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22751

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Executive Orders (copies)

CUTOFF: EOCY

DESCRIPTION: Originals Filed with the Secretary of State Office

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22752

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001



Agency Records Disposition Schedule

Department: Office of the Governor

Section:

Division:

Sub-Section:

TITLE: Extradition Papers

CUTOFF:EOCY

DESCRIPTION: Domestic, Foreign, Waivers Claims, Hearings, Warrants, Revoked Warrants, Correspondence, Disposition of Fugitive, etc.)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22753

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Legislative Bill Review Files

CUTOFF:End of Term of Office

DESCRIPTION: Records created by the Office of Administration Division of Budget and Planning for all Truly Agreed and Finally Passed legislation. Records include, but are not limited to, the bill review form.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Originals with the Office of Administration Division of Budget and Planning

DISPOSITION ACTION: Destroy

SERIES: 24503

SERIES STATUS: Pending

APPROVAL DATE:

TITLE: Pardons, Commutations and Restorations

CUTOFF:EOCY

DESCRIPTION: Copy filed with Secretary of State Office for permanent retention

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22760

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001



Department: Office of the Governor

Division:

Agency Records Disposition Schedule

Section:

Sub-Section:

TITLE: Proclamations

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22756

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Writs of Elections

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: DCA

SERIES: 22758

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001