

# CITY MANAGER

**Title: LRDA Number: 2007- 46**

## **Accounting Files (office copies)**

### **Description:**

These types of records administer and document financial transactions and accounting functions (including Accounts receivable and accounts payable) any may contain but are not limited to computer generated forms and reports, invoices, receipt books, journal entries, ledgers, accountant spreadsheets, disbursement log, billing claims, records of petty cash, charge slips, cashiers tapes, credit and collections records, vouchers, notes. correspondence and related documents.

### **Minimum Retention Period:**

Until resolution of an annual audit

### **Legal Citations:**

NRS 354.624, NAC 239.165 (1)(2)

### **Legal Notes:**

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

**Title: LRDA Number: 2007- 54**

## **Contracts and Agreements (office copies)**

### **Description:**

This record series documents products and services provided to or by an agency for a specified cost and period of time. This series may include, but is not limited to, copies of lease/rental agreements, copies of service contracts, copies of bid documents, related correspondence, and similar documents.

### **Minimum Retention Period:**

One (1) fiscal year after contract or agreement completed or terminated.

**Title: LRDA Number: 2007- 1230**

## **Convenience Copies**

### **Description:**

This record series consists of reference, informational, or convenience copies of other records and are usually kept to be made available for distribution to individuals, departments, boards, commissions, committees, remote locations, etc.

### **Minimum Retention Period:**

Review on a continuous basis, disposing of records which are no longer administratively useful.

**Title: LRDA Number: 2007- 7**

## **Correspondence: Administrative**

### **Description:**

Records not duplicated elsewhere that document how the agency is organized, how it functions, and its pattern of action, its policies, procedures, and achievements. This series includes electronic mail that communicates the above.

### **Minimum Retention Period:**

Permanent.

**Title: LRDA Number: 2007- 56**

## **Correspondence: General and Inquiries**

### **Description:**

Routine communications received or sent, that generally serves informational purposes. May include routine requests for information or publications, form letters, inquires about supplies, transmittals, general information requests, acknowledgements, and similar correspondence of a transitory and/or housekeeping nature. This series includes electronic mail that communicates the above.

### **Minimum Retention Period:**

Purge annually of unneeded materials.

### **Note:**

It is recommended this type of correspondence be retained for no longer than three (3) calendar years.

**Title: LRDA Number: 2007- 8**

## **Directives of Manager**

### **Description:**

Direction or instruction by manager or executive officer. This series may include, but is not limited to, executive orders, bulletins and advisories, directives, policy statements, notes on policy and procedures, related correspondence, and similar documents.

### **Minimum Retention Period:**

Permanent.

**Title: LRDA Number: 2007- 245**

## **Electronic Mail (E-mail)**

### **Description:**

Electronic mail is a technology that allows for the written exchange of information in machine readable format. E- mail represents not the system, but the information communicated through the system. E-mail messages are public records when they are created or received in the transaction of public business. They must be retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other formats. E-mail is managed by its content, not its format. For additional information on E-mail see the State of Nevada - Policy on Defining Information Transmitted via E-mail as a Public Record.

### **Minimum Retention Period:**

Erase after the retention period required for equivalent hardcopy.

### **Legal Citations:**

Same as the equivalent hardcopy (if applicable).

### **Legal Notes:**

Same as the equivalent hardcopy (if applicable).

**Note:** Same as the equivalent hardcopy (if applicable).

**Title: LRDA Number: 2007- 58**

## **Employee Files Maintained in an Office or Department**

### **Description:**

This record series is usually maintained by agency personnel officers, and is an administrative copy of the master personnel file retained by the Personnel/Human Resources department. This series may include, but is not limited to, applications, payroll forms, employee appraisal and evaluation forms, work performance standards, alcohol and drug free workplace acknowledgement, retirement action forms, personnel related federal forms, resumes, transcripts, educational and training certificates, correspondence and related documents.

### **Minimum Retention Period:**

One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).

**Legal Citations:**

NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)

**Legal Notes:**

This record series contains Confidential and sensitive information and must be destroyed in accordance with NAC 239.165 when the retention period has expired. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

**Note:**

The following documents should NOT be placed in employee files: employment verification documentation (INS- I-9), recruitment documents, documents relating to alcohol and drug testing, medical records, documents relating to disabilities, (including ADA related records), investigative documents pertaining to grievances and disciplinary actions, EEO complaints, workers compensation records, and similar types of documents

**Title: LRDA Number: 2007- 1658****Gift Disclosures****Description:**

This record series documents gift disclosures in accordance with state law.

**Minimum Retention Period:**

Six (6) fiscal years after the date on which the disclosure was filed.

**Legal Citations:**

NRS 281.491

**Title: LRDA Number: 2007- 1241****Leave Requests****Description:**

This record series documents an employee's request for sick, vacation, compensatory, or other leave time.

**Minimum Retention Period:**

Three (3) fiscal years from the fiscal year to which the documentation pertains.

**Legal Citations:**

NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)

**Legal Notes:**

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

**Note:**

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Title: LRDA Number: 2007- 68****Records of External Groups and Agencies****Description:**

These are usually records provided to local governments for courtesy or informational purposes from associations, organizations, groups and agencies that are not part of the local government but which have some form of association or relationship with the local government.

**Minimum Retention Period:**

Until no longer needed for reference or informational purposes.

**Title: LRDA Number: 2007- 73****Records Retention Schedule****Description:**

This schedule is a listing of all the record series in the legal custody of a local government, and the minimum retention that is established to satisfy administrative, fiscal, legal and historical requirements for

each record Series, and has been approved by those necessary within the organization and the State Library and Archives Administrator.

**Minimum Retention Period:**

Six (6) calendar years after superseded by a changed schedule

**Legal Citations:**

NAC 239.155

**Title: LRDA Number: 2007- 288**

**Reimbursements (including claims)**

**Description:**

This record series consists of records maintained to document travel, mileage, claims for reimbursement and other expenses of local governmental employees or officials while on municipal business. Records may include, but are not limited to, reimbursement requests, authorizations, copies of receipts, payment vouchers, related correspondence and similar documents..

**Minimum Retention Period:**

Until annual audit is completed.

**Legal Citations:**

NRS 354.624

**Title: LRDA Number: 2007- 290**

**Resignations of Elective and Appointive Officials**

**Description:**

This series documents resignations of elected and appointive officials and may contain, but is not limited to, letter of resignation, copy of oath of office, related correspondence and similar documents.

**Minimum Retention Period:**

One (1) calendar year after resignation is effective.

**Legal Citations:**

NRS 283.030

**Title: LRDA Number: 2007- 75**

**Subject Files**

**Description:**

These files are generally used for information retrieval, and are usually arranged alphabetically by subject. Often includes: announcements, brochures, bulletins, instructional guides, pamphlets, reports and similar documents.

**Minimum Retention Period:**

Purge annually of unneeded materials

**Note:**

It is recommended this record series be retained for no longer than three (3) calendar years.

**Title: LRDA Number: 2007- 1414**

**Supportive Agency Files**

**Description:**

This record series is used to keep informed about the activities of other agencies of similar function (other states, national and international organizations, etc.). The files may contain but are not limited to correspondence, brochures, pamphlets, announcements, notes, informational sheets on federal/state / and /or private organizations, copies of reports, handbooks, guides and similar materials.

**Minimum Retention Period:**

Review on a continuous basis, disposing of records which are no longer administratively useful.

**Note:**

It is recommended that these types of records be retained no longer than three years.

**Title: LRDA Number: 2007- 1254**  
**Technical Reference Files**

**Description:**

Non-record copies of articles, periodicals, reports, studies, vendor catalogs, and similar materials that are used for reference and information but are not considered to be part of the offices records.

**Minimum Retention Period:**

Until no longer needed for reference purposes.

**Title: LRDA Number: 2007- 1528**  
**Travel Records - Employee**

**Description:**

This record series documents requests, authorizations, reimbursements, and other actions related to employee travel. This series may include, but is not limited to, travel requests, travel itineraries, authorizations, approval signatures, travel vouchers, plane tickets or stubs, parking expense documents, expense reports, receipts, related correspondence and similar documents.

**Minimum Retention Period:**

Three (3) fiscal years from the end of the fiscal year to which records pertain.

**Legal Citations:**

NRS 11.190 (3)(d), NAC 239.165 (1)(2)

**Legal Notes:**

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

**Note:**

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

ACKNOWLEDGED BY RECORDS DELEGATE(S) \_\_\_\_\_  
DATE \_\_\_\_\_

REVIEWED BY RECORDS ADMINISTRATOR \_\_\_\_\_  
DATE \_\_\_\_\_

APPROVED BY DEPARTMENT DIRECTOR \_\_\_\_\_  
DATE \_\_\_\_\_

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## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 1235
Record Title	<b>Accounts Payable Files</b>
State Required Retention	Six (6) fiscal years from the end of the fiscal year to which the records pertain.
Department Retention	Six (6) fiscal years from the end of the fiscal year to which the records pertain.
On Site Retention	1 fiscal year from the end of the fiscal year to which the records pertain.
Records Center	5 fiscal years from the end of the fiscal year to which the records pertain.
Destroy by	Shred
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 1558
Record Title	<b>Activity Reports</b>
State Required Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
Department Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
On Site Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
Records Center	?
Destroy by	
Record Media	Electronic
Notes	Microfilm
LDRA No	2007- 3
Record Title	<b>Annual Budget - Files</b>
State Required Retention	Five (5) fiscal years from the year to which the records pertain
Department Retention	Five (5) fiscal years from the year to which the records pertain
On Site Retention	1 fiscal year from the year to which the records pertain
Records Center	4 fiscal years from the year to which the records pertain
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 256
Record Title	<b>Applications and Resumes for Appointive Positions from Persons Subsequently Appointed</b>
State Required Retention	Add to Master Personnel File
Department Retention	6 months after appointment Add to Master Personnel File
On Site Retention	None
Records Center	None
Destroy by	
Record Media	Paper
Notes	Confidential or Sensitive Information
LDRA No	2007- 257
Record Title	<b>Applications and Resumes for Appointive Positions from Persons Subsequently Not Appointed</b>
State Required Retention	Three (3) years after position is filled.
Department Retention	Three (3) years after position is filled.
On Site Retention	Three (3) years after position is filled.
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Sensitive Information
LDRA No	2007- 48
Record Title	<b>Attendance Records, Employees (office copies)</b>
State Required Retention	Three (3) fiscal years from the year to which it pertains.
Department Retention	Three (3) fiscal years from the year to which it pertains.
On Site Retention	1 fiscal year from the year to which it pertains.
Records Center	2 fiscal years from the year to which it pertains.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 54
Record Title	<b>Contracts and Agreements (office copies)</b>
State Required Retention	One (1) fiscal year after contract or agreement completed or terminated.
Department Retention	One (1) fiscal year after contract or agreement completed or terminated.
On Site Retention	One (1) fiscal year after contract or agreement completed or terminated.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Office Copies
LDRA No	2007- 1230
Record Title	<b>Convenience Copies</b>
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
Records Center	None
Destroy by	Recycle when appropriate or shred
Record Media	Paper
Notes	
LDRA No	2007- 7
Record Title	<b>Correspondence: Administrative</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	1 year
Records Center	Microfilm permanent
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Put to microfilm

## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 56
Record Title	<b>Correspondence: General and Inquiries</b>
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 57
Record Title	<b>Departmental Regulations, Policies and Procedures</b>
State Required Retention	Six (6) calendar years after superseded or abandoned officially.
Department Retention	Six (6) calendar years after superseded or abandoned officially.
On Site Retention	Until superseded or abandoned officially.
Records Center	?
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 8
Record Title	<b>Directives of Manager</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	Microfilm permanent
Destroy by	After putting to microfilm
Record Media	Paper & Electronic
Notes	Put to microfilm

## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 245
Record Title	<b>Electronic Mail (E-mail)</b>
State Required Retention	Erase after the retention period required for equivalent hardcopy.
Department Retention	Erase after the retention period required for equivalent hardcopy.
On Site Retention	Erase after the retention period required for equivalent hardcopy.
Records Center	None
Destroy by	Deleting
Record Media	Electronic
Notes	
LDRA No	2007- 58
Record Title	<b>Employee Files Maintained in an Office or Department</b>
State Required Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
Department Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
On Site Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential and sensitive information
LDRA No	2007- 1568
Record Title	<b>Gift and Donation Records</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Restricted Information

## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 1658
Record Title	<b>Gift Disclosures</b>
State Required Retention	Six (6) fiscal years after the date on which the disclosure was filed.
Department Retention	Six (6) fiscal years after the date on which the disclosure was filed.
On Site Retention	Six (6) fiscal years after the date on which the disclosure was filed.
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Restricted Information
LDRA No	2007- 1241
Record Title	<b>Leave Requests</b>
State Required Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
On Site Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Records Center	?
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 34
Record Title	<b>Legislative Relations Records</b>
State Required Retention	As long as administratively useful to the agency
Department Retention	As long as administratively useful to the agency
On Site Retention	As long as administratively useful to the agency
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 1301
Record Title	<b>Mission Statement</b>
State Required Retention	Until superseded with an updated or amended statement, and review for historical value
Department Retention	Until superseded with an updated or amended statement, and review for historical value
On Site Retention	Until superseded with an updated or amended statement, and review for historical value
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 897
Record Title	<b>Petty Cash Records</b>
State Required Retention	Until annual audit is completed
Department Retention	Until annual audit is completed
On Site Retention	Until annual audit is completed
Records Center	?
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 369
Record Title	<b>Procedure Manuals</b>
State Required Retention	Six (6) calendar years after superseded or abandoned officially.
Department Retention	Six (6) calendar years after superseded or abandoned officially.
On Site Retention	Six (6) calendar years after superseded or abandoned officially.
Records Center	?
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 67
Record Title	<b>Property and Equipment, Records and Inventories (office copies)</b>
State Required Retention	One (1) fiscal year after superseded
Department Retention	One (1) fiscal year after superseded
On Site Retention	One (1) fiscal year after superseded
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 39
Record Title	<b>Proposed Legislation Records</b>
State Required Retention	As long as administratively useful to the agency
Department Retention	As long as administratively useful to the agency
On Site Retention	As long as administratively useful to the agency
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 68
Record Title	<b>Records of External Groups and Agencies</b>
State Required Retention	Until no longer needed for reference or informational purposes
Department Retention	Until no longer needed for reference or informational purposes
On Site Retention	Until no longer needed for reference or informational purposes
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 73
Record Title	<b>Records Retention Schedule</b>
State Required Retention	Six (6) calendar years after superseded by a changed schedule
Department Retention	Six (6) calendar years after superseded by a changed schedule
On Site Retention	Six (6) calendar years after superseded by a changed schedule
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 288
Record Title	<b>Reimbursements (including claims)</b>
State Required Retention	Until annual audit is completed.
Department Retention	Until annual audit is completed.
On Site Retention	Until annual audit is completed.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 290
Record Title	<b>Resignations of Elective and Appointive Officials</b>
State Required Retention	One (1) calendar year after resignation is effective.
Department Retention	One (1) calendar year after resignation is effective.
On Site Retention	One (1) calendar year after resignation is effective.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 1280
Record Title	<b>Signature Authorizations File</b>
State Required Retention	Five (5) fiscal years from the end of the fiscal year in which the signature was invalidated.
Department Retention	Five (5) fiscal years from the end of the fiscal year in which the signature was invalidated.
On Site Retention	Five (5) fiscal years from the end of the fiscal year in which the signature was invalidated.
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

LDRA No	2007- 846
Record Title	<b>Staff Meeting Records</b>
State Required Retention	One (1) calendar year from the date of the meeting.
Department Retention	One (1) calendar year from the date of the meeting.
On Site Retention	One (1) calendar year from the date of the meeting.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 47
Record Title	<b>Strategic Plan Files</b>
State Required Retention	Three (3) calendar years from the date superseded, and review for historical value.
Department Retention	Three (3) calendar years from the date superseded, and review for historical value.
On Site Retention	Three (3) calendar years from the date superseded, and review for historical value.
Records Center	?
Destroy by	Shred Delete
Record Media	Paper & Electronic
Notes	

## *Lifecycle Retention Schedule for the City Manager*

LDRA No 2007- 75

Record Title **Subject Files**

State Required Retention Purge annually of unneeded materials

Department Retention Purge annually of unneeded materials

On Site Retention Purge annually of unneeded materials

Records Center None

Destroy by Shred & Delete

Record Media Paper & Electronic

Notes

LDRA No 2007- 1414

Record Title **Supportive Agency Files**

State Required Retention Review on a continuous basis, disposing of records which are no longer administratively useful

Department Retention Review on a continuous basis, disposing of records which are no longer administratively useful

On Site Retention Review on a continuous basis, disposing of records which are no longer administratively useful

Records Center None

Destroy by Recycle

Record Media Paper

Notes

LDRA No 2007- 76

Record Title **Surveys, Polls, and Questionnaires**

State Required Retention As long as administratively useful to the agency

Department Retention As long as administratively useful to the agency

On Site Retention As long as administratively useful to the agency

Records Center None

Destroy by Shred

Record Media Paper & Electronic

Notes

## *Lifecycle Retention Schedule for the City Manager*

LDRA No	2007- 1254
Record Title	<b>Technical Reference Files</b>
State Required Retention	Until no longer needed for reference purposes.
Department Retention	Until no longer needed for reference purposes.
On Site Retention	Until no longer needed for reference purposes.
Records Center	None
Destroy by	Recycle
Record Media	Paper
Notes	
LDRA No	2007- 1008
Record Title	<b>Telephone Logs</b>
State Required Retention	90 days from last entry.
Department Retention	90 days from last entry.
On Site Retention	90 days from last entry.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 327
Record Title	<b>Time Cards and Sheets</b>
State Required Retention	Three (3) fiscal years from the fiscal year to which they pertain.
Department Retention	Three (3) fiscal years from the fiscal year to which they pertain.
On Site Retention	Three (3) fiscal years from the fiscal year to which they pertain.
Records Center	?
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner.

*Lifecycle Retention Schedule for the City Manager*

LDRA No 2007- 1528

Record Title **Travel Records - Employee**

State Required Retention Three (3) fiscal years from the end of the fiscal year to which records pertain.

Department Retention Three (3) fiscal years from the end of the fiscal year to which records pertain.

On Site Retention Three (3) fiscal years from the end of the fiscal year to which records pertain.

Records Center ?

Destroy by Shred & Delete

Record Media Paper & Electronic

Notes Confidential or Sensitive Information and should be destroyed in a secure manner

ACKNOWLEDGED BY RECORDS DELEGATE(S) \_\_\_\_\_

DATE \_\_\_\_\_

REVIEWED BY RECORDS ADMINISTRATOR \_\_\_\_\_

DATE \_\_\_\_\_

APPROVED BY DEPARTMENT DIRECTOR \_\_\_\_\_

DATE \_\_\_\_\_