Pennsylvania Office of Administration Office of Enterprise Records Management **Records Retention and Disposition Schedule** Approved by the Executive Board

Records Retention and Disposition Schedule By Bureau

9/19/2006

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Agency: 000 General Retention Schedules

Bureau: G003 Legislative

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G003.001	Legislative Correspondence	М	No	2Y	0Y	2
	Correspondence relating to legislative issues, agency policies, or the agency's position on issues. May include correspondence with other agencies.					
	* AGY - End of Legislative Session plus 2 years - Contact State Archives for appraisal after end of retention.					
G003.002	Legislative Bill Files	М	No	2Y	0Y	2
	Copies of bills under consideration by the Legislature with possible significant impact on the agency. May include bill drafts,					

amendments, fiscal notes, memos, correspondence, committee reports, monitoring reports, and related records.

^{*} AGY - End of Legislative Session plus 2 years - Contact State Archives for appraisal after end of retention.