

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

Agency: 000 General Retention Schedules
Bureau: G002 Press/Public Relations

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G002.001	<p>Press Releases</p> <p>Press or news releases, speeches and speeches issued by an agency to the media to inform the public about events, activities, and accomplishments.</p> <p>* AGY - Contact State Archives for appraisal after end of retention.</p>	M	No	4Y	0Y	2
G002.002	<p>Public Relations</p> <p>Information concerning agency publicity. May include biographies, promotional materials, broadcast scripts, and bulletins designed to provide information about agency activities.</p> <p>* AGY - Contact State Archives for appraisal after end of retention.</p>	M	No	2Y	0Y	2
G002.003	<p>Invitations and Programs</p> <p>Documents created for an official agency function.</p> <p>* AGY - Contact State Archives for appraisal after end of retention.</p>	M	No	2Y	0Y	2
G002.004	<p>Memorabilia</p> <p>Items and materials with special value to an agency that relates to its history. Includes, but is not limited to scrapbooks, agency photographs, picture books, albums, slides, audio/videos, and digital images and albums.</p> <p>Note: All three-dimensional objects are subject to review by the staff of the Pennsylvania State Museum, for example: flags, plaques, etc.</p> <p>* AGY - Retain 1 year or as long as of administrative value. Contact State Archives for appraisal after end of retention.</p>	M	No	1Y	0Y	2