

**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**

8/02/2010

Agency: 000 General Retention Schedules
Bureau: G008 Records/Forms Management

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G008.001	Records Management	M	No	0Y	0Y	1
	<p>Records generated in the operation of an agency records management program, documenting the creation, management, flow and disposition of state government records in accordance with state records management laws, policies, procedures and practices. Included are general and agency-specific records retention and disposition schedules, reports, guidelines, directives, forms used for records inventory and scheduling, records transfers, microfilm and filing equipment requests, reference requests, and other related information such as disposal notices, audit reports, vital records inventories, special studies, agency worksheets/notes, and other related information such as disposal notices, assessment and performance reports, vital records inventories, special studies, agency file plans, and other related records.</p> <p>* AGY - Retain as long as administrative value.</p>					
G008.002	Forms Management	M	No	1Y	0Y	1
	<p>Documentation of state agency efforts to control and standardize form creation and design and to monitor the use of forms. Includes history files, order requests, inventory files, and all other information supporting the administration of an agency forms management program. Files may include correspondence, memoranda, reports, guidelines, articles, vendor information, sample forms, copies of internal policies and procedures, and other supporting documents related to forms design, management and control.</p> <p>* AGY - Life of form plus 1 year.</p>					