How to Read a Records Retention and Disposition Schedule – General Use

General Records Retention and Disposition Schedule Example

Agency: 000 General Retention Schedules
Bureau: G001 Administrative Records

Item Number	Record Series Title and Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G001.001	**Administrative Correspondence and Subject Files**	M	No	6[1]	0	2
Records Series Number	Records Series Title	1-Paper A-Microfilm B-Electronic C-Portable Media D-Cartographic E-Photographic (*Not available*) **M-Multiple Media** (*General Schedule use ONLY*)	Vital Record indicator does not apply to General Schedule items.	Agency Retention =**6 yrs**	State Records Center Retention =0	1-Routine Handling **2-Archival Review** 3-Special Handling 5-Return to Agency 6-Delete 7-Review by Agency & State Archives
	Executive level documentation of agency activities. May include organizational charts reports, studies, correspondence, speeches, and other materials. (Does not apply to program-level records) Records Series Description *Contact State Archives for appraisal after end of retention. Additional instructions					

Agency/Bureau	The Agency identifies the type of schedule (000 indicates the General Records Retention and Disposition Schedule) and the Bureau pertains to the type of records within the General Schedule.
Records Series Number	This number uniquely identifies the specific record series.
Records Series Title	This is a unique and descriptive title given to the series to properly identify the records.
Records Series Description	The description includes the record series content and identifies the nature and purpose of the records.
Additional Instructions	An asterisk (*) indicates additional instructions.
Media Code	The codes identify the type of media on which the records are stored.
Vital Record	Yes/No. Does not apply to General Schedule record series numbers. If vital in the agency, it must be listed on the agency Continuity of Operations Plan and should be identified on the Agency File Plan.
Agency Retention	The period of time the records are to be retained within the agency.
SRC Retention	The amount of time the records are stored at the State Records Center.
Disposition Code	Instruction on disposing record at end of full retention.

[1] Retention is defined in years unless otherwise noted (for example 6Y 6M would be 6 years + 6 months). The full retention period is derived by adding the Agency Retn and SRC Retn periods together.

Agency-Specific Records Retention and Disposition Schedule Example

Agency: 035 Environmental Protection
Bureau: 3522560000 Waste Management - Reporting and Fee Collection Division

Item Number	Record Series Title and Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000875	**Act 108 Fee Reports**	1	No	5[2]	15	1

Records Series Number

Records Series Title

Treatment, Storage or Disposal Facility Quarterly Operations Report and Fee Report; Hazardous Waste Transporter Quarterly Operations and Fee Report and Quarterly Manifest Summary Report; and Quarterly Host Municipality Benefit Fee Forms. Information needs to be retained to meet Solid Waste Management Act (Act 97 of 1988) 20 yr liability requirement.

Records Series Description

1-Paper
A-Microfilm
B-Electronic
C-Portable Media
D-Cartographic
E-Photographic (*Not available*)
M-Multiple Media (*for General Schedule use ONLY*)

Vital Record - Yes or **No**

Agency Retention = **5 yrs**

State Records Center Retention = **15 yrs**

1-Routine Handling
2-Archival Review
3-Special Handling
5-Return to Agency
6-Delete
7-Review by Agency & State Archives

Agency/Bureau	An Agency-specific records retention and disposition schedule indicates the Agency and Bureau number and name of who is responsible for the records.
Records Series Number	This number uniquely identifies the specific record series.
Records Series Title	This is a unique and descriptive title given to the series to properly identify the records.
Records Series Description	The description includes the record series content and identifies the nature and purpose of the records.
Media Code	The codes identify the type of media on which the records are stored.
Vital Record	Yes/No. If YES, it must be listed on the agency Continuity of Operations Plan and should be identified on the Agency File Plan.
Agency Retention	The period of time the records are to be retained within the agency.
SRC Retention	The amount of time the records are stored at the State Records Center; the "inactive" retention period. NOTE: Records stored at the SRC are still owned by the agency; they are not "archived" or at the State Archives.
Disposition Code	When the full retention time period has ended, the disposition code provides instruction on what to do with the records.

[2] Retention is defined in years unless otherwise noted (for example 6Y 6M would be 6 years + 6 months). The full retention period is derived by adding the Agency Retn and SRC Retn periods together.

Media Code	Definition	Disp Code	Definition
1	Paper, printed photos	1	Routine Handling No special precautions will take place upon disposal. The records should be disposed of in accordance with the Commonwealth recycling program.
A	Microfilm (microfiche, roll film, photo film negatives, slides)	2	Archival Review Upon completion of the retention period in the agency and/or the State Records Center, the State Archives will review the records. Following the review, the State Archives will then decide to accept the entire records series, parts of it, or, after agency notification, may allow disposal of the entire records series. **Records assigned a Code "2" may not be destroyed without written permission from the State Archives.** Records deemed confidential or sensitive by an agency will be retained by the agency and not transferred to the State Archives until such time as the State Archives and the agency head or designee have agreed as to the confidential treatment of such records.
B	Electronic (machine readable that is stored on hard drives, servers, SAN, NAS, etc.; non-portable media)	3	Special Handling **For use with records that have agency retention ONLY.** This code is used for the destruction of records containing confidential or sensitive information where the Commonwealth's recycling program is not deemed to be sufficient. These records require special handling by shredding, burning or any other method that reduces information to an illegible condition. This code may also be used for the disposition of portable media in an agency.
C	Portable media (audio/ visual tapes, movies, film strips, diskettes, CDs, DVDs or any other portable media)	5	Return to Agency **ONLY for use with records that are stored at the State Records Center.** Records will be returned to the agency for disposition at the conclusion of the retention period of records stored at the State Records Center. In addition, all portable media stored at the SRC must be returned to the agency for disposal. This code may also be used for records that contain confidential or sensitive information where the Commonwealth's recycling program is not deemed to be sufficient.
D	Cartographic (oversized-printed material including maps, blue prints, plans, etc.)	6	Delete For use ONLY with electronic records that are not stored on portable media. When electronic records have met their retention period, they must be deleted.
E	Photographic (non-paper prints such as glass negatives) NOTE: No longer available for use.	7	Review by Agency and State Archives At the conclusion of the retention period of records requiring permanent or long-term retention, review by the agency and the State Archives will be required to justify the continued need for permanent or long-term retention, regardless of format. After the expiration of the initial retention period, retention will be extended in 25-year increments for those records determined to have continuing value to the agency.
M	Multiple Media (Record series that may be in multiple media such as electronic, microfilm, paper, etc.)		