

This schedule applies to: Office of the Governor

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Office of the Governor relating to the unique functions of appointments, constituent services, executive orders, Governor’s scheduling, legislation management, pardon and extraditions, and tribal affairs. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation and must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW and must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously issued records retention schedules to the Office of the Governor are revoked. The Office of the Governor must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on March 12, 2015.

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For the State Auditor:
Cindy Evans

Signature on File

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REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	October 5, 2011	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	September 5, 2012	Reduction of retention of Judicial Files (Not Appointed).
1.2	September 18, 2013	Addition of new record series for Briefing Book, Ombudsmen Offices and Regulatory and Technical Assistance.
1.3	March 12, 2015	Addition of new series and modifications for constituents and contacts, adding authorization for destruction of paper records after scanning. Modified language from “ombudsmen” to “ombuds”.

For assistance and advice in applying this records retention schedule,
please contact the Office of the Governor’s Records Officer

or Washington State Archives at:

recordsmanagement@sos.wa.gov

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1. APPOINTMENTS

This section covers records relating to the appointment by the Governor of people to agencies, boards, and commissions.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-09-28927 Rev. 2	<p>Applicant Files (Appointed)</p> <p>Records of applicants appointed to Board, Commission, Agency Director, or any other appointed positions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, resumes, letters of recommendations; • Reports and correspondence of appointment; • Confirmations and oaths of office. 	<p>Retain until termination of appointment <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
92-11-51453 Rev. 1	<p>Applicant Files (Not Appointed)</p> <p>Records of applicants applying for Board, Commission, or Agency Director appointment.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, resumes, letters of recommendations; • Reports and correspondence of non-appointment. 	<p>Retain until position filled <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
92-11-51457 Rev. 2	<p>Judicial Files (Appointed)</p> <p>Records of candidates for judicial appointments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, resumes, letters of recommendations, background investigations; • Reports and correspondence regarding candidate; • Recommendations, non-recommendations and inquiries; • Confirmations of appointment and oaths of office. 	<p>Retain for 30 years after position filled <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-11-51456 Rev. 1	<p>Judicial Files (Not Appointed)</p> <p>Records of candidates that applied for a vacant position for judicial appointment, but were not appointed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, resumes, letters of recommendations, background investigations; • Reports and correspondence regarding candidate; • Recommendations, non-recommendations and inquiries; • Washington State Bar Association ratings. 	<p>Retain for 3 years after position filled <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

2. CONSTITUENT SERVICES

This section covers records relating to the activities of the Governor’s office and communications with constituents.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-11-51443 Rev. 2	<p>Constituent Affairs Files – Significant/Historic</p> <p>Records of constituent and other contacts of a significant or historic nature such as heads of state, celebrities, persons of local, state, national or international renown received and responded to directly by this office or referred to agency for response.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Initial contact by constituent; • Responses by Governor’s office; • Tracking and contact information. 	<p>Retain for 1 year after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
15-03-68730 Rev. 0	<p>Constituent Affairs Files – Significant/Historic (Imaged Source Records)</p> <p>Paper based records of significant or historic constituent contacts received and responded to directly by this office or referred to agency for response that have been imaged provided that:</p> <ul style="list-style-type: none"> • Source records are imaged in accordance with Washington State Archives’ <i>Requirements for the Destruction of Non-Archival Paper Records after Imaging</i>; • Digital images of significant/historic contacts are retained in accordance with Constituent Affairs Files – Significant/Historic (DAN 92-11-51443); <p><i>Note: The “Archival” records series for significant/historic contacts was appraised by Washington State Archives in March 2014 and determined that the digital images could be retained in lieu of the paper source records.</i></p>	<p>Retain until verification of successful image capture <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-03-68731 Rev. 0	<p>Constituent Affairs Files – Routine/General/Outside Jurisdiction</p> <p>Records of communications that are routine or general in nature or the sender’s concerns are outside of state jurisdiction and the governor’s authority.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Initial contact; • Response (if any), referrals or forwards to another agency • Requests for information; • Tracking and contact information. 	<p>Retain for 2 years after communication received or provided, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
81-09-28936 Rev. 3	<p>Topical Policies Issues</p> <p>Records relating to research and information related to current and topical policy issues of state wide impact.</p>	<p>Retain until end of term</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>

3. EXECUTIVE ACTIONS

This section covers records relating to the Governor’s office executive actions.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-09-28950 Rev. 2	<p>Day Book Provides a daily record of executive action. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Appointments and executive orders; • Extraditions and pardons; • Official proclamations, terminations of proclamations; • Deeds and certificates. 	<p>Retain for 6 years after completion of book <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
92-02-49737 Rev. 2	<p>Executive Orders Records of executive direction for state agencies; may establish an office, council, committee or task force without legislative action.</p>	<p>Retain for 6 years after not in force <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>

4. GOVERNOR'S SCHEDULING

This section covers records relating to Governor's public affairs and communications, including events and activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68448 Rev. 0	<p>Briefing Book</p> <p>Records relating to the materials and information gathered and presented to governor for briefing prior to a meeting, event, appearance or other type of involvement.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Background information prior to an event/appearance; • Reference materials or agendas related to meeting. 	<p>Retain until end of term <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
11-10-62773 Rev. 0	<p>Scheduling Files</p> <p>Records of requests for a meeting or event with the governor.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests; • Internal processes; • Approvals and regrets; • Logistics and arrangements; • Daily register of schedule. 	<p>Retain until end of term <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>

5. LEGISLATION MANAGEMENT

This section covers records relating to proposed and enacted legislative activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-09-30371 Rev. 2	Enrolled Bill Analyses Provides documentation of analyses of all enrolled bills that are delivered to the Governor for signature.	Retain for 6 years after end of fiscal year <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
11-10-62895 Rev. 0	Enrolled Bill Tracking Provides a tracking of bills before the Legislature. Includes, but is not limited to: <ul style="list-style-type: none"> • OFM's analysis of bill; • Date Governor needs to sign by; • Prime sponsor or agency requesting; • Cross file for Senate vs House bills. <i>Note: Office of Financial Management (OFM) transfers analysis & recommendation of bill to Governor's Office. A security back up copy is made yearly and retained for 1 year.</i>	Retain until end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OFM
81-09-28943 Rev. 2	House Bills Register Provides a record of House Bills passed by the Legislature. Records action taken (approved or veto). When the official copy of the bill is given to the Secretary of State, a signature of receipt is recorded in the register.	Retain for 1 year after book is filled <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-09-28945 Rev. 2	<p>Legislation Documentation (Bill Files)</p> <p>Provides a copy of all bills reaching the Governor's desk for action.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Action taken; • Veto messages and research materials; • OFM's budget and policy analysts' recommendations. 	<p>Retain for 1 year after end of calendar year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
82-09-30372 Rev. 2	<p>Proposed Bill Analyses</p> <p>Provides documentation of analyses of proposed legislation.</p>	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
81-09-28944 Rev. 2	<p>Senate Bills Register</p> <p>Provides a record of Senate Bills passed by the Legislature. Records action taken (approved or veto). When the official copy of the bills is given to the Secretary of State, a signature of receipt is recorded in the register.</p>	<p>Retain for 1 year after book is filled</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>

6. OMBUDS OFFICES

This section covers records relating to ombuds offices which handle complaints, disputes and problems between the citizens and public entities as an alternative to lawsuit and administrative hearings. Ombuds offices may also report and make recommendations for legislation and policy.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68449 Rev. 1	<p><i>Complaints and Dispute Resolution</i></p> <p>Records relating to complaints and disputes mediated by the Ombuds offices.</p> <p>Includes, but it not limited to:</p> <ul style="list-style-type: none"> • Complaints and disputes; • Investigative materials; • Decisions/resolutions. 	<p>Retain for 6 years after final decision or resolution</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

7. PARDONS AND EXTRADITIONS

This section covers records relating to clemency, pardons and extradition of criminals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-09-28946 Rev. 2	<p><i>Extraditions Files</i> Provides a record of those criminals being returned to their original state of crime commitment or to the State of Washington. Also includes County waivers for extraditions. Filed per RCW 10.88.430.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
92-11-51461 Rev. 1	<p><i>Hearing Files on Requests for Clemency and Pardon</i> Records of requests for clemencies and pardons. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Correspondence; • Hearings; • Board Decisions. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>

8. REGULATORY AND TECHNICAL ASSISTANCE

This section covers records relating to assisting the public regarding agency regulations and permitting /licensing in the state of Washington.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68450 Rev. 0	<p><i>Technical Assistance and Consultation</i></p> <p>Records relating to the routine non-binding assistance and consultation given to the public regarding licenses/permits issued and/or required by other agencies and related government regulations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Environmental permitting; • Small businesses licensing/permitting; • Government regulations. 	<p>Retain for 6 years after date of last contact <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

9. TRIBAL AFFAIRS

This section covers records relating to tribal relations and issues.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-08-28797 Rev. 2	Indian Tribes Retrocession Provide a record of petitions and proclamations for criminal civil jurisdiction over Indian tribal lands in the State of Washington.	Retain for 5 years after not in effect <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM
92-11-51454 Rev. 1	Tribal Affairs Provides a record of issues with tribal rights (i.e. gambling, fishing, shellfish, etc.) and the agency's actions which are approved by the Governor, Legislature and Federal Government.	Retain for 4 years after issue resolved <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis. Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period. WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency. Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any

agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

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See the State Government General Records Retention Schedule for additional "Archival" records.

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