



REVISION GUIDE

SUMMARY OF CHANGES

- **Library section:** Removed and placed in the *Local Government Common Records Retention Schedule (CORE Version 2.0)*.
- **Passport Application Transmittals** (GS50-12D-22) has been revised and **Passport Application Transmittals – Separate Receipt Issued** (GS2010-022) has been added.
- **Formatting** of new sections has been changed as follows:
 - ✓ **Disposition Authority Number (DAN)** formatting has changed. Newly assigned numbers will adhere to the following format: “GS2010-001.” This format is comprised of three parts:
 1. Retention schedule prefix (GS stands for the “General Series” found in *CORE* and *LGRRS*, AU for *County Auditor* series, etc.).
 2. Year (2010).
 3. Sequential three-digit number (001, 002, 003, etc.).
 - ✓ **Revision numbers** have been added. All DANs for records series which did not change from *LGRRS Version 5.0* – and new series – have been assigned a revision number of “0”. Records series which have been altered in any way (name, description, retention, etc.) have been assigned a revision number of “1”.



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New Records Series

Activity	Title	Minimum Retention	Disposition Authority Number
Licenses, Permits and Fees	<i>Passport Application Transmittals – Separate Receipt Issued</i>	1 year	GS2010-022

Revisions to Records Series

This table contains records series whose title, retention period and/or description have been modified.

Version 5.0		Version 5.1			
Activity	Title	DAN	Activity	Title	Changes:
Licenses, Permits and Fees	Passport Application Transmittals	GS50-12D-22 Ver. 1	Licenses, Permits and Fees	<i>Passport Application Transmittals – Separate Receipt Not Issued</i>	Title and description.



Records Series Removed from the *Local Government General Records Retention Schedule (LGGRRS Version 5.0)* and added to *CORE Version 2.0*

This table contains records series removed from *LGGRRS*, AND whose titles, retention periods and/or descriptions may have been modified, as indicated.

Version 1.0		Version 2.0			
LGGRRS Activity	Title	DAN	Function: Activity	Title	Changes:
Library	<i>Catalog – Library</i>	GS50-12A-01 Rev. 1	Information Management: Library Services	<i>Catalog</i>	Title, description, retention (wording only).
Library	<i>Circulation Documentation - Library</i>	GS50-12A-02 Rev. 1	Information Management: Library Services	<i>Circulation</i>	Title, description, retention (wording only).
Library	<i>Circulation Statistical Reports – Library</i>	GS50-12A-03 Rev. 1	Information Management: Library Services	<i>Annual Report of Trustees</i>	Title, description, retention (reduced).
Library	<i>Shelf List/Inventory of Holdings</i>	GS50-12A-08 Rev. 1	Information Management: Library Services	<i>Collection Control – General</i>	Title, description, retention (wording only).
		OR: GS2010-023 Rev. 0	Information Management: Library Services	<i>Collection Control – Special Collections</i>	NEW SERIES.



Discontinued Records Series

This table contains records series that have been discontinued and shows the current Disposition Authority Number for the records.
Please read carefully; some minimum retention periods have increased or decreased.

<i>LGRRS Version 5.0</i>				<i>CORE Version 2.0</i>				
Discontinued DAN	Function: Activity	Title	Retention	DAN	Function: Activity	Title	Retention	Rationale
LGRRS GS50-12A-06	Library	INTERLIBRARY LOAN DOCUMENTATION	Return of loaned material plus 6 years	CORE GS50-12A-08	Information Management: Library Services	Collection Control - General	Retain for 3 years or until completion of State Auditor's report, whichever is sooner.	If materials are not returned, then the borrowing library is billed well before the 3 year period. Billing invoice will provide 6- year record.
				OR:				
LGRRS GS50-12A-04	Library	COMPLAINTS ABOUT OR REQUESTS FOR LIBRARY SERVICE	Action taken plus 1 year	CORE GS50-01-09	Agency Management: Community Relations	Citizen Complaints/ Requests	Matter closed plus 3 years.	Records covered by existing CORE series.
LGRRS GS50-12A-05	Library	FINE AND LOST BOOK REIMBURSEMENT ACCOUNTS	6 years	CORE GS50-03A-30	Financial Management: Accounting	Vouchers	6 years	Records covered by existing CORE series.
LGRRS GS50-12A-07	Library	PETTY CASH RECORD – LIBRARY	6 years	CORE GS50-03A-20	Financial Management: Accounting	Petty Cash Record	6 years	Records covered by existing CORE series.