REVISION GUIDE

SUMMARY OF CHANGES

- Records common to all local government agencies have been removed from this schedule and now appear in the Local Government Common Records Retention Schedule (CORE).

- All records series in the County Treasurer Records Retention Schedule begin with the prefix “CT”.

- Duplicated series have been removed. ("Office Reference Copies" are usually secondary record copies and should be retained/disposed of accordingly.)

- Series with duplicate Disposition Authority Numbers (DANs) have been assigned new DANs.

- Discontinued series have been removed.

- Three detailed indexes have been added:
  - Archival/Potentially Archival/Permanent Records
  - DANs
  - Subjects

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SERIES REMOVED FROM COUNTY TREASURER RETENTION SCHEDULE - COVERED IN CORE (different retention periods)

All records series which originated in the LGGRRS -- and which were duplicated in the County Treasurer Records Retention Schedule -- have been removed. From this point forward, DANs will be unique identifiers and will appear in only one schedule. The one series whose retention period has changed is shaded in gray and listed on the left side of the table; the current disposition authority is shown on the right, and can be found in the CORE.

<table>
<thead>
<tr>
<th>TREASURER Category</th>
<th>TREASURER Title and Retention</th>
<th>CORE DAN (unchanged)</th>
<th>CORE Function: Activity</th>
<th>CORE Title and Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Records Common to All Work Agencies</td>
<td>CITIZENS’ COMPLAINTS/REQUESTS P: 3 years S: None designated</td>
<td>GS50-01-09</td>
<td>Agency Management: Community Relations</td>
<td>CITIZENS’ COMPLAINTS/REQUESTS P: Matter Closed plus 3 years S: None designated</td>
</tr>
</tbody>
</table>

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs) - Series covered by CORE DANs

The series shaded in gray, below, originated in the LGGRRS and were discontinued (date of Local Records Committee decisions are listed beneath the discontinued DANs). The current disposition authorities are shown on the right, as well as where the series can be found in the CORE.

<table>
<thead>
<tr>
<th>Discontinued DAN</th>
<th>Former Category</th>
<th>Former Title</th>
<th>Former Retention</th>
<th>Effective DAN</th>
<th>New Category</th>
<th>New Title</th>
<th>New Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS50-03A-12 09/2006</td>
<td>Accounting – General</td>
<td>FIXED ASSETS INVENTORY DOCUMENTATION</td>
<td>3 years</td>
<td>GS50-03A-18</td>
<td>Asset Management: Inventory</td>
<td>INVENTORY OF FIXED ASSETS</td>
<td>3 years or until completion of State Auditor’s examination report</td>
</tr>
<tr>
<td>GS50-03A-16 05/2002</td>
<td>Accounting – General</td>
<td>INTERNAL REVENUE SERVICE (IRS) FORM W-9</td>
<td>4 years</td>
<td>GS50-03A-17</td>
<td>Financial Management: Payroll</td>
<td>INTERNAL REVENUE SERVICE (IRS) FORMS</td>
<td>4 years</td>
</tr>
</tbody>
</table>