Summary of Changes

Local Government Common Records Retention Schedule (CORE) v.3.3 (October 2016)

New Records Series Added

- Eleven (11) new records series have been added to this records retention schedule:
  1. Brainstorming and Collaborating (DAN GS2016-002) p.152
     “Until no longer needed for agency business (Non-Archival)”
  2. Contact Information (DAN GS2016-003) p.153
     “Until no longer needed for agency business (Non-Archival)”
  3. Drafting and Editing (DAN GS2016-004) p.153
     “Until no longer needed for agency business (Non-Archival)”
  4. Electronic Documents Used to Create Signed Paper Records (DAN GS2016-005) p.154
     “Until no longer needed for agency business (Non-Archival)”
  5. Internet Browsing (DAN GS2016-006) p.155
     “Until no longer needed for agency business (Non-Archival)”
  6. Meeting Materials – Members’ Copies/Notes (DAN GS2016-007) p.37
     “Until no longer needed for agency business (Non-Archival)”
  7. Organizing/Monitoring Work in Progress (DAN GS2016-008) p.156
     “Until no longer needed for agency business (Non-Archival)”
     “Until verification of successful conversion/keying/transcription (Non-Archival)”
     “Until no longer needed for agency business (Non-Archival)”
  10. Scheduling – Appointments/Meetings (DAN GS2016-011) p.158
     “Until no longer needed for agency business (Non-Archival)”
  11. Unsolicited Additional Materials (DAN GS2016-012) p.159
     “Upon receipt (Non-Archival)”

Retention Changes

- None
Other Minor Changes

- Five (5) record series have changes to their title and/or description:
  1. Agency-Generated Forms and Publications (DAN GS50-02-02) p.152
  2. Informational Notifications/Communications (DAN GS50-02-05) p.155
  3. Meetings/Hearings – Arrangements (DAN GS2011-176) p.40
  4. Requests for Basic/Routine Agency Information (DAN GS50-02-01) p.158
  5. Secondary (Duplicate) Copies (DAN GS50-02-04) p.159

- There were also minor formatting corrections and further improvements to the Subject Index.

Archival Designation Changes

- None

Archival Series Being Revoked

- None

Non-Archival Series Being Revoked

- One (1) “Non-Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
  1. Chronological Reference File (DAN GS50-01-08) covered by Secondary (Duplicate) Copies (DAN GS50-02-04)

Net Increase in Record Series: 10 (from 360 series up to 370 series)