

Summary of Changes

Office of the Lieutenant Governor Records Retention Schedule v.1.0 (October 2020)

New Records Series Added

- Seven (7) new records series have been added to this records retention schedule:
 1. **Constituent Affairs Files – Significant/Historic (DAN 20-10-69557) p.4**
“1 year after end of calendar year (Archival)”
 2. **Constituent Affairs Files – Significant/Historic (Imaged Source Records) (DAN 20-10-69558) p.4**
“Until verification of successful image capture (Non-Archival)”
 3. **Constituent Affairs Files – Routine/General/Outside Jurisdiction (DAN 20-10-69559) p.5**
“2 years after communication received or provided, whichever is later (Non-Archival)”
 4. **Rulings – Senate (DAN 20-10-69560) p.6**
“Until end of term (Archival)”
 5. **Briefing and Scheduling Files (DAN 20-10-69561) p.7**
“Until end of term (Archival)”
 6. **Briefing and Scheduling Files (Imaged Source Records) (DAN 20-10-69562) p.8**
“Until verification of successful image capture (Non-Archival)”
 7. **Delegation of Authority (DAN 20-10-69563) p.8**
“Until end of term (Archival)”

New Agency Unique Records Series: 7