

Summary of Changes

Office of the State Treasurer Records Retention Schedule v.1.9 (August 2025)

New Records Series Added

- One (1) new records series has been added to this records retention schedule:
 1. **Daily Remittance of Moneys (DAN 25-08-69865) p.11**
“6 years after end of fiscal year in which exception expired/superseded/revoked/denied (Non-Archival)”

Retention Changes

- One (1) records series has changes to its retention period/cutoff:
 1. **Local Government Investment Pool (LGIP) Authorization Forms and Resolutions (DAN 05-06-60894) p.13**
Decreased from “50 years after end of fiscal year (Non-Archival)” to “6 years after superseded (Non-Archival)”
Rationale: 6-year retention brings this series in line with comparable financial authorization series in the local government schedules and allows for statutes of limitations.

Other Minor Changes

- Two (2) records series have moved from the “Warrants” section to the “Legacy Records” section because the Office of the State Treasurer no longer creates or receives them but still has them in its custody. (These activities have moved to Dept. of Enterprise Services.):
 1. **Authorization for Warrant Release (DAN 94-12-54779) p.9**
 2. **Signature Report and Mailing Labels (DAN 98-04-58366) p.10**

Essential Designation Changes

- One (1) records series is being changed from “Non-Essential” to “Essential (for Disaster Recovery)”:
 1. **Local Government Investment Pool (LGIP) Authorization Forms and Resolutions (DAN 05-06-60894) p.13**

Archival Designation Changes

- None

Series Being Revoked

- None

Net Increase in Records Series: 1 (from 18 series up to 19 series)