



NYC Department of Records



# Managing New York City's Records

Guidelines, Policies, and Procedures

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# 1. Overview of Agency Record Management Activities

The following suggestions will be helpful when addressing record retention management within your agency:

- Study appropriate records retention schedules that already exist at your agency.
- Identify the records in your agency that are listed in these schedules. It may be necessary to look in old schedules in order to identify the records maintained by your office.
- Examine all areas where your records are stored. Older records are often kept in basements, closets, vaults, warehouses, sheds, etc.
- Identify those records that have met their recommended retention period. Remember, all audit requirements must be met before disposal.
- List records eligible for destruction on a Disposal Application. Record titles must be worded exactly the same as in the NYC General Records Retention Schedule or your agency specific schedules. Submit the Disposal Application to the Municipal Records Management Division (MRMD). Do NOT destroy records until you receive a copy of the signed form authorizing disposal.
- List records that are eligible to be transferred to the Municipal Records Center on a Transfer Request Form so that arrangements can be made for their transfer to inactive storage.
- Confidential records should be destroyed in a way that ensures no breach of confidentiality will occur.
- Key forms are available on [www.nyc.gov/records](http://www.nyc.gov/records).



## 2. What is a Record?

### 2.0 Definition

A “record” is any documentation or information created and stored at a city office that is essential to the functioning of that office, regardless of the format or medium of the material (e.g., PDF, DOC, CDROM, film). Chapter 72 of the New York City Charter defines records as follows:

“Records” means any documents, books, papers, photographs, sound recordings, machine readable materials or any other materials, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official city business.

It is important to note that this definition identifies records for retention purposes only. The term “record” is defined differently for other purposes such as the Freedom of Information Law (“FOIL”) and discovery in litigation.

Non-records can include, but are not limited to:

- Reading file copies of correspondence
- Tickler follow-up or suspense copies of correspondence
- Duplicate copies of all documents
- Routing slips
- Transmittal sheets
- Blank forms
- Drafts of reports and correspondence
- Materials documenting nonofficial office activities, such as charitable fund raisers or social events
- Copies of printed or processed materials, as long as a primary copy has been retained
- Processed or published materials received from other offices that require no action and need not be retained by the receiving office for documentation purposes
- Catalogs, trade journals, and other publications or papers from public or private sector organizations or businesses that require no action and are not part of a case for which action will be taken

- Correspondence and other records of short-term value that, after action has been completed, has neither evidentiary nor informational value, such as a request for publications or communications on hotel reservations
- Reproduction materials, such as stencils and offset plates
- Information copies of correspondence and other papers on which no documented administrative actions are taken
- Physical exhibits, artifacts, and material objects lacking documentary value

Sometimes items that would ordinarily be considered non-records, such as transmittal or routing slips, acquire record status because they provide additional information with regard to a matter being documented. Such distinctions require care and discretion. Several copies of a single form may each have record status, depending on how the record is used.

## 2.1 Types of Records

Records can be categorized in three ways for retention purposes: **Active**, **Inactive**, and **Archival**.

- **Active records** - Records must be retained in an agency's office because frequent reference is necessary for conducting day-to-day operations. These are records which are usually accessed more than once per file drawer per month.
- **Inactive records** - Rarely accessed records that are maintained, temporarily or permanently, because of legal, historical, and/or research value.
- **Archival records** - Records that are no longer of use to an agency, yet have such historical and/or research value that they must be maintained permanently.

When questions arise as to the status of an item, the agency should contact the Director of the MRMD at 212-788-8550 (phone), 718-935-6459 (fax), or [www.nyc.gov/records](http://www.nyc.gov/records) (web/email).



## 3. What is Records Management?

### 3.0 Definition

“Records management” is the control and treatment of the creation, distribution, utilization, retention, storage, retrieval, preservation, and disposition of records. Proper records management entails scientific and systematic control of a record from creation to destruction.

Effective records management is a vital component for an efficiently-run office. Key benefits of effective records management are noted below:

- Increased administrative functioning
- Improved productivity
- Protection against liability
- Increased access to information
- Better use of physical space
- Increased office efficiency
- Facilitation of identifying vital records
- Lower office costs

### 3.1 Framework

Effective records management entails proper file maintenance. Although every office should have a designated record keeper, proper file maintenance is a co-operative enterprise. The following steps are suggested for the beginnings of proper file maintenance:

- Designate a record officer and give him or her exclusive responsibility for storing and maintaining records.
- Provide the record officer adequate time off from his or her other duties to maintain the filing system.
- Develop a permanent system for accessing and storing records.
- Create and communicate records management policies and procedures.
- Enforce compliance with records management policies and procedures among all office staff, administrators, or visitors.

A benefit of proper file maintenance is the reduction and, ultimately, elimination, of needless filing.



## 4. How Do You Store Records?

### 4.0 Record Series

A "record series" consists of a collection of records with similar characteristics. Keeping these records together greatly facilitates storage and retrieval. However diverse the content or the medium, files must be considered a single unit.

Following are some examples of a record series:

- General Correspondence (Subject) Files - Although subject files will normally constitute less than 10% of all office records, their maintenance is one of the most critical filing tasks. FILE: BY SUBJECT.
- Case (Project) Files - These files reflect the history of a transaction or event and include contract case files, personnel files, and project files. A case file normally documents a transaction or relationship from beginning to end. These documents may cover one or many subjects. They are terminated upon the occurrence of an event, such as contract fulfillment or completion of a project. FILE: BY NAME AND NUMBER.
- Case Working Papers - These are recent correspondence and working papers maintained in connection with specific case files. They include background and working materials, such as reference materials and data obtained for the case or project, data analysis and summaries, drafts and other preliminary papers leading to final results or findings. The most common types of working papers are routine requests for reports or data on the case, routine correspondence concerning the administration of the case, and extra copies of documents or reference materials. FILE: SEPARATE FROM CASE RECORDS.
- Routine Transitory Material - These are recent files that involve routine transactions that do not contain information of continuing reference value. Transitory material does not require action by the receiving office. FILE: SEPARATE TRANSITORY FILE.
- Technical Reference Materials - These materials may include copies of publications, special reports, or studies, periodicals, etc., required by the accumulating office as a technical reference library. Only those that are current and of significant value should be filed. The effectiveness of the files may be impaired if more technical references are included in the files than correspondence. FILE: TECHNICAL REFERENCE FILE.
- Related Documents Files - Individual documents or groups of documents performing the same function or reflecting similar or comparable transactions are filed together. These might include purchase requests or drivers' licenses. They are usually filed by name or number and are "cut off" either after a specified length of time or upon occurrence of an event.
- Extra Copy (Convenience) Files - These are extra copies of documents created or received by an office in addition to those filed in other established record series. The "day file" or letters arranged in date-order are a typical example of a convenience file.

- Non-Standard Size Records - Records such as card files, large maps and charts, pictures, microfilm, audio or videotape records are filed separately when their size and shape preclude filing with standard-size records. FILE: OVERSIZE DOCUMENTS IN A SEPARATE FILE.

## 4.1 Equipment and Supplies

Standardized filing supplies and equipment will facilitate an office's records management.

### 4.1.1 Folders

The following are standard-use folders:

- Kraft folders are preferred for records that have a relatively short retention before being retired or destroyed. The standard Kraft folder is eleven-point, flat, bottom scored for 3/4" expansion, reinforced self tab, and square cut.
- Press board folders work better than Kraft folders for project and case files, as these files tend to have a higher content volume than other records. The standard press board folder is flat-cut, 1" expansion with self tabs, 2.5" prong fasteners, and square cut.
- Hanging folders are recommended when a file is frequently referenced, but are not recommended for general filing due to their cost. Files should still be kept in Kraft folders, which can be inserted in the hanging folders.
- Folder labels and/or guide cards (with metal tabs) should be used to title all folders for quick reference.

### 4.1.2 Filing Equipment

There are three main types of filing equipment: standard filing cabinets, shelf filing equipment, and mechanized filing equipment.

- Standard filing cabinets can be letter or legal sized. If more than 20% of the documents to be filed are legal-size, an office should use legal-size filing cabinets. The Department of Records advises steel, upright, five-drawer filing cabinets, one-drawer wide, 57.5" high and 18" deep.
- Shelf filing equipment is recommended for case and project files, and those that are arranged alphabetically or numerically. The Department of Records recommends shelf filing when records total 200 linear feet or more, and when only a limited amount of additional filing space is available.
- Mechanized filing equipment is costly and requires maintenance and repair. Therefore, the following should be considered:
  - The weight and technology make mechanized filing equipment difficult to move and reconfigure.
  - Available electrical power is essential.
  - The floor must be strong enough to hold the equipment.
  - It is not always practical if several people need to use the files at the same time.
  - Appropriate maintenance and repair arrangements are essential.



## 5. How Do You Manage Microfilm?

### 5.0 Microfilm Policy and Procedures

Documents and other records deemed to be of enduring value by an agency may be recorded and preserved on microfilm.

#### 5.0.1 Advantages of Preservation Microfilming

- Preservation of the Record - Paper records disintegrate with age. Paper is also subject to tearing, smearing, drying out, burning, saturating, and many physical changes. Microfilming safeguards against the irretrievable loss of information.
- Spatial Considerations - If the paper record is judged to have no intrinsic value; or if the microfilmed record meets the legal criteria cited in Section 5.1, the paper record can be destroyed. If the paper records are to be retained, they can be stored off-site.
- Protection of Original Documents - The more a record is handled, the more prone it is to damage and deterioration. Microfilmed records can be made available to those who would otherwise be handling records for research or information purposes. Since an entire file can be transferred to microfilm, it is easier to control loss of individual documents due to mishandling or theft.
- Easy Distribution - Microfilm can be duplicated easily for distribution to researchers, archives, historical societies, libraries, etc.

#### 5.0.2 Disadvantages of Preservation Microfilming

- Equipment and personnel expenses - Special equipment and training is required to create and view microfilm records. Even if a vendor is contracted to transfer documents to microfilm, an agency must consider purchasing viewing equipment.
- Transfer considerations - Microfilm does not improve the quality of the source material. A document that is faded, damaged, or has low contrast will produce a low-quality image on microfilm. Documents must be manipulated to be photographed for microfilm, which can cause additional wear to the source material. For instance, a 40-year-old bound document must be opened wide for photographing.
- User resistance - Some people, especially those accustomed to working with the original documents, are hesitant to use microfilm.

### 5.1 Microfilming: Laws and Regulations

The following are legal requirements for microfilm produced by the agency. Please note that additional information can be obtained from the Department of Records.

- The microfilm used to replace original records with a retention period of ten or more years must be silver gelatin film.

- When microfilm is replacing an original paper record, the camera negative film can only be used to produce duplicate copies of the film before being placed in an off-site storage facility that meets certain standards.
- The microfilm must be certified as complete and accurate by the Records Custodian.
- All microfilm must be inspected to verify that it meets the standards set by the Department of Records, and a copy of certification must be submitted to the Department of Records, Records Management Division.

Microfilmed records that meet the above criteria and paper copies made from that microfilm are legal substitutes for original documents and records. This includes admissibility in court and in administrative agencies.

While a local official may microfilm any record in his or her custody, officials must be aware of the laws and regulations governing microfilming:

- Laws include Section 57.29 of the Arts and Cultural Affairs Law and the Uniform Photographic Copies of Business and Public Records as Evidence Act.
- Regulations are in Part 185 *8NYCRR* of the New York State Archives and Records Administration.



## 6. How Long Do You Store Records?

### 6.0 Retention Schedule

#### 6.0.1 Establishing a Schedule

Pursuant to section 1133 of the New York City Charter, each City agency is responsible for compiling its own, agency-specific records retention schedule, which categorizes the records maintained by that agency and sets forth the time periods for which each category of records must be retained. The agency-specific records retention schedule should encompass all records maintained by the agency in any format.

The records management staff of the Department of Records will assist each City agency in preparing an agency-specific records retention schedule and determining appropriate retention periods for each category of records. Before the agency-specific records retention schedule takes effect, it must be approved by the Department of Records and the New York City Law Department. Once in effect, it is binding on the agency, which must retain all of its records for the applicable time period set forth in the schedule.

As an agency's record-keeping needs change, it may amend its records retention schedule as to categories of records and retention periods. The approval of the Department of Records and the City Law Department is required for each such amendment.

#### 6.0.2 Schedule Format

The following is a brief explanation of the Records Retention Schedule format:

<b>Schedule Format</b>	
Series Number	Number assigned to a records series.
Record Title	Title assigned to an individual records series.
Description	Account of the contents and characteristics of a record series.
Arrangement	Arrangement of records within a series. NOTE: the Department of Records will NOT accept records for storage unless they are in their proper arrangement.
Retention Period	The minimum period necessary for keeping the record series. Exceptions to the retention instructions are noted.
Remarks	Instructions that pertain to a records series, e.g., related to records at other agencies, laws, specifications, archival, permanent, transfer requirements.

Sample Record Series				
Series Number	Record Title	Description	Arrangement	Retention Period/Remarks
1894	Aerial Photographs	Aerial photographs and negatives of the City and its environs.	Arranged alphabetically by location, then chronologically by date.	P MA

## 6.1 Record Disposal

### 6.1.1 Records on a Retention Schedule

Even when the retention period specified in the agency-specific records retention schedule for a particular group of records has lapsed, the records may not be disposed of at will by the agency. All audit requirements should be met before destruction of the records series, and there should be no legal action anticipated or pending in which the records might have pertinence.

To obtain approval for record disposal, a Disposal Application must be prepared by the agency, signed by the agency head, and submitted to MRMD. The records eligible for disposal must be listed with the same wording as the agency specific schedules. Only with the approval of the Department of Records and the Law Department may the records in question be destroyed. As part of the review conducted by the Department of Records, the Municipal Archives will appraise records that have reached the end of their retention time for historic value.

Each agency should implement procedures to ensure that its records retention policies are put into practice and followed. Agencies should explicitly define the penalties for non-compliance with the policies and consistently enforce them. Literature should be prepared for employees explaining the records retention policies of the agency. Such literature should be placed on the agency's intranet site and incorporated into the employee handbook.

Each agency should train its employees periodically on the requirements of its records retention policies. Employees must be trained on the procedures to follow to preserve documents in the event of actual or anticipated litigation or governmental investigation. Employees should be advised of the consequences for failing to follow the agency's records retention policies.

### 6.1.2 Records *Not* on a Retention Schedule

It is recommended that each agency create a retention schedule for all records that are not otherwise covered by retention schedules for specific categories of records. The retention period for such non-categorized records may be relatively short, e.g. 60 or 90 days. Before the agency-specific records retention schedule takes effect, it must be approved by the Department of Records and the New York City Law Department.

## 6.2 Litigation Holds

All documents, whether or not they constitute records under the City Charter, must be retained if they are relevant to actual or reasonably anticipated litigation, or criminal or

regulatory investigations. When a litigation or investigation becomes reasonably anticipated, retention policies and practices that may result in the destruction of documents relevant to the matter must be suspended immediately. Courts may impose severe penalties for the failure to implement litigation holds when required.

### **6.1 Permanent Retention**

A Permanent Retention indicates that a record possesses long-term administrative, legal, fiscal, or historical value. These records will eventually be transferred for storage and preservation to the Municipal Archives.

The Department of Records determines the historical value of municipal government records as part of its review of Disposal Applications. Transfer of permanent records constitutes transfer for custody to the Municipal Archives.



## 7. How Do You Transfer Records to the Municipal Records Center?

### 7.0 Storing Records

According to the City Charter, Chapter 72, Section 3004.(4)(d), it is mandated that the Department of Records and Information Services "establish, maintain, and operate facilities for the storage, processing and servicing of records for all city agencies pending their deposit in the municipal archives or their disposition in any manner as may be authorized by law." The Municipal Records Center maintains approximately 600,000 cubic feet of inactive records from almost all agencies.

For a record to be stored at the Municipal Records Center, it must meet the following criteria:

- The record must be on an authorized retention schedule.
- The record must have reached its prescribed time in the originating office.
- The records series must be arranged according to the retention schedule and separated by year.

Ordinarily, agencies should not transfer records to the Municipal Records Center if those records will be destroyed within three years of the transfer.

The Department of Records will *not* maintain records for which no date of destruction is specified in the agency-specific records retention schedule. Records with permanent retention are maintained at the Municipal Archives.

### 7.1 Identifying Records for Storage

To "cut-off" a file is to separate inactive files from active files. At least once per year, records management personnel should separate inactive from active files, dispose of files according to their approved disposition schedule, prepare records for transfer to the Municipal Records Center, and destroy all non-current technical reference material.

Annually cutting-off files will help an agency manage office space. When files are "cut off" periodically, older records can be moved from valuable office space to offsite storage as their reference activity declines.

### 7.2 Preparing Records for Storage

At least one cubic foot of records must be accumulated before records can be transferred to the Department of Records. All record storage containers prepared for shipment to the Department of Records must meet the following criteria:

- Boxes must weigh 25 lbs. or less each. Containers that exceed this limit will not be accepted for storage by the Department of Records.

- Boxes must measure 15 1/8" x 12" x 10" and the container lids must measure 15 1/8" x 12" x 2 1/2". All containers should be in good condition; damaged containers will not be accepted.
- Do not write on containers or affix labels, other than the bar-coded labels supplied by the Department of Records.

The Department of Records will no longer supply records storage containers to agencies. Agencies have two options for purchasing containers:

- Purchase via Department of Citywide Administrative Services, Division of Municipal Supply Services. See requisition website at:

[http://extranet.dcas.nycnet/nycprocurement/dmss/asp/catalog\\_page.asp](http://extranet.dcas.nycnet/nycprocurement/dmss/asp/catalog_page.asp)

Item Commercial Code:	#64025000020
Description:	Dust-Free Storage Box w/Top
Size:	15 1/8" x 12" x 10"
Quantity:	25 per bundle

- Purchase from vendor:

President Container, Inc.  
 200 West Commercial Avenue  
 Moonachie, New Jersey 07074  
 E-mail: pcsales@presidentcontainer.com  
 Tel: (201) 933-7500 (NJ)  
 Tel: (212) 244-0345 (NY)  
 Fax: (201) 933-8990

Requirement Contract #: 2687302

### 7.3 Transferring Records to the Municipal Records Center

A request for transfer is initiated by submitting a Transfer Request Form provided by the MRMD. The transfer request form must have the record series number, the record series title, and the years to be transferred.

The standard containers do not require tape, staples, or other materials for assembly. Boxes should be arranged in a logical alphabetical, chronological, and/or numerical order. A representative from the MRMD will inspect the boxes and provide the transferring agency with records control sheets and bar code labels. A record control sheet lists the record series number, the years to be transferred, and the box content descriptions. It will also provide a list of bar code numbers in numerical order. A bar code label is affixed on each box to help the MRMD track the records once they are stored at the Municipal Records Center.

An office can transfer records to the Municipal Records Center no more than once per year. Files that are referenced no more than once per month per cubic foot (the equivalent of one file drawer) can be transferred to the Municipal Records Center, if those files meet the above criteria. At least one cubic foot of records must be accumulated before records can be

transferred to the Municipal Records Center. This is equivalent to one standard-sized Department of Records box (see above).

When questions arise as to the status of an item, the agency should contact the Director of the MRMD at 212-788-8550 (phone), 718-935-6459 (fax), or [www.nyc.gov/records](http://www.nyc.gov/records) (web/email).

#### **7.4 Reference and Retrieval of Records**

City agencies can contact the Department of Records to request records filed at the Municipal Records Center. Generally, there is a 24-hour turn around period for the records to be retrieved from off-site storage. *Only an agency's records management officer or designated alternates can initiate requests for records.*

Records can be picked up at the Department of Records Reference Unit, 31 Chambers Street, Room 105. To request a record, the agency's authorized personnel must submit an electronic requisition form. For security purposes, the URL for this form will be provided to records officers only. You can contact the Records Management Division at (212) 788-8550 for additional information.

Agencies must arrange for their materials to be picked up at the Department of Records, 31 Chambers Street, Room 105. Records can be delivered and returned by mail, but the Department of Records will not assume the cost.

Records management officers can request a listing of their agencies' records being stored at the Municipal Records Center.



## 8. How Do You Transfer Records to the Municipal Archives?

The Municipal Archives preserves and makes available for research historical records of the government of the City of New York dating back to the 1600s. Typically, once a record series has reached the end of its retention period, and is no longer needed for an agency's daily operation, the Municipal Archives appraises it for historical value. If the record series is determined to have some fiscal, administrative, legal, or historical value that would warrant its permanent preservation, the series is accessioned by the Municipal Archives.

Records accessioned by the Municipal Archives are no longer under the jurisdiction of the creating agency. The Municipal Archives assumes all responsibility for the disposition of that record: e.g. cataloging, re-formatting, and researcher access. The record will be made available for research in accordance with the Archives' rules governing access to archival records.

Agencies may find records in their offices or other facilities that are not included in their records retention schedule. If agency personnel believe that this material may have historical value they should contact the Municipal Archives, 212 788-8585. The Archives Director will arrange to have the records appraised for potential value and possible accession into the Municipal Archives.



## 9. Glossary

### ACCESSION

1. The removal of records from a custodial or creating office for archival purposes after the records' retention period has expired
2. A body of records moved from one agency to another.

### ACTIVE RECORDS

Records that must be retained in the office because frequent reference is necessary for conducting day-to-day operations. These records are usually accessed more than once per file drawer per month.

### ARCHIVES

1. Permanent records, generally of historical or research value, that have been created or received by a City office for its official purposes. These records can be in any form (i.e., microfilm, electronic record, photograph, etc.) and are part of an agency's official documentation.
2. An agency, such as the Municipal Archives, which preserves, processes, and makes available such records
3. The building where such records are kept.

### ARCHIVIST

1. The Commissioner of the Department of Records and Information Services, who serves the Mayor's Office and administers and operates the Municipal Archives.
2. The Director of the Municipal Archives.
3. The Staff of the Municipal Archives.

### CLOSED FILE

A file on which there is to be no more action and is considered complete, with no more records to be added; usually part of a series

### CURRENT

As a records management term, used as the retention period for a series, and can mean one of two things, contingent on the type of file referenced:

1. For files with revised or reissued contents, **current** means that only the most recent version should be retained, i.e., Administrative Procedures files.
2. For files such as indices, inventories, or inspection cards, **current** indicates that file contents should be updated and/or added to continually, removing materials when they are no longer relevant, i.e., discontinued equipment removed from an equipment index.

### CUSTODY

Maintenance and supervision of records by an agency, its successor agency, records center, or archive.

## CUT OFF

A record series is cut off when a file is closed out and a new file of the same record series is immediately established. Cut off procedures, or file breaks, are in place to control record accumulations, prevent the growth of records into unwieldy collections, and to ease the economical transfer or disposal of records in blocks or file units. This insures the integrity of the entire record series. For example:

1. Calendar year: Records kept on a calendar year basis, such as correspondence, are cut off December 31, with a new file established January 1.
2. Fiscal year: Records kept on a fiscal year basis, such as accounting records, are cut off on June 30, with new files established July 1.

## DISPOSITION

1. Destruction of records.
2. Retirement of records to an archive facility.
3. Transfer of records from one City agency to another.

## FILE BREAKS

See **CUT OFF**

## FILES CUSTODIAN

See **RECORDKEEPER**

## NON-RECORD MATERIAL

Any materials not meeting the requirements for "record," including stocks of publications, issuances, library materials, duplicate copies of records materials, processed or published materials, catalogues, trade journals, and transitory materials such as drafts, informal notes, and routing slips. Non-record material should be disposed of when no longer needed.

## PURGING

Removing pieces from a group of records, such as individual documents or folders, usually to permit disposal of parts of the file and retention of the rest; also known as **weeding**.

## RECORD MATERIAL

See **OFFICIAL FILES**.

## RECORD SERIES

Records accumulated over time and organized into a file or set of files which can be described, handled, and disposed of as a unit; can consist of records of a single type or format, or of records kept together because they relate to a particular subject or are connected to one activity. The physical form of records does not have to be

consistent in a record series and the files can be arranged chronologically, alphabetically, numerically, coded, or any combination of filing arrangements. A series may, at any one time, consist of a single folder or any amount of files. Each record series must be specifically defined and shall include only records with the same retention period.

#### **RECORDKEEPER**

The individual in an office or agency who is responsible for establishing, maintaining, and operating files stations.

#### **RECORDS**

Any record, regardless of physical form or characteristic, that has been made, received, filed, or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use; includes electronic and digital records, but does not include:

1. Library and museum materials made or acquired and preserved solely for reference or exhibition purposes;
2. Extra copies of a document maintained for easy reference;
3. A stock of publications.

#### **RECORDS RETENTION SCHEDULE**

Comprehensive listing and description of records maintained by an agency which indicates all legally authorized action to be taken in relation to their retention and disposition. Provides for the periodic retirement of records to the Municipal Records Center, as well as the terms of their final disposition or retention.

#### **RETENTION PERIOD**

The length of time records must be maintained, as specified in an agency's records retention schedule. Records are retained in the agency's offices for a specified period of time and thereafter, until their retention period has expired, in the Municipal Records Center.

#### **RETIREMENT**

The transfer of inactive records to the Municipal Records Center or other authorized depositories.

#### **SCHEDULE ITEM**

A separately identifiable file or record series included in a disposition/retention schedule.

#### **SCHEDULE NUMBER**

Control number assigned to each record series in the disposition/retention schedule.

### **SCHEDULED RECORDS**

Records for which retention periods and disposition authority have been established.

### **SHELF LIST**

List of records, by item or series, arranged in the order they are transferred to the storage center and arranged there on shelves or stacks.

### **WEEDING**

See PURGING.