

## General Retention Schedule Updates

General retention schedules are comprised of record series that are common to all agencies, cities, counties, school districts and other political subdivisions. Rather than develop individual retention schedules for each agency including common record series, a general schedule is developed to cover all the like offices in various agencies. The general retention schedules ensure consistent and standardized retention periods for similar record series across various agencies. The schedules have all the necessary authorization and represent the legal, practical and economical life cycles for these records. No further authorization is required to destroy these records after the total retention period is over.

Some of the general retention schedules have not been updated in many years. In addition, many of the older schedules were not very user-friendly. They were vague in some places and many new record series were not listed. In an attempt to improve these schedules, they were re-formatted to include only the information needed by the agencies holding the records. Descriptions were expanded to clarify the records covered by each record series. In some cases flexible time periods were used so that the agency holding the records could have some leeway in how long they kept the records and still be compliant with the law.

To date the following schedules have been updated:

- State Agencies, July 2007
- School Districts and Charter Schools, November 2007
- Fire Districts, December 2007
- Portions of the Municipality schedule, January 2008
- Portions of the County schedule, January 2008
- Special Districts, January 2009