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| **Series #** | **Series Title****(Additional Description)** | **Office of Record** | **Retention Period & Transfer Instruction****(By Year)** | **Archival****(A) or (R)** | **Vital****(X)** | **Guidance** |
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*LEGEND:*

Retention Codes: AC-**After closed, terminated, completed, expired, settled or last date of contact;** AV**-As long as administratively valuable;** CE**-Calendar Year End**

 **(December 31st);** FE**-Fiscal Year End (June 30th);** LA**-Life of Asset;** PM**-Permanent;** UA**-University Archives;** US**-Until Superseded**

Archival: A**-Record is or may be permanent and have historic value;** R**-Required review by the Records Manager to determine value.**

Vital:X**-Record is vital for immediate operation of the office of origin or the institution**

Guidance: RA**-Refers to the security needs of a record series. Must be justified.**

RECORDS MANAGEMENT GUIDE **A-9-242**

APPENDIX 9 **- Records Retention Schedule for State Government Agencies Revised: 4/08**

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APPENDIX 9 **- Records Retention Schedule for State Government Agencies Revised: 4/08**

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APPENDIX 9 **- Records Retention Schedule for State Government Agencies Revised: 4/08**

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RECORDS MANAGEMENT GUIDE **A-9-242**

APPENDIX 9 **- Records Retention Schedule for State Government Agencies Revised: 4/08**

**STATE OF IDAHO**

**RECORDS RETENTION SCHEDULE**

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| **DEPARTMENT** | **DIVISION / PROGRAM** | **ADDRESS** | **CITY** | **STATE** | **ZIP CODE** |
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|  |  |  |
| **DEPARTMENT APROVAL** | **NAME (INCLUDE TITLE)** | **DATE** |
|  |  |  |
| ADMINISTRATION |  |  |
| LEGAL |  |  |
| RECORDS MANAGER |  |  |
|  |  |  |

**STATE APPROVAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **NAME** | **DATE** | **APPROVAL** | **COMMENTS** |
|  |  |  | **(YES / NO)** |  |
| STATE RECORD CENTER |  |  |  |  |
| STATE ARCHIVES |  |  |  |  |
| LEGISLATIVE AUDITOR |  |  |  |  |

 REVISED 2/11/2011