

1. Board Digest and Board Actions. The Board Digest is a summary of all board actions voted on by Board Members, either in a Board meeting or by notational vote. Series began in 1986. Board Actions are one-to-two page summaries signed by the Board Secretary that document the votes by Board members in Board meetings or as Notational Votes. The Board Secretary began compiling Board Actions in 1991.

ARRANGEMENT: Chronological by year.

DISPOSITION: PERMANENT. Transfer to NARA in 5-year blocks when the most recent records are 10 years old.

2. Information Requests. Public information requests submitted to the Agency and responses to the requests.

DISPOSITION: TEMPORARY. Delete when 1 year old or when no longer needed, whichever is sooner. (Authority: New disposition authority to be requested from the National Archives as an exception to the 3 month retention required under GRS 14, item 1, "Information Requests.")

3. Management, Organizational and Other Special Studies – Work papers. Work papers including, drafts, reference and survey materials used in the development of Agency studies.

DISPOSITION: TEMPORARY. Destroy/delete 2 years after completion of the study, or when no longer needed, whichever is sooner.

4. Electronic Copies of Records that are Created on Electronic Mail and Word Processing Systems and used solely to generate a recordkeeping copy of the records covered by items 1-3.

- a. Copies of records covered by above items that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to procure the recordkeeping copy.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

TEMPORARY. Destroy/delete when disseminating, revising, or updating is completed.