



### **Section III: Proposed Retention Period**

Please choose one of the following four options for the proposed retention period for the new series. The four options include the records being destroyed, retained in office, transferred to the State Records Center or State Archives, or reformatted.

Note: all paper records that will be permanently preserved at the State Archives must first be transferred to the Government Records Section. If you indicate that this record series should become part of the State Archives collection then it must have permanent archival value.

This records series should be:

**Destroyed in office**

After      years      or       when reference value ends

other (explain)

**Retained in office permanently.**

*Paper Records:*

**Transferred to the State Records Center after      years:**

Records will be held for agency in the State Records Center      additional years and then

destroyed      (or)

transferred to the custody of the State Archives.

Estimated volume (e.g. file drawers, record-sized boxes, etc.):

*Electronic records only:*

**Transferred to the custody of the State Archives because it has archival value.**  
(If you check this box, please contact your record analyst for additional information)

Estimated volume per year (e.g. gigabytes GB):

**Reformatted by:**

Scanning the records

Microfilming the records

If scanned or microfilmed, the original records will be:

retained       destroyed after quality control procedures are completed

### **Section IV. What else do we need to know about these records?**