



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section: Imaging Services

TITLE: Imaging Project Source Materials

CUTOFF: Project Completion

DESCRIPTION: Source materials from imaging projects that can be discarded when the project is fully completed because the source material is considered a duplicate copy of the record once the record has been successfully imaged.

RETENTION: Years: 0 Months: 0 Days: 90

NOTES: Source material containing confidential information will be destroyed securely.

DISPOSITION ACTION: Destroy

SERIES: 22779

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Imaging Project Tags

CUTOFF: Project Completion

DESCRIPTION: Documentation submitted for approval and initiation of imaging projects. Records may include, but are not limited to, project tags, records transmittals, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1207

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023