



REVISION GUIDE

SUMMARY OF CHANGES

- Records common to all local government agencies have been removed from this schedule and now appear in the ***Local Government Common Records Retention Schedule (CORE)***.
- All records series in the County Treasurer Records Retention Schedule begin with the prefix "CT".
- Duplicated series have been removed. ("Office Reference Copies" are *usually* secondary record copies and should be retained/disposed of accordingly.)
- Series with duplicate Disposition Authority Numbers (DANs) have been assigned new DANs.
- Discontinued series have been removed.
- Three detailed indexes have been added:
 - Archival/Potentially Archival/Permanent Records
 - DANs
 - Subjects

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SERIES REMOVED FROM COUNTY TREASURER RETENTION SCHEDULE - COVERED IN CORE (*different retention periods*)

All records series which originated in the LGRRS -- and which were duplicated in the County Treasurer Records Retention Schedule -- have been removed. From this point forward, DANs will be unique identifiers and will appear in only one schedule. The one series whose retention period has changed is shaded in gray and listed on the left side of the table; the current disposition authority is shown on the right, and can be found in the CORE.

TREASURER Category	TREASURER Title and Retention P= Primary S=Secondary	CORE DAN (unchanged)	CORE Function: Activity	CORE Title and Retention P= Primary S=Secondary
Administrative Records Common to All Work Agencies	CITIZENS' COMPLAINTS/REQUESTS <i>P: 3 years</i> <i>S: None designated</i>	GS50-01-09	Agency Management: Community Relations	CITIZENS' COMPLAINTS/REQUESTS <i>P: Matter Closed plus 3 years</i> <i>S: None designated</i>

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs) - Series covered by CORE DANs

The series shaded in gray, below, originated in the LGRRS and were discontinued (date of Local Records Committee decisions are listed beneath the discontinued DANs). The current disposition authorities are shown on the right, as well as where the series can be found in the CORE.

Discontinued DAN	Former Category	Former Title	Former Retention	Effective DAN	New Category	New Title	New Retention
GS50-03A-12 09/2006	Accounting - General	FIXED ASSETS INVENTORY DOCUMENTATION	3 years	GS50-03A-18	Asset Management: Inventory	INVENTORY OF FIXED ASSETS	3 years or until completion of State Auditor's examination report
GS50-03A-16 05/2002	Accounting - General	INTERNAL REVENUE SERVICE (IRS) FORM W-9	4 years	GS50-03A-17	Financial Management: Payroll	INTERNAL REVENUE SERVICE (IRS) FORMS	4 years