



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 Clerk and Clerk of the Superior Court Records Retention Schedule (CL)* begin with the prefix “CL”.
- 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.
- Four detailed indexes have been added:
 - Archival/Potentially Archival/Permanent Records
 - Essential Records
 - DANs
 - Subjects

TABLE OF CONTENTS

SERIES REMOVED FROM CL RECORDS RETENTION SCHEDULE - COVERED IN CORE (WITH DIFFERENT RETENTION PERIODS)	2
DUPLICATE DISPOSITION AUTHORITY NUMBER (DAN) CORRECTIONS	3



SERIES REMOVED FROM CL RECORDS RETENTION SCHEDULE - COVERED IN CORE (with different retention periods)

All records series which originated in the LGRRS -- and which were duplicated in the *CL Records Retention Schedule* -- have been removed. From this point forward, DANs will be unique identifiers and will appear in only one schedule.

The series whose retention periods have changed are shaded in gray and listed on the left side of the table; the current disposition authorities are shown on the right, and can be found in the CORE.

CL Category	CL Title and Retention P= Primary S=Secondary	CORE DAN (unchanged)	CORE Function: Activity	CORE Title and Retention P= Primary S=Secondary
County Clerk and Clerk of the Superior Court	ADMINISTRATIVE WORKING FILES <i>P: Keep no longer than 2 years - elected official, executive and department head files are potentially archival - See remarks</i> <i>S: Destroy when obsolete or superseded</i>	GS50-01-02	Agency Management: Administration (General)	ADMINISTRATIVE WORKING FILES <i>P: Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - See remarks.</i> <i>S: Destroy when obsolete or superseded</i>
County Clerk and Clerk of the Superior Court	REQUISITIONS <i>P: 3 years</i> <i>S: Destroy when obsolete or superseded</i>	GS50-08A-10	Asset Management: Purchasing / Acquisitions	REQUISITIONS <i>P: 6 years</i> <i>S: Destroy when obsolete or superseded</i>
County Clerk and Clerk of the Superior Court	SOFTWARE BACKUP DATA <i>P: 3 cycles</i> <i>S: Destroy when obsolete or superseded</i>	GS50-06A-02	Information Management: Electronic Information Systems	ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA <i>P: Destroy when obsolete or superseded as determined by office of record</i> <i>S: Destroy when obsolete or superseded</i>



DUPLICATE DISPOSITION AUTHORITY NUMBER (DAN) CORRECTIONS

The series listed below were assigned disposition authority numbers (DANs) which had already been assigned to other records series. The new/correct DANs are listed, and the locations of the series are noted.

CL Series Title	Former DAN	New DAN	Function: Activity or Category TITLE	Schedule
CASH REGISTER TAPES	GS50-03A-02	GS50-03A-34	Financial Management: Accounting RECEIPTS FOR CASH RECEIVED OFFICE REFERENCE COPIES	CORE
CASH REGISTER REVENUE ACCOUNT DISTRIBUTION SUMMARY	CL65-01-45	CL65-01-47	COUNTY CLERK AND CLERK OF THE SUPERIOR COURT	CL
TREASURER'S RECEIPT	GS50-03B-08	CL50-03B-09	COUNTY CLERK AND CLERK OF THE SUPERIOR COURT	CL