

Summary of Changes
Office of the Secretary of State Records Retention Schedule v.1.4 (April 2025)

New Records Series Added

- One (1) new records series has been added to this records retention schedule:
 1. **Initiative and Referenda Filing (DAN 25-04-69861) p.31**
“1 year after end of calendar year (Archival – Appraisal Required)”

Retention Changes

- One (1) records series have changes to their retention period/cutoff:
 1. **Initiative and Referendum Signed Petition Filing/Certification (was Petition Filing/Certification) (DAN 79-03-22097) p.32**
Changed from “Until certification Archival – Permanent Retention)” to “22 months after general election certification (Archival – Permanent Retention)”

Other Minor Changes

- Three (3) records series have changes to their title and/or description:
 1. **Initiative/Referendum/Recall Signed Petitions (was Initiative/Referendum/Recall Petitions) (DAN 07-08-61580) p.30**
 2. **Initiative and Referendum Signed Petition Filing/Certification (was Petition Filing/Certification) (DAN 79-03-22097) p.32**
 3. **Petition Signature Checking – Initiatives/Referendum/Recall Petitions Filed and Signatures Compared by the Secretary of State (was Petition Signature Checking – Initiatives/Referendum and Other Petitions Filed and Signatures Compared by the Secretary of State) (DAN 07-08-61579) p.33**
- One (1) records series has been moved from “Legacy Records” section to new “Productivity Board Administration” section
 1. **Productivity Board Subject Files (DAN 03-11-60607) p.41**
- One (1) sections/sub-sections have changed their heading and/or section descriptions:
 1. **Productivity Board Administration p.41**

Essential Designation Changes

- None

Archival Designation Changes

- None

Archival Series Being Revoked

- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Initiative/Referendum/Recall Petitions- Security Copy (DAN 14-12-68723)** covered by Petition Signature Checking-Initiatives/Referendum/Recall Petitions Filed and Signatures Compared by the Secretary of State (DAN 07-08-61579)

Non-Archival Series Being Revoked

- A total of 2 “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
 1. **Public Service Recognition Week (DAN 96-02-56519)** covered by Celebrations/Ceremonies/Events – Routine (DAN GS 05008)
- One (1) “Non-Archival” records series is being revoked as it is no longer being created/received by the agency and all the records have met their retention and been destroyed:
 1. **Electronic Imaging System (EIS)/Destruction After Digitization (DAD) – Reviews and Approvals (DAN 05-11-61010)**

Net Reduction in Records Series: 2 (from 79 series down to 77 series)