

HOW TO READ A CROSS WALK

(Sample Page)

Evaluate for transfer to State Archives

Archival Review

Department

Accountants, Board of

Function - (ADM)
Activity - (GMT)
Record Series - (05)

RS
Code

Event
Code

Retention
Period

Administration and Business Support (ADM)
General Management (GMT)

Correspondence - General

ADM-GMT-05

CR 3

Destroy 3 years after create date

Yes

09-071 CPA Firm and CPA Office Files (Active)

Purge general correspondence after 3 years.

10

93-180 General Correspondence and Administrative Files

Retain 1 year, then evaluate for legal, administrative, and historical value for transfer to State Archives.

Destroy remaining records at discretion of agency director. (Supersedes AR #90-30)

1

Active
Schedule in
shaded line

Governance and Compliance (GAC)

Governance (GOV)

Minutes

GAC-GOV-03

PERM

Retain permanently

No

93-182 Minutes of the State Board of Certified Public Accountants

Permanent or transfer to State Archives. Security microfilm.

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Superseded retention schedules for your reference
(In italics)