

Summary of Changes

Local Government Common Records Retention Schedule (CORE) v.3.3 (October 2016)

New Records Series Added

- Eleven (11) new records series have been added to this records retention schedule:
 1. **Brainstorming and Collaborating (DAN GS2016-002) p.152**
“Until no longer needed for agency business (Non-Archival)”
 2. **Contact Information (DAN GS2016-003) p.153**
“Until no longer needed for agency business (Non-Archival)”
 3. **Drafting and Editing (DAN GS2016-004) p.153**
“Until no longer needed for agency business (Non-Archival)”
 4. **Electronic Documents Used to Create Signed Paper Records (DAN GS2016-005) p.154**
“Until no longer needed for agency business (Non-Archival)”
 5. **Internet Browsing (DAN GS2016-006) p.155**
“Until no longer needed for agency business (Non-Archival)”
 6. **Meeting Materials – Members’ Copies/Notes (DAN GS2016-007) p.37**
“Until no longer needed for agency business (Non-Archival)”
 7. **Organizing/Monitoring Work in Progress (DAN GS2016-008) p.156**
“Until no longer needed for agency business (Non-Archival)”
 8. **Records Documented as Part of More Formalized Records (DAN GS2016-009) p.157**
“Until verification of successful conversion/keying/transcription (Non-Archival)”
 9. **Reference Materials (DAN GS2016-010) p.158**
“Until no longer needed for agency business (Non-Archival)”
 10. **Scheduling – Appointments/Meetings (DAN GS2016-011) p.158**
“Until no longer needed for agency business (Non-Archival)”
 11. **Unsolicited Additional Materials (DAN GS2016-012) p.159**
“Upon receipt (Non-Archival)”

Retention Changes

- None

Other Minor Changes

- Five (5) record series have changes to their title and/or description:
 1. **Agency-Generated Forms and Publications (DAN GS50-02-02) p.152**
 2. **Informational Notifications/Communications (DAN GS50-02-05) p.155**
 3. **Meetings/Hearings – Arrangements (DAN GS2011-176) p.40**
 4. **Requests for Basic/Routine Agency Information (DAN GS50-02-01) p.158**
 5. **Secondary (Duplicate) Copies (DAN GS50-02-04) p.159**
- There were also minor formatting corrections and further improvements to the Subject Index.

Archival Designation Changes

- None

Archival Series Being Revoked

- None

Non-Archival Series Being Revoked

- One (1) “Non-Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
 1. **Chronological Reference File (DAN GS50-01-08)** covered by Secondary (Duplicate) Copies (DAN GS50-02-04)

Net Increase in Record Series: 10 (from 360 series up to 370 series)