

**Communications
Records Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0031	1-05-28	WEEKLY REPORT	File contains Inter-Department memos and weekly reports	Destroy after one year
950-0028	1-05-33	Newspaper Clippings	File contains newspaper articles	Retain hard copy in the operating area for two (2) years.
950-0770	1-05-34	Winners Files	File contains information regarding winners. This includes draw date, sales agent name and ID number, store location, district and region, jackpot amount, winner name and city.	Retain hard copy in the operating area for two (2) years

General Schedules

Retention Number	Agency Series Number	Title	Description	Retention Schedule
GAR-RPM-06	GAR-RPM-06	Audio / Visual Materials	File contains videotapes, audiocassettes and 8mm movies, DVD	Retain until information is no longer current and then transfer to State Archives
GAR-CM-02	GAR-CM-02	Correspondence (General)	Includes internal correspondence (letters, memo's); also, correspondence from various individuals, companies and organizations requesting information	Retain one (1) year; then destroy
GAR-RPM-04	GAR-RPM-04	Newspaper Releases and News Bulletins	File includes news/press releases and bulletins issued by an agency.	Retain in agency until no longer of administrative value, then offer to State Archives. Department will store on DVD until no longer useful, then destroy.
GAR-RPM-05	GAR-RPM-05	Photo File	Includes negatives, prints, slides, transparencies and related items	Retain until information is no longer current, and then offer to State Archives for possible destruction.