

**Records Management  
Record Descriptions**

<b>Retention Number</b>	<b>Agency Series Number</b>	<b>Title</b>	<b>Description</b>	<b>Retention Schedule</b>
GAR-RR-03		Records Storage Service Request	A form that is used to deposit, return and destroy records	For deposits, destructions and returns retain 2 years after transaction is completed and destroy.
GAR-RR-03		Records Storage Service Request	A form that is used to retrieve	For retrievals only, retain until transaction is completed (e.g. returned to storage), then destroy.
GAR-CM-02		Correspondence	Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).	Retain 6 months, and then destroy.
GAR-RR-04		Certificate of Records Disposal	Form used to certify the destruction or transfer of records according to an approved records retention schedule.	Retain 2 years, and then destroy.