

**Agency of Natural Resources**  
Central Office  
Records Management Policy

Effective: October 17, 2014



Signed, Secretary Deborah L. Markowitz

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# RECORDS MANAGEMENT POLICY

## PURPOSE

All Vermont public agencies are responsible for creating, managing and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all Agency of Natural Resources Central Office (“ANR CO” or “Agency”) employees conform to and are aware of those mandates. This document, outlining policy and guidelines, pertains only to the records of the Agency of Natural Resources Central Office and does not extend to the departments which are housed within the Agency; The Department of Environmental Conservation; Fish & Wildlife; and Forest Parks and Recreation. Each department has a unique records management policy which can be obtained by contacting the individual Departments.

## SCOPE

All ANR CO records are public records defined by 1 V.S.A. §317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”

## POLICY STATEMENT

It is the policy of ANR CO to comply with 1 V.S.A. Chapter 5, Subchapter 3 (often referred to as “Vermont’s Public Records Law”). All written or recorded information, regardless of physical form, shall be managed in accordance with general record schedules approved by the Vermont State Archivist.

## UNIFORM LAWS, STANDARDS AND PROCEDURES

- [1 V.S.A. §315-320: Access to Public Records, including 1 V.S.A. §317a: Disposition of Public Records](#)
- [3 V.S.A. §117: Vermont State Archives and Records Administration](#)
- [3 V.S.A. §218: Agency/Department Records Management Program](#)
- [04 000 CVR 002: Uniform Schedule of Public Record Charges for State Agencies](#)
- [Archives and Records Management Handbook issued by VSARA](#)

## RECORD SCHEDULES

General Record Schedules (GRS) and Agency-Specific Record Schedules (SRS) shall govern the management of records, specifically access, retention and disposition. In limited circumstances, disposition orders issued by the Vermont Public Records Advisory Board may be used.

## **General Record Schedules (GRS)**

General Record Schedules (GRS) are approved by the Vermont State Archivist for any public agency that creates or receives the records listed in the schedules. GRS are available online at <http://vermont-archives.org/records/schedules/general/>.

To use GRS, agency records officers must notify VSARA and develop an internal policy for their use. A *Notice of Adoption* was filed with VSARA by the Agency Records Officer on December 3, 2013.

## **Agency- Specific Record Schedules (SRS)**

Agency-Specific Record Schedules (SRS) are approved by the Vermont State Archivist for specific records. Currently, ANR CO does not have any SRS. SRS for Departments within the Agency can be found here at <http://vermont-archives.org/records/schedules/agency>.

## **Disposition Orders (DOs)**

Disposition orders were issued to Vermont public agencies between 1938 and 2008 by the Vermont Public Records Advisory Board and its predecessors. DOs may still be applied to Agency records if the requirements of the orders do not conflict with current legal or administrative requirements of the Agency and have not been superseded by a record schedule. ANR CO does not have any DOs. DOs for Departments within the Agency can be found here <http://vermont-archives.org/records/schedules/orders/>.

## **RECORDS MANAGEMENT GUIDELINES**

The Records Management Guidelines incorporated into this policy shall be used for the systematic management of records within the Agency of Natural Resources Central Office.

ANR CO divisions may develop their own internal policies and procedures for applying GRS. Retention time frames shall meet or exceed the minimum retention requirements in the GRS and be based on legal and administrative requirements.

In the event that a division has not developed an internal policy, ANR CO employees shall follow the Records Management Guidelines contained within this document.

Any internal policy or procedure for applying GRS must be approved by the ANR CO Records Officer.

## **REVISION HISTORY**

This policy supersedes any Agency records management policies and practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

# RECORDS MANAGEMENT GUIDELINES

## INTRODUCTION TO RECORDS MANAGEMENT

All records created in the course of business both to and from the Agency Central Office, including notes, photos, emails and other electronic communications, are public records and have specific legal retention requirements. By following these guidelines we can legally and transparently dispose of documents that have reached the end of their retention requirement and no longer have any value to the Agency.

Records management only works effectively when all staff members are involved in the process. These guidelines were created to make records management accessible to all staff and simplify the General Records Schedules.

There are three actions that can happen to records when they have reached the end of their retention time; “destroy,” “confirm,” or “archive.” Record types that are designated as “destroy” are always temporary in value, at the end of the retention time they will be destroyed. Record types that are designated as “confirm” may in some cases be archival, they will be reviewed on a case by case basis by an archivist and the ANR CO Records Officer. Record types that are designated as “archival” will always be sent to VSARA and retained permanently.

The destruction of any record that has any litigation holds or other legal requirements is prohibited. If you have a question whether a record could be subject to litigation please consult with counsel.

There are programs within the department that will have different record retention requirements because of laws that apply just to that program (often a result of federal funding). The administrators of these programs can contact the ANR CO Records Officer to create a program specific records retention guideline.

These guidelines are derived from the General Records Schedules with guidance and advice from VSARA.

If there are any questions or concerns about any of the Records Management Guidelines please contact ANR CO’s Records Officer [Penny Percival](#).

## TRANSITORY RECORDS (GRS-1000.1000)

**Transitory Records** are only needed for a limited period of time in order to complete a routine action or prepare or update a formal or on-going record. They are not subject to any specific legal recordkeeping requirements, explicit or implied, and are administratively obsolete after the specific action or process to which they relate is complete. Drafts, notes, reference material, and similar records are examples of transitory records.

The custodian of a transitory record is responsible for determining whether and when a specific record is obsolete and can be destroyed. The following types of records can be destroyed when no longer needed administratively, provided that the records are not subject to any specific legal requirements or if they are or could reasonably be subject to litigation. If you have a question whether a record could be subject to litigation please consult with counsel.

- **Routine Correspondence:** Incoming and outgoing correspondence that is part of a regular routine function and has limited value or need after the routine action is completed.
- **Drafts:** Preliminary or tentative versions of a document that have no additional value to the drafter or Agency. Includes drafts that have been superseded by another document.
- **Notes:** Notes that have been taken to aid personal memory or for later review. Includes short, informal notes such as phone messages.
- **Publications and Reference Sources:** Information that is intended primarily for consultation and is for reference or informational purposes only.
- **Requests:** Requests and responses for forms, publications, records, and other information that do not require any administrative review before, or further action after, the information is provided.
- **Worksheets:** Forms, checklists, and other similar worksheets used to prepare or update other records or informally track a workflow.

Examples and details of each type of records can be found in Appendix A.

### ***Special Note on Transitory Records***

**The staff member best able to identify transitory records is YOU! If you are about to hand off a project or a folder you must first weed out all transitory documents that you may have put in the folder as reference. This is the single most important step in identifying and disposing of transitory records!**

## ACCOUNTING RECORDS (GRS 1000.1002)

**Accounting Records** record the evidence of activities and transactions that relate to or affect, in a specific manner, the recording, measuring, interpreting, and communication of financial transactions and data.

If you are responsible for maintaining Accounting Records and your Division has not established any specific retention time frames for accounting records, the following types of accounting records can be destroyed ***provided that the records are not subject to any specific legal requirements or a legal retention hold***. If you have a question whether a record could be subject to litigation please consult with counsel.

- ***Bonds:*** Three (3) years after the end of the fiscal year.
- ***Substantive Correspondence:*** Three (3) years after the end of the fiscal year.
- ***Declarations:*** Three (3) years after the end of the fiscal year.
- ***Inventories:*** Three (3) years after the end of the fiscal year.
- ***Invoices:*** Three (3) years after the end of the fiscal year.
- ***Purchase Orders:*** Three (3) years after the end of the fiscal year.
- ***Receipts:*** Three (3) years after the end of the fiscal year.
- ***Reports:*** Three (3) years after the end of the fiscal year.
- ***Requests:*** Three (3) years after the end of the fiscal year.
- ***Requisitions:*** Three (3) years after the end of the fiscal year.
- ***Vouchers:*** Three (3) years after the end of the fiscal year.
- ***Warrants:*** Three (3) years after the end of the fiscal year.
- ***Worksheets:*** Three (3) years after the end of the fiscal year.

Ledgers, registries that serve as the formal repository of an agency's financial accounts and transactions, are conditionally archival. When they have been superseded, they should be reviewed and either sent to the archives or destroyed.

Completed Audits may be destroyed three (3) years after they have been superseded.

## AUDIT RECORDS (GRS-1000.1007)

**Audit Records** record evidence of activities and transactions that relate to or affect, in a specific manner, audits conducted by the Agency to examine and verify accounts and records and/or to certify that a practice or set of practices are being conducted in accordance with established principles.

For routine or recurring audits to ensure internal compliance with agency policies and procedures use GRS-1000.1103 (Operational/ Managerial Records).

Final reports issued at the conclusion of a financial or performance audit or other independent examination, as well as supporting materials such as auditors' working papers and requests or petitions to conduct an audit, shall be retained until the audit is complete, plus three (3) years and then destroyed. If a report has significant administrative value, retain permanently and use the retention requirements in GRS-1000.1102 (Administrative Policy Records).

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of the auditing process may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

If you are responsible for maintaining audit records and your Division has not established any specific retention time frames for audit records, the following types of audit records can be destroyed after retention requirements have been met ***provided that the records are not subject to any specific legal requirements or a legal retention hold***. If you have a question whether a record could be subject to litigation please consult with counsel.

- ***Contracts:*** Three (3) years after audit is completed.
- ***Legal Notices:*** One (3) year after audit is completed.
- ***Petitions:*** Three (3) years after audit is completed.
- ***Reports:*** Three (3) years after audit is completed or permanent retention.
- ***Schedules:*** When the schedule has been superseded.
- ***Supporting Material:*** Three (3) years after audit is completed.



## BUDGET RECORDS (GRS 1000.1012)

**Budget Records** record the evidence of activities and transactions that relate to or affect, in specific manner, the planning, coordination, and allocation of financial resources and expenditures.

Budgets as adopted and reports and recommendations about or supporting the magnitude and allocation of proposed budgets, as well as analyses of expenditures and revenues after the close of a budget cycle, shall be retained until the fiscal year covered by the budget ends, plus an additional three (3) years, then destroyed. For budgets that have significant administrative value, retain permanently and use the retention requirements for Reports in the Administrative Policy Records schedule (GRS-1000.1102).

The following Budget Records can be destroyed after retention requirements have been met provided that the records are not subject to any specific legal requirements or a legal retention hold. If you have a question whether a record could be subject to litigation please consult with counsel.

- **Budgets:** Three (3) years after fiscal year ends.
- **Legal Notices:** One (1) year after grant is completed/closed.
- **Plans:** Three (3) years after grant is completed/closed.
- **Reports:** Three (3) years after fiscal year ends.

Plans are cost allocation plans, which, if associated with revenues obtained from federal grants, must be retained in accordance with the Common Federal Rule. A chart of all the Common Rules and how they apply to funds received from different federal agencies can be found [here](#).

Reports are reports and recommendations about or supporting the magnitude and allocation of expenditures and revenues after the close of a budget cycle. For reports that have significant administrative value, use the retention requirements for Reports in the Administrative Policy Records (GRS-1000.1102).

## ADMINISTRATIVE POLICY RECORDS (GRS-1000.1102)

**Administrative Policy Records** relate to the administration of the Agency and the formulation or development of policy. They have the potential to have continuing value if they provide evidence of deliberations, decisions, and actions relating to policy or major administrative issues. Formal agreements, strategic plans, policies and procedures, and similar records are examples of administrative policy records.

The Secretary and Division Directors are usually the creators or recipients of Administrative Policy Records. In limited circumstances, professional staff and specialists may create or receive administrative policy records.

If your Division has not established any specific retention time frames for Administrative Policy Records, the following records are archival and shall be permanently preserved. These records should be transferred to VSARA after the following time periods.

- **Formal Agreements:** Retain until expired, plus three (3) years.
- **Substantive Correspondence and Studies:** Retain until completed, plus three (3) years.\*
- **Meeting Minutes:** Retain until calendar year ends, plus three (3) years.
- **Plans, Policies, and Procedures:** Retain until superseded, plus three (3) years.
- **Annual and Similar Reports:** Retain until calendar year ends, plus three (3) years.

The following types of administrative policy records can be destroyed after retention requirements have been met provided that the records are not subject to any specific legal requirements or a legal retention hold. If you have a question whether a record could be subject to litigation please consult with counsel.

- **Agendas:** If agenda is accurately reflected in the meeting minutes, one (1) year after the calendar year ends
- **Calendars:** One (1) year after the calendar year ends
- **Legal Notices:** One (1) year after the notice was issued
- **Press Releases:** One (1) year after the calendar year ends

Examples and details of each type of records can be found in Appendix B.

## OPERATIONAL/MANGEMENT RECORDS (GRS-1000.1103)

**Operational/Managerial Records** relate to the internal management or operation of a specific program, process, or function required to be carried out by the Agency. They support day-to-day operations and internal workflows and processes. Informal agreements, calendars, internal reports, and similar records are examples of operational/managerial records.

If you are responsible for the day-to-day operations of a specific program, process, or function and your Division has not established any specific retention time frames for managerial/operation records, the following types of operational/managerial records can be destroyed after retention requirements have been met provided that the records are not subject to any specific legal requirements or a legal retention hold. If you have a question whether a record could be subject to litigation please consult with counsel.

- **Informal Agreements:** Three (3) years after the agreement expires.
- **Calendars:** One (1) year after the calendar year ends
- **Internal Plans (Reports) and Studies:** Three (3) years after the report or study has been completed
- **Procedures:** Three (3) years after the procedure has been superseded by a revised or new procedure
- **Internal Reports:** Three (3) years after the calendar year ends

Regardless of your position in the ANR CO, if you (1) received any of the above records for reference or informational purposes only and (2) know that the individual or individuals responsible for the day-to-day operations of a specific program, process, or function are properly managing the records in accordance to GRS-1000.1103 or a Division policy, your copies are duplicates and considered Transitory Records (GRS-1000.1000).

Examples and details of each type of records can be found in Appendix C.

## GRANT MANAGEMENT RECORDS (GRS 1000.1110)

**Grant Management Records** record the activities and transactions that relate to or affect, in a specific manner, the granting of funds, including pass-through funds, by the ANR CO for a specific purpose. This records schedule **does not** include administrative, operational, and fiscal records of the Agency, or the granting program itself, or records of any grants received.

Records related to federal grants, should be treated with special care. Federal standards maintain that these records are held in perpetuity.

If a grant is extended beyond the original end date, Grant Management Records must be retained for the appropriate amount of time from the new end date, rather than the original.

Final reports received from grantees that have significant administrative or historic value, should be retained permanently and follow the retention requirements for reports in the Administrative Policy Records (GRS-100.1102).

Grant registries documenting requests received and award decisions may have continuing value and shall be retained until superseded and then appraised by the Vermont State Archives and Records Administration.

If you are responsible for maintaining grant management records and your Division has not established any specific retention time frames for grant management records, the following types of grant management records can be destroyed after retention requirements have been met ***provided that the records are not subject to any specific legal requirements or a legal retention hold***. If you have a question whether a record could be subject to litigation please consult with counsel.

- **Agreements:** Three (3) years after grant is expired.
- **Applications:** Three (3) years after grant is completed/closed.
- **Audits:** After calendar year ends plus three (3) years.
- **Invoices:** Three (3) years after grant is completed/closed.
- **Reports:** Three (3) years after grant is completed/closed.
- **Supporting Material:** Three (3) years after grant is completed/closed.
- **Waivers:** Three (3) years after grant is completed/closed.
- **Worksheets:** Three (3) years after grant is completed/closed.

Records related to funds granted for the purchase of real property or equipment shall be retained until the real property or equipment is no longer owned or in the possession of the grantee plus an additional three (3) years, then destroyed.

## CONTRACT FILES (GRS 1000.1126)

**Contract Files** document the history of the contract including, but not limited to, the bidding process, contract drafting and approvals, and final authorizations. These files usually have temporary administrative and legal value.

The Business Office is usually the creator or recipient of Contract Files. In limited circumstances, other staff members may create or receive Contract Files records.

If you are responsible for maintaining contract files and your Division has not established any specific retention time frames for contract files, the following types of contract files can be destroyed after retention requirements have been met ***provided that the records are not subject to any specific legal requirements or a legal retention hold***. If you have a question whether a record could be subject to litigation please consult with counsel.

- ***Authorizations***: Three (3) years after the contract has expired.
- ***Bids***: Three (3) years after contract has expired.
- ***Certificates***: Three (3) years after contract has expired.
- ***Contracts***: Three (3) years after contract has expired.
- ***Substantive Correspondence***: Three (3) years after contract has expired.
- ***Decisions, Declarations, and Lists***: Three (3) years after contract has expired.
- ***Legal Notices***: One (1) year after contract is completed/closed.
- ***Opinions***: Three (3) years after contract has expired.
- ***Plans/Reports***: Three (3) years after contract has expired.
- ***Reference Sources***: One (1) year after contract is completed/closed.
- ***Registers***: Three (3) years after it is superseded.
- ***Requests, includes Requests for Proposals***: Three (3) years after contract has expired.
- ***Waivers***: Three (3) years after contract has expired.
- ***Worksheets***: Three (3) years after contract has expired.

## APPENDIX A: Transitory Records

Record Category	Description and Examples	
<b>Correspondence (Routine)</b>	Use for any correspondence, produced or received, that is routine in nature and not subject to any specific legal requirements. Includes transmittal letters and correspondence from other agencies that is received for general information purposes only.	
	<b>Examples:</b> 1. Transmittal memos/letters/e-mail/facsimile  2. Outgoing requests for information 3. Date triggered bulletins and reminders received (e.g. DHR communications, IT updates) 4. Reminder communications of actions to be taken or items due 5. E-mail: Junk or non-business received or sent 6. Non project specific ANR emails	<b>Obsolete:</b> 1. When the correspondence does not add information to that contained in the transmitted or attached material 2. After response received and deemed complete 3. When the trigger date has passed  4. When the response date has passed  5. Upon receipt 6. After reading and responding as required
<b>Drafts</b>	Use for all preliminary or tentative versions of a document that were not shared outside of the agency, not put into practice, or are not the current draft. Drafts that are legally required, acted upon, or applied must be retained according to their intended record type (i.e. policies) as listed in another general record schedule or an agency-specific record schedule. Drafts that are subject to a litigation hold or other legal requirements must be retained.	
	<b>Examples:</b> 1. Draft documents created by staff but not published inside or outside the organization. Documents include but are not limited to initial draft memos, permits, licenses, procedures, policies contracts, deeds, and title insurance documents.	<b>Obsolete:</b> 1. When abandoned or superseded.
<b>Notes</b>	Use for brief statements of a fact or experience, written down for review, or as an aid to memory, or to inform someone else. Includes short, informal notes such as phone messages.	
	<b>Examples:</b> 1. Project or study notes  2. Calendar and personal planner notes 3. Personal meeting notes	<b>Obsolete when:</b> 1. Incorporated into written document or entered into information tracking system. 2. No longer needed for reference 3. No longer needed for reference or when transcribed/approved version is available
<b>Publications</b>	Use for reproduced or published material received from other offices which require no action; are not required for documentary purposes; and are not part of a case upon which action is being taken or will be taken.	
	<b>Examples:</b> 1. Catalogues, trade journals, other publications or newspapers. Also resource, product or seminar brochures 2. Maps or surveys from other departments (Agency of Transportation and US Geological Survey).	<b>Obsolete when:</b> 1. Outdated or superseded  2. No longer needed for reference
<b>Reference Sources</b>	Use for sources of information that were intended primarily for consultation and, if used to prepare or update a formal or ongoing record, are cited as needed.	

	<p>Examples:</p> <ol style="list-style-type: none"> <li>1. Information, guidance, or maps kept only for quick reference or convenience.</li> <li>2. Outdated policies and administrative procedures that direct work processes.</li> <li>3. Public Hearing Notices</li> </ol>	<p>Obsolete when:</p> <ol style="list-style-type: none"> <li>1. No longer needed for reference</li> <li>2. Superseded or revoked.</li> <li>3. Required action has been taken.</li> </ol>
<b>Requests</b>	<p>Use for requests and responses for forms, publications, records, and other agency information that do not require administration review before, or further action after, the form, publication, record, or other agency information is provided.</p>	
	<p>Examples:</p> <ol style="list-style-type: none"> <li>1. Orders for maps, bulletins, publications</li> <li>2. For reporting forms, application forms, training hour reports</li> <li>3. Requests for copies of records</li> <li>4. Requests for file review or for information</li> <li>5. Work orders (IT, BGS, DII, etc)</li> </ol>	<p>For all examples, obsolete after response to request is completed or sent.</p>
<b>Worksheets</b>	<p>Use for forms, checklists and other worksheets used to prepare or update a formal or ongoing record or informally track workflow.</p>	
	<p>Examples:</p> <ol style="list-style-type: none"> <li>1. Data entry checklists, monitoring report logs, checklists of expiring certificates, licenses and/or permits</li> <li>2. Task and to do lists – personal reminder information Data entry or action checklists to track progress of an activity</li> <li>3. Printed database outputs used for proofreading and quality control purposes</li> </ol>	<p>For all examples obsolete when activities complete or data logged into system.</p>

## APPENDIX B: Administrative Records

Record Category	Description and Examples	
<b>Agendas</b>	Use for written lists or programs of things to be done or considered. Minutes must accurately reflect the agenda otherwise agendas should follow the retention for minutes. Includes significant supporting materials.	
	Examples: 1. Agendas for all meetings.	Obsolete: 1. At the end of the calendar year.
<b>Annual and Similar Reports</b>	Use for annual reports and similar reports, usually required by State or Federal law, documenting activities and accomplishments. Includes significant supporting documents.	
	Examples: 1. Department and program annual reports	Send to archives: 1. At the end of the calendar year.
<b>Calendars</b>	Use for schedules of meetings and related events.	
	Examples: 1. Outlook Calendars	Obsolete: 1. At the end of the calendar year.
<b>Formal Agreements</b>	Use for formal agreements, such as interagency agreements and memorandums of understanding, concerning policies and procedures. Includes significant supporting materials.	
	Examples: 1. Memorandums of Understanding 2. Memorandums of Agreement 3. Cooperative Agreements	Expired When: 1. Superseded or end date is reached. 2. Superseded or end date is reached. 3. Superseded or end date is reached.
<b>Legal Notices</b>	Use for official, written statement, notices, or announcements that are required by law.	
	Examples: 1. Public hearing notice	Obsolete: 1. At the end of the calendar year
<b>Plans, Policies, and Procedures</b>	Use for strategic plans or similar planning documents, written statements the outline agency or program guiding principles, and sets of substantive instructions or procedures that govern the administration of a public agency and/or policy development.	
	Examples: 1. State Comprehensive Outdoor Recreation Plan 2. Land Use Policy	Superseded when: 1. New plan is made every five years. 2. New Policy is approved.
<b>Press Releases</b>	Use for official agency statements distributed to the press that relate to the agency's administration and/or the formulation or development of Policy.	
	Examples: 1. Announcement of new policy	Obsolete: 1. At the end of the calendar year.
<b>Substantive Correspondence and Studies</b>	Use for any study or correspondence transmitted or received that has significant administrative value and/or documents policy development.	
	Examples: 1. Emails regarding policy 2. Letters 3. Study (example; Study on Existing Research on the Impact of ATV use on State Lands)	Completed/Closed when: 1. Policy is approved. 2. Policy is approved. 3. Policy is approved.



## APPENDIX C: Operation / Management Records

Record Category	Description and Examples	
<b>Agreements</b>	Use for informal agreements concerning internal and interagency coordination, general management, internal workflows and/or processes. Includes significant supporting materials, including meeting minutes and substantive correspondence.	
	Examples: <ol style="list-style-type: none"> <li>1. Minutes detailing agreed upon actions to be taken.</li> <li>2. Memos informing staff about agreements about future projects.</li> </ol>	Expired When: <ol style="list-style-type: none"> <li>1. The described action is taken.</li> <li>2. The project is completed.</li> </ol>
<b>Calendars</b>	Use for schedules of meetings and related events.	
	Examples: <ol style="list-style-type: none"> <li>1. Outlook Calendars</li> </ol>	Obsolete: <ol style="list-style-type: none"> <li>1. At the end of the calendar year.</li> </ol>
<b>Plans (reports) and Studies</b>	Use for planning documents, studies and other evaluations related to day-to-day operations, internal workflows and processes. Includes significant supporting materials, including meeting minutes and substantive correspondence.	
	Examples: <ol style="list-style-type: none"> <li>1. Project Plans</li> <li>2. Inventories</li> </ol>	Completed/Closed when: <ol style="list-style-type: none"> <li>1. The project is completed.</li> <li>2. The inventory is superseded</li> </ol>
<b>Procedures</b>	Use for sets of instructions and directives that govern general management and/or internal workflow and processes. Includes significant supporting materials, including meeting minutes and substantive correspondence.	
	Examples: <ol style="list-style-type: none"> <li>1. Long Range Management Planning Binder</li> </ol>	Superseded when: <ol style="list-style-type: none"> <li>1. A new Binder is approved.</li> </ol>
<b>Reports</b>	Use for internal reports, including statistical reports, that are used to communicate and/or document general management, internal workflows and processes. Includes significant supporting materials, including meeting minutes and substantive correspondence.	
	Examples: <ol style="list-style-type: none"> <li>1. Staff reports</li> <li>2. Presentations at meetings</li> </ol>	Obsolete: <ol style="list-style-type: none"> <li>1. At the end of the calendar year.</li> <li>2. At the end of the calendar year.</li> </ol>