

General Schedule 9 - Miscellaneous/Short-Term Materials

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

NOTE: The items below are common materials often found in the office which are either considered non-record materials or records with short term value. Although each retention below states until no longer needed, many of these would be non-records which should be deleted immediately or transitory which should be kept no longer than 30 days.

Series	Title	Description	Retention
GS9.1	Agency Information – Routine (short-term)	Internal and external requests for, and provision of, routine information about the operations of the agency, such as: Business hours, locations/directions, web/email addresses; Meeting dates/times.	Retain until no longer needed for agency business then destroy (Should be no longer than 30 days)
GS9.2	Agency-Generated Forms and Publications - Copies (typically non-record)	Blank forms and duplicate copies of publications, provided that the agency retains the primary record in accordance with the current approved minimum retention period. Includes, but is not limited to: Reports, catalogs, brochures, calendars, posters; Multi-media presentations (videos, CDs, etc.).	Retain until no longer needed then destroy
GS9.3	Duplicate Copies of Agency Records (typically non-record)	Duplicate or extra copies of records held by agency program units for administrative reference purposes, when the record copies are retained to meet legal, fiscal, administrative, and other retention requirements and needs and when the non-record copies are not subject to any legal, fiscal, or other specific retention requirements. Includes, but is not limited to: Data extracts and printouts from agency information systems.	Retain until no longer needed then destroy
GS9.4	General Information – External (non-record)	Information received from other agencies, commercial firms, or private institutions, which requires no action and is not needed for direct agency business purposes. Includes, but is not limited to: Catalogs, reports, multi-media presentations (videos, CDs, etc.); Informational copies, notices, bulletins, newsletters, announcements; Unsolicited information (junk mail, spam, advertisements, etc.).	Retain until no longer needed then destroy

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GS9.5	Reference Material (typically non-record)	Materials which may aid in or support the conduct of official agency business, but which are not critical to continued operations; typically, items produced outside the agency or duplicate copies of material retained elsewhere. These materials are retained solely for the ease of access and reference and are not included as part of another record series. Examples may include: publications or brochures, news clippings, magazines, books, reports, professional literature not related to day-to-day activities; and duplicate copies of other records retained for reference purposes only.	Retain until no longer needed (including for reasonable referral purposes) then destroy
GS9.6	Transitory Records (short-term)	Public records that only document information of temporary, short-term value, provided that the records are not needed as evidence of a business transaction and not covered by a more specific records series. Includes, but is not limited to: Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, employee meetings, holidays, etc.); Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s); Telephone messages (including voicemail, digital voice messages, etc.); Letters of transmittal which do not add any information to the transmitted materials.	Retain until no longer needed for agency business then destroy (Should be no longer than 30 days)