

This change log notes all substantial changes from the 2019 to the 2021 version of the *General Records Schedule: Local Government Agencies*. For simplicity, wordsmithing, typographical corrections, pointers to other records series, and modifications to citations have not been tracked. Substantive changes are listed in the left-hand column. In the center column are the titles of new records series that have been added to the schedule. In the right-hand column are records series that have been discontinued because the records are no longer created or received by local government agencies (or in cases where these are listed in the same row as a series that was changed, these records have been combined into that broader records series). The index to the schedule also includes pointers where one series was subsumed into another.

Please note that what had been the Personnel Records standard (Standard 6) has been retitled as the Human Resources standard; alphabetization means this is now Standard 4 (and IT Records and Legal Records have been shifted to standards 5 and 6 respectively).

This updated schedule also includes in the appendix a section entitled “Related Records Series Found in Local Agency Program Schedules,” which identifies records series within the Local General Schedule (indicated with @) that have similar records series on local program schedules.

Changes	New Items	Discontinued Items
Standard 1: Administration and Management Records		
ACCREDITATION RECORDS Added to description outside evaluations of agency		
ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES Added description and modified disposition instructions		
AUDITS: PERFORMANCE Added disposition instructions for PCI attestation reports		
CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS Changed title from Citizen to Constituent; clarified that requests for reasonable accommodation included in this series are those from the general public; changed retention for all complaints to 1 year		

Changes in 2021 General Records Schedule: Local Government Agencies



Changes	New Items	Discontinued Items
CONSTITUENT SURVEYS Changed title from Citizen to Constituent		
FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Clarified this series also includes records related to agency-owned property as well as warranties		
GRANTS Added to description any required certifications and disclosures; specified disposition for grants funded by local appropriations		
	HISTORICAL DESIGNATIONS RECORDS	
LOGISTICS MATERIALS Added agency activities to the description and modified disposition instructions		
MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS Added to description free government-issued business permits		
OFFICE AND PROPERTY SECURITY RECORDS Changed title from Office Security Records; added property to the description and added disposition instructions for recordings that may necessitate action by law enforcement		
	PHONE LOGS	

Changes	New Items	Discontinued Items
Inserted PUBLIC BODIES at beginning of series titles to group together: • Agenda and Meeting Packets (also added exhibits to description) • Applications for Appointment • Appointment Reports • Audio and Video Recordings of Meetings • Notices of Public Meetings (renamed Meeting Notices) • Governing and Advisory Body Member File (renamed Member Files) • Minutes of Public Bodies (renamed Minutes)		
	PUBLIC BODIES: CORRESPONDENCE	
REBATE PROGRAM RECORDS Deleted Citizen from title		
REPORTS AND STUDIES Added a specific disposition for quarterly reports		
REQUESTS FOR PROPOSALS Specified inclusion of elements created by the agency (e.g., notices, evaluations)		
STAFF MEETINGS FILE Renamed from Minutes (Staff Meetings) and added additional materials relevant to internal meetings along with materials from external that had been listed in Agenda and Meeting Packets		
STRATEGIC PLAN Renamed from Comprehensive Plan, added mission statements to the description, and clarified disposition instructions		

Changes	New Items	Discontinued Items
Standard 2: Budget, Fiscal, and Payroll Records		
ACCOUNTS PAYABLE Modified disposition of reimbursements to reflect DES requirements		
ACCOUNTS RECEIVABLE Modified description to add records for debt setoff program		
BOND CLOSING RECORDS Increased retention requirement to mirror state requirements		
GRANTS: FINANCIAL Specified disposition for grants funded by local appropriations		
LONGEVITY PAY Increased retention to reflect DES requirements		
PAYROLL AND EARNINGS RECORDS Increased retention to reflect DES requirements; added employer contributions to description		
PAYROLL DEDUCTION RECORDS Added retirement deductions to description		
SHIFT PREMIUM PAY Increased retention to reflect DES requirements		
TAX FORMS Increased retention to reflect DES requirements		
TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Increased retention to reflect DES requirements		
TRAVEL REIMBURSEMENTS Increased retention to reflect DES requirements		
Standard 3: Geographic Information System (GIS) Records		
MAPS: ALL OTHER Included paper maps in description		

Changes	New Items	Discontinued Items
Standard 4: Human Resources Records (previously Personnel Records)		
APPLICATIONS FOR EMPLOYMENT Added pointer in disposition to Seasonal and Contract Workers		
BENEFITS RECORDS Specified disposition for correspondence with providers		
		CERTIFICATION AND QUALIFICATION RECORDS Already covered by Training and Educational Records; Conferences and Workshops
HAZARDOUS MATERIALS TRAINING RECORDS Added to description documentation of loans of radioactive materials for training purposes		
MEDICAL RECORDS Clarified description to include records of employees, contractors, and volunteers; expanded description of health and physical examinations		
PERSONNEL RECORDS (OFFICIAL COPY) Clarified description to specify employees eligible for benefits		
POLICIES AND PROCEDURES (PERSONNEL) Added description; deleted disposition for non-internal records, which should be considered part of the Reference (Reading) File, and added disposition for HR administrative records (e.g., employee orientation materials)		

Changes	New Items	Discontinued Items
RETIREMENT RECORDS Clarified description; removed separate disposition for deferred compensation – those that are from retirement plans are covered in this item, and those that are for some sort of bonus should be treated as Payroll and Earnings Records		
TRAINING AND EDUCATIONAL RECORDS Added general training materials to description; added disposition for expired employee certifications/qualifications along with one for general training materials		
UNEMPLOYMENT COMPENSATION CLAIMS Increased retention to reflect DES requirements		
UNEMPLOYMENT COMPENSATION REPORTS Increased retention to reflect DES requirements		
Standard 5: IT Records		
Clarified retention for fixity check documentation		
Standard 6: Legal Records		
ANNEXATION RECORDS Specified disposition for withdrawn petitions		
CIVIL RIGHTS CASE RECORDS Specified disposition for employee requests for reasonable accommodations		
ENCROACHMENTS Changed description from citizens to residents		
	EXPUNCTIONS	
	INVESTIGATION AND HEARING RECORDS	
		REASONABLE ACCOMMODATIONS Already covered by Constituent Comments, Complaints, Petitions, and Service Requests
	SETTLEMENTS	

Changes	New Items	Discontinued Items
Standard 8: Risk Management Records		
DISASTER RECOVERY Clarified description and specified disposition for records evaluating the efficacy of recovery efforts		
	EMERGENCY NOTIFICATIONS Moved from the Emergency Services standard of the old County Management schedule	
FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS Added Environmental to the series title and added specific dispositions for inspection reports and safety audits		
	FIXED NUCLEAR FACILITIES PLANS FILE Moved from the Emergency Services standard of the old County Management schedule	
HAZARDOUS MATERIALS MANAGEMENT Broadened description and added numerous dispositions for particular types of hazardous materials; now includes asbestos management plans		ASBESTOS MANAGEMENT PLAN
LOST, STOLEN, OR DAMAGED PROPERTY REPORTS Deleted citizen from description		
	NATIONAL FLOOD INSURANCE PROGRAM RECORDS Moved from the Emergency Services standard of the old County Management schedule	