

RECORDS RETENTION-SPECIAL AND COMMON CATEGORIES

GENERAL CORRESPONDENCE

The length of time during which general correspondence, including internal memoranda, notes to file, etc., must be retained depends on the subject matter, purpose, and use of the material. The Record Categories listed below should be reviewed for the length of time these records should be retained.

<u>RECORD CATEGORY</u>	<u>EXAMPLES</u>	<u>RETENTION PERIOD</u>
Records not requiring reference or follow-up	Inter-departmental notices and/or memoranda such as vacation replacements, holiday staffing and informational copies where the "office of record" copy is on file elsewhere.	Retain no longer than 1 year.
	Form letters or memoranda expressing appreciation, congratulations, regrets, etc.	Retain no longer than 1 year.
	Appointment books, steno notebooks, telephone and other message slips.	Retain no longer than 1 year.
	Reminder notices or correspondence which completes a transaction and there will be no future reference.	Retain no longer than 6 months.
Records that require future action	Short term items 30 days to 6 months. Correspondence of limited value, if destroyed would not cause an inconvenience.	Retain only as long as needed, but not longer than 6 months.
	Intermediate term correspondence to which internal reference or follow-up might be required, but decreases in value after a definite period. EXAMPLE: Reference check, credit inquiry, etc.	Retain no longer than 2 years.
Chronological Files	Correspondence filed by date.	Retain for the current year plus previous year.