

READING THE DETAILS OF A SCHEDULE:

- Records Series Number is the 8 digit number used to identify the records series.
- Records Title and Description are title of the records series and description details about the records series.
- Audit indicates whether the agency must obtain an auditor's approval before dispositioning (destroying or transferring) records that fall within the selected records schedule/record series.
- Alternate Media indicates that a back-up or secondary source of media is recommended for the record series.
- Archival Review indicates that the records series must be reviewed and approved by the State Archives prior to disposition.
- Vital Record signifies that the records are necessary for an organization to continue to operate in the event of a disaster, or are required to document the basic rights and obligations of the citizenry and government.
- Confidential indicates that the records contain confidential information and are not available to the public (marked "C" if confidential "P" if public; if there is no notation, the record is public).
- Retention Policy describes how long records must be kept and where they are to be stored.
 - Total Retention Period is the entire time the record must be maintained.
 - Minimum Period in Agency is the length of time a record must be held at the agency before it can be moved to another storage facility.
- Disposition is the final action taken after the record has met its retention.
- Citation contains information about any statute or regulation that has a bearing on retention and disposition of the records series.