

Retention and Classification Report

Agency: Department of Health. Bureau of General Services (55)

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Records Officer: _____

16730	*Administrative files
16729	*Building plan files
16728	*Engineering plans

AGENCY: Department of Health. Bureau of General Services

SERIES: 16730

3

TITLE: Administrative files

DATES: 1986-1993.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These are records accumulated by the bureau that relate to the function, internal administration, or housekeeping activities of the office. They include memoranda and correspondence, equipment manuals, printing service request forms, telephone record forms, invoice statements, and declaration of surplus property.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). As an administrative file, this contains a wide variety of information. Those records, not duplicated elsewhere, that document how the office is organized and how it functions, its activities, policies, procedures, and accomplishments are of long-term value. The rest can be disposed of after a short time. Records under "1" are letters that do not add any information to that contained in the transmitted material, quasi-official notices such as memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers. Records under "2" relate to the office organization, staffing, procedures, and communications; the day-to-day administration of office personnel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. Also, records that are duplicates of information filed elsewhere.

AGENCY: Department of Health. Bureau of General Services

SERIES: 16730

TITLE: Administrative files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Bureau of General Services

SERIES: 16729

3

TITLE: Building plan files

DATES: 1985-1993.

ARRANGEMENT: None.

DESCRIPTION:

These are files generated by the bureau during the construction of the new building and during the move from the old facilities to the new one. These files relate to the resolution of problems encountered in the relocation of the department. They include meeting attendance log, storage space requirements, workstation assignments, lists of old telephone numbers, and correspondence and memoranda.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).

Most of the information in this file is temporary and will be either updated, as in storage space requirements, or will rapidly become obsolete, as in the old telephone numbers. These files have no other value except administrative.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2016.

AGENCY: Department of Health. Bureau of General Services

SERIES: 16728

3

TITLE: Engineering plans

DATES: 1986-1993.

ARRANGEMENT: None.

DESCRIPTION:

These are the building plans for the Health Department building. They are used in troubleshooting and in changes to the building. The plans include date and revision date, the dimensions of the building, the name of the engineering firm, the location of telecommunications and fire protection devices, and the flow of the personnel and public.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until the building is demolished and then destroy.

APPRAISAL:

These records have administrative value(s).
This record is a working document that will be needed as long as the building is in use. Once it is no longer used, the plans may be destroyed as they have no other significance.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2016.