

## Retention and Classification Report

**Agency:** Department of Health. Office of Organizational Development and Performance Improvement. (4491)

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**Records Officer:** \_\_\_\_\_

30139      Executive correspondence

**AGENCY:** Department of Health. Office of Organizational Development and Performance Improvement.

**SERIES:** 30139

3

**TITLE:** Executive correspondence

**DATES:** 2016-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records document executive decisions made regarding agency interests, and include incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of the Office of Organizational Development and Performance Improvement. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

**RETENTION:**

Permanent. Retain for 5 year(s) after separation

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have historical value based on their evidence of government deliberations, decisions, and actions relating to major social, economic, and environmental issues.

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**SERIES:** 30139

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public