

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Fiscal Notes (Reported Out of House and Senate Finance Committees) This series consists of fiscal notes reported out of the House and Senate Finance Committees. Arranged by bill number with a summary sheet.</p>	H	PA		
<p>002 - Revised Programs, Legislative (RPL) This series consists of RPL memoranda. Includes both approved and not approved. Arranged by fiscal year and thereunder alphabetically by agency.</p>	H & E	PA		
<p>003 - Free Conference Committee Reports (Budget) This series consists of the printed Election District Report, Summary of Appropriations and Departmental Budgets and other miscellaneous budget reports for each fiscal year. Arranged by fiscal year.</p>	E	PA		Extra copies are retained for public distribution.
<p>004 - Fiscal Analyst's Special Reports This series consists of ad hoc reports on various topics related to the State's budget and/or revenue sources. Includes studies, memoranda and correspondence related to revenue issues. These materials are not included in the reading file. Arranged by fiscal year.</p>	E	PA		

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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