

**The Committee to Approve Schedules for the Retention  
and Disposition of Official State Records  
Committee Packet  
March 11, 2015  
Attachment A  
Calendar Retention Comparison**

<b>State</b>	<b>Retention</b>
New Mexico	Until no longer needed, but not longer than one year after the close of the calendar year in which created
Oregon	1 year
Florida	1 anniversary year
Colorado	Executive: 1 year
South Carolina	Until no longer needed for reference
Georgia	Retain until no longer useful
Arizona	1 year after calendar year of last entry
Michigan	2 years past the date the last scheduled event took place
Virginia	<ul style="list-style-type: none"> <li>•Agency Heads: 5 years after last action</li> <li>•Other Agency Officials: 1 year after last action</li> </ul>
Texas	1 year (elected officials, executive staff, board or commission members, division directors and program heads require archival review)
Washington	<ul style="list-style-type: none"> <li>•Executive: 4 years after date of document</li> <li>•Non Executive: 1 year after the end of the calendar year</li> </ul>
Ohio	Three months after the end of the calendar year
Hawaii	<ul style="list-style-type: none"> <li>•High Level Officials: 10 years</li> <li>•Other than High Level Officials but containing substantive information relating to official activities: 2 years</li> <li>•Routine: 1 year or when no longer needed for administrative purposes whichever is shorter</li> </ul>
New York	Destroy when superseded or obsolete
Pennsylvania	Current plus 1 year
Vermont	Current plus 1 year
Idaho	After Closed plus 1 year
Nebraska	2 years
Kansas	Until no longer useful
Oklahoma	<ul style="list-style-type: none"> <li>•Hard Copy: Until no longer required</li> <li>•Electronic: retain in office and update and delete as needed</li> </ul>
Alaska	<ul style="list-style-type: none"> <li>•Until administrative need is met</li> <li>•Microsoft Outlook Calendar Items are retained for 5 years</li> </ul>
Rhode Island	<ul style="list-style-type: none"> <li>•Elected Officials: Permanent</li> <li>•Administrative, executive, department or divisional head: Until of no further administrative value</li> </ul>
North Dakota	Employee Calendars: 13 months
Delaware	Until Successful Audit
Connecticut	<ul style="list-style-type: none"> <li>•Administrative Head: Term of Office plus 2 years</li> <li>•Staff: 1 year after end of year to which record relates</li> </ul>

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NARA	<ul style="list-style-type: none"> <li>•Official activities excluding records relating to the official activities of high Government officials: Until 2 years old</li> <li>•Routine Activities: Until no longer needed for reference</li> </ul>
Department of Admin	<ul style="list-style-type: none"> <li>•Human Resource Management: No internal policy</li> <li>•Central Records: Paper calendars related to service jacket appointment are keep for 3 years</li> </ul>
Health and Human Services	No internal Policy
NDOT	No response
GCB	No internal policy
DPS	Pending