

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

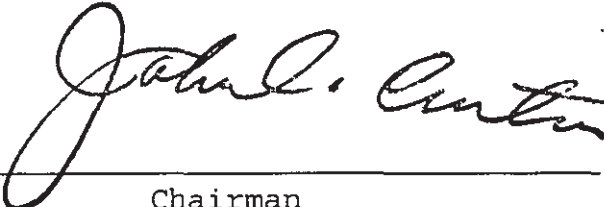
Application No. 81:286

(CONTINUATION SHEET)

ITEM  
NO.

DESCRIPTION OF ITEMS OR RECORDS SERIES

The title and recommendation of item #67 was amended and approved by the Local Records Commission on January 4, 2011.

  
Chairman

67.

MISCELLANEOUS OR NON-ESSENTIAL CORRESPONDENCE AND REPORTS  
**(INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND  
NOT RELATED TO ANOTHER RECORD SERIES)**

Dates: 1967-  
Volume: 200 Cu. Ft.  
Annual Accumulation: 50 Cu. Ft.  
Arrangement: Chronological

Recommendation: ~~Purge files annually of all non-essential  
correspondence.~~  
Retain for one (1) year, then dispose of  
records no longer possessing any further  
administrative, fiscal, legal, and/or  
historical value.