

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G002 Press/Public Relations

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G002.001	Press Releases Press or news releases and speeches issued by an agency to the media to inform the public about events, activities, and accomplishments. * AGY - Contact State Archives for archival review after end of retention.	M	No	4Y	0Y	2
G002.002	Public Relations Items and materials concerning agency publicity. May include, but is not limited to: biographies, promotional materials, broadcast scripts, and bulletins designed to provide information about agency activities. * AGY - Contact State Archives for archival review after end of retention.	M	No	2Y	0Y	2
G002.004	Memorabilia Items and materials with special value to an agency that relates to its history. May include, but is not limited to: • Scrapbooks; • Agency photographs; • Picture books; • Albums; • Slides; • Audio tapes and videos; • Invitations and programs; and • Digital images. Note: All three-dimensional objects are subject to review by the staff of the Pennsylvania State Museum. For example: flags; plaques, etc. * AGY - Retain one (1) year or as long as of administrative value, then contact State Archives for archival review.	M	No	1Y	0Y	2