

**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:** G003                    Legislative

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G003.001	Legislative Correspondence  Correspondence relating to legislative issues, agency policies, or the agency's position on issues. May include correspondence with other agencies.  * AGY - End of Legislative Session plus two (2) years, then contact State Archives for archival review.	M	No	2Y	0Y	2
G003.002	Legislative Bill Files  Copies of bills under consideration by the Legislature with possible significant impact on the agency. May include, but is not limited to: bill drafts, amendments, fiscal notes, memos, correspondence, committee reports, monitoring reports, and related records.  * AGY - End of Legislative Session plus two (2) years, then contact State Archives for archival review.	M	No	2Y	0Y	2