

Retention Schedule: Sample Department

11/9/2017

Archive and Disposal Date(s)			Department Records Contact
Series Title	Retention	Description	Citations
Correspondence	ACT+3	Correspondence with other individuals, departments, branches, and committees.	
Comments: Records become inactive when the matter discussed in the correspondence is resolved.			
Department Related	S	Department schedules, templates, and other commonly used forms or signs.	
Department Related - DHO	ARC	Records that are deemed by oversight to be of doctrinal, historical, or organizational value.	
Financial Related	CY+1	Documents related to the department's financial activity.	
Comments: Convenience copy. Originals forwarded to Accounting.			
Meeting Minutes	CR+2	Records of the proceedings of meetings held and supporting documentation.	
Comments: Agendas are not kept after meeting minutes are created.			
Personnel	ACT+3 MON	All files related to personnel including assignment descriptions, training received, etc.	
Comments: Records become inactive when an individual leaves the department or Bethel. Required records are sent to Bethel Office.			
Policy and Procedures	S	Records related to the direction and guidelines that govern how the department operates and how its resources are used.	
Projects	ACT+2	Records produced during and as a result of department projects.	
Comments: Records become inactive upon completion or cancelation of the project.			
References	S	Non-Watch Tower publications used for reference and research.	
Software Related	LOSW	Manuals and documents related to the operation of software and computer programs.	
Training	S	Training references, manuals, and instructional materials for use within the department and/or as part of a curriculum.	