



**DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

ARCHIVES NO.  
**17-27**

<b>DEPARTMENT</b> Regulatory Agencies	<b>DIVISION</b> Professions and Occupations	<b>SECTION</b> Passenger Tramway	PERMANENT <input checked="" type="checkbox"/>
			NON-PERMANENT <input type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Construction Drawings	Permanent	
2	Construction Records	Permanent	
3	Accident/Incident Reports	Permanent	
4	Lift Equipment Data Records	Permanent	
5	Lift Database Management System	Permanent	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the State Records Management Policies and Procedures Manual.

State Archivist's Signature <i>[Signature]</i>	Date 2/13/2017	Records Liaison Officer's Signature <i>[Signature]</i>	Date 1/23/17
Attorney General's Signature	Date	State Auditor's Signature <i>[Signature]</i>	Date 3/13/17