RECORDS MANAGEMENT MANUAL

STATE GOVERNMENT AGENCIES

SCHEDULE NO. 12

PRINTING RECORDS

12-1. Control Files
Control registers pertaining to requisitions and work orders for printing, binding and duplicating services.

Retention
Record copy: Retain by agency for 3 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

12-2. Plate, Negatives, and Art Work Files
Basic information and materials used to produce a printing request.

Retention
Record copy: Retain until administrative need ends and then destroy or return to customer.
Duplicate copies: Retain until administrative need ends and then destroy.

12-3. Printing Project Files
 Job or project records containing papers and data pertaining to planning and execution of printing, binding, duplication, and distribution jobs.

Retention
Record copy: Retain by agency for 2 years and then destroy.
Duplicate copies: Retain by agency for 1 year after completion of job and then destroy.