

PROPOSED RECORDS RETENTION SCHEDULES

The proposed records retention schedules below were approved by the Local Government Records Committee on October 18, 2016; however, language in the retention period was modified by the committee as underlined. Per committee rules, amended schedules are to be reviewed again at the next committee meeting, January 17, 2017.

SERIES	SERIES TITLE	DESCRIPTION	RETENTION
Counties			
GSC 17-06	Petitions for Change in Assessed Value	Requests from landowners for adjustments in valuations of property <i>and associated records, including tax collection adjustments.</i> [italics identify proposed additional language to original schedule]	Three (3) years <u>after</u> <u>conclusion of action.</u> [original schedule approved 5/18/2004]
School Districts			
GSS 07-05	Garnishment Files	Garnishment case files may contain wage earners plan with posted payments, court order, notification of garnishment or tax levy, and release of wages notification.	Four (4) years after <u>final</u> release of wages.