

House of Representatives  
April 16, 2026

Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
Clerk's Office	2246	Committee Books and Senate Bill Sheets	Documents relating to legislative action. It is cut off at the end of the calendar year.	Hold in the current files area until the end of the calendar year; transfer to SRC; hold three (3) years, then destroy.
Clerk's Office	2249	Journal Rough	Documents relating to compilation of House Journal. It is cut off at the end of the calendar year.	Hold in the current files area until the end of the calendar year; transfer to SRC; hold five (5) years, then transfer to State Archives.
Clerk's Office	2248	Legislative Bill History Files	Documents relating to history of legislative action. It is cut off at the end of the calendar year.	Hold in the current files area until microfilmed or until audited; transfer to SRC; hold three (3) years then destroy. Original of microfilm to be stored at State Archive.
Clerk's Office	2250	Original House Journal	Documents relating to compilation of House Journal. It is cut off at the end of the calendar year.	Hold in the current files area until end of calendar year; transfer to SRC; hold five (5) years, then transfer to State Archives.
Clerk's Office	2247	Railroad Abandonment Hearings	Documents relating to notification by governor of railroad Abandonment intention. File is cut off at the end of the calendar year.	Hold in the current files area until the end of the calendar year; transfer to SRC; hold three (3) years, then transfer to State Archives.
Legislative Services Office	991	Request Files	Documents relating to request form by House Members, working draft, research materials, and copy of typed bill. It is cut off at the end of the year.	Hold in the current files area four (4) years, then destroy.