

**BEFORE THE BOARD OF TRUSTEES
OF THE PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO
THE ADOPTION OF A "RECORDS RETENTION SCHEDULE"
FOR THE PUBLIC DEFENDER SERVICE CORPORATION**

RESOLUTION NO. PDSC 95-04

- WHEREAS, The Public Defender Service Corporation is in need of a Records Retention Schedule in order to provide for the preservation and/or disposition of its records in a manner consistent with the Government of Guam's records retention policies and procedures; and
- WHEREAS, The attached Records Retention Schedule was developed specifically for the use of the Public Defender Service Corporation; and
- WHEREAS, The implementation of this schedule will ensure the following:
1. The preservation of records deemed of permanent value;
 2. The timely and systematic removal of records from office space to less expensive storage facilities (i.e., GSA Storage Warehouse and/or reproduction on microfilm); and
 3. The destruction of records no longer considered useful;

now therefore be it


RESOLVED: The Board of Trustees of the Public Defender Service Corporation, in its meeting of June 13, 1995, directed the Executive Director to approve and implement the attached "**RECORDS RETENTION SCHEDULE**"; be it further

RESOLVED: This "**RECORDS RETENTION SCHEDULE**" shall take effect immediately upon adoption by the Public Defender Service Corporation Board of Trustees.

DULY AND REGULARLY ADOPTED this 13th day of June, 1995.



Honorable ALBERTO C. LAMORENA III
Chairman



ROBERT J. TORRES, Esq.
Member



Senator MARK C. CHARFAUROS
Member

PUBLIC DEFENDER SERVICE CORPORATION

RECORDS RETENTION SCHEDULE

**DESCRIPTION
OF RECORDS:**

**FILING
ARRANGEMENT:**

**RECOMMENDED
DISPOSITION:**

PERSONNEL & COMPUTER SERVICES DIVISION:

OFFICIAL PERSONNEL FILES

a. Active

Alphabetically

Permanent;
Microfilm

b. Inactive

Alphabetically

Permanent;
Microfilm

CORRESPONDENCE, PUBLIC LAWS, FEDERAL REGULATIONS, DIRECTIVES, POLICIES AND PROCEDURES FOR ADMINISTERING TERRITORIAL AND/OR FEDERAL LAWS PERTAINING TO PERSONNEL FUNCTIONS AND COMPUTER SERVICES

Subjectively/
Numerically

Permanent

CORRESPONDENCE AND RECORDS PERTAINING TO THE RECRUITMENT OF EMPLOYEES AND OFFERING APPOINTMENTS TO POTENTIAL EMPLOYEES

Subjectively

Job applications are filed and destroyed after 1 year; if appointment is accepted, job application is filed with personnel folder

CORRESPONDENCE AND SUBJECT FILES RELATING TO THE ADMINISTRATION AND OPERATION OF PERSONNEL FUNCTIONS AND COMPUTER SERVICES HAVING NO HISTORICAL OR LEGAL VALUE

Subjectively/
Chronologically

Destroy after
3 years

OFFICIAL PAYROLL FILES

a. Time Cards

Numerically/
Chronologically

Destroy after
receipt of audit
report

b. Employee Service Cards

Numerically/
Chronologically

Permanent

RECORDS, PROPERTY & MICROFILM SECTION:

Client Files (Reproduction on Microfilm completed)	Numerically	Destroy after 7 years
Microfilm Rolls	Numerically	Permanent
Attorneys' Monthly Dockets	Chronologically	Destroy after 1 year
Clientele Log Books	Numerically	Permanent
Microfilm Log Books (Master Copy)	Numerically	Permanent
Statistical Reports (Quarterly)	Chronologically	Destroy after 2 years
General Correspondence--- Administrative/Management		
a. Intra-Office Memoranda	Chronologically	Destroy after 3 years
b. Inter-Office Memoranda	Chronologically	Destroy after 3 years
c. PDSC Property Receipts/ Property Inventory	Chronologically	Destroy obsolete records
d. Transfer Receipts For Records Storage	Chronologically	Permanent
e. Governor's Circular	Chronologically	Destroy after 2 years
f. Executive Orders/ Directives	Chronologically	Destroy after 2 years
g. Proclamations	Chronologically	Destroy after 1 year

SPECIAL INVESTIGATIONS DIVISION:

Investigator's Log Book	Chronologically	Destroy after 2 years
Notary Public Record Book	Chronologically	Permanent
Notary Public Appointment Book	Chronologically	Destroy after 1 year

PROCESS OFFICERS DIVISION:

Documents Received For Services (Log Book)	Chronologically	Destroy after 1 year
Completed Services (Log Book)	Chronologically	Destroy after 1 year

LEGAL SECRETARIAL DIVISION:

Notary Public Record Books	Chronologically	Permanent
Minutes of Division Meetings	Chronologically	Destroy after 3 years
Attorneys' Appointment Books/Calendars	Chronologically	Destroy after 2 years

LEGAL CLERICAL DIVISION:

Incoming Court Documents Log	Chronologically	Destroy after 2 years
Agana Services Log	Chronologically	Destroy after 1 year
Incoming Documents (other than Court) Log	Chronologically	Destroy after 1 year
Client Reception Log	Chronologically	Destroy after 1 year
File Disbursement Log	Chronologically	Destroy after 1 year

FISCAL/ACCOUNTING DIVISION:

Payroll Registers	Chronologically	Destroy after 10 years
Cancelled/Voided Checks	Numerically/ Chronologically	Transfer to storage after 5 years; Destroy after 10 years

Check Register	Numerically/ Chronologically	Transfer to storage after 5 years; Destroy after 10 years
Purchase Orders	Numerically	Destroy after 3 years
Vouchers (for Check Issuance)	Numerically/ Chronologically	Transfer to storage after 6 years; destroy 10 years after completion of audit and receipt of audit report; microfilm audit report
Vendors' Records	Alphabetically	Destroy after receipt of audit report; microfilm audit report
Income Tax Withholdings/ W-2s (copies)	Chronologically	Destroy 10 years after completion of audit and receipt of audit report; microfilm audit report
Contracts (Equipment Maintenance/Service Agreements)	Alphabetically/ Subjectively	Destroy 5 years after completion of services and receipt of audit report; microfilm audit report
Bank Statements	Chronologically	Transfer to storage after 5 years; Destroy after 10 years

LAND CLAIMS DIVISION:

Land Claims Motions filed with District Court of Guam	Numerically	Destroy after 5 years
Land Claims Orders filed with District Court of Guam	Numerically	Destroy after 5 years
Correspondence from Land Claims Class Attorney	Subjectively (Estates)	Destroy after 5 years

Correspondence from Land Claims Probate Attorneys	Subjectively (Estates)	Destroy after 5 years
Correspondence from Judge, District Court of Guam	Subjectively (Estates)	Destroy after 5 years
Client Files	Alphabetically/ Numerically	Permanent
Land Claims Database by Payees	Alphabetically	Permanent
Land Claims Database by Lot Numbers	Numerically	Permanent
Updated Land Claims Listings, by Payee and Lot Numbers	Alphabetically/ Numerically	Destroy after 5 years