

1. AGENCY ADMINISTRATION AND MANAGEMENT

The function relating to the overarching management of the state government agency and its general administration. Also includes managing the agency's interaction with its community, and legal matters.

1.1 ADVICE AND TECHNICAL ASSISTANCE

The activity of providing advice, technical assistance and information about the agency, its core business, programs and services.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| GS 09022 Rev. 1 | <p><i>Provision of Advice, Assistance or Information</i></p> <p>Records relating to requests received and provision of advice, technical assistance and information (including agency-initiated communications) concerning the agency, its core business, programs and services, <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Internal and external correspondence/communications (regardless of format) relating to the request/agency-initiated advice, assistance or information. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Public Disclosure/Records Requests (DAN GS 05001);</i> • <i>State Publications (DAN GS 15008);</i> • <i>Requests for Basic/Routine Agency Information (DAN GS 50002).</i> | <p>Retain for 2 years after communication received or provided, <i>whichever is later then</i></p> <p>Destroy.</p> <p><i>Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.</i></p> | NON-ARCHIVAL NON-ESSENTIAL OFM |