

Public Records

Public records are records created by our State Agencies. They come in many forms, including correspondence, calendars, photographs, videos, websites, databases, social media accounts, and more.



Lifecycle of a Record



**STATE
AGENCY**

**Create or
Receive**

**Use
and File**

**Store per
Retention
Schedule**

Transfer

Agency staff create hundreds of records through their daily work.

**Preserve
Permanently**



**Destroy per
Retention
Schedule**



1

Public records are created during the course of daily business at all types of agencies and they all require active management.

2

During regular business an agency will use and file a record according to its purpose. This phase of the life cycle is when it is considered "active" and essential to daily business.

3

Once a record is no longer needed for day-to-day business, it is stored for the proper amount of time based on the approved records retention schedules. Storage may be on-site or at the State Records Center.

Some state agency records have a historical value and therefore must be retained permanently. For local governments, these permanent records are stored in a city or town's vault.



4



Some agency records do not need to be kept permanently. When these records have met their minimum retention period defined in their records retention schedule, agencies can contact the State Archives & Public Records Administration to obtain a Certification of Records Destruction form and proceed with destruction.

