

**Administration
Schedule # 026**

Item Number	Record Title	Descriptions/Examples	Retention	Reference / Comments
ADMN 026-001	Legislative Lobbyist (5 Year)	County Lobbyist copies of registrations, accountability and disclosure forms, quarterly reports and various other electronically submitted and received documents. May also contain various other medium term communications for County Lobbyist.	5 Years	General Schedule 24
ADMN 026-002	Legislative Lobbyist (permanent)	County Lobbyist various long term communications and documents.	Permanent (electronic)	General Schedule 24
ADMIN 026-003	Sewer Agency Resolutions	Approving and Authorizing Agreements	Permanent	General Schedule 24
ADMN 026-004	Various Administration Records (0-5 year retention)	Various electronic and physical records that have been assigned individual retention schedules with destruction dates less than or equal to 5 years after filing.	5 Years - for use on archive boxes only	
ADMN 026-005	Various Administration Records (permanent)	Various electronic and physical records that have been assigned PERMANENT retention schedules.	Permanent - for use on archive boxes only	