

I MINA'TRENTAI OCHO NA LIHESLATURAN GUÅHAN
RESOLUTIONS

Resolution No.	Sponsor	Title	Date Intro	Date of Presentation	Date Adopted	Date Referred	Referred to	PUBLIC HEARING DATE	DATE AUTHORS REPORT FILED	NOTES
18-38 (COR)	Committee on Rules	Relative to adopting a Records Retention Schedule for <i>I Liheslaturan Guåhan</i> by adding a new Part H, Rule XXI, of <i>I Mina'trentai Ocho Na Liheslaturan Guåhan Oden Areklamento</i> (the 38th Guam Legislature Standing Rules).	2/17/25 4:32 p.m.		3/26/25 12:09 p.m.					

I MINA'TRENTAI OCHO NA LIHESLATURAN GUÅHAN
2025 (FIRST) Regular Session

Resolution No. 18-38 (COR)

Introduced by:

Committee on Rules

Relative to adopting a Records Retention Schedule for *I Liheslaturan Guåhan* by adding a new Rule XXI, Part H of *I Mina'trentai Ocho Na Liheslaturan Guåhan Otden Areklamento* (the 38th Guam Legislature Standing Rules).

BE IT RESOLVED BY THE COMMITTEE ON RULES OF *I MINA'TRENTAI OCHO NA LIHESLATURAN GUÅHAN*:

WHEREAS, *I Mina'trentai Ocho Na Liheslaturan Guåhan Otden Areklamento* (the 38th Guam Legislature Standing Rules) establishes the rules and procedures of *I Mina'trentai Ocho Na Liheslaturan Guåhan*, and were duly adopted on January 6, 2025; and

WHEREAS, Title 5, Chapter 20, Article 6 of the *Guam Code Annotated*, known as the *Records Management Act*, establishes guidelines for the retention, reproduction, and disposal of government records, including those of the Legislative Branch; and

WHEREAS, the Committee on Rules of *I Mina'trentai Ocho Na Liheslaturan Guåhan* recognizes the importance of an effective records management system to ensure transparency, accountability, and efficiency in legislative operations; and

WHEREAS, a standardized records retention schedule is essential to ensure that legislative documents, including bills, resolutions, committee reports, transcripts, correspondence, and administrative records, are systematically managed and preserved according to their value and purpose; and

WHEREAS, the proposed records retention schedule establishes specific retention periods for legislative documents, and the implementation of a Records Retention Schedule for *I Liheslaturan Guåhan* is incorporated and appended to this Resolution; and

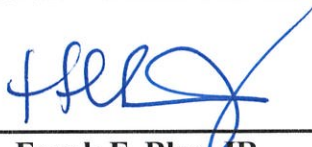
1 **WHEREAS**, the adoption of a records retention schedule will provide clear guidelines for
2 legislative staff and agencies regarding the classification, retention period, and disposal of legislative
3 records; and

4 **WHEREAS**, the implementation records retention policies will enhance government
5 efficiency, reduce storage costs, and improve public access to government information. Such a
6 schedule will ensure compliance with relevant laws, policies, and best practices related to records
7 management, including safeguarding sensitive or confidential information while promoting public
8 access to non-restricted records; now therefore, be it

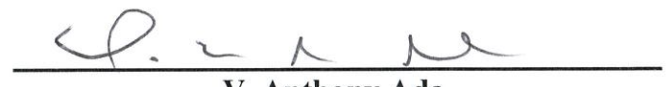
9 **RESOLVED**, that the Committee on Rules of *I Mina'trentai Ocho Na Liheslaturan Guahan*
10 does hereby adopt a Records Retention Schedule for *I Liheslaturan Guåhan* and adds a new Part H,
11 Rule XXI, see attached, of *I Mina'trentai Ocho Na Liheslaturan Guåhan Oden Areklamento* (the 38th
12 Guam Legislature Standing Rules); and be it further

13 **RESOLVED**, that the Speaker and the Chairperson of the Committee on Rules certify, and
14 the Legislative Secretary attest to, the adoption hereof, and that copies of the same be thereafter
15 transmitted to all Members of *I Mina'trentai Ocho Na Liheslaturan Guåhan*; to Joann G. Camacho,
16 Executive Director of *I Mina'trentai Ocho Na Liheslaturan Guåhan*; to Rennae V. C. Meno, Clerk of
17 the Legislature; and to Attorney Darleen Hiton, Legislative Counsel; Mr. Edward Birn, Director
18 Department of Administration; the Honorable Douglas Moylan, Attorney General of Guam.

**DULY AND REGULARLY ADOPTED BY THE COMMITTEE ON RULES OF I
MINA'TRENTAI OCHO NA LIHESLATURAN GUÅHAN ON THE 26TH DAY OF MARCH
2025.**



Frank F. Blas, JR.
Speaker



V. Anthony Ada
Chairperson, Committee on Rules



Sabrina Salas Matanane
Legislative Secretary

PART H
I LIHESLATURAN GUÁHAN RECORD RETENTION SCHEDULE
RULE XXI

Section 21.01. General Legislative Records.

Record Type	Retention Period	Disposal Method
Bills and Resolutions	Permanent	Digitize and Archive
Session Journals	Permanent	Digitize and Archive
Committee Reports	Permanent	Digitize and Archive
Hearing Transcripts and Minutes	10 years	Archive and digitize before disposal
Legislative Correspondence	5 years	Digitize and Archive before disposal
Audio/Video Recording	Permanent	Digitize and Archive before disposal

Section 21.02. Administrative Records.

Record Type	Retention Period	Disposal Method
Financial Records (Budgets, Audits, Expenditures)	10 years	Shred securely
Personnel Records (Employee Files, Payroll, Benefits)	Permanent	
Contracts and Agreements	5 years after termination	Shred securely
Procurement and Bidding Records	3 years	Shred securely

Section 21.03. Legal and Compliance Records.

Record Type	Retention Period	Disposal Method
Ethics and Compliance Reports	7 years	Shred securely
Litigation Files	10 years after case closure	Archive or shred securely
Policies and Procedures	Until superseded + 5 years	Archive or shred securely

Section 21.04. Records Management and Disposal.

(a) Records may only be destroyed upon approval by the Director, Attorney General, and agency head, as provided in 5 GCA § 20608 of the Records Management Act.

(b) Non-record materials may be disposed of at any time by the agency without prior approval, as provided in 5 GCA § 20610.

(c) Digitized records should be stored securely and comply with legal retention requirements.

Section 21.05. Procedures for Records Retention and Disposal.

(a) **Records Inventory**

- (1) Each department must maintain an updated inventory of records.
- (2) Annual reviews must be conducted to assess retention compliance.

(b) **Records Storage**

- (1) Physical records must be stored in secured, climate-controlled areas.
- (2) Digital records must be backed up and protected against unauthorized access.

(c) **Records Disposal**

- (1) Departments must submit a **Records Disposal Request Form** to the Director.
- (2) Upon approval, disposal should follow established security protocols.
- (3) Sensitive records must be shredded or securely deleted.

(d) **Emergency Records Management**

- (1) Critical documents must have designated backup copies.
- (2) Disaster recovery plans should be in place to protect essential records.

Section 21.06. Forms.

(a) **Records Inventory Form**

- (1) Used to track and categorize stored records.

(b) **Records Disposal Request Form**

- (1) Approval is required to dispose of records.
- (2) Records may only be destroyed upon approval by the Director, Attorney General, and agency head, as provided in 5 GCA § 20608 of the Records Management Act.
- (3) Non-record materials may be disposed of at any time by the agency without prior approval, as provided in 5 GCA § 20610.

(c) **Records Transfer Form**

- (1) Used when transferring records between departments or archives.

This schedule is subject to periodic review and updates in compliance with government policies and regulations.

RECORDS INVENTORY FORM

Purpose: Used to track and categorize stored records.

Agency/Department: _____ **Date:** _____

Prepared By: _____

Record ID	Record Title/Description	Date Created	Retention Period	Storage Location	Notes

RECORDS DISPOSAL REQUEST FORM

Purpose: Required for requesting approval to dispose of records.

Agency/Department: _____ **Date:** _____

Prepared By: _____

Record Details:

Record ID	Record Title/Description	Date Created	Retention Period	Justification for Disposal	Notes

Approval Signatures:

- **Agency:** _____ **Date:** _____
- **Director of Administration:** _____ **Date:** _____
- **Attorney General:** _____ **Date:** _____

Note: Records may only be destroyed upon approval by the Director, Attorney General, and agency head as provided in 5 GCA § 20608.

Non-Record Disposal Notice: Non-record materials may be disposed of at any time by the agency without prior approval, as provided in 5 GCA § 20610.

RECORDS TRANSFER FORM

Purpose: Used to document the transfer of records between departments or to an archive/storage facility.

Transferring Agency/Department: _____

Receiving Agency/Department: _____

Date of Transfer: _____

Prepared By: _____

Record ID	Record Title/Description	Date Created	Retention Period	Transfer Location	Notes

Approval Signatures:

- **Transferring Officer:** _____ **Date:** _____
- **Receiving Officer:** _____ **Date:** _____



COMMITTEE ON RULES

VICE SPEAKER V. ANTHONY ADA, CHAIRPERSON

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

COMMITTEE VOTE SHEET

Resolution No. 18-38 (COR) – Committee on Rules– “Relative to adopting a Records Retention Schedule for *I Liheslaturan Guåhan* by adding a new Rule XXI, Part H of *I Mina'trentai Ocho Na Liheslaturan Guåhan* *Otden Areklamento* (the 38th Guam Legislature Standing Rules).”

	INITIAL	DATE	TO ADOPT	TO NOT ADOPT	TO ABSTAIN
Vice Speaker V. Anthony Ada Chairperson	COMMITTEE MEETING	2/25/25	✓		
Senator Christopher M. Dueñas Vice Chairperson	COMMITTEE MEETING	2/25/25	✓		
Speaker Frank F. Blas, Jr. Member	COMMITTEE MEETING	2/25/25	✓		
Legislative Secretary Sabrina Salas Matanane Member	COMMITTEE MEETING	2/25/25	✓		
Senator Vincent A.V. Borja Member	COMMITTEE MEETING	2/25/25	✓		
Senator Shelly Calvo Member	COMMITTEE MEETING	2/25/25	✓		
Senator Eulogio Shawn Gumataotao Member	COMMITTEE MEETING	2/25/25	✓		
Senator Jesse Anderson Lujan Member	COMMITTEE MEETING	2/25/25	✓		
Senator Telo Teresa Taitague Member					
Senator Tina Rose Muña Barnes Minority Member					
Senator Joe S. San Agustin Minority Member	COMMITTEE MEETING	2/25/25	✓		
For Sponsor's Office Use Only Sponsor Signature: 					
Staff Contact Person: Kamarin Nelson					
For COR/Clerk's Office Use Only ____ 9 ____ Certified ____ Returned Name: Jennalyn-Rose Aflague Date: March 26, 2025 at 12:09 p.m. Notes:					