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

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

Committee on Rules

Resolution No. 18-38 (COR)

Introduced by:

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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'TRENTAL 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 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 Rule XXI, 11 Part H of I Mina'trentai Ocho Na Liheslaturan Guåhan Otden Areklamento (the 38th Guam 12 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 DAY **OF MONTH 2025.** FRANK F. BLAS, JR. V. ANTHONY ADA Speaker **Chairperson, Committee on Rules** SABRINA SALAS MATANANE **Legislative Secretary**

PART H

<u>I LIHESLATURAN GUÅHAN RECORD RETENTION SCHEDULE</u> <u>RULE XXI</u>

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, per §20608 of the Records Management Act.
- (b) Non-record materials may be disposed of at any time by the agency without prior approval, per §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, per §20608 of the Records Management Act.
- (3) Non-record materials may be disposed of at any time by the agency without prior approval, per §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 record	rds.
Agency/Department:	Date:
Prepared By:	<u></u>

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

RECORDS DISPOSAL REQUEST FORM

	-	al to dispose of reco							
	ency/Department:epared By:			Date:					
Record Details:									
Record ID	Record Title/Description	Date Created	Retention Period	Justification for Disposal	Notes				
Ap	proval Signatures:Director of Administr	eation:		Data					
	 Attorney General: 								
				Date:					

Note: Records may only be destroyed upon approval by the Director, Attorney General, and agency head, per §20608 of the Records Management Act.

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

RECORDS TRANSFER FORM

	Purpose: Used to document the transfer of records between departments or to an archive/storage facility.									
Tra	nnsferring Agency/Departm	ient:		<u> </u>						
Rec	ceiving Agency/Departmen	t:								
	te of Transfer:									
Pre	pared By:									
Record ID	Record Title/Description	Date Created	Retention Period	Transfer Location	Notes					
	proval Signatures:									
•										
•	Receiving Officer:			Date:						