

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 Rule XXI, Part H 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.							

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).

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

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

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

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

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

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

PART H
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, 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 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:

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

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:** _____