

GENERAL SCHEDULE #5 - Administrative Records

This Retention and Disposal Schedule revises General Schedule #5 that was approved on January 14, 2004.

This Retention and Disposal Schedule covers **general administrative records** that are common to most offices in state government. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of state government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Brice Sample

12/3/15

Brice Sample, CRM, Manager
Department of Technology, Management and Budget, Records Management Services

(Date)

Mark E. Harvey

12/17/15

Mark E. Harvey, State Archivist
Department of Natural Resources, Archives of Michigan

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Paul Green, Director of Administration
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(Date)

APPROVED

2-9-2016

State Administrative Board

(Date)

State of Michigan
Department of Technology, Management & Budget - Records Management Services
Records Retention and Disposal Schedule

General Schedule #5--Administrative Records

Item Number	Series Title	Agency Retention	Total Retention	State Administrative Board Approval Date
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GS5.0 - Introduction

Agencies of the State of Michigan should use this general retention schedule for common administrative records. Records not listed on this and other general schedules shall be listed on an agency-specific schedule before they are disposed of.

Records are created using a variety of tools and technologies, and may exist in many different formats; including paper, microfilm, photographs, and electronic files. Regardless of the format that a record may exist in, all records are retained according to their content, and the purpose for which they are created and used. General retention schedules do not specify in which formats a particular records series may exist. However, agencies must select a particular format to store their official records in, and ensure that the official copy of the record is retained in accordance with the retention periods specified in the schedule.

Please contact the Records Management Services at (517) 335-9132, or online at <http://www.michigan.gov/recordsmanagement/> for further information.

GS5.00 - Transitory Records **ACT** **ACT** **01/14/2014**

Transitory records relate to the activities of the agency, but have temporary value and do not need to be retained once their intended purpose has been fulfilled. These records are not an integral part of administrative or operational activities, are not required to sustain administrative or operational functions, are not regularly filed in a standard recordkeeping system, are not required to meet statutory obligations, and are recorded only for the time required for the completion of actions. Examples of transitory records include routine requests for information that require no: administrative action, policy decision, special compilation or research. They may also include requests to order supplies, reminders for an upcoming meeting, etc. ACT = until activity is completed.

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General Schedule #5--Administrative Records

Item Number	Series Title	Agency Retention	Total Retention	State Administrative Board Approval Date
GS5.01 -	<u>General Correspondence</u>	CR	CR+2	03/20/2001

General correspondence does not pertain to a specific project or case, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific project or case, it should be filed with that project or case file. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.

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General Schedule #5--Administrative Records

Item Number	Series Title	Agency Retention	Total Retention	State Administrative Board Approval Date
GS5.02A -	<u>Administrative Subject File - Transfer to the Archives of Michigan</u>	ACT	ACT+5	03/20/2001

Transfer to the Archives of Michigan

These records document various topics, issues, projects or activities that an agency/employee is involved in. Subject files are generally organized alphabetically by topic. Subject files include topical reference files about issues, strategic planning files for the agency or specific initiatives, special project files, etc. Document types may include: topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials. Subject files do NOT include case files, human resource files, accounting records and other specific function-based records.

ACT = Subject files should be retained in the office while the topic is still considered to be of ongoing interest. For topics that will always be active, the office may want to consider cutting-off the file every year and creating a new file for subsequent years. Inactive subject files may be sent to the State Records Center for 5 years, in case the office needs to reference information on a topic they had previously considered to be closed.

Offices listed in Appendix A--The Archives of Michigan will permanently preserve subject files created by offices that are primarily responsible for the administration of an agency, such as directors and deputy directors. Appendix A indicates which offices should transfer subject file materials to the Archives five years after topics in the subject file become inactive.

The Archives of Michigan may pull and destroy select files that contain nonrecord material (See General Schedule #1), files that have a different retention than the subject file, files that do not document the primary activities of the agency, or files that are too disorganized for a researcher to access with reasonable effort. For further information see the DMB Guide to State Government procedures 0920.02 and 0920.03.

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GS5.02B -	<u>Administrative Subject File - To Be Destroyed</u>	ACT	ACT+5	03/20/2001

These records document various topics, issues, projects or activities that an agency/employee is involved in. Subject files are generally organized alphabetically by topic. Subject files include topical reference files about issues, strategic planning files for the agency or specific initiatives, special project files, etc. Document types may include: topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials. Subject files do NOT include case files, human resource files, accounting records and other specific function-based records.

ACT = Subject files should be retained in the office while the topic is still considered to be of ongoing interest. For topics that will always be active, the office may want to consider cutting-off the file every year and creating a new file for subsequent years. Inactive subject files may be sent to the State Records Center for 5 years, in case the office needs to reference information on a topic they had previously considered to be closed.

Offices not listed in Appendix A--Topics in the subject files from these offices are to be destroyed five years after they become inactive.

GS5.03 -	<u>Policies and Procedures</u>	SUP	SUP+5	02/09/2016
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These records document agency expectations for employee conduct and customer interaction, public conduct when receiving services, roles and responsibilities, standards for operation, procedures and activities of an office, etc. They may include policies, procedures, orders, regulations, circulars, policy memos, information sheets, standards, instructions, user manuals, process maps and analyses, supporting documentation, etc. SUP = until the document is revised and superseded by a new version, or until the document is deemed obsolete.

GS5.04A -	<u>Meeting Records--Open Meetings of Public Bodies</u>	CR	CR+5	01/17/2006
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Transfer to the Archives of Michigan

These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, task forces or other legislatively mandated decision-making bodies). These records include original approved (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. Audio/visual recordings may be destroyed after the meeting minutes are approved. These records do not include meeting notices, bulletins, or documentation of expenditures.

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GS5.04B -	<u>Meeting Records--Closed Meeting Sessions of Public Bodies</u>	EVT	EVT	01/17/2006
	<p>These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, task forces or other legislatively mandated decision-making bodies). These records include original approved (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation related to closed meeting sessions only. EVT = 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session occurred. MCL 15.267(2).</p>			
GS5.04C -	<u>Meeting Records--Departmental Executive Staff/Advisory</u>	CR	CR+5	01/17/2006
	<p>These records may include meeting minutes, agendas, and distribution materials related to meetings consisting of department executive staff, and advisory boards or committees that are assembled by a public official to influence government policy or activities.</p>			
GS5.04D -	<u>Meeting Records--Internal Agency Committee Records</u>	CR	CR+5	01/17/2006
	<p>These records may include meeting minutes, agendas, and related records documenting the proceedings and decisions of committees consisting of members that are entirely or primarily internal to one agency.</p>			
GS5.05 -	<u>Meeting Records--Internal Agency Staff</u>	CR+2	CR+2	03/20/2001
	<p>These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to one agency.</p>			
GS5.06 -	<u>Freedom of Information Act (FOIA) Records</u>	CR+1	CR+1	03/20/2001
	<p>These records will document requests for information and public records maintained by state agencies. They may include requests for information, correspondence, a copy of the information released, and billing documentation.</p>			

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GS5.07 -	<u>Budget Documentation</u>	CR	CR+5	03/20/2001
	<p>These files are maintained for budget planning and allocation purposes and may include copies of the following: management plans, work sheets, program revisions, expenditure details, related correspondence, etc. They do not include the official budget records which are maintained by the Office of the Budget, Department of Technology, Management and Budget.</p>			
GS5.08 -	<u>Audit Records</u>	CR	CR+5	03/20/2001
	<p>These records document audits conducted by the Auditor General, external auditors (such as federal government agencies and third parties), and internal auditors. They may include preliminary and final reports, reconciliation reports, department responses, correspondence, and other supporting documentation.</p> <p>Official audit records that are prepared by the Auditor General are maintained by their office, and copies of each audit report are provided to the Library of Michigan.</p>			
GS5.09 -	<u>Legislative Records</u>	ACT	ACT+5	10/19/2010
	<p>These records document departmental involvement in the legislative process both at the state and federal levels. They may include copies of House and Senate bills, bill analyses, program bulletins, and related correspondence. They do not include the records maintained by the Legislature. ACT = until the legislation is passed or abandoned.</p>			
GS5.10 -	<u>Litigation Files</u>	ACT	ACT+5	03/20/2001
	<p>These files contain copies of the official records maintained by the Department of Attorney General. Documents may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT= until the case is closed, including all appeals.</p>			

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GS5.11 -	<u>Publications</u>	CR+1	CR+1	10/19/2010
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Transfer to the Archives of Michigan

These files include agency-developed publications used as a mechanism to distribute information or publicize agency activities. They include brochures, pamphlets, training materials, fact sheets, books, magazines, newsletters, calendars, CD-ROMs, maps, posters, public relations materials, etc.

If a publication is available on the agency's website, the agency must contact the Library of Michigan, Government Documents Depository Program via e-mail at govdoc@michigan.gov when new information is posted online (including the link to the content in the message). If a publication is not available online, send one copy in electronic format via e-mail to govdoc@michigan.gov, OR send 15 print copies via ID mail to: Library of Michigan, Government Documents, 3rd floor Library.

The only exception(s) to this policy are those publications listed on the Core List of Michigan Documents, which is available at http://www.michigan.gov/documents/hal/hal_lm_2006_draft_core_list_177774_7.pdf. 15 print copies of the publications listed here must be sent to the Library, IF they are available in that format. If the item is not printed for distribution outside the agency at all, follow the e-mail notification process outlined above.

For more complete information regarding the Michigan Documents Depository Program and state agency participation, see the FAQ and other information at www.michigan.gov/mddp.

In addition to the Library of Michigan's Government Documents Collection, the Archives of Michigan will permanently preserve 1 print copy of each publication produced by Michigan government agencies.

GS5.12 -	<u>Publications--Development Records</u>	ACT	ACT	10/19/2010
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These files include drafts of publications and web content, supplemental materials, correspondence, printing requests, mock-ups, etc. ACT = while of reference value after the publication is finalized.

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GS5.13 -	<u>Safety Data Sheets</u>	ACT+30	ACT+30	03/20/2001
	<p>Safety Data Sheets are written or printed material concerning a hazardous chemical that contain safety and health information about the chemicals to which employees may be exposed. These sheets, or some record of the identity of the substance or agent, such as the chemical name, if known, where it was used and when it was used must be maintained. Refer to Michigan Occupational Safety and Health Administration (MIOSHA) Part 470 "Employee Medical Records and Trade Secrets" for additional information. ACT = While the hazardous material is in use or stored on the property.</p>			
GS5.15 -	<u>Administrative Rule Promulgation Records</u>	ACT+2	ACT+2	10/19/2010
	<p>These records may contain public notices, drafts of rules, meeting notes, correspondence, and any other supporting documentation created during the formal rule promulgation process. Pursuant to Act 306 of 1969 as amended, a party may contest a rule within two years of its effective date. ACT = until the effective date of the rule or the last date of revision, which ever is later.</p>			
GS5.16 -	<u>Forms History Record</u>	ACT	ACT	03/20/2001
	<p>This record will contain a complete history of each form used by a state agency and may include past revisions, printing plates, negatives and correspondence. ACT = until a form is considered obsolete.</p>			
GS5.17 -	<u>Press Releases</u>	CR+1	CR+5	03/20/2001
	<p>These records document the development of press releases. Files may include work requests, drafts, approved distribution lists, and official press releases. The Archives of Michigan will preserve the official press release and any related topical indexes. Agencies are encouraged to destroy other documentation prior to transferring the official press release to the custody of the Archives.</p>			
GS5.18 -	<u>News Service Clippings and Indexes</u>	CR+1	CR+5	03/20/2001
	<p>This record will contain news articles and indexes documenting issues relevant to the functions and operations of a state agency. The articles are usually collected by a news service vendor and are submitted to a state agency.</p>			

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GS5.19 -	<u>Audio-Visual Materials</u>	ACT	ACT	01/17/2006
				Transfer to the Archives of Michigan
	<p>Photographs, negatives, films, videotapes, digital videos and photos, filmstrips, audiotapes and slides. These materials may be created by agencies to document promotional activities, training, agency accomplishments, special events, initiatives, personnel and other activities of general interest. They do not relate to specific project or case files. These materials should be transferred to the Archives of Michigan for permanent preservation. The Archives will review the materials and retain select items that have historical value. Agencies are encouraged to label their photographic prints on the reverse in pencil to identify people, places, events and dates. All materials should be stored in containers designed to protect the item, and the container should be labeled to identify people, places, events and dates. ACT = until determined to be of no further value to the agency.</p>			
GS5.20 -	<u>State Agency Newsletters (Internal)</u>	CR+1	CR+1	10/19/2010
				Transfer to the Archives of Michigan
	<p>This record will document official department newsletters that are published for internal distribution to department staff.</p> <p>The Archives of Michigan will permanently preserve 1 print copy of each newsletter produced by Michigan government agencies.</p>			
GS5.21 -	<u>Policy Development Records</u>	ACT	ACT	10/19/2010
	<p>These records may include memos, copies of legal decisions, statutes, bulletins, newspaper clippings, drafts, revisions, copies of policies and procedures, and other supporting documentation used in the development and promulgation of official policies and procedures. ACT = while of reference value.</p>			
GS5.23 -	<u>Planners/Calendars</u>	EVT+2	EVT+2	10/19/2010
	<p>These may be automated or manual planners and calendars that are used to track an individual employee's work-related meetings, assignments and tasks. Note: The calendars used by elected officials (such as the Governor, Lt. Governor, Attorney General and Secretary of State) to document official activities have archival value and are covered by agency-specific schedules. EVT = date that the scheduled event takes place.</p>			

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GS5.24 -	<u>Organization Charts</u>	SUP	SUP	01/17/2006
			Transfer to the Archives of Michigan	
	<p>These records document the organizational structure of a department or agency and may provide information about the classification levels, position codes and names of the employees of the department or agency. It may also include program descriptions and/or mission statements. Civil Service Regulation 4.06 requires that appointing authorities shall submit to the Department of Civil Service an annual package of organizational charts for the entire department/autonomous entity.</p>			
GS5.25 -	<u>Visitor Logs/Registers</u>	CR+2	CR+2	01/17/2006
	<p>These records will document who visited a particular office, what entity that person represented, which employee or office was visited, when they arrived and when they left. They may be used to track visitor statistics and/or for security purposes.</p>			
GS5.28 -	<u>Periodic Activity Reports</u>	CR+5	CR+5	10/19/2010
	<p>Supervisors may require employees to periodically prepare progress reports (narrative and/or statistical) about their duties and activities.</p>			
GS5.29 -	<u>Delegations of Authority</u>	ACT	ACT+10	10/19/2010
	<p>These records document when an individual or entity delegates its authority to conduct or approve an action or activity to another individual or entity. They may include correspondence and supporting documentation. ACT = retain until the delegation of authority expires, is replaced or is revoked.</p>			

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GS5.33 -	<u>Internal Control Evaluation (ICE) Reviews</u>	CR	CR+6	01/14/2014
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These records document the biennial evaluation of the degree of vulnerability of each agency's internal control components. A report is compiled and submitted by each principal department director. Documents may include reviews, reports, worksheets, analysis documents, summaries, schedules and timelines, plans, correspondence, follow-up documents, etc. [MCL 18.1483 - 18.1485]

GS5.34 -	<u>Security Access Records (supersedes item #7.20)</u>	ACT	ACT+5	01/14/2014
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These records document which users are authorized to access various databases, computer systems and computer networks. They are used to create user accounts and to prevent inadvertent and inappropriate access to resources not authorized for use by the individual user. They may include user contact information, information about the person authorizing the access, information about the parts of the database or system the user can access, dates when a user's access was activated, modified or deactivated, etc. Depending upon the database or system, these records may be sent by authorized requestors to DTMB-IT so they can implement the activation/deactivation on behalf of an agency, or that activity may be implemented in-house by the agency operating the system. ACT = until the user's account is deactivated, or until completion of an audit of authorized users. Note: if the agency decides to conduct a periodic audit of authorized users, the audit documentation must be retained for 5 years.

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APPENDIX A
General Schedule #5.02A—Administrative Subject Files
(Transfer to Archives of Michigan)

The offices listed below should transfer their subject file materials to the Archives of Michigan for permanent preservation five years after topics become inactive.

AGRICULTURE AND RURAL DEVELOPMENT

Director
Deputy Director

ATTORNEY GENERAL

Attorney General
Chief Deputy Attorney General

CIVIL RIGHTS

Director
Deputy Directors
American Indian Specialist

CIVIL SERVICE COMMISSION

State Personnel Director

CORRECTIONS

Director
Chief Deputy Director
Deputy Director, Correctional Facilities Administration
Deputy Director, Field Operations Administration
Deputy Director, Budget and Operations Administration
Wardens of the following prisons:
 Florence Crane Women's Facility (closed), Ionia Correctional Facility, Michigan
 Reformatory, State Prison of Southern Michigan (closed), Marquette Branch
 Prison

EDUCATION

State Board of Education
Superintendent of Public Instruction
Deputy Superintendent, Administrative Services
Deputy Superintendent, Education Services
Deputy Superintendent, Office of Great Start
Deputy Superintendent, Accountability Services
Library of Michigan, State Librarian

ENVIRONMENTAL QUALITY

Director
Chief Deputy Director

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Deputy Director, Economic and Strategic Initiatives
Deputy Director, Policy and Legislative Affairs
Director, Office of the Great Lakes

EXECUTIVE OFFICE

Governor
Lt. Governor
Chief Operating Officer
General Counsel
Policy Director
Communications Director
Legislative Affairs Director

HEALTH AND HUMAN SERVICES

Director
Chief Deputy Director
Chief Medical Executive
Inspector General
Deputy Director for Medical Services
Deputy Director for Aging and Adult Services
Deputy Director for Behavioral Health and Developmental Disabilities
Executive Director for Children's Services Agency
Deputy Director for Population Health and Community Services
Deputy Director for Field Operations Administration
Directors of the State-Operated Psychiatric Hospitals

INSURANCE AND FINANCIAL SERVICES

Director
Senior Deputy Directors
Chief Deputy Director

LICENSING AND REGULATORY AFFAIRS

Director
Chief Deputy Director
Deputy Director and Chief Financial Officer
Deputy Director

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

President and CEO
Executive Vice President and Chief Operating Officer
Senior Vice Presidents (all)

MILITARY AND VETERANS AFFAIRS

Director/Adjutant General
Assistant Adjutant General, Army National Guard
Commander, Air National Guard

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Director, Veterans Affairs Agency

NATURAL RESOURCES

Director

Chief Administrative Officer

Chief of Staff and Tribal Coordinator

Deputy Director, Natural Resources

Director, Parks and Recreation Division

Director, Wildlife Division

Director, Fisheries Division

Director, Michigan Historical Center

Director, Mackinac State Historic Parks

SECRETARY OF STATE

Secretary of State

Chief of Staff

Director, Bureau of Elections

Director, Customer Services Administration

STATE POLICE

Director

Deputy Director for Administrative Services Bureau

Deputy Director for Field Services Bureau

Deputy Director for State Services Bureau

Deputy Director for Specialized Services Bureau

TALENT AND ECONOMIC DEVELOPMENT

Director

Director, Talent Investment Agency

Director, Michigan State Housing Development Authority

Director, Pure Michigan Business

Director, Pure Michigan Travel

Director, Michigan Strategic Fund

TECHNOLOGY, MANAGEMENT AND BUDGET

Director/Chief Information Officer

Chief Deputy Director

Chief Technology Officer

Chief Security Officer

State Budget Director

Director, Office of the State Employer

TRANSPORTATION

Director

Chief Administrative Officer

Chief Operations Officer

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Bureau Director for Transportation Planning
International Bridge Authority
Mackinac Bridge Authority

TREASURY

State Treasurer
Chief Deputy Treasurer
Senior Chief Investments Officer
Bureau of State Lottery, Commissioner
Michigan Gaming Control Board, Executive Director

SUPREME COURT

Clerk
State Court Administrator/Chief of Staff

COURT OF APPEALS

Clerk

HOUSE OF REPRESENTATIVES

Clerk of the House
House Fiscal Agency, Director

SENATE

Secretary of the Senate
Senate Fiscal Agency, Director

LEGISLATIVE

Auditor General
Legislative Council Administrator