

WHAT VALUES SHOULD BE CONSIDERED?

2132

(No. 2 Mar. 1998)

Administrative Value

Records are created to help accomplish the functions for which an agency is responsible. They have administrative value as long as they assist the agency in performing either current or future work. The primary administrative use of most records is exhausted when the transactions to which they relate have been completed. From that point on they lose their value rapidly. However, some administrative records contain basic facts concerning an agency's origin, policies, functions organization, and significant administrative decisions. These records should be preserved to provide adequate documentation of an agency's operations.

Legal Value

Records have legal value if they contain evidence of legally enforceable right or obligations of the State. Examples of such records would be those that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles, and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Fiscal Value

Records of fiscal value are those pertaining to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After records have served their basic administrative functions, they may still have enough fiscal value to retain in storage for a time to protect the agency against court action or to account for the expenditure of funds.

Research, Historical, or Archival Value

Some records have enduring value because they reflect significant historical events or document the history and development of an agency. The importance of preserving such records is obvious. Not so apparent, however, is the need to examine critically those records selected for research purposes and to re-evaluate them periodically to ensure that the material being accumulated is actually filling a valid research need.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)