

# Economic Development

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G253	Project Files	BAWI, MMIA, HAP, ARC, Tourism, Community Services, Energy, Business Proposals, Minority Owned Business, International Trade Zones, Film Office. This includes the project files and reports.	Hold five (5) years after close of project, then transfer to Archives, separated by project type.	7/17/2025
G254	Survey, Research Data and Directories	All programmatic surveys, research data, and business directories for all economic programs	Hold five (5) years, then transfer to Archives	7/17/2025