

**RECORDS RETENTION SCHEDULE PROGRAM**  
(Revised 3/96)

**1665**

Each agency must establish a Records Retention Schedule Program consistent with state and agency statutory requirements. The Records Retention Handbook and Addendum, thereto, implements statutory requirements and supplements information in SAM 1600. The Handbook covers specific procedures and areas necessary to ensure that all records produced, maintained, or disposed of by the agency are properly and timely acted upon.