

SAM—RECORDS MANAGEMENT

APPROVING THE RECORDS RETENTION SCHEDULE

(Revised 09/02)

1671

Approval is by CalRIM, with subsequent review by the State Archives and Museum. Agencies can dispose of records according to the schedule without having to secure additional approval from DGS. No further approval from CalRIM is required for five years or until an agency makes changes to its schedule, whichever occurs first. Reviewing and approval authority, and amending records retention schedules procedures are further outlined in the Records Retention Handbook.