

APPROVING THE RECORDS RETENTION SCHEDULE
(Revised 12/13)

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The schedule is approved by CalRIM and reviewed by the State Archives. You can dispose of your records according to your schedule without any additional approval from CalRIM for five years, or until you make revisions to your schedule, whichever occurs first. Reviewing and approval authority and amending records retention schedules procedures are further outlined in the Records Retention Handbook.