

**UPDATING AND AMENDING THE RECORDS RETENTION SCHEDULE**  
(Revised 12/13)

**1617**

Always update retention schedules when changes impact keeping or disposing of agency records. Records retention schedules must be revised and updated at least once every five years after the required inventory and appraisal process.

To amend or delete items from records retention schedules, follow the procedures reflected in the Records Retention Handbook. Amendments made during the five-year retention schedule cycle are not classified as revisions and the original Approval Number/Expiration Date is retained.