

SAM—GENERAL OUTLINE OF PROCEDURES

RETENTION OF FISCAL RECORDS

7250

(New 10/78)

Recommended retention periods are provided by the Department of General Services for those fiscal records common to most offices. (See SAM Section 1671) These retention periods are listed on your agency's Records Disposition Schedule, STD. Form 73. Contact your agency Records Management Coordinator for copies of your Records Disposition Schedule or for records retention information.