

## **SAM—RECORDS MANAGEMENT**

### **PROGRAM PURPOSE**

**1600**

(Reviewed 6/2015)

The State of California Records Management Program (RMP) was established to apply efficient and economical methods to create, use, maintain, retain, preserve, and dispose of state records, including those on electronic media. Required procedures and processes and other useful information are contained in supplemental state records management handbooks, guidelines and factsheets made available to ensure the statutory requirements and objectives of the state's RMP are met.