

## SAM—RECORDS MANAGEMENT

### UPDATING AND AMENDING THE RECORDS RETENTION SCHEDULE

1617

(Reviewed 6/2015)

Always amend retention periods for records on retention schedules when changes impact keeping, transferring, or disposing of agency records. Records retention schedules must be updated and revised every five years after the required inventory and review process.

To amend a scheduled retention period, add and/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.