

SAM—RECORDS MANAGEMENT

RECORDS RETENTION SCHEDULE PROGRAM

1611

(Reviewed 6/2015)

Each agency must establish a Records Retention Schedule Program consistent with state and agency statutory requirements. The [Records Retention Handbook](#) (Handbook) implements statutory requirements and supplements information in SAM 1600. The Handbook covers specific procedures and areas necessary to ensure that all records produced, maintained, or disposed of by the agency are properly and timely acted upon.