

SAM—RECORDS MANAGEMENT

RECOMMENDED RETENTION PERIODS

1614

(Revised 6/2015)

[CalRIM](#) provides recommended retention periods for: Records Management, Personnel and Payroll, Delegated Testing, Fiscal, Information Technology, Administrative, e-mail, and records that are common to most offices. Use them when setting up your Records Retention Schedules form, [STD 73](#). For the recommended retention periods, visit the section “Recommended General Records Retention” on the CalRIM Website at: <http://www.sos.ca.gov/archives/calrim/>.

SRAP provides a list of records that will always be kept by the State Archives, as well as a list of records that do not have archival value. Other records may require additional appraisal after they are transferred to the State Archives to determine whether they will be kept by the State Archives or appropriately destroyed. For copies of each list, visit the “Records with Archival Value” and “Records without Archival Value” on the SRAP website at: <http://www.sos.ca.gov/archives/programs/state-records-appraisal/>.