

SAM—RECORDS MANAGEMENT

APPROVING THE RECORDS RETENTION SCHEDULE

1616

(Revised 6/2015)

A schedule is only considered approved once the schedule cover page ([STD. 73](#)) is signed by the agency manager responsible for the records, the agency records management analyst, a Secretary of State-CalRIM consultant and the Chief of Archives or his/her designated SRAP representative. Approved schedules are considered current for five years and can be amended within that five year period. After five years, schedules are considered active but out of compliance and will require an inventory and schedule revision to meet compliance guidelines as outlined in SAM 1600.

Only an approved, current schedule gives a state agency authorization to store records at the State Records Center.

Approved current and active schedules give state agencies authorization to transfer records to the State Archives and/or appropriately dispose of scheduled state records after the scheduled retention period.

If a record is not scheduled, pursuant to [Government Code Section 12275](#), it

“shall not be destroyed or otherwise disposed of by an agency of the state, unless it is determined by the Secretary of State that the record has no further administrative, legal or fiscal value and the Secretary of State has determined that the record is inappropriate for preservation in the State Archives”