

POLICY

2102

(No. 2 Mar. 1998)

The Records Management Program is mandatory per SAM Section 1610. It is the Department of Forestry and Fire Protection's policy to assure the continuing application of efficient and economical management methods for departmental records. Each unit will establish a records management program for the creation, maintenance, retention, and disposition of records whether stored on paper, microfilm, magnetic tapes and cards, or other information storage systems. The purpose of this function is to ensure the effective documentation of departmental business, the systematic transfer from office to storage of records that are not needed for everyday operations, the destruction of obsolete records and the fulfillment of archival requirements.

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