

## **WHAT ARE RECORDS?**

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What does the term “records” mean? Section 1600 of the State Administrative Manual (SAM) defines records as papers, maps, exhibits, magnetic or paper tapes, microfilm, photographic films and prints, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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