

## RECORDS RETENTION SCHEDULE

2115

(No. 2 Mar. 1998)

Records retention schedules are written policies outlining the treatment of records. They are plans for the use of business resources, just as a budget is a plan for the use of money.

Properly prepared schedules:

- **Save space** by removing from offices records that are not required for daily operations; by removing from storage areas records that no longer have significant value; and by maintaining a regular, controlled flow of records from offices to storage to destruction.
- **Save money** by controlling the purchase of equipment and supplies used for filing unneeded records; by providing inexpensive storage facilities for less active records; and by releasing surplus filing equipment for re-use or sale.
- **Save time** in locating records by removing inactive material from office files; by installing a system whereby the agency knows what records it has and where they are kept; and by providing an orderly method of storing inactive records under the supervision of trained records center personnel.

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

[\(see next section\)](#)

[\(see Table of Contents\)](#)