

ESTABLISHING A RECORDS RETENTION PROGRAM

2116

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To establish a records retention program, it is necessary to find out what records there are, where they are stored, their quantity, and how they are used. Conducting a records inventory can make this task easier. It is a formidable job; however, by conducting an inventory, staff who work with these records can determine their value and the action(s) necessary to properly store, archive or destroy them.

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

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