

RECORDS APPRAISAL AND SCHEDULING

2130

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Once you determine what records you have on hand, the next step is to decide how long each record series should be kept in the office and/or in storage before being destroyed. To do this, you must determine the immediate and future application of the records to the unit, as well as to the department. In general, records should be retained in the office area as long as they serve the immediate administrative, legal and fiscal purposes for which they were created. When records no longer serve these purposes, they should either be destroyed, transferred to a records center or, if justified, deposited in the State Archives.

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

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