

WHY APPRAISE RECORDS?

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A sound records management program requires a realistic appraisal of the records in relation to their period of application and value to the unit that created them. By appraising records you are able to:

- Establish reasonable retention periods.
- Identify records that can be destroyed immediately.
- Identify records that can be transferred to a records center.
- Identify vital records.
- Identify confidential records.
- Identify records that are exempt from:
 - Information Practices Act (IPA)
 - and/or
 - Public Records Act (PRA)

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

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