

## **APPROVAL OF RETENTION SCHEDULES**

**2140**

**(No. 2 Mar. 1998)**

Government Code Section 14755 requires Department of General Services' (DGS) approval of a Records Retention Schedule before the records of an agency may be destroyed. Once DGS approves the Records Retention Schedule, this constitutes a five-year authorization to dispose of the records listed on the schedule. No further approval is necessary unless the agency changes the way the records are treated, in which case the schedule must be amended.

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

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