

## APPROVAL PROCEDURE

2141

(No. 2 Mar. 1998)

The following steps are used in the approval process:

1. Complete the Standard 73, either on paper form or word processing program.
2. Complete the Records Retention Schedule Approval Request, Standard 72, and have the program manager for the unit sign as the person directly responsible for the records.
3. Forward the Standard 72 and 73 to the records management coordinator (RMC) in the Business Services Office, Sacramento.
4. The RMC reviews the schedule, then sends the original and two copies to the Information Management Consultant (IMC) at General Services for approval.
5. Once General Services has approved the schedule, the original and two copies are forwarded to the Chief of Archives at the State Archives office. The Chief of Archives will identify any of the material with potential archival value. The Chief of Archives will mark any records that appear to have historical or research value with **“Hold/Notify Archives.”** Before these records may be destroyed, the Chief of Archives must be notified and arrangements made for examination of this material. After selections have been made, the Chief of Archives returns the original and one duplicate set to the IMC at General Services and keeps one set for Archives files. The IMC files the original set and returns one set to the departmental RMC. The RMC then makes a copy of the approved schedule including the Approval Request Standard 72 and sends it to the originating unit.

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

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