

AMENDING RETENTION SCHEDULES

2142

(No. 2 Mar. 1998)

You may request changes in approved schedules. To effect a change, the following procedure should be used:

1. Prepare the Standard 73 or word processing form, Records Retention Schedule, for each page effected.
2. Next to your schedule number enter "Amendment 1" or "Amendment 2", etc.
3. An amended schedule (or page(s) of a schedule) must be clearly identified with the schedule and page(s) it is amending.
4. Items on a page may not be amended without submission of the entire page. If this forces one page to expand to two pages, use an alpha or decimal suffix for the additional page, such as 2A or 2.1.
5. Prepare the Standard 72, Records Retention Schedule Approval Request. Send completed forms to the records management coordinator. The same approval procedure is used for creating a new or revised schedule.
6. This procedure is also used for deleting an obsolete records series or for adding a new one. Do not delete an obsolete records series until ALL records have been disposed.
7. The IMC at General Services can amend a schedule to retain specific records longer than the department proposes, if a longer retention is in the best interest of the State. This change in a schedule by IMC is noted by memorandum and must identify the records affected. It must also indicate the longer retention periods. A copy of the memo is sent to the Chief of Archives.

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

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