

## **APPLYING RETENTION SCHEDULES**

**2150**

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The purpose of a retention schedule is to establish a process for the transfer or destruction of records on a continuing basis. A records retention schedule is of little value unless it is applied regularly. If, after the initial house cleaning, the schedule is ignored, the results will be disappointing and the problem of accumulating unneeded records will remain unsolved.

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

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