WHEN SHOULD A SCHEDULE BE APPLIED? 2151

(No. 2 Mar. 1998)

Careful timing of the transfer and destruction of records minimizes handling costs both in the agency and in the records center. Records become ready for transfer or destruction every day of the year; however, to dispose of them so often would be impractical and inefficient. Experience has shown that generally records should be transferred to storage or destroyed once a year. Deviations from an annual timetable may be justified if records accumulate so rapidly that more frequent disposition is necessary.

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

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