

## **RECORDS OF DISABLED FUNCTION OR PROGRAM**

**2174**

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When a program or function ends, the agency must transfer the custody of the program's records. Normally the custody is transferred to another unit within the department. The receiving unit must revise the records retention schedule to show the addition to the current schedule. This will notify the Records Management Coordinator that records have been transferred. Refer to Sam Section 1687 for further explanation on custody of records of disbanded organization.

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

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