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AM-502-1-2

*m Procedure for Creating or Changing Records
Retention Schedules*

RESPONSIBILITY	ACTION
Agency Head	1. Determines need to create or change a Records Retention Schedule. 2. Informs Records Management Officer of need for new or revised Records Retention Schedule. 3. Develops an estimated Records Retention Schedule for review by the Records Management Officer.
Records Management Officer	4. Inspects records and submits recommendations to Agency Head.
Agency Head	5. Approves Records Retention Schedule and returns it to Records Management Officer.
Records Management Officer	6. Forwards approved schedules to City Records Committees for review and final acceptance.
Agency Head	7. Retains approved Records Retention Schedule for easy reference and later use in requesting records