



RECORDS MANAGEMENT BULLETIN

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RECORDS RETENTION SCHEDULE OF ITEMS "DISCONTINUED" AND "TRANSFERRED TO" ANOTHER SCHEDULE

Records discontinued or transferred to other departments are presently indicated on retention schedules for the following reasons:

- A track must be kept for litigation reasons.
- Departments are responsible for those records which they transferred to inactive or moratorium storage until they are destroyed.

However, many users have indicated that over the years their schedules have become cluttered with these items. They would prefer if their schedules were purged and items "discontinued" or "transferred to" other departments were indicated on a separate schedule. Therefore, as of January 1983, a new schedule will be generated by the Records Management Computerized System.

This report will be sent to the departments in January of every year. The schedule will list all records that were discontinued and transferred to another shedule during the previous year. It is a cumulative report with the year of the transaction showing in the "Special Instructions" column of the retention schedule.

This January, each department will receive two Records Retention Schedules. One, the regular retention schedule, purged of the "discontinued" and "transferred to" items; the second, a listing of the "discontinued" and "transferred to" items that have accumulated over the years.

During the current year, the "discontinued" and "transferred to" transactions will continue to show on the Records Retention Schedule as they occur. However, at the end of the year, these transactions will be stripped from the regular Records Retention Schedule and placed on the new Records Retention Schedule of Items "Discontinued" and "Transferred To" Another Schedule.

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PLAINTIFF'S EXHIBIT

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