

SECRETARY OF STATE  
 Records and Information Management (RIM)  
 Records Retention Schedule Instructions  
 RM3

Records Retention Schedule	Check New or Modify: If Modify list the number on the schedule being replaced.
Schedule Number/Program Code	Program Code should be used-replacing any other previous number used.
Effective Date	Date completed.
Total No of Pages in Schedule	Include total number of pages.
Submitted by	Name of person submitting the schedule.
Agency Name	Example: DOA, found on form RM1-profile number 2.
Program Name	Division/Bureau/Unit/Program etc. found on form RM1-profile number 2.
Authorized Signature/Title	Sign and Include Title
Item Number	This is the item number on form RM1-profile, number 2.
Form/Report Number	Completed only if the record series is a form/report and has its own number making it unique.
Records Series Title	The full description of each item on form RM1-profile, number 3.
Essential Record	Check this box only if the record is listed as an Essential Record on form RM1-profile, number 9
How Retained	Check box for either Calendar year or Fiscal year found on form RM1-Profile number 14.
Retention in Years	This information is on the RM1-profile number 7. <b>Note:</b> Office/Storage years are only recommendations, the TOTAL years is when final disposition can take place.
Final Deposition	This information is on the RM1-profile number 8.
Disapproval	Completed by the States Record Committee