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RECORDS MANAGEMENT DIVISION

The Hall of Records continued to make steady progress in its efforts to manage and control the records of State and local agencies of government. The task becomes ever more demanding as new and more complex techniques of record-making and keeping are developed and governmental services and offices expanded, for these techniques must be understood and applied if an effective program is to be developed to meet the needs of State and local government.

The control of State and local records by schedule again received considerable attention, as it has in past years. The retention and disposition schedule remains the most important single instrument in the records disposition program, because it is more than just legal authorization to destroy obsolete records. It is, in a single document, a complete program governing the disposition of all records. It identifies and provides for the permanent preservation of records with long-term historical and administrative value; it provides for the immediate destruction of obsolete records and for the continuing disposal of records as they become obsolete; it provides for the transfer of records to the State Record Centers for ultimate destruction or further transfer to the Archives; it provides for microfilming when economical or feasible. By tying all these operations together in one instrument, the schedule is a records retention and disposal program, rather than mere authorization to destroy records. Because of its importance, the schedule must be sufficiently detailed to insure its proper and easy use. To be meaningful, it must be kept up-to-date, so that it will reflect any changes in the organization or procedures of the agency. During the year, fifty schedules governing 465 separate record series were established, many of them representing revisions of schedules previously issued.