

SAM – GENERAL OUTLINE OF PROCEDURES

RETENTION OF FISCAL RECORDS

7250

(New 10/1978)

Recommended retention periods are provided by the Department of General Services for those fiscal records common to most offices. (See SAM Chapter [1600](#)) These retention periods are listed on your agency's Records Disposition Schedule, [STD. Form 73](#). Contact your agency Records Management Coordinator for copies of your Records Disposition Schedule or for records retention information.