**Schedule Worksheet**

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| **QUESTION** | **ANSWER** |
| When was the last time your schedules were revised? |  |
| What references, people can you use to make justifications for retention times? |  |
| What records in your office need to be put on a schedule? |  |
| What records in your office need to be amended? |  |
| What records in your office need to be made obsolete? |  |
| Do you know of records in your office that have met their retention and need to be destroyed/purged? |  |
| Are there reference materials, forms, or other “non-retention” materials that are taking up office space and need to be destroyed? |  |
| Are there records on a schedule unnecessarily because they fall under the State General Schedules? |  |
| Are there records you are maintaining in both paper and electronic format? If so, why? |  |
| Are there records you are currently keeping in paper format that could be scanned? |  |
| Are there current schedules in your office that should be updated so they are under the same schedule/series? |  |
| What is you plan/approach to updating your schedules? |  |
| Who will help you? |  |
| What is the first thing you need to do? |  |
| Set a goal/time for this “first thing.” |  |