

## **RECORDS RETENTION AND DISPOSITION SCHEDULES (RRDS)**

### **What is a RRDS?**

A records retention and disposition schedule is a central feature of an effective Records & Information Management Service. The schedule is a concise, official guide for the management of agency information. It lists and describes records and prescribes mandatory retention and disposition guidelines.

### **What Are the Advantages of Having a RRDS?**

There are several advantages to having an up-to-date RRDS. These include, but are not limited to:

- Being able to transfer records to a records center or the State Archives, therefore making room in an agency office.
- Being able to destroy records at the appropriate time thereby reducing storage costs, limiting risk from retaining records for too long and generating more room in your office.
- Being able to identify business essential records so as to ensure that they are managed properly.

### **Which RRDS Do I Use?**

You use the RRDS that has been created for your own agency e.g. RRDS #10-344.1 for employees working in the Office of History & Archaeology.

An agency RRDS only include those records specific to that agency. For common records series, use the General Administrative Records Retention and Disposition Schedule (GARRDS) or the Commissioner General Administrative Records Retention and Disposition Schedule.

### **How Do I Use a RRDS?**

All RRDS list series of records and states how long these should be kept and how they should be disposed, either by being destroyed or by being transferred to the State Archives for permanent retention.

### **How Long Are They Approved For?**

A RRDS is considered current for 3 years unless regulations change relating to a records series within those three years in which case the schedule should be updated sooner.