

Schedule Development Information Form

Note: This form is for information gathering only. This form can be expanded/amended as needed to fit the needs of the institution.

Organization Name:

Mandate/Mission Statement:

Name of Branch/Unit/Program Area:

Brief description of branch/unit/program:

| Function: | | | | | |
|-------------------------|---|------------------------------|--|-----------|-------------------------|
| Service/Activity | Records Title (subject and case files) | Brief Description | Retention Period Proposal | PI | Additional Notes |
| | | | | | |
| | | | | | |
| | | | | | |

