

NATIONAL BAHÁ'Í ARCHIVES

(SAMPLE) RECORDS RETENTION AND DISPOSITION SCHEDULE

Department, Office, or Committee:		<u>Approvals</u>	
Department Head:		Departmental/Committee Official	
Date Prepared:		_____	
		(Signature)	
		Archivist	

		(Signature)	
Item No.	Description of Records	Retain In Office	Transfer to Archives

INSTRUCTIONS

Prepare in triplicate. Department please sign original, return to Archives
Retain second copy for your files
Third copy in Archives suspense file