

**Amendment to Program Records Retention and Disposition Schedule
Request**

If you have questions, call (919) 807-7350 and ask for the Records Management Analyst assigned to your department.

Agency Contact Name:		Date (MM-DD-YYYY):
Phone (area code):	Email:	
Department:	Division:	
Section:	Branch:	
Unit:		

Please fill out Section I if you need to change a current records series in your office's program schedule.
Fill out Section II if you need to discontinue a current item in the program schedule.

SECTION I: Modify an existing item

Modify existing item

from

to

SECTION II: Discontinue an existing item

Discontinue item because:

No records exist in this series.

Records series stopped being created after (MM_DD_YYYY)

Records have been transferred to:

Another existing item #

Another office: