



Office of the Chief
Records Officer for the
U.S. Government

RECORDS DISPOSITION CHANGE RECOMMENDATION TEMPLATE

This template identifies information that an agency may want to request from program offices to help identify when new record schedules or updates to existing schedules are needed.

For new record series, we recommend using an Inventory Form to collect necessary information to help with scheduling the records.

Recommended action:

- Addition
- Revision
- Deletion

Office that creates the records:

Office that owns/maintains the records:

Series or system title:

Current disposition authority:

Recommended change:

Justification for change:

Contact name and title:

Date: