

Request for Change in IHS Records Schedule

PURPOSE: This document is used to request creation of a new record series, to change retention periods, to delete a record series or change a description. Based on the information supplied, an appraisal of the records will be made.

INSTRUCTIONS: Complete a separate copy of this form for each individual records series. After completing this form, e-mail it to: **Recordsmgmt@ihs.gov**

For more information or help, please call the **Records Management Program** at 301-443-8030.

Agency Contact information

Name:

Office//Division/Branch/Section/Program (do not abbreviate)

Telephone:

E-mail:

Records Liaison Officer (Areas only)

Records Liaison

Name:

Telephone:

Email:

Change Requested (check one)

Add new records series Delete existing records series

Change retention period

Record Series Title/Item # or Proposed Title:

Description of Records:

List the purpose or use of the record, its contents and inclusive dates.

List some of the specific types of records (correspondence, publications, maps, job applications) included in this series of records.

Suggested retention period for records:

Destroy after years.

Microfilm or digitally scan record

Other:

Recommendation:

Yes

No