



# Records Schedule Change Approval Form

Purpose: To affirm changes to the Department or Division Records Schedule. All three parties must sign this form for the record schedule to be approved.

**Record Management Staff Only:**

Department Code

Effective Date

Edition No.

*Section One: Agency Information*

Department  Department

Approval Type  New  Update

*Section Two: Law Department Review and Approval*

Name: \_\_\_\_\_

Signature  Date

*Section Three: Department Director Review and Approval*

Name: \_\_\_\_\_

Signature  Date

*Section Four: City Clerk Review and Approval*

Name: \_\_\_\_\_

Signature  Date