

Use these criteria to determine if proposed records schedule changes qualify as administrative amendments.  
If not, a formal amendment is required, in accordance with RIM 201A *Specifications for the Records Schedule Approval Process*.

Categories of Administrative Amendments	Examples of changes that qualify as administrative amendments
<p>1. <b>Minor wording changes</b> that do not alter the scope of information holdings covered by the records category, or alter the final disposition, including the appraisal/selection criteria. Usually these are made to clarify wording or to update organizational names, cross-references, or references to legislation.</p> <p><i>(Note that it is not necessary to undergo the administrative amendment process at all if these changes are non-substantive [e.g., correcting typos] and not combined with any of the other categories of administrative amendments listed below).</i></p>	<p>a) Wording updates to final disposition (SR/FR/DE/OD) notes that do not alter the final disposition.</p> <p>b) SR criteria updates that do not constitute a substantive change.</p> <p>c) Wording changes to scope notes, cross-references, qualifiers, and/or explanatory notes made to ensure accuracy and clarity.</p> <p>d) Title updates for a primary, secondary, or the entire <i>ORCS</i> to improve clarity and/or to shorten them (to better fit within EDRMS TRIM).</p> <p>e) Updates to Office of Primary Responsibility (OPR) names and other organizational names to reflect current organizational structure.</p> <p>f) A new cross-reference, qualifier, or other explanatory note is added.</p>
<p>2. <b>Retention times redistribution</b> where the total combined (active and semi-active) retention period remains the same (i.e., the portions of time allocated for active retention and offsite storage are rearranged).</p>	<p>a) FY+1y becomes CY+1y.</p> <p>b) FY+1y 6y DE becomes FY+2y 5y DE.</p>
<p>3. <b>Classifications (secondaries) moved, divided or merged</b> where the contents, overall retention periods, and final disposition of the records remain unchanged. The general goal is to simplify and clarify; secondaries that reflect similar functions/activities and have the same retention periods can be merged, while others that are complex can be divided.</p>	<p>a) One SR secondary is divided into two new ones that are DE and FR, reflecting the former SR criteria.</p> <p>b) One secondary with multiple retention schedules (as used to be permitted) is split into two or more, each with its own schedule (e.g., paper records kept for CY+2y nil DE under one secondary, and the electronic records kept for SO+1y 5y SR under a separate secondary).</p> <p>c) Existing primary block where similar secondaries are repeated in multiple primaries is merged into one primary; the secondaries are merged as appropriate, without altering the retention and/or final disposition of any file series.</p> <p style="text-align: right;"><i>(continued next page <a href="#">↪</a>)</i></p>

# RIM 201B SPECIFICATIONS FOR ADMINISTRATIVE AMENDMENT OF RECORDS SCHEDULES

## Categories of Administrative Amendments

## Examples of changes that qualify as administrative amendments

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<p>4. <b>Records schedule divided</b> into multiple schedules, where more than one organization needs to use a schedule as a result of reorganization or other change. Primaries, secondaries, a section, or an entire <i>ORCS</i> can be copied and either copied into a different <i>ORCS</i> or established as a stand-alone schedule (either as an <i>ORCS</i> or an ongoing records schedule). The resulting multiple schedules do not need to be mutually exclusive; the same classifications and retention schedules may appear in each.</p>	<p>a) <i>ORCS</i> A is split into two to reflect organizational change, with one section becoming <i>ORCS</i> B and receiving a new schedule number (requiring ARS 118 forms to be completed). <i>ORCS</i> A retains the original schedule number.</p> <p>b) <i>ORCS</i> A is copied in its entirety so that another organization can use it under a distinct schedule number (as <i>ORCS</i> B), enabling each of them to make appropriate amendments.</p> <p>c) One primary from <i>ORCS</i> A is removed and added to <i>ORCS</i> C, to reflect the fact that the function it serves is now managed in a different context.</p>
<p>5. <b>Redundant classifications removed</b> because they are no longer needed as a result of division (see above) or of a new schedule being established that clearly applies to the same records. Essentially, the new schedule has superseded certain classifications in the pre-existing schedule, and those are no longer needed.</p>	<p>a) When <i>ORCS</i> B is approved, and explicitly covers records formerly scheduled under <i>ORCS</i> A, the relevant primaries/secondaries in <i>ORCS</i> A can be deleted, even though retentions and dispositions may differ.</p>
<p>6. <b>Ancillary sections of an <i>ORCS</i> updated; i.e.,</b> the Executive Summary, Introduction, Systems Section, Index or Appendices, provided that they do not alter the scope or final disposition of any records covered by the schedule.</p>	<p>a) Systems Section is updated to reflect changes in the inputs, processes, outputs, and/or other aspects of the relevant system, without changing the retention and/or final disposition.</p> <p>b) A new appendix is added to provide file codes for use under a secondary.</p>

For explanations of terms such as SR (Selective Retention), FR (Full Retention), DE (Destruction), OD (Other Disposition), and OPR (Office of Primary Responsibility), see the online [Key to ARCS/ORCS Codes](#) and the [RIM Glossary](#).