

Additional resources for learning about functional retention schedules:

DIRKS Methodology (Designing and Implementing Recordkeeping Systems), available from:
<http://www.naa.gov.au/recordkeeping/dirks/dirksman/dirks.html>

ISO 15489-1 2001 (E) Information and documentation - Records management

Library and Archives Canada, "Function-based Records Retention" online at:
http://www.collectionscanada.ca/information-management/0626_e.html

Sampson, Karen L., "High Performance, Low-Maintenance Records Retention", in *The Records & Retrieval Report*, November 1996, Volume 12, Number 9

Saffady, William, *Records and Information Management: Fundamentals of Professional Practice*
ARMA International, Lenexa, KS, 2004, p. 45

Shepherd and Yeo, *Managing Records: a Handbook of Principles and Practice*, Facet Publishing,
London, 2003

Skupsky, Donald S. "The Functional Records Retention Schedule: An Alternative That Works!",
Records Management Quarterly, October 1989

Skupsky, Donald S. *Records Retention Procedures: Your Guide to Determine How Long to Keep
Your Records and How to Safely Destroy Them!*, Information Requirements
Clearinghouse, Denver, Colorado, 1991

Sample Functional Records Retention Schedules:

Government of New South Wales, Australia available from:
<http://www.records.nsw.gov.au/publicsector/disposal/gda2-admin/title.htm>

Minnesota Municipal RRS available from:
<http://www.mcfoa.org/2002%20Schedule.pdf>

Oregon University System General Records Retention Schedule available from:
<http://www.ous.edu/archives/schdmain.html>

Tufts University Retention Schedule available from:
<http://dca.tufts.edu/rm/rrs/schedules/function.html>

University of British Columbia
<http://www.library.ubc.ca/archives/rrsda.html>

Yale University available from:
http://www.library.yale.edu/mssa/ars_schedules.html