

To generate an agency Specific Schedule report in Infolinx:

1. At the top of any page in Infolinx, click on **Reports**
2. At the bottom of that page, in the General section, find **State Specific Schedules**
3. In the Action column to the left, click on **Filter**
4. On the next page, place your cursor in the Schedule box to the right of Add Filter Here and enter the number of the schedule for which you want to print out.
 - The format of the schedule number must be as it is found in Infolinx (e.g., 700-100 for Dept. of Corrections; 158-035A01 for VRS)
5. Click the **Add Filter** button, and then the **Run Report** button
6. The report will run in a separate window and can be printed or saved from here

To get a copy of the signed schedule cover page:

1. Search for the schedule on the **Retention Schedules** tab
2. Scroll down to the **EDocs for this Retention Schedule** section
3. Click on the link to the PDF (the link will appear as **Schedule Cover Page – XXX-XXX.pdf – XXX-XXX**)

Note: Always check back in Infolinx the next time a schedule is needed to make sure there have been no updates. The best practice is to discard a printed schedule as soon as you have finished using it.