

Procedures for Prior Review of Unique Records Retention Schedules Submitted by State Agencies

State Agencies

All Unique Records Retention schedule shall be submitted to the Records Management Office on or before the 15th of each month to be considered for the following month's State Records Committee (SRC) agenda. The Records Management Office shall reserve the right to hold back agency schedule(s) as a future SRC agenda time if the schedule requires editing or additional information. If the 15th falls on a Saturday, the Records Management Office shall designate the deadline date as Friday the 14th. If the 15th falls on a Sunday, the Record Management Office shall designate the deadline date as Monday the 16th.

Records Management Office

The Records Management Office shall forward all records retention schedules submitted for review to the State Archival Review Committee on or before the 15th of each month. The Records Management Office shall complete and mail the State Records Committee packets within two business days of the 15th of each month whether or not recommendations have been received from the Archival Review Committee.

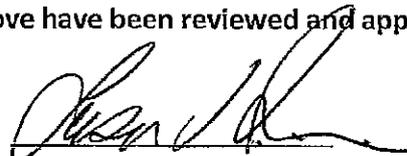
State Records Committee and Records Officers

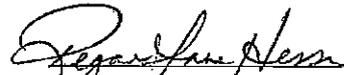
The State Records Committee (SRC) members shall review their meeting packets in a timely manner. The SRC members shall contact the Records Officers with questions and/or recommended changes regarding agency's schedules as soon as practical. All written and verbal communication between the SRC members and agency Records Officers shall be accepted as an individual responsibility in regards to statutory compliance. The Records Management Office shall only be used as a contact agent during this review process unless an SRC member requests intervention. If it is determined through this review process that changes should be made to schedules already submitted to the Records Management Office, revised originals shall be resubmitted to the Records Management Office by the Records Officer on the first Monday of the month before the SRC meeting.

The above stated procedures will be reviewed at the State Records Committee Meeting in June 2010.

The procedures above have been reviewed and approved by the State Records Committee on July 1, 2009


For the State Auditor


For the Attorney General


For the Director of OFM

The State Archivist

Signatures on file in the Records Management Office with the Office of the Secretary of State