

**Procedures for
State Agency Records Officers to Propose Revisions to
the State General Records Retention Schedule**

Recommendations for New Records Series to be Added to the State General Records Retention Schedule

All recommendations by agency Records Officers to add a new records series to the State General Records Retention Schedule shall be submitted to the Records Management Office via a memorandum on agency letterhead no later than January 1st for the February State Records Committee (SRC) meeting, April 1st for the May SRC meeting, July 1st for the August SRC meeting or October 1st for the November SRC meeting. The memorandum shall be addressed to the SRC members explaining in detail the proposed new series and why it is necessary. If additional documentation needs to be included, it shall be submitted as an enclosure to the memorandum. The Records Officer shall be notified by the Records Management Office when to appear for the review of the proposed new series and to answer any questions from the SRC. If the Records Officer is unable to attend the meeting, the proposed new series will be reviewed at a future meeting of the SRC. New records series recommendations shall be reviewed on a quarterly basis.

Recommendations for Revision of Records Series in the State General Records Retention Schedule

All recommendations by agency Records Officers to revise a records series in the State General Records Retention Schedule shall be submitted to the Records Management Office via a memorandum on agency letterhead no later than July 1st for the September State Records Committee (SRC) meeting. The memorandum shall be addressed to the SRC members explaining in detail the proposed revision and why it is necessary. If additional documentation needs to be included, it shall be submitted as an enclosure to the memorandum. The Records Officer shall be notified by the Records Management Office when to appear for the review of the proposed revision of the series and to answer any questions from the SRC. The Records Officer or a representative from their agency shall attend the meeting in order for their recommendation to be reviewed by the committee members. Revised records series recommendations shall be reviewed on an annual basis.

Records Management Office

All recommendations for new or revised records series in the State General Records Retention Schedule shall be forwarded by the Records Management Office to the agency Records Officers for their review and comment. The Records Management Office must receive comments back by the 14th prior to the scheduled meeting. All comments received will be included in the State Records Committee (SRC) meeting packets. Records Officers who forward comments to the Records Management Office will be invited to attend the SRC meeting to discuss the proposed new records series.

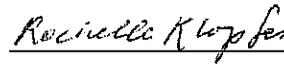
State Records Committee

All recommendations received by the Records Management Office shall be included on the State Records Committee (SRC) agenda under Other Business. New records series recommendations shall be reviewed at quarterly SRC meetings beginning February 2006 and thereafter in May, August and November 2006. Revised records series recommendations shall be reviewed annually at the September meeting. Changes to the State General Records Retention Schedule approved by the SRC shall be effective 30 days from the date of approval unless otherwise directed by the SRC.

The above procedures have been approved by the State Records Committee on November 1, 2006.


For the State Auditor


For the Attorney General


For the Director of OFM


The State Archivist