

TITLE 430 - STATE RECORDS ADMINISTRATOR

Chapter 2 - DUTIES OF STATE AGENCY HEADS

001 In accordance with general law and rules and regulations promulgated by the State Records Administrator and the Board, state agency heads shall observe the following requirements:

001.01 Establish and maintain an active continuing program for the efficient and economical management of the recordkeeping activities of the agency, in so far as possible within the framework of their appropriated funds.

001.02 Make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency, designed to furnish information to protect the legal and financial rights of the state, and of persons directly affected by the agency's activities.

001.03 Inventory the records in the custody or under the control of the agency, and submit to the Administrator a report thereon containing the title and a description of each record series, the inclusive dates, the physical volume of the material, the estimated annual accumulation, the arrangement, the relationship to other record series, the audit status, whether the records are indexed, and whether any other copies of the record exist.

001.04 Make recommendations to the Administrator as to the length of time each record series should be retained by the agency for administrative, legal or fiscal purposes, after it has been made or received by the agency.

001.05 Make recommendations to the Administrator as to which if any such records of the agency should be determined to be essential records.

001.06 Review the inventory and report periodically, and revise the report as necessary so that it is current, accurate and complete.

001.07 Designate from the management or professional level such person or persons necessary to act as records officer for the agency.

001.08 Comply with the rules, regulations, standards and procedures issued and set up by the Administrator pursuant to the Records Management Act.

