

TITLE 430 - STATE RECORDS ADMINISTRATOR

Chapter 3 - DUTIES OF THE ADMINISTRATOR

001 With due regard to the functions of agencies concerned and with such guidance and assistance from the Board as may be required, the Administrator shall:

001.01 Establish standards, procedures and techniques for the effective management of public records.

001.02 Make continuing surveys of paperwork operations and recommend improvements in current records management practices including but not limited to economical use of space and equipment and supplies employed in creating, maintaining, storing, preserving and servicing records.

001.03 Establish standards for the preparation of schedules for the retention of records of continuing value; for the prompt disposal of records no longer having sufficient administrative, legal or fiscal value to warrant their further retention.

001.04 Obtain from the agencies concerned such reports and other data as required for the proper administration of the records management program, including organizational charts of the agencies concerned.

001.05 Establish standards for designating essential records, assist agencies in identifying essential records, and guide agencies in the establishment of programs for the preservation of essential records.

001.06 Investigate preservation methods and recommend archival assistance for rare documents, papers, books, etc., of historical and legal value still in active use.

001.07 Establish and maintain a depository for the storage and service of state agency and legislative records, and advise and assist in the establishment of similar programs in local subdivisions and judicial bodies of the state.

001.08 Establish and maintain a central microfilm agency for state and legislative records, except those agencies which may have internal microfilm activities necessary to their particular operations, and advise and assist in the establishment of similar programs in local political subdivisions and judicial bodies.

002 The Administrator may:

002.01 Make or cause to be made preservation duplicates of essential records, or may designate as preservation duplicates existing copies thereof.

002.02 Establish storage facilities for essential records and preservation duplicates.

