

## **TITLE 430 - STATE RECORDS ADMINISTRATOR**

### **Chapter 6 - PREPARATION AND APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULES**

#### **001 Records Inventory**

001.01 Each state agency head shall inventory the records in the custody or under the control of the agency.

001.02 Such inventory shall be on forms provided by the Administrator.

001.03 Such inventory shall include 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 The Administrator shall provide instruction in proper records inventory techniques.

#### **002 Recommendations**

002.01 Each agency head shall make recommendations to the Administrator as to the length of time each record series listed in the inventory should be retained by the agency for administrative legal or fiscal purposes, after it has been made or received by the agency.

002.02 The State Archivist may make recommendations to the Administrator as to which record series listed in the inventory should be retained due to archival or historical significance.

#### **003 Development of Schedules**

003.01 The Administrator and each agency head shall cooperate to develop records retention and disposition schedules for each agency, using the agency records inventory and all recommendations as bases.

003.02 In the development of records retention and disposition schedules, proper recognition shall be given to administrative, legal, fiscal and historical value of the records listed therein.

003.03 Each records retention and disposition schedule shall be in such format and style as the Administrator shall determine to be most suitable for that particular schedule.

#### **004 Approval of Schedules**

004.01 Each records retention and disposition schedule which has been developed shall be submitted to the Administrator for approval.

004.02 The Administrator shall submit such schedules to the State Archivist for review and selection of archival and historical material. When the State Archivist has determined that all archival and historical material has been properly identified and that no disposition, except by transfer to the State Archives, has been recommended for such material, the State Archivist shall approve such records retention and disposition schedule and return it to the Administrator.

004.03 The Administrator shall review each records retention and disposition schedule submitted, and if the recommended retention periods and the recommended dispositions satisfy audit requirements and give proper recognition to administrative, legal, and fiscal value of the records listed therein, and if the records retention and disposition schedule has been approved by the State Archivist, such records retention and disposition schedule shall be approved by the Administrator.

004.04 In the process of reviewing a records retention and disposition schedule, the Administrator may submit such schedule to the Board for advice as to the acceptability of the schedule.

