

STATUTORY AUTHORITY

2101

(No. 2 Mar. 1998)

Government Code (GC) Sections 14740-14774 ([see exhibit](#)) require the Director of General Services to "...establish and administer, in the executive branch of government, a records management program which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records."

The Office of Records Management (ORM), Department of General Services (DGS), is responsible to the Director for the overall development and coordination of the statewide records management effort. This effort addresses the complete life cycle of the documentation of state activities.

The ORM is charged with the development of standards regarding records management in the following areas:

Use of Records

Filing systems and equipment, micrographic systems and equipment including Computer Output Microfilm (COM), Computer Assisted Retrieval (CAR), electronic imaging, paperwork flow, and operation of the State Records Centers (SRC).

Retention and Disposition of Records

Inventory, appraisal, retention schedules, disposal, and supervising maintenance and destruction of confidential records.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)