

RESPONSIBILITIES

2103

(No. 2 Mar. 1998)

CONTROL AGENCIES

2103.1

(No. 2 Mar. 1998)

The Records Management Program's effectiveness depends upon a clear understanding of the responsibilities of the control agencies involved.

Department of General Services (SAM Section 1601)

Overall development and coordination of the statewide records management effort.

Department of Finance (SAM Section 1613)

During the course of its audit activities, determines whether or not agency records management practices conform to established standards in SAM and reports any deviations, together with recommendations, to the agency concerned and to the ORM.

The Secretary of State (SAM Section 1614)

Identifies, preserves, and makes available to state agencies and to the public those records which have historical or research value, and periodically reviews records retention schedules for selection of archival materials.

CDF RECORDS MANAGEMENT COORDINATOR

2103.2

(No. 2 Mar. 1998)

The CDF records management coordinator (RMC) is the liaison between departmental units, headquarters, area and region offices, units and ORM, including the SRC.

The Coordinator

- Administers CDF's Records Management Program.
- Conducts research into records retention requirements.
- Acts as liaison between CDF and ORM.
- Certifies that CDF is in compliance with the Records Management Act and SAM Section 1600.

- Reviews, approves and forwards retention schedules to ORM for approval.
- Reviews and approves purchases and rentals of filing and micrographic equipment.
- Conducts filing and micrographic systems studies.
- Reviews and approves feasibility studies for micrographic applications.
- Is responsible for reports (including the annual report on records management) required by ORM for administration of the program.
- Disseminates announcements of records management activities.
- Coordinates arrangements for appropriate training of records management personnel.

UNITS

2103.3

(No. 2 Mar. 1998)

Each unit shall:

- Establish and maintain a current records management program.
- Designate personnel responsible for overall coordination of its records management program.
- Inventory and establish retention schedules for records maintained by the unit.
- Submit to the records management coordinator (RMC) reports required for the administration of the program. This would include the annual progress report of records management.
- Transfer semi-active, noncurrent and inactive records from office space to SRC in accordance with approved records retention schedule.
- Identify and ensure preservation of records having long-term or permanent value, or those records vital to the functioning of state government in the event of disaster.
- Dispose of or recycle obsolete records in accordance with approved records retention schedules.

- Provide safeguards in all records management activities for the protection of individual privacy in accordance with federal and state laws and regulations including, but not limited to, the Information Practices Act of 1977 and California Civil Code Section 1798. All questions regarding compliance with the Information Practices Act should be directed to the CDF records management coordinator, Business Services Office, Sacramento Headquarters.

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