

## RESPONSIBILITY

2204

(No. 4 October 1998)

The CDF Records Management Coordinator is responsible for ensuring departmental compliance with the records management provisions of the act.

- Ensures that records containing personal information are not modified, transferred or destroyed to avoid compliance with Section 2 of the act.
- Ensures that an individual's written request to have his or her name removed from a mailing list is met, unless the list is used only for directly contacting the individual (CC Section 1798.62).

Direct any records management questions regarding policies, procedures, or compliance to the CDF Records Management Coordinator. When determining if a record has archival value, contact CDF Records Management Coordinator.

It is the responsibility of each region, program area and office head to ensure that records within their jurisdiction comply with the provisions of the act.

See [Section 2216](#) Designated Authority for information on responsibility for ensuring departmental compliance with the act.

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