

Executive Staff Meeting, Agenda Items for 12/10/14

Records Coordinator to provide support for the Records Officer and to oversee records management in their assigned area. The Records Coordinators will work with the Records Officer to ensure that:

- Records are accessible for public inspection and their security is maintained according to the provisions of the Public Disclosure Act.
- All information systems preserve the integrity and accessibility of public records for the duration of the established retention periods.
- Only active (referred to at least three times a year) records are stored in valuable office space.
- Non-current records are shifted to low-cost records center storage on a regular basis.
- Records essential to agency authority and operations are adequately protected from damage or loss.
- The agency is prepared to recover or replace records damaged or lost in a disaster.
- Historically valuable records are preserved and transferred to the State Archives.
- Records are destroyed at the end of the retention period specified on the approved retention schedule.

RECORDS OFFICER RESPONSIBILITIES

- Plan, formulate, and prescribe basic files management and records disposition policies, system, standards, and procedures agency wide.
- Prepare records retention and disposition schedules in cooperation with agency staff, define and identify vital, historical, and/or permanent records; and establish retention periods for all records in accordance to laws, regulation, agency requirements, etc.
- Provide records management advice and assistance by preparing policies and/or procedures and on-site consultation.
- Develop, disseminate, and coordinate files maintenance, records disposition procedures, or computer assisted retrieval programs to meet current and long- term needs of the agency.
- Establish and monitor compliance with standards for filing and storage equipment throughout the agency. Keep detailed records of equipment, supplies, and staff costs, including the amount of storage space and equipment released for other uses and suggested changes to enable management to realize the greatest efficiency and effectiveness in records management.
 - Develop a forms design and control system, micrographics controls and procedures, electronic records management policies and procedures, etc.
- Train other personnel in the fundamentals of records management and their role in the records management program.
- Review retention schedules annually and update or amend as needed.
- Coordinate file management and records disposition.
- Implement destruction and transfers that are required by the records retention schedule.

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Program Manager Agenda Item	
Name:	Jennifer Okerlund
Agenda Item:	<i>Passport / 50th Commercials</i>
Description:	Update
Purpose:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision <input type="checkbox"/> Discussion
Timeframe Needed:	5 Minutes
Communicate to staff:	<input type="checkbox"/> Not at this time
Board Meeting Item?	<input type="checkbox"/> No
Summary Document included	<input type="checkbox"/> N/A
Attachments:	N/A
Follow Up?	Responsible: _____ Action Item: _____
Notes:	

Other Meeting Notes:
