

# Records Management Procedure

## **Agency Head/Director**

Establish and maintain an efficient and continuous records management program

Appoint agency Records Officers

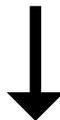


## **Records Officers**

Create agency inventory (collaborate with entire agency)

Create and keep current agency Records Schedules

Create and update annually an office file plan (the office roadmap to records)



## **All Employees**

If the above procedures are followed, employees will know:

What records they are responsible for, how long records are to be retained,  
in what format and where/how the records are to be filed/stored.

There will be no confusion as to what is or is not a record or what should or should not be kept.

It will all be mapped out in an individual office file plan.

If there is anything which does not fit within the file plan,  
an employee can then ask the agency Records Officer for assistance.