

<b>AGENCY RECORDS MANAGEMENT ROLES AND RESPONSIBILITIES</b>	<b>Records Officer</b>	<b>Assistant Records Officer</b>	<b>Card Holder</b>
Assigned Records Center Access Card	X	X	X
Access to agency records at Records Center	X	X	X
<b>Basic</b> knowledge of agency records and schedules			X
<b>Complete</b> knowledge of agency records and schedules		X	
<b>Thorough</b> knowledge of agency functions, the records created to fulfill those functions and the schedules which define the retention and disposition of the records	X		
Pack office records for Archives/Records Center	X	X	X
Coordinate transfers of inactive and archival records in specific offices/bureaus or other outlying geographic locations to the State Records Center and Archives		X	
Coordinate transfer of inactive and archival agency records to the State Records Center and Archives (where applicable); supervision of RO Assistant transfers	X		
Act as liaison between the Records Center/State Archives and the agency	X		
Act as liaison between the Records Officer and districts, regions, or other separate functioning entities within the agency		X	
Authority to appoint card holders	X		
Authority to direct other agency employees concerning the management of records in their custody	X		
Implement and maintain the agency records management program	X		
Assist the RO with implementing and maintaining the agency records management program		X	
Conduct agency inventories	X		
Assist with Inventory of Agency Records and Schedules		X	
Create internal guidelines for maintaining and using agency records (such as File Plans)	X		
Conduct regular reviews of existing agency records schedules	X		
Prepare and submit draft agency schedules	X		
Assist in the preparation of draft agency records retention schedules		X	
Review and sign records disposition authorizations	X		
Assist with reviewing disposition authorizations		X	
Identify areas of need and arrange for staff training	X		
Maintain files of records retention schedules, disposition authorizations, and records transfers	X		
<b>RM FORMS AUTHORITY</b>			
Request for Reference Services –Agency cardholders can sign this form and request records from the Records Center. Anyone seeking to retrieve records must have an access number. Records Officers and Assistants can also sign this form and request records	X	X	X
Application for Records Retention Schedule and Records Series Inventory –any inventory may list a specific contact person, but the forms must be signed by an Agency Records Officer or Agency Head.	X		
Transmittal of Records –the packing of boxes for transfer to the Records Center needs an oversight process and final approval by a Records Officer/Assistant or Agency Head before records are accepted, even though boxes are often packed by agency cardholders.	X	X	
Records Officer/Cardholder Form – Records Officers and Assistants need approval from the Commissioner or Agency Head. Cardholders can be added by the Agency Records Officer.	X		
Disposition Notice – this form needs to be authorized by a Records Officer or Agency Head.	X		