

STATUTORY AUTHORITY

1602

(Revised 09/02)

The State of California Records Management Program. The State Records Management Act contained in Government Code Sections 14740-14774 requires the Director of the Department of General Services (DGS) to:

"Establish and administer, in the executive branch of government, a records management program which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records."

The Director of DGS has assigned the development and implementation of the state's RMP to the Procurement Division, California Records and Information Management (CalRIM). The program covers the complete life cycle of the recording of state business.

Agency Records Management Program. Government Code 14750 requires the head of each state agency to establish and maintain an active, continuing program for the economical and efficient management of the records and information practices of the agency.

Disposal of Records. Government Code 14755(a) requires that no record shall be destroyed or otherwise disposed of by any agency of the state, unless it is determined by the Director of DGS, that the record has no further administrative, legal, or fiscal value and the Secretary of State has determined that the record is inappropriate for the preservation in the state archives.

Government Code 14755(b) requires the Director of DGS, shall not authorize the destruction of any record subject to audit until the Director has determined that the audit has been performed.

See Government Code Section 11126.1 regarding Public Records.