

RECORDS MANAGEMENT ANALYST OR MANAGER
(Revised 12/13)

1605

It is the job of each agency's Records Management Analyst to work with CalRIM, and the State Records Center (SRC).

The agency's Records Management Analyst must:

1. Coordinate the agency's records management program.
2. Certify that the agency is complying with the Records Management Act and Section 16111 of SAM.
3. Answer questions from CalRIM.
4. Act as liaison between your agency and CalRIM.
5. Schedule CalRIM training for people who have records management duties.
6. Review and approve agency records retention schedules prior to submission to CalRIM.
7. Review and approve agency destruction of records stored at the SRC, or those records transported to the SRC.
8. Review and approve purchase or rental of filing equipment, or shredders.
9. Be responsible for the reports required by ISD.
10. Distribute announcements of records management activities.