

ROLE OF THE INTERAGENCY SUPPORT DIVISION
(Revised 12/13)

1606

The State Records Management Act identified in SAM Section 1602 requires ISD to:

1. Establish standards and procedures to carry out the records management program.
2. Help agencies to:
 - a. Develop programs to manage forms, reports, correspondence, directives, files, and other forms of electronic media.
 - b. Develop programs to manage retention, transfer, and disposal of records.
3. Develop general retention guidelines for records that are common to most state agencies.
4. Review and approve records retention schedules submitted by agencies.
5. Provide storage sites for the storage and handling of semi-active and inactive records.
6. Oversee the transfer of custody of records when a function or program ends.
7. Provide records management training and instruction.
8. Receive reports from agencies to evaluate their records management programs and progress.
9. Provide guidance and assistance to agencies on requests to purchase or rent destruction, filing, or imaging equipment.
10. Perform periodic on-site reviews of agency records management programs as requested