

SAM—RECORDS MANAGEMENT

AGENCY RESPONSIBILITIES

1604

(Revised 6/2015)

Although not all inclusive, some of the more pertinent responsibilities are:

1. Per [Government Code 12274](#), and in accordance with the rules, regulations, and standards and procedures issued by the Secretary of State, requires the head of each state agency to:
 - a. Establish and maintain an active, continuing program for the economical and efficient management of the records and information practices of the agency;
 - b. Identify records essential to the functioning of state government in the event of a major disaster; and
 - c. When requested by the Secretary of State, provide a written justification for storage or extension of records in the State Records Center for a period of 50 years or more. Records deemed to have archival value will be transferred to the State Archives.
 - d. Provide all requested reports, written justifications, requests for offsite storage approval, or any other retention schedule documentation to [CalRIM](#) and/or [SRAP](#).
 - e. Dispose of, or recycle, obsolete records in accordance with approved and current Records Retention Schedules.
 - f. Transfer the custody of records appropriately when a program or function is discontinued, by updating or revising the records retention schedule (see *Records of a Disbanded Function or Program*, SAM section 1624).
 - b. Assign a Records Management Coordinator to work with [CalRIM](#), State Records Center (SRC), and SRAP staff. It is recommended that the Records Management Coordinator be assigned to staff at an SSA level or above.² The agency must inform CalRIM of the staff assignment or of any changes to Records Management staff assignments within one month of the assignment change.

² Because records management is management driven, a coordinator at the SSA level or above will have broader knowledge of the overall agency organization and function and be able to make management-driven records management decisions.