

## SAM—RECORDS MANAGEMENT

### RECORDS MANAGEMENT COORDINATOR

1605

(Revised 6/2015)

The agency's Records Management Coordinator is encouraged<sup>3</sup> to:

1. Attend CalRIM and SRAP training within 6 months of appointment.
2. Coordinate the agency's records management program.
3. Comply with the Records Management Act and Chapter 1600 of SAM.
4. Act as liaison between the agency and [CalRIM](#), SRC, and SRAP.
5. Respond to questions from [CalRIM](#), SRC, and SRAP.
6. Schedule [CalRIM and SRAP](#) training for agency staff who have records management duties.
7. Review and approve agency records retention schedules prior to submission to [CalRIM](#).
8. Review and approve agency destruction of records stored at the SRC.
9. Carry out an annual disposition of agency records not stored at the SRC. This includes transfer of records to the Secretary of State Archives or State Record Center as well as destruction of records at the Document Destruction Center.
10. Review and approve purchase or rental of filing equipment or shredders.
11. Provide all requested reports, written justifications, requests for offsite storage approval, or any other retention schedule documentation to [CalRIM and/or SRAP](#).
12. Distribute announcements of records management activities.

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<sup>3</sup> *Best records management practices suggest that a records manager be given a certain amount of authority to fulfill his/her role as coordinator based on the knowledge required to understand the life cycle of a record, provide consistent execution of internal policy and procedure, as well as a basic understanding of the laws and regulations that govern state records*