

SAM—RECORDS MANAGEMENT

ROLE OF THE SECRETARY OF STATE, ARCHIVES DIVISION – STATE RECORDS APPRAISAL PROGRAM (SRAP) (Revised 6/2015)

1608

The State Records Management Act identified in SAM Section 1602 requires the State Archives Division – SRAP to:

1. Review records retention schedules to identify records which have historical and research value.
2. Approve schedules that meet the records management and archives policies, procedures, regulations, and guidelines established by SAM and the Records Management handbook.
3. Provide training regarding the Archives' role and function within records management training and instruction.
4. Perform periodic on-site audits of agency records management programs for records with archival value.
6. Determine if records that have archival value are at risk of damage or loss, or in poor physical condition, and transfer them to the State Archives. Notification to the head of the agency will occur not less than 10 days prior to the transfer.
7. Provide access to state historical records and make them available to agencies and the public for reference and research under the provisions of the California Public Records Act, Information Practices Act, and other laws that restrict access to public records.