

RECORDS CONTROL SCHEDULES

The records management officer, in cooperation with department heads and records liaison officers, will prepare records control schedules, listing all records created or received by the department and the retention period for each record. Records control schedules will also contain such other information regarding the disposition of District records as may be required by the records management plan.

Each records control schedule will be monitored and amended, as appropriate, by the records management officer to ensure that it is in compliance with records retention schedules issued by the state and that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the District.

Before adoption, a records control schedule or amended schedule for a department must be approved by the department head and the members of the records management office.

Before adoption, a records control schedule must be submitted to and accepted for filing by the state director and librarian as provided by state law. If a schedule is not accepted for filing, the schedule will be amended to make it acceptable. The records management officer will submit the records control schedules to the state director and librarian.

IMPLEMENTATION OF RECORDS SCHEDULES

A records control schedule that has been approved and adopted for the district will be implemented by department heads and records liaison officers according to the policies and procedures of the records management plan.

ELECTRONICALLY STORED INFORMATION

The records management officer will develop procedures to ensure that appropriate record control schedules are applied to electronically stored information based on the content of the information. For this purpose, the records management officer will explore systems to efficiently manage electronically stored information, including sorting, storage, retrieval, and destruction.

SCHEDULED DESTRUCTION OF RECORDS

A record for which the retention period has expired will be destroyed unless a Public Information request is pending on the record, the subject matter of the record is pertinent to pending or reasonably anticipated litigation, the subject matter of the record is pertinent to an investigation by a federal agency or department or any bankruptcy case, or the department head requests in writing to the records management office that the record be retained for an additional period.

UNSCHEDULED DESTRUCTION OF RECORDS

A record that has not yet been listed on an approved records control schedule may be destroyed if the records management officer has received authorization from the state director and librarian.

APPROVED: JANUARY 2015