

RECORDS COMMISSION[671]

CHAPTER 1

ORGANIZATION AND RESPONSIBILITIES

- 1.1(17A,305) Description of organization
- 1.2(305) Definitions
- 1.3(17A,305) Responsibilities
- 1.4(17A,305) Responsibilities of exempt agencies

CHAPTER 2

STATE RECORDS MANUAL

- 2.1(305) Authority of the manual
- 2.2(305) Content of the manual
- 2.3(305) Applicability of the manual
- 2.4(305) Availability of the manual

CHAPTER 3

RECORDS SERIES RETENTION AND DISPOSITION SCHEDULES PROCESS

- 3.1(305) Purpose
- 3.2(305) Form to use
- 3.3(305) Agency responsibility
- 3.4(305) State archives and records bureau responsibility
- 3.5(305) State records commission responsibility
- 3.6(305) Effective date
- 3.7(305) Procedures

CHAPTER 4

TEMPORARY RECORDS—TRANSFER AND STORAGE PROCESS

- 4.1(305) Purpose
- 4.2(305) Forms to use
- 4.3(305) Agency records officer's responsibility
- 4.4(305) State archives and records bureau responsibility
- 4.5(305) Procedures

CHAPTER 5

TEMPORARY RECORDS—ACCESS PROCESS

- 5.1(305) Purpose
- 5.2(305) Definitions
- 5.3(305) Forms to use
- 5.4(305) Access to a file or box of records
- 5.5(305) Access to a redeemed state warrant
- 5.6(305) State archives and records bureau responsibility
- 5.7(305) Procedures

CHAPTER 6

TEMPORARY RECORDS—DESTRUCTION PROCESS

- 6.1(305) Purpose
- 6.2(305) Form to use
- 6.3(305) State archives and records bureau responsibility
- 6.4(305) State agency responsibilities
- 6.5(305) Procedures

CHAPTER 7

PERMANENT RECORDS—TRANSFER PROCESS

- 7.1(305) Purpose
- 7.2(305) Identification of permanent records
- 7.3(305) Form to use
- 7.4(305) Agency responsibility

7.5(305) State archives and records bureau responsibility

CHAPTER 8

CARE OF AND ACCESS TO PERMANENT RECORDS COLLECTIONS

8.1(305) Purpose

8.2(305) State archives and records bureau responsibilities

CHAPTERS 9 to 13

Reserved

CHAPTER 14

DEVELOPMENT PROCESS FOR GOVERNMENT INFORMATION POLICIES,
STANDARDS AND GUIDELINES

14.1(305) Purpose

14.2(305) Proposal of government information policies, standards and guidelines

14.3(305) Commission responsibilities

14.4(305) State archives and records bureau responsibilities

14.5(305) Agency responsibilities

14.6(305) Advisory committees

CHAPTER 15

E-MAIL RETENTION

15.1(17A,305) Definitions

15.2(17A,305) E-mail messages as records