



Duties and Responsibilities of State Agency Records Officers

Section 30-1-20 of the *Code of Laws of South Carolina, 1976*, as amended, designates the chief administrative officer of each agency as the official records custodian and authorizes that official to appoint a records officer to carry out the records management responsibilities of the agency. The agency records officer is responsible for coordinating the agency's program for the management of all public records as defined in Section 30-4-20(c) "includes all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body." The agency records officer is also responsible for serving as the agency's liaison with the Department of Archives and History's Records Management Unit in the administration of that program. Under the program, records are inventoried, retention schedules are established, digital imaging, and other applications may be applied, inactive records are properly stored, and records are disposed of at the proper time in accordance with approved records retention schedules.

The Agency Records Officer:

1. Works with records management analysts from the Archives to develop specific retention schedules for agency records, regardless of physical form or format (i.e., paper files, computer files, photographs, audio/video recordings, etc.). Conducts records surveys and inventories, and supplies information on the organizational structure and function of the agency to Archives staff.
2. Notifies the Archives when new records series are created and/or when changes in recordkeeping will require new or revised schedules.
3. Secures agency review and approval for specific records retention schedules. This review includes all legal as well as administrative requirements.
4. Implements general retention schedules and approved specific records retention schedules by:
 - a. transferring records to the State Records Center or to the Archives as scheduled, according to transfer procedures
 - b. approving the disposal of records stored in the State Records Center when retention periods are met
 - c. securing approval for the disposal of records designated for destruction after reformatting into digital imaging systems.
5. Confers regularly with Archives staff to solve records management problems.
6. Ensures agency staff are trained in proper records management procedures.