

Baseline compliance checklist



Legal mandates concerning records management and access.



Chief administrative officers

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1. Establish active records management program
 2. Appoint records officer(s)
 3. Ensure that records officers are trained
 4. Respond to appeals by providing written notice of entity's decision
 5. Make and maintain proper documentation of organization and its functions, policies, decisions, and essential transactions.





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Records officers

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1. Work with the State Archives on care, management, classification, scheduling, disposal, access, disposal, and preservation of records.
 2. Certify annually by completing online training.
 3. Maintain and dispose of the 'record copy' of all records according to approved retention schedules
 4. Receive and respond to GRAMA requests





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Governmental entities

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1. Evaluate the records they maintain and designate classifications.
 2. Make public records available for public inspection.
 3. Have proposed retention schedules approved
 4. Send records they no longer wish to retain permanently to the State Archives





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Political subdivisions

MAY

1. Adopt ordinances or policies consistent with GRAMA or PRMA.
2. Establish fees by ordinance or formal policy.





Records management or access Questions?

