

## **INTRODUCTION FOR NEW RECORDS OFFICERS**

This guidance document is intended for State of Alaska employees who have recently been appointed to the role of Records Officer under AS 40.21.060(9).

### **Role/Function of a Records Officer**

The main role of being a Records Officer for your department/division/agency is being the liaison between the Records & Information Management Service and your department/division/agency. The scope of your role is determined by your department e.g. some departments only have one Records Officer, while others have one for each division.

This means that several procedures relating to records and information management involves you as part of that procedure.

### **Main Duties**

- To verify and send Records Transfer Lists (RTL) to the RIMS when records are being transferred from a State agency to one of the approved records centers.
- To review Certificate of Records Destruction (CORD) forms submitted by agencies for accuracy and completeness before providing approval. On rare occasions, a Records Officer may need to check and send Records Disposition Authorization (RDA) forms to the RIMS when records not identified on records retention and disposition schedule are required to be destroyed.
- Promote the use and compliance with the General Administrative Records Retention and Disposition Schedule (GARRDS) or Commissioner General Records Retention Schedule as applicable and all agency records retention and disposition schedules that may be applicable.
- Inform affected employees of changes to records and information management procedures, forms or general news relating to records and information management within the State of Alaska.

Your role in all procedures relating to records and information management within the State of Alaska are detailed within section 12 of the Records & Information Management Service Manual, which can be found on the RIMS homepage.