

**RECORDS MANAGEMENT
PROGRAM**

MANUAL OF PROCEDURES

PART IV

FILING EQUIPMENT

Section 4.01 Scope

Chapter 5, Article 8, Section 9)f) of the W. Va. Code of 1931, as amended, requires the executive agencies to obtain the written approval of the Administrator prior to purchasing any filing equipment

Section 4.02 Planning Filing Equipment Needs

Planning for proper filing equipment procurement must take into consideration the suitability, economy, and standardization of the type of equipment needed. (Exhibit 10)

Section 4.03 Requesting Approval

Each agency shall request the Administrator's approval for procurement of filing equipment on Form WV-24, Request for Authorization to Procure Filing Equipment, (Exhibit 10)

Form WV-24 shall be completed in accordance with instructions shown thereon. Justification describing the specific need for new equipment shall be shown in Block 5 of Form WV-24; e g , increased volume of a particular record series, replacement of equipment to be declared surplus, opening of new offices.

Multiple request under the same account number and date me be submitted on one Form WV-24

If so desired, an agency's chief executive officer may delegate the authority to sign Forms WV-24 to the Agency's Records Manager or Procurement Officer, if such delegation is made, a copy of the order shall be furnished the Administrator.

Section 4.04 Criteria

Upon receipt of a request for procurement of filing equipment, the Administrator shall base his determination of approval or disapproval on justification furnished.

Criteria for approval or disapproval will be based on, but will not be limited to these factors: status of agency's records management program, application of current Retention and Disposal Schedule to agency's records, securing the equipment best suited to do the filing job, necessity of locks for confidential material only, up-grading of present equipment, development of new programs within agency, and use of Records Center.

Section 4.05 Approval

If the Administrator approves the proposed procurement, he will check the approved block, sign the original and one copy of Form WV-24, Request for Authorization to Procure Filing Equipment, and return to the agency. The original copy of Form WV-24

will be attached at the agency's requisition and forwarded to the Department of Administration, Office of Technology, for procurement action.

Section 4.06, Disapproval

If the Administrator disapproves the request of any agency, he will check the disapproved block, complete the Rationale for Disapproval, sign and return Form WV-24, Request for Approval to Procure Filing Equipment, to the agency.