

**RECORDS MANAGEMENT
PROGRAM**

MANUAL OF PROCEDURES

PART III

SPECIAL PROGRAMS

SPECIAL PROGRAMS

Section 3.01, Scope

The code provides for the Administrator to establish efficient and economical paperwork practices and techniques.

Agencies may, with their own personnel, initiate studies, surveys and programs for improving the efficiency and of their records management functions.

Agencies are encouraged to develop Records Management improvement projects.

Section 3.02, Assistance

The Administrator will, upon request, recommend improvements in current records management practices including the use of space, equipment and supplies employed in creating, maintaining, storing and servicing records.

If assistance is desired by an agency, a written request shall be forwarded to the Administrator specifying the type of assistance required.

Section 3.03, Consulting Services

The Administrator's written approval must be obtained prior to any agency retaining or employing any firm, partnership, person or persons, other than state employees to consult and/or assist in any phase or facet of Records Management.

Section 3.04 Through 3.09 Reserved

Section 3.10 Reports

Upon completion of an agency initiated records management survey, study or program, a copy of the findings and recommendations shall be furnished the Administrator.

A copy of the findings and recommendations of any consulting service employed by any agency concerning any phase on facet of Records Management shall be furnished the Administrator.