

0910.11 Departmental Records Management Officers

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Revised:

PURPOSE

To direct agencies regarding their responsibilities for appointing Records Management Officers (RMO).

APPLICATION

Executive Branch Departments and Sub-units and all other state operations which utilize Records Management Services.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Logistics and Operations Support (LOS) Division
Records Management Services (RMS)
3400 N. Grand River Avenue
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Website: <https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/>

SUMMARY

In order for state of Michigan (SOM) government to function administratively, undergo periodic audits, provide for its legal requirements and document its heritage, it must manage its records properly. MCL 18.1287(3)(f) states that the DTMB Records Management Services “shall issue directives that provide for the establishment of a records management liaison officer in each department to assist in maintaining a records management program.” These procedures define the roles and responsibilities of RMOs.

APPLICABLE FORMS

None.

PROCEDURES

Agency

- Each department director, or their designated deputy director, will appoint a RMO to coordinate the records management activities of their department within 60 days of a vacancy.

- Department directors or their designated deputy director will notify Records Management Services (RMS) in writing when a new RMO is appointed.
- RMOs will attend an orientation that is provided by RMS within 60 days of appointment.
- RMOs will designate a backup to assist with their duties and will notify RMS.
- RMOs will maintain a list of bureau/division-level liaisons for their department to assist with communication and records management activities.
- RMOs will authorize employee access to their department's records in the custody of Records Management Services.
- RMOs will review periodic audits of user accounts for employees of their department per SOM 1340.00.040.01 Audit and Accountability.
- RMOs will assist with any activities that are required to ensure compliance with state or federal laws or regulations regarding recordkeeping or record security.
- RMOs will coordinate the review of, and timely response to, records disposal and Archives transfer notices for records in the custody of RMS.
- RMOs will assist RMS with the maintenance of Retention and Disposal Schedules for their department to ensure that they reflect the current organizational structure and business processes.
- RMOs will attend the quarterly meetings held by RMS.

Records Management Services

- Maintains and publishes a list of RMOs with their contact information.
- Provides training to new RMOs and their backups, as well as periodic refresher training.
- Hosts quarterly update meetings for RMOs to share information.
- Communicates with RMOs about records management issues that affect state agencies and/or their specific department.
