RECORDS SURVEY FORM FOR STATE AGENCIES

1 KNOW YOUR RECORDS

Understand as much as possible about the record series being surveyed, such as its purpose, how long it's active, what determines the end of its active life, how long it is then needed for reference or research purposes. Review the records, interview the staff members who create and/or use them, and if warranted, interview the customers who use them.

2 PROVIDE TRAINING TO STAFF

If the Records Officer will have help compiling the survey forms, training should be provided, whether face-to-face or, at a minimum, a referral to our training video.

3 COMPLETE THE RM-19

Use the current version of the form found on the Records Management Forms webpage. Complete and submit the survey in the electronic MS Word format. Your records management analyst must receive it in this format to create or update the records series.

4 WORK WITH YOU ANALYST ON THE DRAFT

Work closely with your assigned Records Management Analyst. Before the surveying starts, have a conversation about the depth and breadth of the project to determine a feasible plan. Before going too far in a wrong direction, complete one or two drafts and then submit those to your analyst for review and comment.

5 MEET THE DEADLINES FOR RECORDS REVIEW

There are quarterly deadlines for introducing proposals for new and updated records series into the Records Oversight Committee (ROC) process. Your analyst will require some time, depending on the scope of the project, to convert the RM-19 forms into record series drafts. Work out mutually agreeable deadlines for forms to be submitted, and, if a large project, submit them in small batches as they are completed.