Maine State Archives – Records Management Policy Checklist

RECORDS POLICY CHECKLIST

- Starting a Records Management Program *(page 9)*
    - Determine what is and what isn't a record *(page 5)*
    - If your agency is too large to manage schedules by yourself, assign Records Officer Assistants *(page 28)*
- Create a Records Inventory *(page 10)*
    - Define the inventory's goal *(why are you doing this)*
    - Define the scope of the inventory *(your agency's mission)*
    - Obtain management support *(discuss your plan with your supervisor)*
    - Decide on the information to be collected *(types of documents created/used)*
    - Prepare an inventory form *(page 30)*
    - Decide who will conduct the inventory *(train them properly)*
    - Learn where the agency's files are located *(physically and organizationally)*
    - Conduct the inventory
    - Verify and analyze the results
- Schedule Records *(page 12)*
    - Records Retention Schedule Form *(page 29)*
- Create an Office File Plan *(page 11)*
    - Identify the types (series) of records in your office – what they are and where they are stored
    - Match those records to your agency record schedules
    - Build your file plan listing records in your office along with filing and retention instructions; include information on where and how to file and find records
    - Have plan reviewed and approved by everyone in the office; so they understand it and can make sure the plan is accurate and complete – make sure to review the plan annually
    - File plan set up should include:
        - Location – where files are physically maintained (paper and electronic)
        - Custodian – person responsible for filing the records
        - Content – description of the documents that should be filed
        - Arrangement – how documents are organized within the folders
        - Labels – instructions on how to identify folders
        - Disposition – information from the records schedule