

Records Management Liaisons Flowchart

Commissioner, Division/Bureau Director, (or person with administrative authority to sign on behalf of the agency) appoints a Records Officer and Assistants as needed

Records Officers appointed at the Department, Bureau, Division or other level where there are separate services, policies and records which are produced relative to the functions of the section.

Records Officers will act as the liaisons between their sections and the Maine State Archives.

Records Officers will have a thorough knowledge of the functions and records related to their sections and have oversight over all aspects of the Records Management program including (but not limited to):

- Creating internal guidelines for maintaining and using agency records (such as File Plans)
- Conducting record inventories
- Creating and updating schedules
- Authority to direct other agency employees concerning the management of records in their custody
- Maintaining files related to Records Management

Records Officer Assistants are appointed at the sub units/sub sections or within outlying geographic locations (regions) to assist the Records Officer

Act as a liaison for those regions/sub-sections and the Records Officer

Coordinates with the Records Officer to inventory records and keep schedules updated

Card Holders are appointed by a Records Officer within individual offices to pack boxes and retrieve records from the Records Center for which they would have specific knowledge of and need for. (Transmittals would still be signed by the RO or RO Assistant.)

All Employees will have a knowledge of records retention, agency schedules, the office file plan, who their Records Officer is and where to go for further information.
