

RMLO and Assistant RMLO Responsibilities

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Records Management is the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. To that end, and pursuant to CGS §11-8a(f), each state agency must appoint a Records Management Liaison Officer (RMLO) to coordinate records management activities on the agency level and to serve as a liaison with the Connecticut State Library, Office of the Public Records Administrator. It is highly recommended that the RMLO holds a position within the agency to have considerable knowledge of agency functions and the records created to fulfill those functions, as well as the authority to direct agency employees.

RMLO Duties and Responsibilities:

- Implement and maintain the agency records management program
- Create guidelines for maintaining and using agency records
- Prepare and submit records retention schedules
- Review and sign disposition authorizations
- Transfer inactive records to the State Records Center, or other approved off-site records storage facilities
- Disseminate records management information to agency personnel
- Supervise agency records inventories
- Coordinate the implementation of records technology
- Maintain control files of records retention schedules, disposition authorizations, and records transfers
- Coordinate transfers of permanent / archival records to the State Archives

In order for an agency records management program to be effective, it must include all of the units within the agency (departments, bureaus, divisions, units). One way to ensure success is by designating certain unit supervisors, managers, or other appropriate persons as Assistant RMLO(s). The agency RMLO should work together with the Assistant RMLO(s) to form a *de facto* agency records committee to systematically manage the records of the agency.

Assistant RMLO Duties and Responsibilities:

- Assist the RMLO with implementing and maintaining the agency records management program
- Assist the RMLO with disseminating records management information within the agency
- Assist the RMLO with the creation, maintenance, and use of records to agency personnel
- Review and sign disposition authorizations
- Transfer inactive records to the State Records Center, or other approved off-site records storage facilities

The RMLO and Assistant RMLO(s) must be appointed by the agency head by submitting a *Records Management Liaison Officer Designation* (Form RC-078). The agency head may designate multiple employees to serve as RMLOs or Assistant RMLOs dependent on business needs.