

## A Guide to the IARA/Agency Record Retention Schedule Update Process

1. Agency Records Coordinator and IARA Records Analyst discuss changes to a current Retention Schedule.
  - a. Agency initiates because of need for specific updates

OR

  - b. IARA initiates when four years have passed since the last review/revision.
2. IARA Records Analyst sends MS Word draft to Records Coordinator.
  - a. Contains revisions proposed by IARA or by agency, arranged into a specific draft format

OR

  - b. IARA has no revisions to propose; existing schedule sent for agency review and potential changes.
3. Agency/division staff reviews draft or existing schedule.
  - a. Agency suggests changes

OR

  - b. Agency agrees that existing schedule currently needs no updates

OR

  - c. Agency approves proposed changes as-is.
4. Records Coordinator notifies Analyst that
  - a. Further changes are needed: back to Step 2

OR

  - b. No updates are needed at this time: Analyst marks schedule as up-to-date, project closed until next cycle

OR

  - c. Proposed changes are approved as-is and this is the final draft: on to Step 5.
5. IARA Analyst submits final draft to IARA administration team for review.
6. Administration team returns notes or approval to Analyst.
  - a. Changes are requested by IARA administration; draft goes back to the Records Coordinator and Step 2

OR

  - b. Administration team approves draft as-is: on to Step 7.
7. IARA analyst e-mails PDF packet to Records Coordinator which contains final draft and cover sheet for agency head to sign.
  - ☆ Barring emergency corrections, no changes should be requested at this point.
8. Records Coordinator e-mails the digitally-signed pdf back to IARA analyst.
9. IARA Analyst routes to State Board of Accounts for their expert review and signature.
10. Fully signed packet is placed on the agenda for the next available monthly OCPR meeting.
11. Records Coordinator is notified of meeting date/time/location and whether an agency staff member needs to attend.
12. OCPR members discuss and vote at meeting.
  - a. Changes requested by Committee, no agency staff present: schedule tabled until next meeting. On to Step 13a.

OR

  - b. Changes requested by Committee, approved by agency staff at meeting: schedule approved with amendments

OR

  - c. Committee approves schedule as presented.
13. IARA analyst sends Records Coordinator:
  - a. New draft with changes requested by Committee. Only informal approval (e-mail reply from Coordinator) is necessary, then revised draft is submitted for Committee approval as Old Business at the next meeting: on to Step 13b.

OR

  - b. Finalized schedule, signed by IARA's Executive Director. **This is the new official schedule.**