

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 five 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 post-agency review.
 - a. If draft contains new content featuring agency expenditure or revenue, the State Board of Accounts also receives a copy for review.
6. Administration team (and SBOA as appropriate) return notes or approval to Analyst.
 - a. Changes are requested by post-agency reviewers; draft goes back to the Records Coordinator and Step 2

OR

 - b. Post-agency reviewers approve 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. Fully signed packet is placed on the agenda for the next available monthly OCPR meeting.
10. Records Coordinator is notified of meeting date/time/location and whether an agency staff member needs to attend.
11. 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.
12. 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 12b.

OR

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