

EEP PPM Section 5.2.2.2		Document No.: ADM.PRO.01.01.02	
Procedure Title: Records Management		Rev. No. 0	Page: 1 of 3
		Date: August 31, 2004	

1.0 PURPOSE AND SCOPE

- 1.1 Purpose. The purpose of this procedure is to manage records according to DENR's procedures.
- 1.2 Scope. This procedure applies to records that fall under DENR's records management processes.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Processing Assistant
 - Records Retention Center staff?

2.0 PROCEDURE STEPS

- 2.1 Identify records. [Who?] identifies records [based on what? What kind of records? What triggers this? Needs a bit more context; perhaps scope will provide that].
- 2.2 Collect records. The EEP Processing Assistant collects the records identified in Step 1.
- 2.3 Determine whether to retain or destroy. [Who?] determines whether records need to be destroyed. If so, go to step 8. Otherwise, continue with step 4.
- 2.4 Send to retention center. The EEP Processing Assistant Sends the records to the DENR? Record Retention Center.
- 2.5 Determine whether to archive. [Who?] determines whether records should be archived or not. If so, continue to step 6. Otherwise, skip to step 7.
- 2.6 Archive records. [Who?] archives the records. Procedure complete.
- 2.7 Retain records. Retain records for X years. [does this vary, or do we just need to find out what X is?]
- 2.8 Destroy records. EEP Processing Assistant [if from step 3, or person at record retention center if from step 7?] destroys the records. Procedure complete.

3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

Table 1. Responsibilities and Authorities

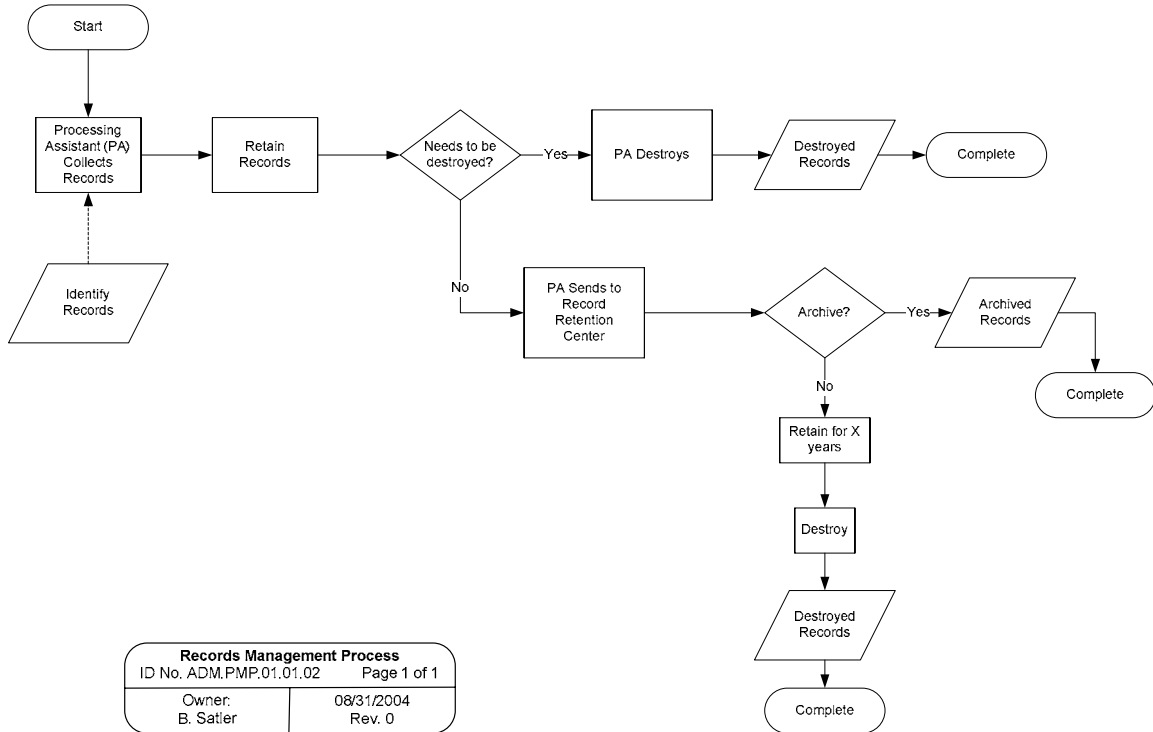
Step #	Procedure Step	EEP Processing Assistant	Record Retention Center staff?
1	Identify records	P?	
2	Collect records	P	
3	Determined whether to retain or destroy	P?	
4	Send to retention center	P	
5	Determine whether to archive		P?
6	Archive records		P?
7	Retain records		P?
8	Destroy records	P	A?

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person



4.0 PROCEDURE FLOW DIAGRAM



5.0 REFERENCES

Link to DENR records management policy and procedure? Need citation.

6.0 FORMS

None.