

Tips for “Who Should be at the Table?”

Records Management depends on communication and collaboration across an organization. The Ohio Revised Code includes specific requirements for the **records commission** in each local government, as well as state government procedures (<http://codes.ohio.gov/orc>):

- Counties, ORC 149.38
- Municipalities, ORC 149.39
- School districts, ORC 149.41
- Public Libraries, ORC 149.411
- Special taxing districts, ORC 149.412
- Township, ORC 149.42
- State, ORC 149.333-149.34

The ORC requires particular elected or appointed office holders to serve on records commissions in order to represent basic functions - administrative, legal, and fiscal - across the government.

A steering committee for any public records program should include:

- Executive administrator
- Records Manager
- Head of Legal Services for organization
- Senior IT administrator /Chief Information Officer (CIO)
- Treasurer or other financial administrator
- Executive level managers in areas with records-heavy responsibility (exp. HR, police department, or registrar)

In general, the steering committee should include people with the power and resources to commit personnel and drive the records manager program. The steering committee is critical in securing support and buy-in for a records management program.

However, these administrators won't be doing the day to day work required for implementing retention. Having a support system of **records coordinators** is very helpful. A records coordinator does not work for the Records Manager, but has responsibility for records. The records commission or committee can work with managers in each department to identify a staff member as a coordinator. A records coordinator will be/should be:

- Serving as a “Ground troops” for day-to-day records management
- Usually administrative support staff who already create, use and store records
- First to be trained about records procedures and policies
- Sharing records updates with peers
- Answering basic records questions within his or her department
- Responsible for leading and documenting annual records purges in their area
- Contacts records committee with questions from his or her department.

