

Records Management depends on communication and collaboration across an organization, especially when concerning office-wide projects or electronic system implementations. This document outlines the three groups needed for establishing an organized, efficient team to tackle these efforts.

GROUP 1: THE RECORDS COMMISSION

The Ohio Revised Code (ORC) requires specific elected and/or appointed office holders to serve on **records commissions** to represent basic functions - administrative, legal, and fiscal - across the government. The records commission is responsible for not only identifying records coordinators but also recognizing policy development and information governance opportunities. The records commission should be established first and foremost to help champion proper information management, identify problems, and work with information governance teams to determine solutions.

The ORC includes specific requirements for the records commission in each local government as well as state government:

- [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](#)

GROUP 2: DEPARTMENT RECORDS COORDINATORS

However, the individuals serving on the records commission are not always the same individuals who are responsible for the day-to-day work required for implementing records retention. After a records commission is established, the next step is to identify **records coordinators**. Having a support system of records coordinators is very helpful. They do not work for the Records Manager, but have responsibility for records, business interests, and information activities in their office. The records commission can work with managers in each department to identify a staff member as a coordinator. A records coordinator may be tasked with:

- Serving as a “Ground troops” for day-to-day records management.
- Providing administrative support for 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 their department.
- Responsible for leading and documenting annual records purges in their area.
- Contacting records committee with questions from their department.

GROUP 3: INFORMED GOVERNANCE COMMITTEE

Information Governance (IG) is a framework of policies, processes, and technologies to help manage risk with information assets/records while also maximizing their benefits to the office's goals. Such concepts bring together different government offices and stakeholders to make sure information/records can be managed consistently across the office while also being involved in future planning and decisions that could also affect it.

Forming an **Information Governance (IG) Committee** helps ensure information is secure, reliable, and easy to find and use when needed. Such a committee would be involved in the review of policy changes, selection and development of electronic recordkeeping systems, risk management, and other major decisions that could affect records management. An IG Committee for any public records program should include:

- Executive administrators
 - Ex. County Administrator, Auditor, Risk Management Director, Chief Operating Officer
- Records Manager
- General or Legal Counsel representative
- Senior IT administrator
 - Ex. Chief Information Officer (CIO), Chief Information Security Officer (CISO), Network Operations Director
- Treasurer or other financial administrator
 - Ex. Director of Accounting, Finance Director
- Executive level managers in areas with records-heavy responsibility
 - Ex. HR, Police Department, Facilities, Purchasing, Data Processing, Public Health, Registrar, Probate/Common Pleas Courts

In general, the IG Committee should include people with decision-making power and resources to ensure compliance with proper records management. This committee is critical for interpreting the ORC and securing support and buy-in for a records management program. For more information about IG and IG committees, please see the OhioERC resource [here](#).

