

Coordinator Responsibilities

Records Coordinator:

- In cooperation with the divisions/sections, appraise record series to determine their administrative value.
- Ensure Records Retention Schedules are kept current. The schedules are available at <https://apps.nd.gov/itd/recmgmt/rm/user/login> by logging in to the Records Management System (assigned users).
- Review and coordinate submitting Record Series service requests for additions, changes, or deletions to retention schedules.
- Distribute annual records disposal information to divisions/sections and work with them to complete the disposal.
- Follow established procedures when transferring records to the State Archives.
- Coordinate records management issues and projects, including the following:
 - Identify and protect essential records
 - Assist in disaster recovery efforts
 - Respond to open records requests
 - Assist with litigation hold orders and the discovery process
- Provide technical advice and training to employees regarding the establishment and maintenance of effective records management programs.
- Assist in periodic evaluations of records management practices within the department to determine the effectiveness of the program.

Forms Coordinator:

- Distribute annual forms inventory to divisions/sections and work with them to review and update the inventory.
- Review forms created internally to verify State Forms Design Standards are being followed.
- Request any new State Form Numbers (SFN) or any deletions or changes to existing State Form Numbers.
- Assist in periodic evaluations of forms management practices within the department to determine the effectiveness of the program.