Minimum Records Management Officer Responsibilities:

(1) **Exercise** staff supervision over records management program activities and compliance with the requirements of DLAI 50 15.1, and DLAD 50 15.1, to assure that all records under their jurisdiction are maintained and disposed of under the provisions of DLAI 5015.1.

(2) Survey and evaluate staff records management practices of the activity and prescribe corrective action as required. These evaluations shall include periodic monitoring of staff determinations of the record status of documentary materials, including electronic mail.

(3) Assess and evaluate the adequacy of applicable records disposition standards. Submit requests for new record series to the DLA Records Management Program Office to establish appropriate disposal standards for categories of records not specifically identified in the DLA Records Schedule (Appendix 1, DLAI 5015.1).

(4) Request approval of exceptions to retain records longer than prescribed by submitting a request with adequate justification to the DLA Records Management Program Office.

(5) Establish and maintain a records management orientation and training program. Include policies, responsibilities, and techniques for the implementation of recordkeeping requirements. Emphasize the distinction between records and nonrecord materials, in any medium, including those materials created by individuals using computers to send or receive electronic mail and include procedures for moving or copying records for inclusion in a recordkeeping system.

(6) Advise all employees annually:

(a) Of their responsibility to create and maintain records.

(b) How to identify records and distinguish them from nonrecord materials.

(c) Not to remove records from Government custody or destroy them except as required under authorized records schedules (i.e., DLAI 5015.1)

(d) How to inform appropriate officials of any actual, impending, or threatened unlawful removal, alteration, or destruction of Federal records.

(e) To identify personal papers and maintain them separately from organizational records, in compliance with reference A3.

(7) Establish and maintain a records holding area when cost-effective in the management of the activity's records.