

RECORDS MANAGEMENT PROGRAM

POLICY HANDBOOK

GUAM COMMUNITY COLLEGE

P.O. Box 23069, GMF

Guam, MI 96921

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ACKNOWLEDGMENT

This Records Management Program Policy Handbook is prepared by the College's Records Management Officer, who was appointed in August 2000 to develop and administer a uniformed system of records management for the College. For the purpose of compiling College-wide files maintenance and disposition plans, a committee of representatives was formed. The committee was comprised of College personnel who were identified as records keepers. The cooperation of committee members who conducted an inventory of their records and completed their Files Maintenance and Disposition Plans is acknowledged with thanks. I would also like to acknowledge the Department of Administration's Records Management Officer, Mr. Jesus Quintanilla, who was very helpful in providing the necessary information and materials in the process of establishing the College's Records Management Program.


TONI M. CHAMBERLAIN
Records Management Officer
Administrative Services Division

INTRODUCTION

This Records Management Program Policy Handbook, is hereby, adopted for Guam Community College (referred to as the College), pursuant to the “**Records Management Act**” of February 26, 1962, Public Law No. 6-64. The Records Management Act mandates that each department or agency of the Executive Branch of the Government of Guam establish and administer a records management program, under the guidance of Department of Administration’s Records Management Officer (GSA). In its establishment of a records management program, each department or agency shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of records.

This Handbook prescribes the standards and procedures for maintaining and disposing records, to be applied by all College personnel who are responsible for filing or maintaining documents, using the General Records Schedule (see pages 8-13) as a guide. This Handbook is intended to be used as a guide on a daily basis, and to orientate new employees to established standards and procedures.

To ensure the success of a Records Management Program, the College management must be fully supportive of the process.

WHAT IS RECORDS MANAGEMENT?

Records management is planning, organizing, and controlling the creation, protection, use, storage, and disposition of records. Records are defined as documents, books, papers, photographs, sound recordings, or other material regardless of physical form or characteristics made or received pursuant to law or in connection with the transaction of official business.

Records play a vital role in managing and operating College activities. It serves as the memory of the institution, as records of past events, and the basis for future actions. Records are essential to the conduct of a successful organization. They are one of the tools that enable an organization to carry out its functions and meet its objectives. Good records are a valuable asset; poor records can hamper an organization and can be costly. For an organization to be effective, costs and benefits, and the value of records should always be considered. With the implementation and consistency of a uniformed system of Records Management Program, the College will avoid the cost of unnecessary space, equipment, supplies, and labor of records-keeping operations.

THE BASIC FILE GROUPS

1. **General Correspondence (subject files).** This filing arrangement is used when the grouping by subject is the primary means of reference. Generally, this type of file consists of letters, memorandums, telegrams, reports, and miscellaneous materials, arranged by subject.
2. **Numerical Arrangement.** This arrangement is used to arrange records normally identified by number, such as bills of lading, requisitions, purchase orders, etc.
3. **Chronological Arrangement.** This arrangement is used to file records in date sequence, usually by year, month, and day. Transitory, reading and suspense files are examples of files which are arranged by date.
4. **Geographical Arrangement.** In this arrangement, material is filed by geographical location, such as area, country, state, county, village, etc. It is used when the geographical location is the primary means of reference. Files are arranged in alphabetical sequence first by the name of the main geographical divisions, such as state, then by the next most important subdivision required for reference such as counties or cities.
5. **Organizational Arrangement.** This arrangement is used when the name of the pertinent organization is the primary means of reference.
6. **Alphabetical Arrangement.** This arrangement is used to file by names of persons, companies, agencies, etc. in alphabetical sequence. In filing, disregard titles such as Jr., Sr., Dr., etc., but inclose them in parentheses following the name.

Example: Aguon, A.
 Aguon, A.B. (Capt.)
 Aguon, A.B. (Dr.)

7. **Case Files.** This type of filing reflect the “case history” of a transaction or document a series of related actions concerning a person, organization, location, product, or thing. Records commonly case filed relate to:

- Contracts
- Purchase Orders
- Personnel Records
- Investigations
- Requisitions
- Loans
- Research Projects
- Construction Projects

Typically, a case file documents a transaction or relationship from beginning to end. Accordingly, they are terminated on the occurrence of an event—such as contract completion, retirement of an individual, or completion of a project. Case files may be said to be specialized subject records, the specialization being the “name” or “number” filing feature. For example, a contract may be filed by a number J-11223, or by vendor “Dynallogic, Inc.”

8. **Case Working Data/Papers.** These are shortlived correspondence and working papers or records accumulated in connection with specific case (project) files. They include background and working materials, such as reference materials and data obtained for the case or project, data analyses and summaries, drafts, and other preliminary papers leading to final results or findings. The most common type of working papers are routine requests for reports or data on the case or project, extra copies of documents or reference materials in the case file, etc.
9. **Transitory Correspondence.** One of the great failures in filing is the failure to recognize adequately the existence of transitory correspondence and to provide for its handling. This failure means that many papers are kept longer than they need to be, and are kept more expensively than they need to be. Transitory correspondence consists of easily recognizable materials. These are short lived records that do not

contain procedural or policy matter applicable to the receiving office. Transitory includes:

1. Routine transactions.
2. May consist of transmittal letters or forms; requests for routine information, publications, or supplies, and/or documents not requiring action by the receiving office.

The recognition and separate maintenance of transitory material is important. Immediately destroy transitory material which has served its purpose, rather than file it. Elimination of this material simplifies filing and disposition; there are fewer papers to code, sort, and file; reference to important papers is easier and faster; and the need to "screen" records at time of disposal is eliminated. Chronologically maintain as a separate series that material to be of reference value for 90 days or less. If the volume warrants using more than one folder, four folders may be used.

Example: Jan-May-Sep (1st folder)
 Feb-Jun-Oct (2nd folder)
 Mar-Jul-Nov (3rd folder)
 Apr-Aug-Dec (4th folder)

10. **Technical Reference Materials.** Printed reports, periodicals, and special studies usually called "Reference materials," are received constantly from colleges and universities, private research organizations, trade associations, federal, and the like. These materials also include internal agency instructional and information manuals. Frequently they include supplemental publications available at library facilities. They are most evident in offices involved in research, product development, statistical reporting, and information gathering and dissemination.
The correspondence files in many offices are crippled by including more technical reference materials than correspondence. As a broad rule of thumb, if more than one drawer of the bulk of correspondence file consists of reference materials, separate filing of the latter is warranted.

11. **Extra "Convenience Copies."** Extra copies of documents created or received that are retained solely for ease of use constitute the "convenience" file group. Some offices probably have ample justification for keeping them, but most do not. The "day file" of letters written by an office, arranged in date order, is a typical example of a convenience file. Not so evident may be the copies of letters and forms which are filed with the general correspondence or case files, not because of any action that must be documented, but for convenience of reference.
12. **Film, Tape, or Disk Records.** These records have the form of graphic images, or of electronic or other mechanical reproduction of sounds or coded information. They are usually kept separately because of their physical characteristics.

Still pictures are used in many instances to record activities or progress, and as such must be treated as records. If prints are received only occasionally, the custom is to house them in the regular subject or case files. Still picture negatives, as well as motion pictures, demand separate housing and special care for preservation.

Sound recordings from some office dictating machines are disks compatible in size with letter paper and can be filed with paper records, but tape types cannot. Many sound recordings are transcribed to paper records so that the recording media can be discarded or reused. Others are not transcribed and must be preserved, as in the case of some grievance hearings. Even a small volume of tapes or off-size recordings requires a separate file. Other items in this basic type are magnetic and paper tapes. X-ray films, and microphotographs.
13. **Cartographic Materials and Drawings.** Maps, charts, aerial photographs, physiographic diagrams, and engineering drawings have a variety of formats and sizes. Hence, they are frequently kept separate from other records. Maps are usually more usable as a printed, reduced copy than in the original. If they are standard size, they can be filed with related papers. Field survey notes, geodetic surveys, astronomic readings, and similar computations are usually considered as cartographic in nature.

GENERAL RECORDS SCHEDULE

GUAM COMMUNITY COLLEGE

The records described below relate to all procedures, controls, and related matters pertaining to the Guam Community College within the Government of Guam as administered under the authority of Public Law 14-77, other applicable laws, rules, and regulations and are the official records retention and disposal schedule for the College in accordance with the Government Code of Guam, Section 6707, Public Law 6-64.

No.	Description	Filing	Disposition
1.	Correspondence, public laws, executive orders that document the development, establishment and execution of all policies, plans, and procedures for administering the laws, regulations, and policies pertaining to College management within the Government of Guam.	subjective/ chronological	Permanent. Copies in GCC storage container.
2.	Correspondence and subject files relating to administration and operation of division, section, or school functions having limited historical or legal value.	subjective/ chronological	Destroy 3 years after date of document.
3.	Correspondence and subject files relating to the administration and operation of the College functions.	subjective/ chronological	Destroy 3 years after date of document.
4.	Division/section/school personnel records, staffing patterns, assignments, etc.	subjective/ chronological alphabetical	Transfer to storage container after 4 years.
5.	Division/section/school activity, monthly, and annual reports.	chronological	Permanent. Copies in storage container.
6.	Employee records (active)	alphabetical	Permanent.

No.	Description	Filing	Disposition
7.	Division/section/school budgets	chronological	Transfer to storage container after 4 years.
8.	Division/section/school payroll	chronological	Destroy after 2 years.
9.	Division/section/school programs	subjective/ chronological	Transfer to storage container after 4 years.
10.	Correspondence, agendas, minutes, reports, resolutions, and policies of the governing board (Board of Trustees).	subjective/ chronological numerical	Permanent. Copies in storage container.
11.	Records of the office of the chief executive (president), i.e., correspondence, memoranda, administrative directives, policies, etc.	subjective chronological numerical	Transfer to storage container 3 years after date of document.
12.	Correspondence, subject files, and reports of the academic affairs vice president.	subjective chronological	Transfer to storage container 3 years after date of document.
13.	Correspondence, subject files, and reports of the administrative services vice president.	subjective chronological	Transfer to storage container 3 years after date of document.
14.	Correspondence, subject files, program files, student/client files, and reports of program coordinators including business office and personnel.	subjective chronological numerical	Transfer to storage container 3 years after file is inactive.
15.	Correspondence, subject files, and reports of the vice president of business and finance.	subjective chronological	Transfer to storage container 4 years after the date of the document.

No.	Description	Filing	Disposition
16.	Correspondence, subject files, reports, and records of criminal justice academy cycles & programs (Pro-Tech Institute)	subjective chronological numerical	Transfer to storage container 2 years after the program/criminal justice academy cycle is completed.
17.	Accreditation correspondence, reports, and other related documents.	chronological	Transfer to storage container 3 years after date of document.
18.	Annual budgets and audit reports	chronological	Transfer to storage container after 4 years.
19.	Personnel records of inactive employees, i.e., retired, resigned, or deceased staff, faculty, and administrators.	alphabetical chronological	Transfer to storage container 6 months after file is closed.
20.	Records of the registrar (admissions and registration office), including class schedules, student transcripts, enrollment reports, graduation rosters, and other reports issued on a regular basis.	alphabetical subjective chronological	Permanent.
21.	Correspondence, subject files, grant applications, program files, and reports of the office of institutional research (Planning & Development).	subjective chronological	Transfer to storage container 3 years after program is completed.
22.	Records of student organizations.	subjective chronological	Destroy 2 years after organization becomes inactive.
23.	Student health records.	alphabetical	Destroy after 2 years.
24.	Business and Finance records such as A/P, tuition/pell refunds, payroll deductions, check master, pink copies.	alphabetical/ chronological	Transfer to storage after 2 fiscal years. Destroy after 4 years. (audited records).

No.	Description	Filing	Disposition Page <u>4</u> of <u>5</u>
25.	Business and Finance records pertaining to A/R (outstanding invoices)	alphabetical/ chronological	Active files are carried forward to next fiscal year. Transfer inactive files to storage after 2 fiscal years. Destroy after 4 years.
26.	Business and Finance records such as Payroll Reports	chronological	Transfer to storage after one fiscal year. Destroy after 4 years. (audited records).
27.	Business and Finance records such as Master Payroll Time Sheets	alphabetical/ chronological	Permanent. Transfer to storage after one fiscal year.
28.	Business and Finance records such as Payroll jackets	chronological	Permanent. Transfer to storage after one year of being inactive.
29.	Business and Finance records such as tax documents (W-2 & 1099-Misc)	alphabetical/ chronological	Permanent. Transfer to storage after 4 years.
30.	Business and Finance records such as Social Security/SWICA Quarterly Reports	chronological	Permanent. Transfer to storage after 2 fiscal years.
31.	Business and Finance records such as Payroll Year-End Reports	chronological	Transfer to storage after 2 fiscal years. Destroy after 4 years. (audited records).
32.	Business and Finance records such as Federal Restricted Program Funds	alphabetical/ chronological	Transfer to storage after one year of audit. Destroy after 5 years of audit date. (audited records).
33.	Records of academic and administrative committees and task forces, meeting minutes, memos, etc.	alphabetical chronological	Transfer to storage after 3 years or when file is closed.
34.	Materials Management operations, contracts, requisitions, purchase orders, bids, requests for proposals, requests for travel	subj./chrono. numerical	Permanent. Transfer to storage after one fiscal year. Destroy after 7 years.
35.	Bookstore operations records	subj./chrono. numerical	Transfer to storage after one fiscal year.


No.	Description	Filing	Disposition
36.	Student Financial Aid (SFA) student files	alphabetical	Transfer to storage after 3 fiscal years. Destroy after 4 years.
37.	SFA veterans files	alphabetical	Destroy after 5 years.
38.	SFA records such as Work-Study contracts/timesheets. FISAP/reconciliation records, tape back-up and disk records	alphabetical chronological	Destroy after 4 years.
39.	Communications & Promotions (Public Information Office) correspondence, media releases	chronological	Destroy 3 years after date of document.
40.	College newsletter (Chachalani)	chronological	Permanent.
41.	College Human Resources Directory	alphabetical chronological	Destroy after 2 years.
42.	Records of staff development program	alphabetical chronological	Permanent. Transfer to storage after training is completed and employee has fulfilled service obligation.
43.	Records of environmental safety issues, meeting minutes of College safety committee, and other pertinent documents	chronological	Transfer to storage after 2 years.
44.	Curriculum development records, course guides and course programs	alphabetical chronological	Permanent.
45.	Records of facilities maintenance, construction projects, campus re-development, and other pertinent documents	alphabetical chronological	Permanent. Transfer to storage after project is completed and contract is closed.

**GUAM COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES DIVISION**

**AUTHORIZATION FOR RETENTION & DISPOSITION
GOVERNMENT OF GUAM RECORDS
SECTION 6707, PUBLIC LAW #6-64**

This authorizes a retention and disposition schedule for official records of the Guam Community College.

APPROVED:



H. delos Santos, Ed.D.
President

Date: 11-29-02

APPROVED AS TO FORM:



CESAR C. CABOT
Legal Counsel

FORMS

General Records Schedule

The General Records Schedule (records disposition schedule) is the authority for the retention and disposition of all official records of the College. It is a statement of actions to be taken with respect to all records produced or maintained by the College. It assists the College in effecting the disposal of records no longer needed; the storage of records that must be retained temporarily for current operations; and the preservation of permanent records. It is to be used when preparing a Files Maintenance and Disposition Plan.

Files Maintenance and Disposition Plan

A Files Maintenance and Disposition Plan (Form A) is a list of all files indicating their retention periods and disposition schedule. Each office which maintains records of its operations should have a Files Maintenance and Disposition Plan at the front of its files. A copy of each section's, program's, and division's Files Maintenance and Disposition Plan should also be filed with the Records Management Officer.

Records Transfer and Receipt

A Records Transfer and Receipt form (Form B) is prepared when transferring records for one or two purposes: 1) When no longer needed for everyday operations, transfer from office to storage container (Records Center); and/or 2) For destruction when records no longer have any significant value to the organization.

Records Transfer Code Numbers

For identification and easy retrieval purposes, each division, section, school, and program is assigned a code number, to be used when requesting a transfer of records. Code numbers are assigned from budget account codes (see attached list).

Box Label

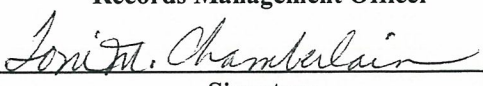
A box label form (Form C) is prepared and taped to each box of records to be transferred to the Records Center. Records storage boxes may be purchased at GSA's Tandan Gobetno. Box labels must correspond with the records listed on the Records

Transfer and Receipt form for identification and easy retrieval of records in storage.

Records Disposal Authorization

A Records Disposal Authorization form (Form D) must be prepared when requesting for records to be destroyed. Any request for destruction of official records must be approved by the president of the College and the legal counsel.

GUAM COMMUNITY COLLEGE
Files Maintenance and Disposition Plan

Date Prepared: August 29, 2000	Prepared By: <u>Toni M. Chamberlain, Records Management Officer</u> Name & Position Title
Division/Section: Management Information Systems (MIS), ASD	<hr style="border: none; border-top: 1px solid black;"/> Signature
Records Management Officer  Signature	

Item No.	Title or Description of Record	Filing Arrangement	Retention/Disposition Schedule
1.	Files Maintenance & Disposition Plan	Front of Files (First drawer)	As required.
2.	Budget, FY '98-99	chronological	Transfer to storage container after 4 years.
3.	Computer equipment, by division/school AAD ASD B&F BPS President's Office Pro-Tech Institute TSS	subjective chronological	Destroy when superseded by updated information.
4.	Computer lab (D-5)	chronological	Destroy 3 years after date of document.
5.	E-Mail addresses	alphabetical chronological	Destroy when superseded by updated listing.
6.	Equipment (lent out)	chronological	Permanent.
7.	Equipment (returned)	chronological	Permanent.
8.	Internet use requests (students)	alphabetical numerical	Destroy 4 years after date of document.
9.	Inter-office correspondence	chronological	Destroy 3 years after date of document.
10.	Inventory list	chronological	Destroy after equipment has been surveyed or removed from list.
11.	List of computers by department	alphabetical chronological	Destroy when superseded or updated.

Item No.	Title or Description of Record	Filing Arrangement	Retention/Disposition Schedule
12.	Organizational chart	chronological alphabetical	Permanent. Transfer to storage container when superseded by updated chart.
13.	Payroll (Timesheets) Bautista, Kenneth C. Camacho, Frank C. Cruz, Maurice V. David, Margaret Q. Iwatsu, Joey R. Terlaje, Edward V.	chronological alphabetical	Destroy after 2 years.
14.	Purchase orders	numerical chronological	Destroy after 3 years.
15.	Staff development	chronological alphabetical	Destroy after training is completed and employee has fulfilled service obligation.
16.	Transfer of property	chronological	Permanent.
17.	Work order requests	numerical chronological	Transfer to storage container after inputted into computer system.
18.	Personnel records Bautista, Kenneth C. Camacho, Frank C. Cruz, Maurice V. David, Margaret Q. Iwatsu, Joey R. Terlaje, Edward V.	alphabetical chronological	Permanent. Transfer to Personnel Services Division upon employee's termination or retirement.

RECORDS TRANSFER AND RECEIPT		Page _____ of _____
GUAM COMMUNITY COLLEGE CODE NO. _____		Records Center: GCC Storage Container
The records described herein may be destroyed as so specified without further concurrence. Please check one box: Yes [] No []		
Division/Section Head Signature:		Date:
Box #	Description of Records with Inclusive Dates	Disposal Date (Month and Year)
FOR RECORDS CENTER ONLY		Record Receipt Date:
Records Management Officer: _____ Signature		Remarks:

BOX _____ CODE:

RECORDS T/R DATE:

DISPOSAL DATE:

FORM C

**Note: Please use a black marker to print the
above on the front and rear ends of the box.**

**GUAM COMMUNITY COLLEGE
RECORDS DISPOSAL AUTHORIZATION**

To: Records Management Officer

Date: _____

From:

Quantity and Description of Records for Disposal:

Reason for Destruction:

Method of Destruction:

APPROVED: _____ **Date:** _____
President

DESTRUCTION CARRIED OUT BY: _____ **Date:** _____

WITNESSED BY: _____ **Date:** _____

RECORDS TRANSFER CODE NUMBER LIST

Division/Section/Program	Code Number
Academic Affairs Vice President	50
Dean, School of Technology & Student Services	70
Dean, School of Trades & Professional Services	60
Admissions & Registration	5020
Adult Education & GED	6150
Assessment & Counseling	7210
Continuing Education	5050
Education	6200
English Language Institute	6130
Learning Resources Center	7230
Project Aim	7250
Student Support Services	7240
Tourism & Hospitality	6220
Trades & Industry	6310
Administrative Services Vice President	20
Environmental Safety	2060
Facility Maintenance	2050
Food Services	2070
Management Information Systems (MIS)	2020
Planning & Development	2010
Business & Finance Vice President	30
Budget & Contracts	3020

Bookstore	3045
Human Resources	3030
Materials Management	3040
Payroll (Business Office)	3010
Student Financial Aid	3060
President's Office	10
Board of Trustees	1000
Communications & Promotions	1030
Professional Technological Institute (Pro-Tech)	40

PROCEDURES

INVENTORY OF RECORDS

An annual inventory of records should be conducted by each office within the College for two purposes:

1. To determine what records are to be transferred to storage or disposed of; and
2. To make more space for active and the following year's records.

It is recommended that the inventory of records be conducted by the end of the school year in order to meet the transfer and disposal schedule established by the College.

TRANSFER OF RECORDS

1. Use the Records Transfer and Receipt form (Form B) to list records to be transferred to the Records Center (GCC Storage Containers) for storage. The Records Transfer and Receipt form must be prepared in two sets—an original and one copy—the original is to be submitted along with the records being transferred; the duplicate is for the division/section's receipt copy.
2. Records must be packed in standard storage boxes (GSA stock, 18"x12"x10"). One box holds one cubic foot of records.
3. Use the Box Label form (Form C) to identify each box of records being transferred. Each box should be numbered consecutively, starting with number 1. Label should be taped to the front of each box. Each division, section, or program's assigned code number should also appear on the box label form.
4. Before transferring records to the Records Center, make sure that the box label on each storage box corresponds with the box number and description of records listed on the Records Transfer and Receipt form. This is very important for purposes of locating records to be retrieved or destroyed.

DESTRUCTION OF RECORDS

Destruction of records is not automatic when the retention period expires. When it is determined that there is no further use for the records, or if there is a disposition date, the division or section shall notify the Records Management Officer that there are records to be destroyed.

The division or section shall prepare a Records Disposal Authorization form (Form C) and submit to the Records Management Officer, which will go through the process of approval by the President and the Legal Counsel.

Depending on the type of records, quantity to be destroyed, and the availability of resources, the Records Management Officer will determine the method of destruction.

Disposal Methods

1. Shredding: The type of records normally destroyed by shredding are those of a confidential nature, or those of minimal quantity, not more than one storage box per division, per disposal schedule.
2. Burning: Large quantities of records to be destroyed are normally taken to the Ordot dump or site designated by the College for burning on a specified schedule.

Destruction of records shall be conducted by a designated College official within the Administrative Services Division, with concurrence by the Records Management Officer.

Schedule

A schedule for transferring and destroying records should be established on a yearly basis. The months of June and July shall be designated as such.

Public Law 6-64
Sixth Guam Legislature
(Bill 210)
February 26, 1962

AN ACT

An Act to enact a new Chapter 8 to Title VII of the Government Code of Guam to be known as the 'Records Management Act' relating to the establishment of continuing programs for the efficient and economical management of government records.

Be it enacted by the People of the Territory of Guam:

Section 1. A new Chapter 8 is hereby added to Title VII of the Government Code of Guam to read as follows:

"CHAPTER 8

Records Management Act

Section 6700. Title. This Chapter shall be known as the Records Management Act.

Section 6701. Definitions. Unless the context otherwise requires, the definitions set forth in this section govern the construction of this Chapter:

(a) 'Record' means document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience or

reference, forms, and stocks of publications are not included within the definition of records and are referred to herein as non-record materials.

(b) 'Agency' means any department, office, commission, board or other unit, however designated, of the Executive Branch of the Government of Guam.

Section 6702. Director of Finance. The Director of Finance, hereinafter referred to as the 'Director', shall establish and administer in the Executive Branch a records management program, which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of records.

Section 6703. Duties of Director. The Director shall, with due regard for the functions of the agencies concerned:

(a) Establish standards, procedures, and techniques for effective management of records;

(b) Make continuing surveys of paper work operations and recommend improvements in current records management practices including the use of space, equipment and supplies employed in creating, maintaining, storing and servicing records;

(c) Establish standards for the preparation of schedules providing for the retention of government records of continuing value and for the prompt and orderly disposal of government records no longer possessing sufficient administrative, legal or fiscal value to warrant their further keeping;

(d) Establish standards for the reproduction of records by photography or microphotographic processes with a view to the disposal of the original records;

(e) Obtain reports from agencies as are required for the administration of the program.

Section 6704. Duties of Agency Heads. The head of each agency shall:

(a) Establish and maintain an active, continuing program for the economical and efficient management of the records of the agency;

(b) Make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency designed to furnish information to protect the legal and financial rights of the government and of persons directly affected by the agency's activities;

(c) Submit to the Director, in accordance with the standards established by him, schedules proposing the length of time each government record warrants retention for administrative, legal or fiscal purposes after it has been received by the agency. The head of each agency also shall submit lists of government records in his custody that are not needed in the transaction of current business and that do not have sufficient administrative, legal or fiscal value to warrant their further keeping for disposal in conformity with the requirements of Section 6707;

(d) Cooperate with the Director in the

conduct of surveys made by him pursuant to the provisions of this Chapter.

Section 6705. Legislative and Judicial Branches. Upon request, the Director shall advise in the establishment of records management programs in the legislative and judicial branches of government.

Section 6706. Records Not to be Damaged or Destroyed. All records made or received by or under the authority of or coming into the custody, control or possession of public officials of this government in the course of their public duties are the property of the government and shall not be mutilated, destroyed, transferred, removed or otherwise damaged or disposed of, in whole or in part, except as provided by law.

Section 6707. Disposal of Records. Records may be destroyed or disposed of in accordance with the provisions of this Chapter if it is determined by the Director, the Attorney General and the agency head concerned that such records have no further legal, administrative, fiscal, research or historical value.

Section 6708. Reproduction of Records on Films; Disposition of Original. (a) The head of any agency having the care and custody of any record may cause the same to be photographed, microphotographed or otherwise reproduced on film.

(b) When such records are photographed, microphotographed or otherwise reproduced on film if it is determined by the Director, the Attorney General and the agency head concerned that the original record has no further legal, administrative, fiscal, research or historical value

the same may be destroyed or disposed of in accordance with the provisions of this Chapter and thereafter the photograph, microphotograph or reproduction on film shall be deemed to be an original record for all purposes, including introduction in evidence in all courts or administrative agencies. A transcript, exemplification, facsimile or certified copy thereof shall, for all purposes recited herein, be deemed to be a transcript, exemplification, facsimile or certified copy of the original record.

(c) Where certain records are required to be kept a specified length of time or permanently, or to be destroyed by specific methods or under specific supervision, and where such records are photographed, microphotographed or reproduced on film said film may be substituted for the original records and the original records may be destroyed in the manner and under the conditions prescribed in Subsection (b) above.

Section 6709. Destruction of Non-Record Materials. Non-record materials, if not otherwise prohibited by law, may be destroyed at any time by the agency in possession of such materials without the prior approval of the Director. The Director may formulate procedures and interpretations to guide in the disposition of such materials.

Section 6710. Rules and Regulations. The Director shall, subject to the approval of the Governor and promulgation by Executive Order, make such rules and regulations as are necessary or proper to effectuate the purposes of this Chapter."

Section 2. This Act is an urgency measure.

Approved February 26, 1962₂₉

INTRODUCTION

This Records Management Program Policy Handbook, is hereby, adopted for Guam Community College (referred to as the College), pursuant to the “**Records Management Act**” of February 26, 1962, Public Law No. 6-64. The Records Management Act mandates that each department or agency of the Executive Branch of the Government of Guam establish and administer a records management program, under the guidance of Department of Administration’s Records Management Officer (GSA). In its establishment of a records management program, each department or agency shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of records.

This Handbook prescribes the standards and procedures for maintaining and disposing records, to be applied by all College personnel who are responsible for filing or maintaining documents, using the General Records Schedule (see pages 8-13) as a guide. This Handbook is intended to be used as a guide on a daily basis, and to orientate new employees to established standards and procedures.

To ensure the success of a Records Management Program, the College management must be fully supportive of the process.

ACKNOWLEDGMENT

This Records Management Program Policy Handbook is prepared by the College's Records Management Officer, who was appointed in August 2000 to develop and administer a uniformed system of records management for the College. For the purpose of compiling College-wide files maintenance and disposition plans, a committee of representatives was formed. The committee was comprised of College personnel who were identified as records keepers. The cooperation of committee members who conducted an inventory of their records and completed their Files Maintenance and Disposition Plans is acknowledged with thanks. I would also like to acknowledge the Department of Administration's Records Management Officer, Mr. Jesus Quintanilla, who was very helpful in providing the necessary information and materials in the process of establishing the College's Records Management Program.


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RECORDS MANAGEMENT PROGRAM

POLICY HANDBOOK

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