

Fundamentals (5.f): Administrative Services Regional Office File Rooms

Ensure Regional Administrative Officers maintain file rooms in a manner consistent with DTSC's records retention schedule, maximizes utilization of space, and are properly secured.

Goal: Improve the records management system in the file rooms located in the regional offices to maximize file space, improve access to files, and ensure compliance with the Department's records retention schedules.

Timeline:

May-June 2013 (N/A – Work Plan developed in July 2013)

July – September 2013

- Work with Business Services and OEIM to migrate to TabFusion file tracking software
- Identify and obtain necessary resources for Regional Administrative Services:
 - Procure additional scanners for each Regional Office.
 - Justify budget for and recruit staff to address increased workload.
- Assemble list of site files by region and program function. Identify sites not entered in to TabFusion database and sites with AKAs (multiple titles).
- Establish timeframe and responsibility; establish Commitment Agreements between each Program and Administrative Services.
- Meet with Program Managers to review lists and identify priorities. Update the Project Manager or alternate program contact for each site.

October 2013 – March 2014

- Identify and obtain resources and/or personnel needed to assist programs.
- Develop a project schedule.
- Develop statewide File Room training for Project Managers and support staff:
 - Regional Central Files Operations Manual (i.e., file set up, coding),
 - Records Retention Schedule,
 - Scanner equipment training, and
 - How to transfer records to the State Records Center.
- Establish and supply appropriate work areas for staging, clean-up and scanning of site files.
- Review Regional Uniform File Procedures (rev. 05-21-09) and revise as necessary.

January 2014 – January 2015

- Provide statewide File Room training to Project Managers and support staff.
- Clean/update individual site files:
 - Gather site files and bring to an established work area.
 - Put all records in chronological order.

- Remove and recycle duplicates and unnecessary drafts.
 - Identify documents that require uploading to EnviroStor.
 - Scan and upload documents to be uploaded to EnviroStor.
- Prepare and transfer appropriate records to the State Records Center.

January 2015 – Ongoing

- Establish and follow regular system of review, update and archiving.
 - Identify site files/records that can be transferred to the State Records Center.
 - Transfer records that qualify to the State Records Center.