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AM-502-1-3

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***Procedure for Scanning Records***

<b>RESPONSIBILITY</b>	<b>ACTION</b>
<b>Agency Head</b>	<b>1.</b> Determines the need to scan or otherwise store certain records. <b>2.</b> Notifies Records Management Officer of need.
<b>Records Management Officer</b>	<b>3.</b> Inspects records and submits recommendations to City Records Committee for approval. <b>4.</b> Informs Agency Head of findings and Committee's approval.
<b>Agency Head</b>	<b>5.</b> Coordinates movement of records to be scanned, etc. to City Archives and Records Management Center.
<b>Records Management Officer</b>	<b>6.</b> Forwards approved schedules to City Records Committees for review and final acceptance. <b>7.</b> Makes proper disposition of hard copy records.