

FILED

JUL 30 1987

STATE OF OKLAHOMA
EXECUTIVE DEPARTMENT
EXECUTIVE ORDER 87-27OKLAHOMA SECRETARY
OF STATE

Pursuant to the authority vested in the Office of Governor by the Constitution and laws of the State of Oklahoma, and in recognition of the necessity to effectively and efficiently create, manage, and dispose of state records in accordance with 74 Okla. Stat. §564 et seq. and the Records Management Act, 67 Okla. Stat. §201 et seq., it is hereby ordered as follows:

1. Within thirty (30) days, each state agency, board and commission shall appoint a Records Management Coordinator, if one has not already been appointed, and shall report the name of this individual to the State Records Administrator;

2. Within thirty (30) days each state agency, board and commission shall forward to the State Records Administrator: (a) an inventory of all microfilm equipment owned by the state agency, board or commission and (b) a list of all locations apart from agency offices used for the storage of state records;

3. Within the next six months, each state agency, board and commission shall inventory all records created or maintained by the agency, board or commission using forms for this purpose available from the State Records Administrator if such an inventory does not already exist;

4. Within the next twelve months, each state agency, board and commission shall develop a records disposition schedule for all records created or maintained by the agency, board or commission for submission to the Archives and Records Commission for adoption or revision by the Commission as the agency's authority to dispose of records no longer required for the conduct of business or the documentation of the rights or responsibilities of the State or its citizens if the agency currently has no approved records disposition schedule;

5. Within the twelve months, each state agency, board and commission that presently has a records disposition schedule authorized by the Archives and Records Commission shall review its schedules to ensure that all records that the agency, board or commission creates or maintains are listed with approved dispositions.

The State Records Administrator shall assist state agencies, boards and commissions with implementation of these directives within the statutory authority of the Records Management Act and the Archives Act. The Records Administrator shall report to the Governor at the end of six months and again at the end of twelve months agency compliance with these directives and make recommendations for further improvements in the State's records management program to bring about cost-effective management of state records.

Copies of this order shall be distributed to every state agency, board and commission.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma, this 30th day of July, 1987.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

Henry Bellmon

ATTEST:

Estel M. Phillips
ASSISTANT Secretary of State