

Internal Records Policy

Q.

I am working on an internal records policy for my City and have ran into a wall. "I envision this policy setting the groundwork for organization in the world of records. It is an internal policy for handling records, i.e. who is responsible to scan a record, where do the records go when they are no longer active, who is responsible for the inventory, items like these need to be addressed.

A. In Alaska most municipalities' policies are based on state statutes. I would recommend viewing this website: <http://archives.utah.gov/main/>

Another great place for information is the ARMA website: <http://www.arma.org/>