

RECORDS RETENTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and technical position responsible for administering the records management program of Putnam County. Work involves continual examination of non-current and archival public records kept, made, filed or received by the offices and departments of the County to determine their value, use, and most suitable method of preservation, storage and disposition. Duties are performed in accordance with local, state and federal laws and guidelines; Supervision is exercised over subordinates. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and maintains a comprehensive records management program in cooperation with local government officials in accordance with local, state, and federal laws and guidelines;
Conducts the initial survey and analysis of all records;
Coordinates the continuous legal destruction of obsolete records through adoption and use of State Archives Records Retention and Disposition Schedules;
Establishes guidelines for suitable retention periods for records that are not covered by State Records Retention and Disposition Schedules, submits guidelines for review by local Records Advisory Board, and proposes them for approval by State Archives;
Supervises a storage center for inactive records;
Prepares applications and coordinates activities to process and retain grants for records management from federal and state resources;
Coordinates, carries out or participates in planning for development of micrographics systems;
Establishes standards for proper records management in County departments and agencies; provides workshops, publications, advice and assistance in records management techniques for local government employees;
Consults with state agencies involved with the supervision of records;
Prepares information releases relevant to the records management program;
Prepares special and annual reports on the records management program and its cost effectiveness;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSON CHARACTERISTICS: Thorough knowledge of the principles and practices of archival and records management; knowledge of

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governmental administrative practices relating to organization, policies, budgeting, personnel management, financial and inventory procedures; thorough knowledge of the techniques of conservation, preservation and storage of historical papers and documents; ability to effectively communicate orally and in writing; ability to supervise and coordinate the work of subordinates; ability to establish and maintain effective working relationships with Federal, State, county and Local officials.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree and four(4) years experience managing an archives or records center; or
- b) Graduation from high school or possession of a comparable diploma, and eight (8) years of experience managing an archives or records center; or
- c) A combination of training and experience as defined in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.