

a new section to be known as Section 156 of said Article, be and it is hereby enacted in lieu thereof and all to read as follows:

156.

(a) It shall be the duty of each State agency to develop a continuing program for the economical and efficient management of its records, including the establishment and/or revision of record retention schedules, in order to insure prompt and orderly disposal of records not required by the operations of the agency. Prior to becoming operative all such retention schedules must receive the approval of the Hall of Records Commission, but schedules providing for the destruction of records must also receive the written approval of the Board of Public Works.

(b) It shall be the duty of the Hall of Records Commission to further the aforesaid program; to inspect the records and records management practices of all State agencies, boards and commissions; to review proposals for the purchase or rental of record equipment, storage space and services, including the microfilming and photocopying of records, and to make recommendations thereon to the Department of Budget and Procurement or to the Board of Public Works, as appropriate.

SEC. 2. *And be it further enacted, That this Act shall take effect June 1, 1953.*

Approved April 11, 1953.

EXPLANATION: *Italics indicate new matter added to existing law.*
[Brackets] indicate matter stricken from existing law.
CAPITALS indicate amendments to bill.
Strike out indicates matter stricken out of bill.

One of the important aspects of records management is the disposal of records, although it is by no means so important as is commonly thought. Since our Records Management program might be expected to increase the number of records which would end up in the paper mill or in the incinerator, the State Auditor thought it proper at this time to amend our so-called "Disposal Act" in order to provide extra safeguards against the destruction of records which had not yet been audited. Along with this amendment we thought it proper to introduce another which would broaden the definition of "non-record" as applied to the records of a court of record, in order to