



**Department of Human Services
Online Directives Information System**

**Index:
Revised:
Next Review:**

**POL1410
10/4/2019
10/4/2021**

SUBJECT: Records Management

POLICY

The policy of the Department of Human Services is to maintain a records management system that is accurate, accessible, and in compliance with the state law.

A. Authority

[O.C.G.A. 50-18-90 through 50-18-94](#)

B. References

<https://www.georgiaarchives.org>

C. Applicability

This policy applies to all divisions and offices of DHS.

D. Definitions

Records management is the application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of records undertaken to reduce costs and improve the efficiency of record keeping. For purposes of this directive, records are all documents, papers, letters, maps, books (except books informally organized libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics made or received under law or ordinance or in performance of the functions of the Department.

E. Responsibilities

- 1) The Office of Facilities and Support Services designate a Records Management Officer to establish and operate the records management program for the Department and generate procedures to implement this policy.
- 2) Each Division and Office Director of the Department designates a Records Coordinator and an Alternate for each unit.

F. History

Replaces Georgia Department of Human Resources Policy and Procedure Manual, Part XI.A.1., and Records Management MAN1410.

G. Evaluation

The Office of Facilities and Support Services annually evaluate this policy by compiling submitted annual records using the Records Inventory Form.