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RECORDS SCHEDULE LETTER

To: _____
Dept. Records Manager

From: Territorial Archivist

Via: Director of Administrative Services

Re: Records Schedule form.

Attached is a fillable Records Schedule .doc form template to complete and return. It requires a survey and listing of your office records series and your recommendations for preservation or disposal. Each Dept/Office/Unit staff reviews and decides how long to keep a record series based on it's frequency of usage, need; and/or per any relevant federal recordkeeping law. A standard record series survey form is therefore also attached. The Records Schedule form is pursuant to ASCA Title 4 Chp. 12 and ASAC Title 2 Chp. 3.

The purpose of listing your record series is to determine their administrative, financial, legal or historical values. A record series can then be controlled when it is created, used, preserved or disposed of in an efficient manner. In essence, a Record Schedule is a list of your different types of paper and/or electronic computer file record series and how long to keep them.

For example...

Record Series:	Retention Period:
1. Director's administrative/subject files.	Permanent. Retain active files. Transfer inactive files after 5 yrs.
2. Dept. administrative/program correspondence files and routine office operation files.	Permanent. Retain active files. Review/select/transfer inactive files to Archives Records Center after 3 yrs.
3. Fiscal records. Dept. copies of purchase orders, requisitions, travel, and related files.	Temporary. Destroy after 2 yrs. Record copies are at Treasury/AC/Disb.
4. Dept. personnel files.	Temporary. Destroy 2 yrs. after employee termination. Review/select/send any relevant material to official DHR file.
5. Dept. copies of timesheets, payroll files.	Temporary. Destroy after 1 yr. Record copies are at Treasury/Payroll.

Department staff know best how long their record series should be kept before transferring them to the Office of Archives & Records Management for preservation or disposal storage. A Records Schedule is therefore be made to control your information and to make space for new records after old records are transferred. It also fosters improved ASG governance and accountability, transparency, and the preservation of government memory for future generations. Once your draft Records Schedule is complete, it should be returned to OARM. It will then be circulated to the ASG Auditor, Treasurer, Attorney General and Territorial Archivist for their comment, revision or approval within 20 days. Your ASG Office of Archives and Records Management exists to promote effective records management and archival services for the government and people of American Samoa. Please call 699-6848/5148 for additional help and any questions or email us at james.himphill@das.as.gov or muface48@yahoo.com

RECORDS INVENTORY WORKSHEET

1. PREPARED BY

2. CREATING OFFICE

3. SERIES LOCATION

4. TITLE AND DESCRIPTION

5. VOLUME

6. DATES

7. ARRANGEMENT

8. DUPLICATION ELSEWHERE

9. RATE OF ACCUMULATION

10. NATURE AND FREQUENCY OF USE

11. RESTRICTIONS ON ACCESS/USE

12. FILE BREAKS?

 YES
 NO

13. RETIRED REGULARLY?

 YES
 NO

14. PRESENT DISPOSITION

15. RECOMMENDATION FOR DISPOSITION OF RECORDS-HOLDER.

16. PHYSICAL CONDITION OF RECORDS

17. RECOMMENDATION FOR DISPOSITION OF SURVEYOR.

18. COMMENTS.



