

ASG RECORD MANAGERS

(Per DASOARM SOP 2006. Rev. 2014. Website editing: 2021)

- I. ASG Dept. Records Manager standard operating procedures SOPs are at ASCA Title 4.1206;
 1. The SOP law can be semi-quoted as follows;

“(a)...heads of agencies submit to the archivist for administration, disposition, and preservation the records in their custody not needed for the transaction of current business, in accordance with standards and policies established under paragraphs (1) and (2) of 4.1205 of this chapter. In addition the agency head shall:

 - (1) establish and maintain an active continuing program in accordance with standards and procedures established by the archivist for the economical and efficient management, maintenance, and disposition of the records of the agency;
 - (2) make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency necessary and designed to provide direction, guidance, and information, or to protect the legal and financial rights of the government, and of persons directly affected by the agency’s activities...

(b) Notwithstanding any other provision of law, an official of the government who is authorized to certify on the basis of records in his custody may certify the facts on the basis of records that have been transferred by him or a predecessor to the archivist, and may direct the archivist to certify the facts and to make administrative determinations on the basis of records that have been transferred by him or a predecessor to the archivist, and may direct the archivist to certify the facts and to make administrative determinations on the basis of records transferred to the national archives and records service.”
 2. Each ASG Dept. Director should therefore adopt records management duties or appoint a Records Manager to be responsible for their ASAC Title2 Chp3 regulations, ie.;
- A. Submitting inactive records to OARM
 - B. Identifying and protecting Vital Records.
 - C. Disposing of records
 - D. Working with OARM to ensure compliance
 - E. Drafting a mandatory Records Schedule
 - F. Periodically reviewing a Records Schedule for revisions or amendments.
 - G. Following a General Record Schedule
 - H. Requesting Archivist destruction approval 15 days in advance of any records to be disposed
 - I. Transferring records to the archives and records center.
 - J. Destroying records transferred to the archives and records center.
 - K. Transferring permanent archives to the archives.
 - L. Following custody rules regarding inactive records and permanent archival records.
 - M. Non-alienation of records information
 - N. Emergency disposal rules
 - O. Following OARM regulations, standard procedures for microfilming or digitizing records



AMERICAN SAMOA GOVERNMENT
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In reply refer to:

ARCHIVES OFFICE

Brief Statement of Accession Policy

In general, non-current records received from the creating agency by the Office of Archives and Records Management (OARM) will continue to have the same status as they did in the agency at the time of transfer to OARM.

1. records received as part of the Records Management program are received by OARM as custodian for the creating agency and, unless OARM is instructed officially in writing, only personnel designated by the agency may have access to the records.
2. records to be transferred into the Archives are first reviewed by the agency and the archivist to determine their status with the agency and establish whether restrictions of access may, or should, apply and the time and manner in which such restrictions, if any, shall be lifted.

With some exceptions (such as certain census records, medical records, personnel files, tax records, and vital statistics records), most records automatically become public records after thirty years unless otherwise specifically designated by the creating agency and the archivist, usually after consultation with the Archives Advisory Committee.

24 Sept 90

**OFFICE OF ARCHIVES AND RECORDS MANAGEMENT
POLICIES/PROCEDURES**

(Per DASOARM SOPs 1989, 1998; Rev. 2006, 2015. Website editing: 2021)

I. POLICIES AND PROCEDURES

1. Records or documents in the office belong to the American Samoa Government. Their care and control is designated to the Division Head/Territorial Archivist.
2. Permanent and Temporary records cannot be browsed or borrowed by the general public. Except for restricted classifications with approval from DAS Director.
3. All research requests should be screened and routed through the Division Head/Territorial Archivist first before proceeding research.
4. The Division Head/Territorial Archivist should approve all retrieval requests.
5. Government records more than 30 years old are generally accessible to the public via research request or written proposal. Records less than 30 years old are classified and require access permission from the originating department.
6. Public or government Agency are not allowed to the Storage Area. Employees tampering with documents will result in removal or transfer from OARM.
7. Researches are to be done within 3-5 days maximum. Close all researches after 3 months. Reactivated case has to pay \$5.00 research fee.

II. STANDARD OPERATING PROCEDURES

ASG RETRIEVALS:

1. Complete Request Form.
2. Complete Authorization Form.
3. Have Authorization Form signed and returned to Division Head/Territorial Archivist.

ASG RECORD SURVEYS:

1. Set appointment with an ASG Department Director or Manager.
2. Request a Department Records Manager designee.
3. Meet with filing staff and brief on ASG Records Management system and then tour and map office filing areas that need to be surveyed and appraised.

ASG RECORD SCHEDULES:

1. List each record series onto Records Schedule Form.
2. Submit completed form to Territorial Archivist, Division Head or Designee. Forms are then reviewed and circulated to the Records Advisory Board (Auditor, Attorney General, Treasurer) for revisions or approval within 20 days.
3. Approved forms are numbered and are legal basis for records management, transfers, destructions.

ASG RECORD TRANSFERS:

1. Confirm that department requesting transfer has a Records Schedule. If not, refer to above.
2. If scheduled, visit and view potential transfer to determine if records are permanent or temporary, their quantity, and if they have been listed or are in labeled boxes with right size of boxes.
3. Evaluate conditions of records. Do not rearrange the transferred order of boxes contents.

ASG RECORD DESTRUCTIONS:

1. Review temporary record schedules annually for destroyable records.
2. List destroyable records on ASG Destruction Permission Form and send to Department's Director/Records Manager to approve.
3. Department's Director/Records Manager sends DP Form to DAS Director for review & approval

ASG RESEARCHES:

1. Fill out Request Form.
2. Fill out Authorization Form to obtain access permission.
3. Enter file name, contents, and box location onto Request Form.

FINDING GUIDES & PUBLIC RESEARCHES:

1. Fill out Request Form
2. Fill out Authorization Form to obtain access permission for gov't records. Declassified microfilm records may be researched without permission.
3. Enter file name, contents, and box locations onto Request Form.