
SENATE COMMITTEE ON APPROPRIATIONS

Senator Anthony Portantino, Chair
2021 - 2022 Regular Session

AB 1429 (Holden) - State agency records: Records Management Coordinator duties: personnel training

Version: June 29, 2021

Urgency: No

Hearing Date: August 23, 2021

Policy Vote: G.O. 15 - 0

Mandate: No

Consultant: Janelle Miyashiro

Bill Summary: AB 1429 requires state agency personnel receive records management training, as specified.

Fiscal Impact: Unknown, potentially significant fiscal impact across all state agencies to ensure that personnel receive records management training. Costs are variable among state agencies and would depend, among other things, on the agency's size, resource needs, and the extent to which an agency might already be providing this training to its personnel. For example:

- The Department of Justice (DOJ) notes total costs of approximately \$62,000 in Fiscal Year (FY) 2021-22 and \$104,000 ongoing to create policies and procedures, coordinate with other state agencies, and provide the required annual training (General Fund).
- The California Department of Insurance anticipates costs of approximately \$7,500 during FY 2021-22, \$31,000 in FY 2022-23, and \$7,000 ongoing to provide records management training to staff.
- The Department of General Services anticipates costs to provide training to staff is absorbable within existing resources.

The Secretary of State (SOS) anticipates associated costs to provide training materials on records management to state agencies to be minor and absorbable.

Background: The State Records Management Act directs the SOS to establish and administer a records management program that applies efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of State records. The State Archives, a division of the SOS, collects, catalogs, preserves, and provides access to historic records of state government. The Records Management and Appraisal (RMA) unit within the California State Archives is responsible for the development and implementation of the State's records management program. RMA is made up of the California Records and Information Management Program (CalRIM) and the State Records Appraisal Program (SRAP).

CalRIM reviews State entity Records Retention Schedules; establishes guidelines, including those for the management of electronic records; provides consultation; evaluates the effectiveness of existing records management programs; and, assists in the establishment of new records programs. SRAP reviews Records Retention Schedules for records valuable to the history of California; appraises records sent to the State archives; and, maintains all State entity Records Retention Schedules.

Proposed Law:

- Requires a state agency's Records Management Coordinator to coordinate the agency's records management program according to applicable standards established by the Secretary of State in the State Administrative Manual.
- Requires each state agency to ensure personnel, except the Records Management Coordinator:
 - Receive records management training using material offered by the Secretary of State.
 - Complete one hour of records management training within 60 days of employment and complete a 30-minute refresher records management training biennially thereafter.
- Makes technical changes.

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