

## RM/RLO Responsibilities Checklist

- Designated, in writing, Records Manager or Records Liaison Officer for your organization?
- Submitted RM/ HQ RLO appointment letter to Agency RMO?
  - Served as the RM liaison between your organization and the Agency RMO?
- Completed the mandatory RM/RLO training courses?
- Started and updated your paper or electronic records management binder?
- Established, implemented and maintained the RM program within your organization?
- Participated in the RM Monthly Conference Calls?
- Maintained a current listing of RLOs or RCs within your organization?
  - Trained and met with RLOs or RCs on a regular basis, at least quarterly
- Ensured senior officials have been briefed on their programmatic and individual RM responsibilities? Given them the Senior Official RM Checklist?
- Draft annual email for your Senior Official to remind their employees of their individual RM responsibilities?
- Ensured annual mandatory RM training has been made available and completed within your organization?
- Implemented a DOD 5015.2 ERMA or a NARA-approved EIS for electronic records as directed by leadership?
- Ensured directives, standards, procedures, or techniques, as needed, to supplement agency-wide RM policy to meet the unique and/or local requirements of the Records Management Program for your organization exist?
  - Standardized naming conventions, filing procedures, labeling?
  - Ensured hardcopy file containers displayed unique identifiers?
  - Ensured SOPs include filing procedures and locations for official records?
- Periodically reviewed records against their approved records schedules (agency or GRSs) to ensure schedules are current and prepared SF 115 if changes are necessary?
  - Notified the Agency RMO of unscheduled records needing an SF 115?
- Transferred records to the FRC or agency local storage area as required?
  - Submitted SF 135, maintained ARCIS account, filled out FRC Authorization forms?
- Maintained and forwarded a copy of all SF 135s to the Agency RMO?
- Worked with the Vital Records Officer to identify and maintain vital records within your organization? Submitted VR inventory to VRO or COOP POC?
- Worked with OGC to ensure open/closed litigation hold listing is being maintained?
- Completed an annual review and inspection of local disposal procedures?
- Created, maintained or updated your file plan?
- Completed an annual inventory or file plan review for your directorate/business unit?
  - Assist RCs with developing file plans, if necessary.
- Completed the RM Self-Assessment and developed a POAM for action items?
- Responded to RM data calls from Agency RMO?
- Advocate good recordkeeping practices across the business units & staff under your direction?
- Managed your records IAW Federal laws and Agency RM policy?
  - Ensured email records have been maintained in an approved ERMA?
- Checked local or in-house RM storage facilities and libraries quarterly?
- Conducted record searches, implemented preservation orders, and ensured organization offices are aware of the responsibilities to safeguard frozen records?
- Ensured Senior Officials and other employees check out with the Records Manager upon departure?
- Participated in NARA or IG inspections and/or annual audits of records?