

## COMPONENT RECORDS MANAGEMENT OFFICERS (CRMO) & RECORDS LIAISONS (RL) RESPONSIBILITIES

Ensure the OSD Records and Information Management Program is implemented within Component and reporting components

Act as the liaison official with WHS/RDD and other OSD Components on records management matters

Ensure Records liaisons are assigned at the components

Ensure that OSD personnel receive records management training, either through NARA, General Services Administration (GSA), in-house programs (WHS/RPDD), or through professional organizations

Monitor the acquisition of information technology systems within your components enterprise architecture, to ensure compliance with records management laws and regulations

Provide advice and assistance to the OSD Components on the identification, segregation, retention, and disposition of personal papers

Coordinate, control, and supervise access to OSD records essential for historical research, ensuring that appropriate safeguards for information security and personal privacy

Manage the transfer of records to and retrieval from the Federal Records Centers (FRCs)

Maintain record on all current suspension actions to normal disposition instructions, such as records hold, freeze, moratorium, or preservation orders

Component RMs are responsible for ensuring that all its records and information systems are governed by records dispositions. This includes agency owned social network sites (SNS) and information posted to public SNS (Twitter, Facebook, ECT)

Components must maintain up-to-date documentation about electronic information systems that is adequate to:

- Incorporate management of electronic records into the records management activities. This includes email, shared drives, websites and information systems
- Integrate records management and preservation considerations into the design, development, enhancement, and implementation of electronic information systems
- Appropriately manage electronic records in accordance with OSD, DOD Instructions, Directives and Regulations