

WEST VIRGINIA LEGISLATURE

REGULAR SESSION, 1967



ENROLLED

HOUSE BILL No. 700

(By Mr. Speaker, Mr. White, by request)



PASSED March 19, 1967

In Effect Monday day of passage Passage



FILED IN THE OFFICE
ROBERT D. BAILEY
SECRETARY OF STATE
THIS DATE 3-20-67

700

ENROLLED
House Bill No. 700
(By MR. SPEAKER, MR. WHITE, by request)

[Passed March 10, 1967; in effect ninety days from passage.]

AN ACT to amend and reenact section nine, article eight, chapter five of the code of West Virginia, one thousand nine hundred thirty-one, as amended, requiring agencies to obtain the written approval of the state records administrator before purchasing or acquiring any equipment or supplies used or to be used to store or preserve records of such agencies.

Be it enacted by the Legislature of West Virginia:

That section nine, article eight, chapter five of the code of West Virginia, one thousand nine hundred thirty-one, as amended, be amended and reenacted to read as follows:

**ARTICLE 8. PUBLIC RECORDS MANAGEMENT AND PRESERVA-
TION ACT.**

§5-8-9. Duties of agency heads.

1 The head of each agency shall:

2 (a) Establish and maintain an active, continuing pro-
3 gram for the economical and efficient management of
4 the records of the agency.

5 (b) Make and maintain records containing adequate
6 and proper documentation of the organization, functions,
7 policies, decisions, procedures and essential transactions
8 of the agency designed to furnish information to protect
9 the legal and financial rights of the state and of persons
10 directly affected by the agency's activities.

11 (c) Submit to the administrator, in accordance with
12 the standards established by him, schedules proposing
13 the length of time each state record series warrants reten-
14 tion for administrative, legal or fiscal purposes after it
15 has been received by the agency. The head of each agency
16 also shall submit lists of state records in his custody that
17 are not needed in the transaction of current business and
18 that do not have sufficient administrative, legal or fiscal

19 value to warrant their further keeping for disposal in
20 conformity with the requirements of section ten of this
21 article.

22 (d) Cooperate with the administrator in the conduct of
23 surveys made by him pursuant to the provisions of this
24 article.

25 (e) Comply with the rules, regulations, standards and
26 procedures issued by the administrator.

27 (f) First obtain the administrator's written approval
28 before purchasing or acquiring any equipment or sup-
29 plies used or to be used to store or preserve records of
30 his agency. If such approval is obtained the agency will
31 submit a requisition to the budget division together with
32 a copy of the administrator's said approval.

The Joint Committee on Enrolled Bills hereby certifies that the foregoing bill is correctly enrolled.

William Tompco
Chairman Senate Committee

Clayton C. Davidson
Chairman House Committee

Originated in the House.

Takes effect ninety days from passage.

Howard Myers
Clerk of the Senate

C. A. Blankenship
Clerk of the House of Delegates

Howard W. Carson
President of the Senate

H. Laban White
Speaker House of Delegates

The within approved this the 17
day of March, 1967.

Street C. Smith
Governor



GOVERNOR

Date 3/17/67

Time 9:30 a.m.