WEST VIRGINIA LEGISLATURE
REGULAR SESSION, 1967

ENROLLED

HOUSE BILL No. 200

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

PASSED March 19, 1967

In Effect Ninety Days from Passage

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

§5-8-9. Duties of agency heads.

1 The head of each agency shall:

2 (a) Establish and maintain an active, continuing program for the economical and efficient management of the records of the agency.

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

4 (c) Submit to the administrator, in accordance with the standards established by him, schedules proposing the length of time each state record series warrants retention for administrative, legal or fiscal purposes after it has been received by the agency. The head of each agency also shall submit lists of state records in his custody that are not needed in the transaction of current business and that do not have sufficient administrative, legal or fiscal
value to warrant their further keeping for disposal in conformity with the requirements of section ten of this article.

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

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

(f) First obtain the administrator's written approval before purchasing or acquiring any equipment or supplies used or to be used to store or preserve records of his agency. If such approval is obtained the agency will submit a requisition to the budget division together with a copy of the administrator's said approval.
The Joint Committee on Enrolled Bills hereby certifies that the foregoing bill is correctly enrolled.

William Terrapin
Chairman Senate Committee

Clayton C. Davidson
Chairman House Committee

Originated in the House.

Takes effect ninety days from passage.

Howard Henry
Clerk of the Senate

C. A. Blankenship
Clerk of the House of Delegates

Howard E. Carr
President of the Senate

N. Fabian White
Speaker House of Delegates

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

Henry C. Smith
Governor
GOVERNOR

Date 3/17/67

Time 9:30 9.30