



Bill Analysis

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Sponsor:

Bill Number: AB 1429

Related Bills: See Legislative
History

Introduced June 29, 2021

SUBJECT

Agency Records Management Training

SUMMARY

This bill would, under the Government Code, require each state agency to ensure that personnel who prepare, own, use or retain public records on behalf of the state agency, receive records management training within the allotted time, as specified.

RECOMMENDATION

No position.

SUMMARY OF AMENDMENTS

The June 29, 2021, amendments, removed provisions of the bill which would have required the Records Management Coordinator of each agency to provide training to personnel and replaced them with provisions discussed in this analysis.

REASON FOR THE BILL

The reason for this bill is to ensure that agency personnel in a state agency or department receive training for records management.

ANALYSIS

This bill would require each state agency to ensure that all agency personnel, other than the Records Management Coordinator, meet the following requirements:

- Agency personnel who prepare, own, use or retain public records on behalf of the state agency receive records management training using material offered by the Secretary of State (SOS).
- Agency personnel complete one hour of records management training within 60 days of employment, and also complete a thirty minute refresher records management training biennially thereafter.

Amended June 29, 2021

The Records Management Coordinator of an agency would be required to coordinate the records management program established by the State Records Management Act and applicable standards established by the SOS in the State Administrative Manual.

Effective/Operative Date

This bill would become effective and operative January 1, 2022.

Federal/State Law

Federal Law

No provision comparable in federal law.

State Law

The State Records Management Act (Government Code sections 12270 et seq.), requires each agency to have an appointed Records Management Coordinator. The Records Management Coordinator is required to attend records management training offered by the SOS and is responsible for coordinating the agency's records management program. Amongst other duties, the Coordinator acts as the liaison between the agency and the California Records Management Program, State Records Center, and the State Records Appraisal Program, as specified.

Implementation Considerations

Implementing this bill would not significantly impact the department's programs and operations.

Technical Considerations

None noted.

Policy Considerations

None noted.

LEGISLATIVE HISTORY

AB 469 (Petrie-Norris, Chapter 302, Statutes of 2019), required the head of each state agency to appoint a representative from that agency to serve as the Records Management Coordinator.

PROGRAM BACKGROUND

None noted.

FISCAL IMPACT

This bill would not significantly impact the department's costs.

ECONOMIC IMPACT

Revenue Estimate

This bill as amended June 29, 2021, would not impact state income or franchise tax revenue.

LEGAL IMPACT

None noted.

APPOINTMENTS

None noted.

SUPPORT/OPPOSITION

The Senate Committee on Governmental Organization analysis date June 18, 2021, did not indicate any support or opposition.

ARGUMENTS

None noted.

LEGISLATIVE CONTACT

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