

§ 1384. Duties of Agency Heads.

The head of each agency shall:

- (a) Establish and maintain an active, continuing program for the economical and efficient management of the records of the agency;
- (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 government and of persons affected by the agency's activities;
- (c) Submit to the CNMI Archivist, in accordance with the standards established by the Archivist, schedules proposing the length of time each government record 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 government 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 1 CMC § 1387 of this article.
- (d) Cooperate with the CNMI Archivist in the conduct of surveys made by him pursuant to the provisions of this article.

Source: PL 23-24, § 2 (August 8, 2024), modified.

Commission Comment: In codifying PL 23-24, the Commission did not use the assigned code under Title 3 Article 8, but instead renumbered the section under Title 3 Article 9, pursuant to 1 CMC § 3806(a).