**Short Assignment 5**

Records management programs regulation’s both at the state and federal level are meant to be strict. They follow proper guidelines in order to facilitate proper records creation and maintenance, adequate documentation and records disposition. At the state level, in Texas and in accordance with section 441.182 of the state records management laws, everything is done through the director and librarian and directly facilitated by the state records administrator. The administrator provides training and helps the commission. The commission are the ones who maintain the regulations of the records themselves. These regulations for the state are general and consistently the same at the federal level. These regulations consist of; Maintaining a safe and secure manner all state records in the custody of the program, preserve confidentiality of all records in possession, operate state records center for the economical and efficient storage, accessibility and preservation of state records and other generally known up keep of a records management system.

At the national level, concerning the preservation of records, most of the regulations are the same. They both facilitate a safe and secure manner, preserve confidentiality, efficient storage and accessibility. However, some of the differences I did find is in who does the job. Instead of a Librarian and director, along with the commission it is the Archivist of the United states along with the administrator of GSA who issue regulations and provide guidance and assistance. In the federal level it is also the National Archives and Records Administration (NARA) that is responsible for overseeing agencies adequacy of documentation and records disposition. At this point in overseeing federal agencies is where the rules and regulations begin to coincide.

The only other difference I could find between federal and state is how specific and the types of guidelines they follow through their retention schedule. At the state or local level, a records management officer surveys the records and creates a retention schedule. They are then sent to be destroyed under section 441.185. At the federal level, the retention schedule can be longer or shorter depending solely on what type of information the record holds rather than It being surveyed and decided upon importance by an officer the retention schedule is more concrete.

In conclusion, as per how the records are stored and maintained, the state complies with federal regulations. There are several differences in job titles but at each level they do the same job, just on a different scale. Records retention is the only regulation I could find that is somewhat different in the way it is handled, other than that, this state seems to comply with federal regulations.