GOVERNMENT OF GUAM
OFFICE OF THE GOVERNOR
AGANA, GUAM

EXECUTIVE ORDER NO. 80-3

"RECORDS MANAGEMENT HANDBOOK"

WHEREAS, Public Law 6-64 created the "Records Management Act" relating to the establishment of continuing programs for the efficient and economical management of government records; and

WHEREAS, Section 6701.(a) defines "Records" means documents, book, paper, photograph, sound recording or other material regardless of physical form or characteristics made or received pursuant to law or in connection with the transaction of official business; and

WHEREAS, Section 6701.(b) defines "Agency" to mean any department, office, commission, board or other unit, however designated, of the Executive Branch of the Government of Guam; and

WHEREAS, Section 6702 which reads - "Director of Finance," was repealed and renumbered to Section 6004 of the Government Code of Guam by Public Law 11-219 to read "Director of Administration," herein referred to as the "Director," shall establish and administer in the Executive Branch a records management program, which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of records; and

WHEREAS, since the creation of the "Records Management Act" was signed into effect on February 26, 1962 - that the Department of Administration has deemed the necessity to establish "Rules and Regulations" for the purposes of carrying out the Act;
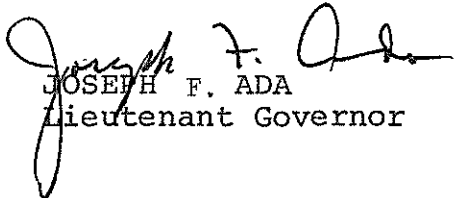
NOW, THEREFORE, BE IT RESOLVED, THAT, I, PAUL M. CALVO, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, and Section 6710 of Public Law 6-64, do hereby promulgate the attached "Records Management Handbook" and advises all departments and agencies within the government of Guam that schedules, instructions, procedures, maintenance and authority of files therein shall be in effect immediately.

Signed and promulgated this 18th day of ____April____, 1980 in the City of Agana, Guam.

PAUL M. CALVO
Governor of Guam

COUNTERSIGNED:

JOSEPH F. ADA
Lieutenant Governor

NOTE: Attachment will be forthcoming