**Section 436.3 Required Recordkeeping**

a) The Department shall keep adequate and sufficient records pertaining to its clients, operations, employees, and equipment. The Department shall conform to the rules and regulations established by the State Records Commission, the State Archives, the State Records Center, the other state agencies responsible for regulating the retention and destruction of records. The State Records Commission, with the Department's advice and consent, establishes schedules relating to the retention and destruction of records.

b) The administrators responsible for the Department's central divisions and the administrators responsible for the local regions shall be charged with the maintenance, destruction, retention and disposition of state records under their jurisdiction. They shall perform this duty as required by the State Records Commission and Department procedures.

c) The administrators responsible for the Department's central divisions and the administrators responsible for the local regions shall dispose of appropriate records, papers, documents and correspondence in such a manner that confidential information or data contained in the records shall not be disclosed.