About Records Management

University of Georgia Libraries

HARGRETT
RARE BOOK & MANUSCRIPT LIBRARY

RECORDS
CENTER

DESTRUCTION
OF RECORDS

STORAGE
& RETENTION
REQUIREMENTS

ACCESS TO
RECORDS

ELECTRONIC
RECORDS
POLICY

RECORDS
FORMS

Departmental
Records Officer
Form

File Retrieval
Form

Box Transfer
Form - Destruction

Box Transfer
Form - Storage

HARGRETT
LIBRARY

UNIVERSITY OF GEORGIA RECORDS CENTER

SPECIAL NOTE: Any department sending destruction or storage materials to the Records Center after August 29, 2003 must receive a control number for each set of records before delivery. cont'd...

T he mission of the University of Georgia Records Management Program is to promote sound and legal handling of records generated at the University. To pursue that mission, we provide *advice and training* to UGA personnel, bulk *storage* for appropriate documents, retrieval of stored documents and safe *destruction* of confidential materials that have met their retention requirement.

Records at the University of Georgia must be kept according to the legal and procedural standards found in the Georgia Board of Regents Records Retention Guidelines at http://www.usg.edu/usgweb/busserv/. For help in interpreting the retention guidelines, please see our retention schedule introduction page on this web site or contact us directly.

Departments can contact us directly to request access to their own records. When access is needed to records created by another department, they should be requested through the creating department or through the University of Georgia Office of Public Affairs.

Student transcripts are handled through the Registrar's office.

PERSONNEL
Venus Jackson is the Records Manager. vjackson@uga.edu
Ryan Smith is the Records Technical Assistant. rsmith40@uga.edu

The Records Center is a part of the Hargrett Rare Book and Manuscript Library where Steven Brown (sabrown@uga.edu) is the Head of Archives and Records Management.

Contact the Records Center:

GEORGIA INSTITUTE OF TECHNOLOGY: Archives and Records Management

http://www.library.gatech.edu/archives/records_mgmt.html

Georgia Tech — Archives and Records Management

A HAPPY THOUGHT FOR THRIFTY COLLEGIANS
— SEND your weekly laundry home by handy Railway Express
Right from your college rooms and return, conveniently, economically and fast, with no bother at all. Just phone our local college agent when to come for the bundle. He'll

INFORMATION ABOUT:

RECORDS CENTER
• Transferring Records
• Accessing Records

RETENTION REQUIREMENTS
• Secure Destruction
• Vital Records
• Electronic Records

RELATED RESOURCES

ARCHIVES

QUICK LINKS
click to select

RELATED DOCUMENTS:

BOR Retention Guidelines

Record Transfer Form

Box Label

Record Retrieval Form

Records Decision Tree

Records Management

The Georgia Tech Records Center provides long-term secure storage for campus business and academic records whose retention is required to meet legal and/or fiscal guidelines.

Storing your old, inactive records in the Records Center is a cost-effective means of complying with retention requirements. By systematically organizing your inactive records for transfer to the Records Center, you can free up valuable office and filing space. You can also be confident that records will be securely destroyed once they have met their retention requirements.

Storage and retrieval services are free of charge to participating campus departments.

Archives and Records Management staff can advise you in organizing your records for transfer to the Records Center.

What is records management?

Records management involves the systematic control and organization of an institution's records. A records management program is intended to insure that an institution's records are created, maintained, and ultimately disposed of in a manner that meets legal and fiscal requirements.

Why implement a records management program?

• Promote efficiency in the management of the institute's information assets and safeguard this vital information
• Minimize risks associated with litigation
• Ensure compliance with regulatory guidelines

ACCESSIBILITY | CONTACT US | STAFF ONLY | GT LIBRARY
GT Archives & Records Management ::: 704 Research Avenue :: Atlanta, Georgia 30332-0900 :: phone:(404) 894-4586

UK Records Program

**Records Management
at the
University of Kentucky:**

It's Your Responsibility

University of Kentucky Libraries
Special Collections & Digital Programs
UK Records Program
204 Margaret I. King Building
Lexington, KY 40506-0039
859-257-5257 (ph) ~ 859-323-6365 (fx)
uarp@lsv.uky.edu
www.uky.edu/Libraries/libpage.php?lwebId=13

2007

UNIVERSITY OF KENTUCKY
University of Kentucky Libraries
UK Records Program
204 Margaret I. King Building
Lexington, Kentucky 40506-0039

UK Records Are Public Records

As a state agency, the University of Kentucky complies with state laws regarding record keeping. Kentucky's Public Records Law (KRS 171.410-740) states that the "head of each state and local agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency" (KRS 171.680 [1]). All state and local government employees are responsible for the records they create and maintain, and in that sense they can make a major contribution to good records management. Kentucky law (KRS 171.410-740) assigns broad authority for the management of state and local government records to the Kentucky Department for Libraries & Archives.

For more information, see the "Public and Open Records" section of the online Records Program website. **http://www.uky.edu/Libraries/libpage.php?lweb_id=300&llib_id=13&ltab_rank=3**

Reasons for Good Records Management

Economy & Efficiency (Information Asset Management): Records keeping is a large expenditure. Record creation, filing, storage space, supplies, & equipment all contribute to the high cost. Good records management makes records keeping easier and more productive. Having fewer files in the office makes individual record retrieval easier and faster.

Legal Requirements & Protection (Compliance): Proper records management is mandated by state law (KRS 171.410-740); and reduces nuisance litigation. Following records retention schedules and proper procedures assures that records are being disposed of in a routine and legal manner.

Preservation of History (Institutional Memory): Tomorrow's history is contained in today's records; and aids business continuity.

Public Relations (Promotion & Damage Control): Proper records management limits the possibility for negative publicity.

UK Records Program

The University of Kentucky Records Program coordinates records management activities throughout the University. The Records Program seeks to ensure that records procedures are consistent, meet state guidelines, and fulfill internal needs and external requirements. The Program helps University units apply the State University Model Records Retention Schedule to their records and advises them on such topics as records reformatting, electronic records preservation, storage, and disaster recovery and preparedness. The Records Program is an important first step in capturing and preserving University records for the University Archives.

www.uky.edu/Libraries/libpage.php?lweb_id=13

Records Retention: To Save or to Destroy?

Although about 90% of institutional records are not permanent, offices must be cautious in making decisions regarding destruction. Records must have completed their proper retention period before destruction. All employees are advised to use the State University Model Records Retention Schedule (Model Schedule) as the guide to determine which records may be destroyed and which should be retained permanently. **http://lib.uky.edu/umodel/**

Permanent records are important to the University and have either a legal or historical value which denotes they need to be maintained in perpetuity. Most of these records should be transferred to the University Archives when no longer needed by creating office.

Non-Permanent records have no long-term value and may be destroyed after fulfilling retention periods. Offices may choose to store non-permanent records off-site by utilizing the Libraries contract with Kentucky Underground Storage, Inc. (KUSI) and following the transfer procedures outlined on the "Records Transfer and Destruction" section of the Records Program website.

Records Destruction

The appropriate destruction of records is encouraged as part of proper records management practices.

Once the retention period has been fulfilled, non-permanent records may be destroyed. The University Records Program recommends recycling as a method of destruction. Confidential records should be shredded before recycling. For assistance with shredding and recycling, contact Tom Gregory, Manager, Resource Conservation & Recycling (257-8788 or tgregor@email.uky.edu).

Records destruction must be recorded on a Records Destruction Certificate. Records Destruction Certificates are available by contacting the UK Records Program.

Electronic Records

In today's university environment, employees create and maintain most of their records using computers. Electronic records must be managed alongside traditional records to ensure compliance with state and federal regulations and to preserve institutional history. In fact, Kentucky's definition of a public record includes any possible media: "all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings and other documentary materials, regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410 [1]).

Email, websites, automated information systems, etc. all constitute electronic records. KDLA and KY GOT have recently provided more information at:

http://www.uky.edu/Libraries/libpage.php?lweb_id=300&lilib_id=138ltab_rank=8

Records Management Education & Training

This brochure provides only the basic information about records management at the University of Kentucky. For additional information, please visit the Records Program web site at :

www.uky.edu/Libraries/libpage.php?lweb_id=300&lilib_id=138ltab_rank=5

The web site includes information regarding records management issues, practices, and procedures as well as resources for training and education. Also, *Rec-Talk* is a listserv established to facilitate communication about records management issues at the University.

For immediate information concerning the UK Records Program please contact us at:

Phone: 859-257-5257
Fax: 859-323-6365
E-mail: uarp@lsv.uky.edu

Reformatting: Microfilming & Digitizing Records

Original permanent records may be destroyed only if microfilmed to archival standards. The Kentucky Department of Libraries and Archives' micrographics unit is certified to microfilm permanent University records. Archival quality microfilm lasts hundreds of years if properly prepared and stored. Non-archival microfilm, however, can be used in offices as a "use copy" if the original paper records are retained or if a master negative is created and stored. Estimates on microfilming may be obtained. See the "Reformatting" section of the Records Program website for additional information.

The Records Program supports digital imaging systems under the proper circumstances. We recommend that all units considering a digital imaging project for their University records visit the "Reformatting" section of the Records Program website and contact us. The Records Program can be useful with business process analysis and will help apply guidelines from the Kentucky Department for Libraries and Archives (KDLA).

http://libraries.mit.edu/records/managing.html

Records Management Program at MIT
Institute Archives and Special Collections

Home

Policies

Retention
Schedules

Managing
Your
Records

Additional
Resources

Glossary

FAQ

Contact Us

Managing Your Records

Records Storage

The Records Management Program assists offices and departments in arranging for transfer of their records to Iron Mountain, the records management company storing MIT's inactive, non-permanent records. How do I prepare records for transfer to storage?

Records Retrieval

Records can be made available only to authorized personnel in the office in which the records originated. Access to records created by another office are only available through the office of origin. How do I retrieve records from storage?

Records Destruction

At the end of their retention period, records should be destroyed (shredded or recycled) in a timely manner. Records are eligible for destruction when their retention periods have expired, all audit requirements have been satisfied, there are no pending requests for information, and there is no reasonably foreseeable litigation involving the records. What should I know about retention and destruction?

Departments,
Laboratories,
and Centers:
How Long to
Keep
Financial
Records

Last modified 5/14/05

Intitute Archives and Special Collections
MIT Libraries
Massachusetts Institute of Technology
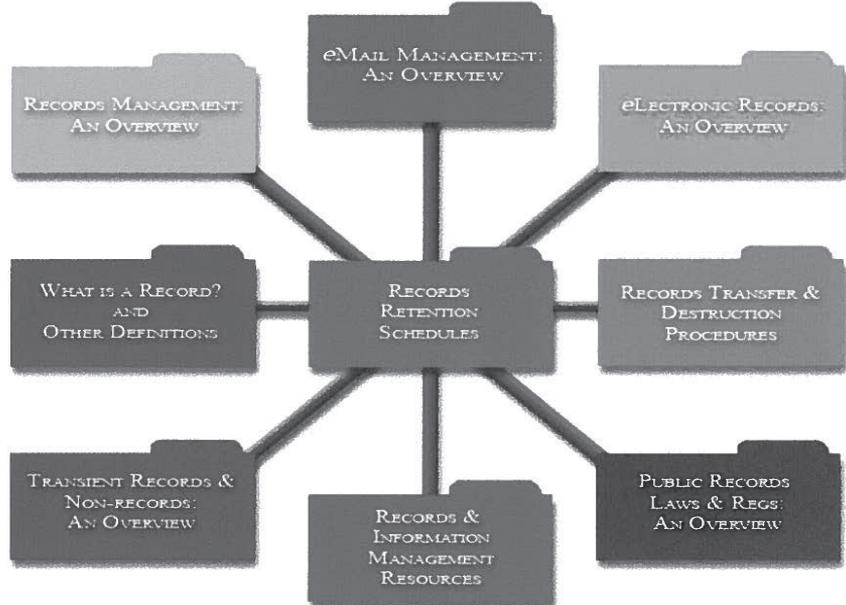77 Massachusetts Avenue, Cambridge, MA 02139-4397 USA

MITLibraries

OHIO STATE UNIVERSITY: The Ohio State University Archives

http://library.osu.edu/sites/archives/retention/records.php

The Ohio State University   www.osu.edu   Help   Campus map   Find people   Webmail   Search   Go

University Libraries ▶ University Archives

OSUL Home | Find | Borrow | About OSUL | Libraries | Learn | Off-campus Sign-in | My Record | Help

Byrd Polar Archives

John Glenn Archives

Records Retention & Management

University Manuscripts

University Photo Archives

Archives Main Menu
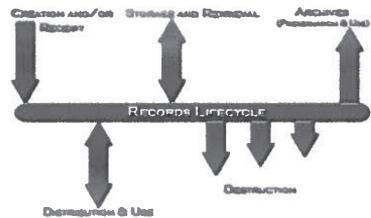
Online Exhibits

The Ohio State University Archives

RECORDS MANAGEMENT: AN OVERVIEW

eMail | eRecs | DEFINITIONS | SCHEDULES | DISPOSITION | TRANSIENT | RIM LINKS | LAWS & REGS

WHY DO WE CARE ABOUT OUR RETAINING AND MANAGING OUR RECORDS? Because they are our organization's institutional memory that...

- Document our management decisions...
- Provide historical references of transactions and events...
- Enhance our organization's operational efficiencies...
- Demonstrate regulatory compliance...
- Provide litigation support...

Two key concepts to embrace to effectively retain and manage records are the **records lifecycle** and **elements of a records management program**.


RECORDS LIFECYCLE: All records have a lifecycle, albeit some longer than others. Records are created, used, kept for valid legal, fiscal, or administrative reasons, and more likely than not destroyed at the end of their lives, although some with enduring historical value will be maintained in an archives. Click on the various records lifecycle components in the image below to learn more about the records lifecycle...

OHIO STATE UNIVERSITY: 7 Elements of a Records Management Program

http://library.osu.edu/sites/archives/retention/records.php
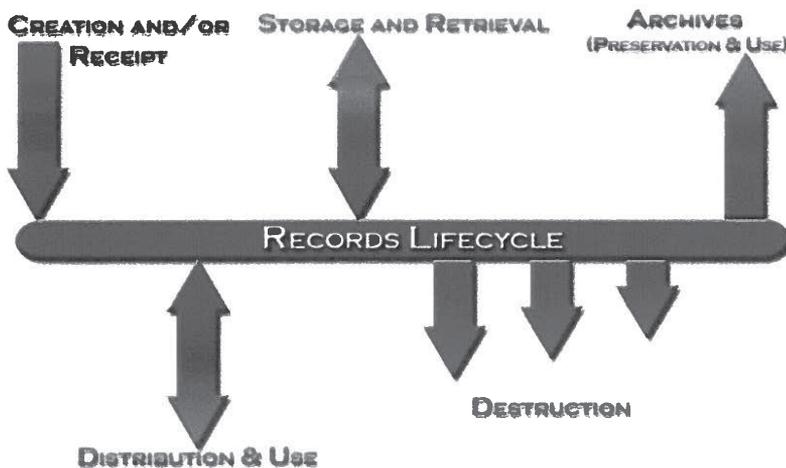
7 ELEMENETS OF A RECORDS MANAGEMENT PROGRAM: As depicted in the image below there are seven (7) elements to an effective records management program starting with the foundation of a records inventory and culminating in a written set of policies and procedures that are reviewed and updated on a regular basis. Click on the various records management program components in the image below to learn more about how to create an effective records management program...
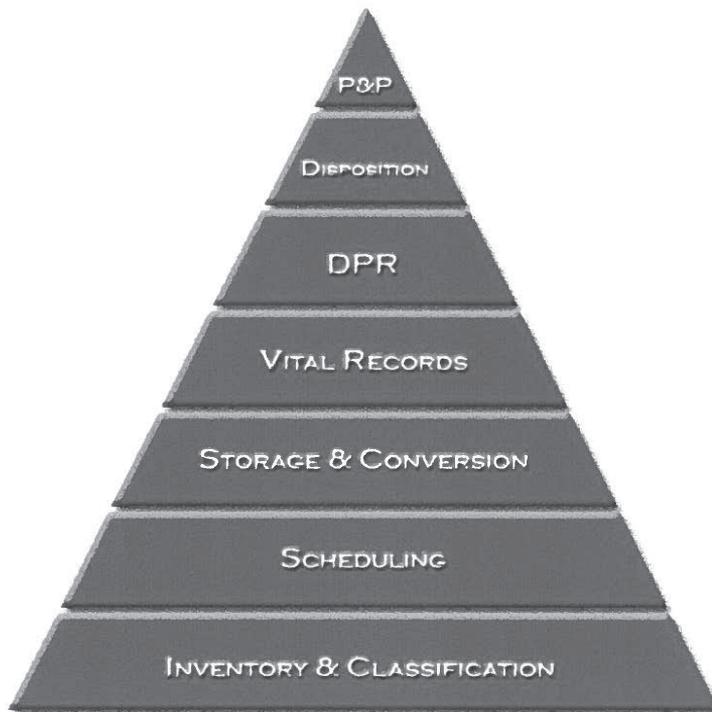
RECORDS INVENTORY AND CLASSIFICATION: The start of any good records management program, whether one is going to develop their own records retention schedule or as the case here at OSU where one is applying existing retention schedules, one has to know what records they have and are responsible for. To this end one conducts a records inventory, that is a complete and accurate listing of their records, whether paper-based, microform, or electronic, that indicates...

- how and where they are physically stored
- volume of storage
- how they are classified for
  - future use and retrieval
  - sensitivity of information and access
- what its retention period is, if known OR its legal, fiscal, and/or administrative value, to determine retention

RETENTION SCHEDULING: All records have a life as described above in the records lifecycle section. That life may be as short as a few hours as is the case with some **transient** records or may be as long as forever as is the case with records of enduring historical value. The record's lifecycle is determined through analysis of:

http://libweb.uoregon.edu/records/services.html

O | UNIVERSITY OF OREGON

UO Libraries

↗ Home ↗ Find Resources ↗ Research Assistance ↗ Library Services ↗ About the Libraries   :: Ask a Librarian :: My Account

Records Management (RM) Services
Storage of Non-permanent Records
We provide offsite storage for inactive, non-permanent records from campus clients. Detailed instructions for this process are located here. Please note:

- We no longer accept records that have 3 years or less left on its retention period.
- Please fill out a transmittal form and include a box and folder list for any records that you would like to transfer to storage.
- Please use the UO Records Retention Schedule to identify the records you are requesting for transfer.

Training and Assistance
We provide detailed training and assistance to university clients on a variety of records related topics. Please contact the Electronic Records Archivist, Erin O'Meara if you would like to schedule a training session or an appointment to discuss a records-related issue in your office.

- Online training: Records Management: The Basics
- Check out North Carolina's interactive training on managing e-mail messages.
- Here is a list of record series common to academic departments.
- The Business Affairs Office has created a guide to the retention of Payroll Records. It is very useful in figuring out the appropriate retention period since there are multiple categories in this area.

Confidential Recycling
Oregon Administrative Rule (OAR) 166-30-060(2) stipulates that "Records which are confidential by law . . . must be destroyed by shredding, pulping, or incineration." The library maintains a contract with Docu-Shred for confidential recycling of public records. Here is more detailed information about this requirement and the contact information for Docu-Shred.

Maintained by: Erin O'Meara, erino@uoregon.edu
Last Modified: 03/13/2008

University of Oregon | 1501 Kincaid Street | Eugene, OR 97403-1299 | T: (541) 346-3053 | F: (541) 346-3485

Contact Us | Make a Gift | Site Index

http://www.libraries.psu.edu/speccolls/psua/recordsmanagement/rmpage.htm

PENNSTATE

Penn State   University Libraries   Library Catalog   Search

SPECIAL COLLECTIONS LIBRARY
Home / PSUA

Home

About Us

Hours

What's New?

————

Services/Programs

Search Collections

Digital Resources

Visitor Info

Researcher Info

————

FAQs

Site Map/Index

ASK!

Penn State University Archives

Records Management

- What the Program Encompasses
- Federal Laws Relative to Records Management
- Records Management Policies on GURU
- University Guidelines on Retention of E-mail
- Fast Facts
- Records Management Tips
- Records Collected by the University Archives
- How to send Records to the University Archives
- Sample Inventory
- Web Site Addresses
- Retention Periods - A Locator Quiz

Staff Directory | Exhibits and Events | Policies and Procedures
Historical Collections and Labor Archives | Penn State University Archives | Rare Books and
Manuscripts

RARE BOOKS AND MANUSCRIPTS

HISTORICAL COLLECTIONS AND LABOR ARCHIVES

PENN STATE UNIVERSITY ARCHIVES

PENNSTATE

Penn State **University Libraries** **Library Catalog** **Search**

SPECIAL COLLECTIONS LIBRARY

Home / PSUA / Records Management

Home
About Us
Hours
What's New?
——————
Services/Programs
Search Collections
Digital Resources
Visitor Info
Researcher Info
——————
FAQs
Site Map/Index

ASK!

Penn State University Archives

Records Management

The Program Encompasses

- Retention and Disposition Schedule Development
- Record Surveys and Inventories
- Vital Records Management
- Identification and Transfer of Archival Records
- Files Management System Design and Development
- Faculty and Staff Files and Records Management Training including Workshops and Seminars
- Reformatting to Microfilm, Electronic, Optical, and Digital Format Reviews and Recommendations
- Electronic Records Management Recommendations

Staff Directory | Exhibits and Events | Policies and Procedures
Historical Collections and Labor Archives | Penn State University Archives | Rare Books and Manuscripts

RARE BOOKS AND MANUSCRIPTS

HISTORICAL COLLECTIONS AND LABOR ARCHIVES

PENN STATE UNIVERSITY ARCHIVES

The Pennsylvania
State University
©2005 Last updated
7/9/07
Have a question?
Contact Us
U. Ed. LIB xx-xxx

http://www.lib.uwo.ca/archives/records.shtml

Archives and Research Collections Centre
Home of Western Archives

RECORDS MANAGEMENT SERVICES

Western Archives provides a full range of records management services to the University, including:

- Classification system design
- Filing supply and equipment planning
- Secure on-campus semi-active records storage and retrieval (see client comments)
- Vital records identification and protection
- Media conversion and storage
- Electronic records management
- Records retention and disposal schedules
- Confidential destruction

Downloads

University Records and Archives Policy (PDF)

Staff Records Management/ Archives Unit Responsibilities (PDF)

Records Disposition Authority Form

Unscheduled Records Transfer Form
Word version
PDF

Scheduled Records Transfer Form
Word version
PDF

Scheduled Records Destruction Certificate (2007-05)
Word Version
PDF

Record Centre Services Guide (Word version)

Personal Papers of Individual Faculty Members (HTML)

Implementing Document Imaging (Word version)

Get Adobe Reader

YALE UNIVERSITY: Manuscripts and Archives. Information for Yale Offices. Introduction

http://www.library.yale.edu/mssa/ua_intro.html

MANUSCRIPTS AND ARCHIVES

HOME   ABOUT MANUSCRIPTS AND ARCHIVES   INFORMATION FOR RESEARCHERS   RESEARCH TOOLS   UNIVERSITY ARCHIVES

Introduction | Retrieval Request Form | Records Schedules | Archives Inventory Template | Contact Us

INFORMATION FOR YALE OFFICES :: INTRODUCTION

One of the most important sources for understanding the evolution of an organization is its records. The Yale University Archives selects, preserves, and provides access to the records of the university and related materials of enduring scholarly, administrative, and community significance. The University Archives is located in the Manuscripts and Archives department of the University Library. It is the official repository for all University records of lasting value once they are no longer needed for current use. It exists as the institutional memory of Yale and provides the larger community with a broad historical focus on Yale's evolution and role in society. For information on access policies, please read Research Use of the Yale University Archives.

The Records Services Program is Yale's first university wide records management initiative. The Program provides support to carry out appraisal, selection, and preservation of the institutional records of Yale and its affiliated agencies. Records Services staff consult with offices to determine which records are archival, requiring permanent retention, how to prepare materials for transfer to the University Archives, and how to retrieve them for administrative purposes.

Shared Responsibility for Records
Records regardless of format, created in the course of business at Yale are the property of the University. Yale offices and staff that create and maintain these records are responsible for their preservation and security while they are in active use, and are also responsible for consulting with Archives and Records Services staff to determine when and how inactive records should be transferred to the University Archives or destroyed. The policies and procedures practiced by the Archives and Records Services Program are fully endorsed by the Secretary of the University, who has the ultimate responsibility for protecting Yale's records and holdings.

Value and Uses of Records
The records generated by the schools, departments, and offices of the University are the most tangible evidence of Yale's history and activities. They provide officers and staff of the University with materials necessary to understand and interpret the evolution of University policies and activities. They provide students, scholars, and researchers with essential documentation of how Yale operates. The records not only document the official duties of the officers, schools, programs, and departments on campus, but also its relationships with alumni, affiliated organizations, student clubs, and its home city of New Haven.

Categories of Records
The selection and preservation of those records that support these historical, administrative, and community pursuits is a complex undertaking in an institution that has had the longevity and range of interests that Yale has had. Obviously, not all of the records that Yale has produced in its more than 300 years of existence are of permanent value. Some are of enduring significance; others are needed to provide legal and administrative evidence for recent University actions and obligations; still others are only of transient value, primarily to the office that holds it, to support the creating office's effective functioning.

Home | Yale University | Yale University Library | Contact Us | Search this Site