

Record Keeper's *QUICK* Reference

MISSION STATEMENT OF THE ALVERNO COLLEGE RECORDS MANAGEMENT PROGRAM

"Records and recordkeeping are inextricably linked with any organization. It is only through the information an organization records in the normal course of business that it can know what it has done and effectively plan what it will do in the future. As a key resource in the operation of any organization, records must be created, organized, secured, maintained, and used in a way that effectively supports the activity of that organization."

(ARMA International. GARP: Generally Accepted Records Management Principles Preamble)

The mission of the Alverno College Records Management Program is to establish criteria for keeping records so that the College continues to have the necessary information to meet legal, financial, administrative, research and historical needs.

RESPONSIBILITIES OF THE COLLEGE RECORDS MANAGEMENT REPRESENTATIVES (RMR'S)

An effective records management program requires the cooperation of all college departments. It is suggested that each office or department designate a records management representative (RMR) who will act as liaison with the Alverno College Archives and Records Management Program. The RMR's responsibilities could even be incorporated into their position description.

RMR's have the following responsibilities:

1) Care for departmental records. This includes:

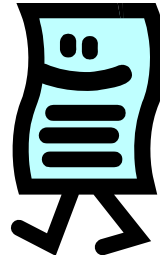
- Supervising their arrangement in files
- Providing reasonable access to the department's non-confidential records.
- Maintaining control over confidential records, including access, storage and destruction.
- Providing for the orderly storage of semi-active, inactive and temporary records in adequate storage areas.
- Ensuring proper management of electronic records, particularly email.
- Organizing and supervising the periodic weeding of departmental files (once or twice per year.)

2) Serve as the department's liaison with the College Archives and Records Management Program. This includes:

- Providing the department with up-to-date information regarding how long to keep records and what to do with them afterwards (also known as retention and disposition.)
- Assisting the College Archivist/Records Manager in setting retention periods for unscheduled records.
- Working with the Records Manager to decide what to do with records when programs and departments are changed, combined, or eliminated.
- Identifying and overseeing the transfer of records of permanent value to the College Archives.

RECORD KEEPER'S QUESTIONS

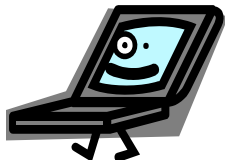
- 1) Who is responsible for records in my department?
- 2) Where are my records being kept?
- 3) How are my records being kept?
- 4) What records are being kept?
- 5) Why are records being kept?
- 6) What records originate in my office?



For additional assistance

Contact Sara Shutkin,
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Or
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How Do I...

- **care for records in my office?**

Take a look at section 2 of *A Guide to Records Management at Alverno College*. It begins on page 8.

- **know how long records need to be kept and what to do with them afterwards?**

Section 3 of *A Guide to Records Management at Alverno College* has the answer. It begins on page 20. Start with the "General Records Schedule" and then check the "Special Records Schedule." Please Note that not all offices have submitted records for special scheduling.

- **prepare and send records to the College Archives?**

Section 4 of *A Guide to Records Management at Alverno College* will help you answer this question. It begins on page 59.