

### KEYS TO RECORDS MANAGEMENT AT UCONN

#### WHAT IS A RECORD?

- Documents an action, decision, or event
- Capture and preserve knowledge and information
- Can be any format (e.g. paper or electronic)

#### WHAT IS DISPOSITION?

- Transfer to facility for permanent storage or
- Destroy permanently

#### DISPOSITION POLICY

As a state agency, we are required to comply with the Connecticut State Library's disposition policy that prescribes how long we must keep University records.

- <https://rim.uconn.edu/public-record-policies/>

#### KEY TERMS

**Record Period** – Length of time a record must be kept to meet administrative, fiscal, legal or historical requirements. [Source: ARMA]

**Official Record Copies** – The specific copy of a public record, as provided in CGS §1-200 (5), designated by the public agency as the legally recognized copy that must be maintained for records retention, preservation and authentication. [Source:CSL]

**RC-108** – Records Disposition Authorization Form used to request permission to destroy or transfer records.

#### DESTRUCTION AUTHORIZATION PROCESS

- 1) Identify records that have met minimum retention periods
- 2) Complete RC-108
- 3) Print form, sign and send to Unit 1205
- 4) Upon receipt of approved form, destroy

For more information on this topic contact:

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#### IMPORTANT REMINDERS

##### *Confidential/Sensitive Records*

Safeguarding sensitive and confidential records and information is of utmost importance. Keep physical files secured and electronic ones protected. When destroying records with sensitive or confidential contents, please be sure to shred. Shredding services are available through:

- Central Stores
- State Contracted Vendor

##### *When to Suspend Destruction of Records*

- Litigation Hold
- Notification of Audit
- Investigation
- Freedom of Information Act Request

##### *Know the Retention Period Requirements*

- State Retention Schedule ([rim.uconn.edu](http://rim.uconn.edu))
- University Requirements ([rim.uconn.edu](http://rim.uconn.edu))

#### ADDITIONAL TIPS

##### *Inventory Your Records*

- Which sets of files is your office responsible for?
- What records are convenience copies?
- Do you have confidential records?
- How frequently do you reference your records?

##### *References*

**Association of Records Managers and Administrators (ARMA) International.** *Glossary of Records and Information Management Terms*, 3<sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007.

**Connecticut State Library (CSL).** (2015, July) *Records Management Terms*. Retrieved from <http://ctstatelibrary.org/wp-content/uploads/2015/04/RM-Terms.pdf>