

## REFRESH YOUR RECORDS MANAGEMENT SKILLS



Are you retiring or leaving UConn soon? Now may be the time for you to declutter your space by disposing of old records! **Here are some important reminders related to managing records at work.**

THERE ARE  
RULES

As a state agency, UConn follows records disposition rules established by the Office of the Public Records Administrator of the Connecticut State Library.

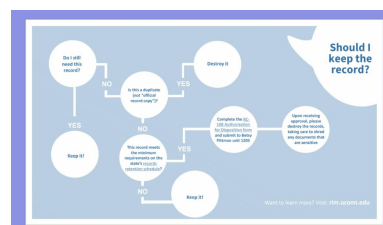
IT'S OKAY  
TO SAY  
GOODBYE

In most cases, we do not need to keep records “forever.” Rather, ask yourself the questions listed below to make decisions about what to keep (and what to toss!)

## HERE ARE SOME THINGS TO THINK ABOUT

1. Do I still need this record? **If yes, keep it! If no, go to step 2.**
2. Is this record the “official record copy” or a duplicate? **If it’s a duplicate, destroy it. If it’s the official record copy, go to step 3.**
3. Does the age of this record meet the minimum requirement on the state’s records retention schedule? **If no, retain the record. If yes, go to step 4.**
4. Complete the **RC-108 Authorization for Disposition form** and submit to Records Management Liaison Officer\* on your campus.
5. Upon receiving approval, please destroy the records, taking care to shred any documents that are sensitive. **For example, shredding should be the method of destruction for student, patient, payroll, and procard records, just to name a few.**

**Click on the image to the right to view a decision tree that will help you determine whether or not to keep a record.**



HELP IS  
AVAILABLE

At times, the records destruction process can be a bit more involved than the above referenced steps. If at any time you need guidance, please contact the University's Records Management Liaison Officer, **Betsy Pittman**.

Also, if you come across records that you believe may have historical value, please contact Betsy who may decide to transfer the records to University Archives to preserve our history. Below are some additional resources to help guide you through the record destruction process.

## ADDITIONAL RESOURCES

**[Understanding the Official Copy of Record](#)**

**[Record Retention Schedules](#)**

**[RC-108 Records Disposition Authorization Form](#)**

**[Confidential Shredding Options](#)**

For more information, go to:  
**<https://rim.uconn.edu/>**.

Be sure to also check out the following resource post state employee requirements:



**[About Us](#) | [Join Our Listserv](#) | [Contact Us](#) | [View Other Editions](#)**

**[Office of University Compliance](#) | Individual Responsibility • Institutional Success**