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.**

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

**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.**
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.
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/](https://rim.uconn.edu/).