

## REFRESH YOUR RECORDS MANAGEMENT SKILLS



Are you retiring or leaving UConn Health 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 Health 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.

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 your Records Management Liaison Officer. They can help! Below are your UConn Health Records Management Liaison Officers:

**Monica Pinette** for patient-related records.

**Jeff Boyko** for records that are not patient-related.

**Adam Mike** for records that are not patient-related.

**Thimmayya Billava** for records that are not patient-related.

For more information, go to:

**[http://opa.uhc.edu/OLM/catalogs\\_forms.aspx](http://opa.uhc.edu/OLM/catalogs_forms.aspx)**

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



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