

Records Management Consists of:

Records Retention Schedule

The Records Retention Schedule (RRS) designates the appropriate length of time to maintain business records as determined by the administrative, fiscal, and legal needs of the College. The major objectives of the Schedule are to:

- ◆ Ensure the proper retention of records for their legal, administrative, fiscal, and historical value.
- ◆ Provide for a systematic disposal of all records as soon as they have fulfilled their usefulness.
- ◆ List the categories of College records with the name of the originating office, record series title, description of record content, and retention period.

Records Management Procedures & Forms

Refer to <http://cms.montgomerycollege.edu/recordsmgmt/> for instructions on :

- ◆ Appointment of Records Coordinator
- ◆ Records to Send to Storage
- ◆ Requesting Empty Cartons
- ◆ Preparing Records for Storage
- ◆ Transferring Cartons to Records Management
- ◆ Retrieval of Cartons and/or Files
- ◆ Destruction of Records

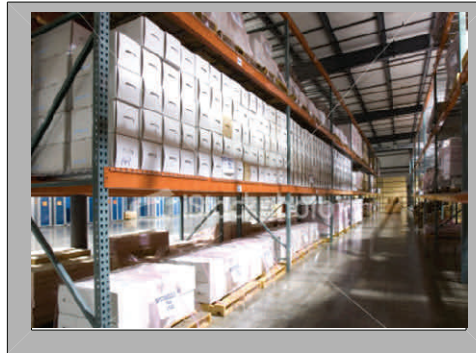
Records Storage

Inactive paper records that you no longer reference, but must be retained pursuant to the Records Retention Schedule are to be sent to the Records Management office for off-site storage.

Purge before you pack!



Location - Hours - Contact Information



Records Management

Montgomery College
Office of Information Technology, Ste 310
15400 Calhoun Place
Rockville, MD 20855

Hours of Operation:

Monday through Friday, 8:30 to 4 :30 pm.

Records Management Assistant:

Telephone: (240) 567-3188

E-mail:

records.management@montgomerycollege.edu

For detailed Records Management procedures and forms, please refer to the **Records Management Website:**

<http://cms.montgomerycollege.edu/recordsmgmt/>

Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty and staff.



**Records
Management
Program**



Lifecycle of a Record

Importance of Records Management

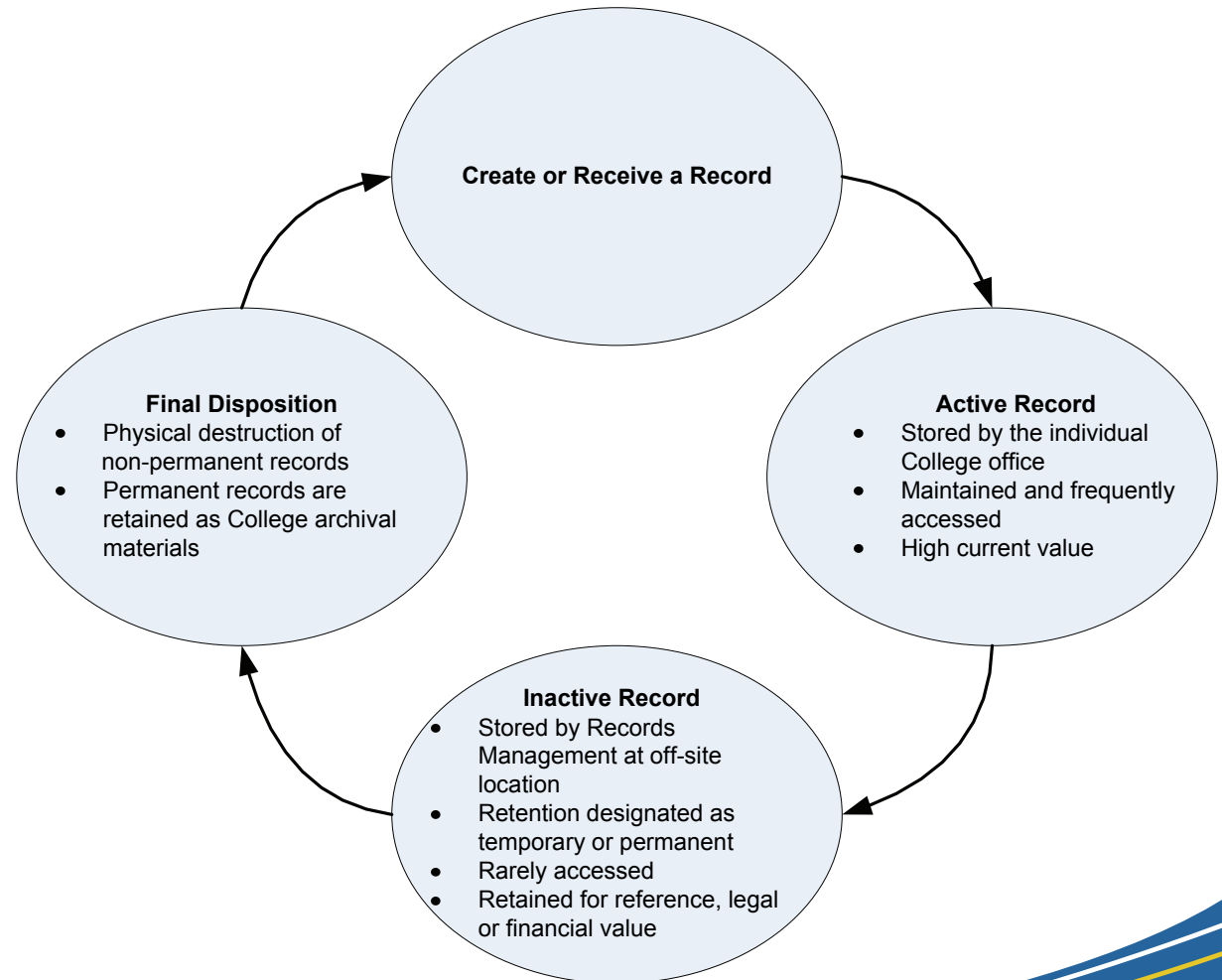
Properly maintaining records is necessary for College business and operations. It is also a legal requirement.

The Montgomery College Records Management program exists to ensure that the College manages its business and administrative records.

The goals of records management are to:

- ◆ Provide the right information at the right time to the right person at the lowest cost possible.
- ◆ Retain records for the required period of time and destroy them when obsolete.
- ◆ Reduce the costs of records storage and management by the effective use of technology and off-site storage options.
- ◆ Preserve those business records that document the College's decisions and actions.
- ◆ Document the College's actions for the purpose of accounting to the public.

The accomplishment of these goals requires an entire organizational approach towards records management, incorporating all records in all storage media.



Records management is the responsibility of every College office.

