



## Shared Responsibility for Management of the College's Records

### Who is responsible for managing records and information? Everyone is.

Each office, department, administrator, staff, and faculty person has an important role to play in protecting the College by creating, using, retrieving and disposing of records in accordance with the established policy, procedures, and retention schedule.

**Records Management office:** The Records Management office is responsible for overseeing and coordinating the records management services of the College.

The work of the Records Management office is to:

- Coordinate the update of the College's records retention schedule and maintain the College's official schedule on the College's web page,
- Create and maintain instructions for off-site storage of College records,
- Manage the transfer and retrieval of the College Office's hard copy records to and from the off-site records storage site,
- Initiate requests for approval from College offices/departments for destruction of their records (stored off-site) when the retention term for these records has expired,
- Authorize the off-site storage vendor to destroy and certify the destruction of the records – only after receipt of destruction approvals from the offices/departments who own the records,
- Maintain the certifications of record destruction,
- Manage the off-site storage vendor contract,
- Update the vendor-supplied records management database to track the off-site records inventory, destructions, billing, etc.,
- Serve as liaison for records management best practices by providing guidance and assistance to college offices and departments, and
- Provide awareness training for records management responsibilities and processes.

**College Offices and Departments:** All College offices and departments are accountable and responsible for managing their records in accordance with College Policies and Procedure and in compliance with Federal and State laws and all regulations specific to their office/department. Each office and department is responsible for the college records for which they are the official owner.

College offices and departments are accountable and responsible for:

- Knowing the policies, laws and regulations to which they must comply in regards to records,
- Designing and implementing effective and efficient record management practices within their office/department in accordance with the College policies and procedures and the Record Management office processes and instructions,
- Providing appropriate training on their records management practices to the employees of the office/department,
- Maintaining a current inventory of records they maintain,
- Working in conjunction with the Records Management office to update the College's records retention schedule on a regular basis and reporting changes to their schedule throughout the year to the Records Management office,
- Appointing records management point(s) of contact (employees who are knowledgeable about the records of the office/department and serve as the point of contact between the office/department and the Records Management office), and
- Maintaining proper documentation for records destroyed in-house and filing the proper certifications of destruction with the Records Management office.