



Montgomery College Records Management Mission Driven...

In support of the College's mission we create, receive, and store information. This information is an asset with value to operating the college continuously, efficiently, and effectively. In accordance with College Policy #68004 on Records Management, the College creates a Records Retention Schedule that defines how its information in the form of records is managed, retained, and disposed.

**Records management is defined as
the systematic control of records throughout their life cycle.**

What are Records?

A **record** is recorded information, regardless of medium or characteristics, which is evidence of what the College does. Records capture the academic and business activities and transactions. Examples are contracts, business correspondence, personnel files, student records, and financial statements.

Records come in many formats:

- Physical paper in our files, such as contracts or reports
- Electronic messages, such as e-mail messages and attachments
- Content of the website, servers, desktops, and mobile devices
- Information captured in the college's various databases, such as Banner

Whenever the college is involved in litigation, all related records in any format, may be identified as discoverable. Therefore, it is critical to retain records in accordance with the retention schedule, disposing of them on a timely basis only after the retention period expires.

Why is records management important?

The college considers its records as one of its most important assets. The College has a duty to students and all stakeholders to manage them effectively in order to secure the information appropriately, control costs, and ensure continuity of its mission without interruption. Effective records management ensures that the information needed is retrievable, authentic, and accurate.

The goals of records management are to:

- Set and follow organizational procedures
- Create, communicate and execute records procedures consistently
- Identify who is responsible and accountable for managing records
- Ensure that the College can provide the right information to the right person at the right time
- Dispose of records on a timely basis according to the retention schedule
- Preserve business records that document the College's decisions and actions.

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.