

RECORDS MANAGEMENT



The Connecticut College Records Management Program was adopted in 2007 with three goals: to develop an organized, cost-effective, and practical system to manage records through their life cycle (creation, use, maintenance and disposition); to identify and provide for the permanent retention of records of enduring value; and to ensure legal compliance with local, state and federal requirements.

The College Archives administers the Records Management Program, providing guidance to the campus community on the effective management of their records, and working together with offices, departments and individuals to balance established records management principles with guidelines that are appropriate for their needs.

Ideally, only records of permanent archival value are accepted for onsite storage in the Archives. Inactive records that must be retained for legal purposes are generally stored in departmental offices according to established retention periods, or at Iron Mountain, an offsite storage facility in Windsor, Conn.

THREE THINGS YOU SHOULD KNOW ABOUT RECORDS MANAGEMENT:

- Each records retention schedule is developed to ensure compliance with FERPA, HIPPA, state laws and mandates, and the Federal Rules of Civil Procedure. Lawful maintenance of records is guided by procedures established by the State of Connecticut (guidelines can be found at <http://www.cslib.org/publicrecords/opraforms.htm#guidelines>).
- Archives staff performs records surveys across individual departments to ensure that retention schedules are developed with the needs of individual offices in mind. These schedules are relatively flexible, and are revised as necessary.
- The College has a series of procedures in place for “litigation holds” to ensure that print or electronic records are not inadvertently or intentionally destroyed or modified when litigation is expected, including the suspension of automatic destruction for e-discovery purposes. For a complete list of procedures, please consult the Records Management Program Schedule, available through CamelWeb.

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