



# WHAT IS RECORDS MANAGEMENT?

The systematic and administrative control of records throughout their life cycle to ensure efficiency and economy in their creation, use, handling, control, maintenance, and disposition.

## RECORD

A **record** is information created, received and maintained as evidence, and as an asset by the College; or its faculty or staff, in pursuit of legal obligations or in the transaction of business. This information, regardless of physical format or characteristic, must be maintained to meet the administrative, fiscal, legal or historical needs of the College.

## RETENTION

**Retention** is the function of preserving and maintaining records for continuing use. Records may be retained in the system of origin, or transferred to a separate repository such as an offline system or records center.

## RETENTION PERIOD

A **retention period** is the length of time that records should be retained in an office or records center before they are transferred to archival custody or destroyed. The retention periods chosen for different records should be based on legislative or regulatory requirements as well as on administrative and operational requirements.

## DISPOSITION

**Disposition** is the actions taken to fulfill the requirements outlined in retention schedules to retain, destroy or transfer records. Note that disposal is not synonymous with destruction, though destruction may be one disposal option.

## RETENTION SCHEDULE

A **Retention Schedule** is a document that identifies the records of an organization or administrative unit and specifies which records should be preserved as archives and which can be destroyed after a certain period of time. The retention and disposal schedule provides ongoing authorization for the transfer of records from offices to records centers, along with the destruction of obsolete records and the preservation of archival materials.