

I'm Leaving Duke! What Should I Do with my Records?

Slide 1: Records Management at Duke

Welcome! The Records Management program at Duke University provides guidance to university offices and departments on managing their physical and electronic records.

Slide 2: I'm Leaving Duke!

Congratulations on taking the next step in your career journey! Before you leave Duke, please review your records and follow the steps outlined in this video to ensure you have properly preserved your historical materials with the University Archives.

Slide 3: University Records

A university record documents the history and business of Duke University. University records can be found in many formats, including paper records and electronic documents, such as email.

Slide 4: Permanent Records

There are three primary categories of records.

First are permanent records, which should be transferred to the University Archives for permanent preservation. Examples of permanent include meeting minutes, correspondence of Deans, Directors, Chairs and administrators (which can include email), as well as photographs and audiovisual materials.

Slide 5: Temporary Records

Second are temporary records, which should be retained in your office for the appropriate retention period. Examples include transactional financial records, such as invoices and travel authorizations, human resources records, such as personnel files and employee evaluations, and legally protected documents.

Slide 6: Non-Records

Finally, you may have non-records, which can be destroyed when no longer administratively necessary. Examples of non-records include drafts, reprints of articles and third-party publications such as academic journals.

Slide 7: How Do I Get Started?

To get started, contact the [Records Manager](#) to schedule a records review and consultation. The Records Manager will assist you with reviewing your records and help you determine what types of records you have in your office. This brief consultation is a great way to start cleaning out both your office and your hard drive!

Slide 8: Transferring Records

If you have permanent records in your office, you will need to [transfer](#) them to the University Archives for permanent preservation. The University Archives can provide records boxes for physical materials and can help coordinate the transfer of electronic records. Contact the [Records Manager](#) for more information.

Slide 9: What About My Email?

Due to resource constraints, the University Archives cannot accept transfer of all employees' email correspondence. If your email is eligible for transfer, the Records Manager will review your inbox and identify folders that contain the most crucial correspondence. The Records Manager will work with you to get your email organized for transfer.

Slide 10: For More Information

For more information on the records management program, please visit our website at the address [below](#).

Slide 11: Questions or Concerns?

Thank you for joining us today. Do you have any questions or concerns? Please contact the Records Manager at hillary.gatlin@duke.edu.