

How Do I Get Started in My Office?

First, review the records retention guidelines available online and identify the records that you are creating in your office. Then, implement the guidelines by destroying temporary records or transferring permanent records to the Archives as appropriate.

Questions?

The Records Manager is available for in-office consultations! The Records Manager can visit your office to talk about your records needs and assist you with identifying records. To schedule a consultation, contact the Records Manager at:

hillary.gatlin@duke.edu

or

919-684-8066



What Records Should I Transfer to the Archives?

The University Archives accepts transfer of permanent records that are no longer needed in your office.

Examples of permanent records include:

- correspondence and subject files of the dean, director, or chair
- publications, such as newsletters and annual reports
- records of academic programs, curriculum development, symposia, special projects
- departmental minutes, committee minutes and committee reports
- self-studies, histories and accreditation reports
- records about cooperative efforts with other institutions
- records about relationships with government, business, or industry
- photographs (particularly if subjects are identified)

Please review the full records retention guidelines available online at the Duke Archives website for additional permanent records.

To transfer these records, please contact the Archives at 919-684-8066. More information is available at the University Archives website. Archives staff will assist you with the transfer process.

Records Management Program

University Archives
Rubenstein Library
Durham, NC 27708

Phone: 919-684-8066

Email: hillary.gatlin@duke.edu

Bit.ly/DukeRM

University
Archives



Records Management at Duke



DUKE UNIVERSITY
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The Records Management Program

The Records Management Program at Duke University provides guidance and assistance to university offices and departments to ensure that vital information is available in a cost-effective, efficient, and legally-defensible manner. The Records Management program helps offices identify the different kinds records they create and use, craft records retention guidelines, transfer permanent records to the Archives, locate storage for temporary records, and manage their electronic records.

Benefits of Records Management

Records management is a crucial element of successful work here at Duke. By following records management practices and procedures, offices can reduce space needs and improve business efficiency, ensure compliance with federal and state regulations, limit university risk via defensible records destruction, protect and guard personal information and sensitive data, and help preserve the important history of Duke University by transferring permanent records to the Archives as needed.



What is a Record?

Records are defined as evidence of and information about business activities and transactions, usually retained for administrative or historical value. At Duke, university records document the history and business of Duke University. These records may include paper documents, born-digital records, digitized records, and email. Some records have significant historical value and need to be retained permanently. Other records have business or legal value and need to be retained for a specific period time until the University has met federal, legal, or business obligations.

Any Duke employee may create a university record. While historically records were centrally managed, with the advent of electronic records and digital recordkeeping, every records creator bears some responsibility for following records management procedures and guidelines.

Records Retention Guidelines

Created by the Records Management Program and available online, Duke University's records retention guidelines provide departments with information on the kinds of records created in their office and how long those records should be retained.

Records which have historical or administrative value to the university are considered permanent records. These records should be transferred to the Archives when no longer actively used in the office or department.

Other records have business value to the university but do not require permanent retention. These temporary records should be retained for the minimum retention period listed in the appropriate guideline and then destroyed as needed.

To identify your office's permanent and temporary records, please review the appropriate records retention guidelines.

Records Management Services

The Records Management Program provides the following services to campus departments and offices:

- In-office consultations, including records review
- Assistance with transfer of permanent records
- Guidance on storing temporary records
- Creating records retention guidelines
- Guidance on managing electronic records