

What is a Record? Video Transcript

Slide 1: Records Management at Duke

Welcome! The Records Management program at Duke University helps campus offices and departments identify and transfer their university records to the Archives for permanent preservation.

Slide 2: What is a Record?

A record is evidence of and information about business activities which is retained for administrative or historical value. University records document the history and business of Duke University and should be transferred to the Archives when no longer needed in your office. University records can exist in both physical and electronic formats.

Slide 3: University Records

Some examples of university records include: the correspondence and files of the dean, director, or chair, including email; Duke publications produced by your office, such as newsletters, brochures, and annual reports; committee or department meeting minutes and agendas

Slide 4: University Records

Program, project, or curriculum records, including syllabi; websites, blogs, social media, and other electronic records; Photographs and other types of audio-visual material.

These records should be transferred to the Archives when no longer needed in your office.

Slide 5: Non-Records

Some documents in your office will not be university records. These non-records include: drafts; third-party publications such as books and journals; and most financial documents, such as receipts and travel authorizations.

These non-records should be retained in accordance with retention guidelines and should not be transferred to the Archives.

Slide 6: For More Information

If you have questions about university records, please visit the Records Management at Duke website at the address [below](#).