



I'm not robot



I am not robot!

Offers guidance in managing University Records through the several stages – active, inactive, and archival – of their life cycle. Purpose and Context. Maintain records in appropriate storage and locations. This high level policy sets out our commitment to achieving high standards in records management. Identifies, collects, and preserves University Records of archival value The Records Management Policy and Outreach Program, under the Office of the Chief Records Officer for the U.S. Government, is responsible for developing Federal records management policies and guidance related to records creation, management, and disposition with an emphasis on electronic records The purpose of the Record Management Policy is to promote proper management, retention, preservation, and disposal of records of college operations, in order to ensure efficient current and future operations, preserve a historical record, comply with legal obligations, and eliminate outdated and unnecessary records This policy outlines broad responsibilities related to records management, retention, disposal, and preservation. The purpose of this policy is to ensure that the University's records are: appropriate to meet its business needs and the These guidelines are issued in terms of section(4) of the National Archives and Records Service of South Africa Act, The purpose of these guidelines is to enable records Establishes general and office-specific Records Retention Schedules and records management procedures. To ensure the safety, security and authenticity of all DePaul University records, the Records Management Policy outlines the responsibilities of program units with regards to university records compliance The policy will be supported through the delivery of Records Management Policy. Limit access to records of confidential information on a 'need to know' basis Records Management Policy. Retain records according to the Records Retention Schedule. This policy applies to all departments and all records, regardless of whether the records are maintained in hard copy (paper), electronically, or in some other fashion Records Management Policy (pdf) (KB) This directive describes the responsibilities and requirements for managing the Environmental Protection Agency's records to ensure that the Agency is in compliance with federal laws and regulations; EPA policies; and best practices for managing records The purpose of the Records Management Policy is to provide a framework which ensures that full and accurate records of all activities and isions of the University are created, managed and retained or disposed of appropriately, and in accordance with relevant legislation Specifically, department managers should: Create only the records the department needs. Administrative records are institutional assets. They are vital to maintaining current Introduction and Purpose. All practices Records Management Policy and Procedure Purpose. The purpose of this policy and procedure is to: support the effectiveness and efficiency of the Institute's operations and Records management is defined as a field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, distribution, storage and Records Management Policy Revised A. Background & Purpose. The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for The Records Management Policy is a component of the University's broader data, information and knowledge governance and management regime.