

Purpose

The University Records Management program ensures that all records created by or for Virginia State University, are managed efficiently and effectively. Records Management Service assist department's daily operation by providing support in areas such as record storage, file retrieval, records disposal confidential records destruction, developing records retention scheduling, forms management, record conversions and disaster planning

Authority, Responsibility, and Duties

Records Management is a cooperative effort composed of the University Archivist, Administrative Records Manager and Records Coordinators. The Code of Virginia, Sections 42.1-76 otherwise referred to as the Virginia Public Records Act, requires that state agencies with public records maintain an active and continuing program for the economic and efficient management of the records of the agency.

Definitions

None

Policy Statements

The University is required to maintain a Records Management Program, which in conjunction with the activities of the State Library, conforms to the provisions of the State Code for the retention, archiving and disposal of university records. The following policies and procedures will govern the University's Records Management Program

1. The University Records Manager (URM) will be responsible for the development, implementation and maintenance of the University's Records Management Program.
2. With the URM's guidance, the Records Management Program will be carried out at the departmental level, as determined by each vice president.
3. The State Library's General Schedules for Retention and Disposal of Records, supplemented by directions from individual departments of state government, will serve as the guide for the University's retention and disposal of records.
4. The University Library's Archives will be responsible for long-term storage of records of the Board of Visitors', President's and Vice Presidents' offices. All other required long-term storage (archiving) will be the responsibility of the respective departments.
5. The URM will coordinate, with the State Archivist, the disposal of university records.

Virginia State University
Policies Manual

Title: Record Management

Policy: 5700

References

Library of Virginia (WWW.LVA.LIB.VA.US)
Virginia Public Records Act (Section 42.1-76)
Code of Virginia

Approved by: Eddie N. Moore, Jr., President

Date: December 13, 2006