


RECORDS MANAGEMENT @ SIMMONS

Prepared by
Jason Wood, College Archivist



RECORDS MANAGEMENT @ SIMMONS

- Records Retention Policy approved by the Board of Trustees, June 2011
- Records Retention Schedule and Manual prepared by College Archivist, available at <http://www.simmons.edu/library/archives/records/>
- Manages Risks & Manages Resources at Simmons
- Provides coherence, clarity, and consistency in:
 - storing important information in your office
 - deciding what is important to keep
 - knowing what to get rid of, when, and how
 - finding information when you need it



THE “BIG BUCKETS” OF RECORDS FOUND IN ALL SIMMONS OFFICES

- **Departmental Records**
 - key activities of all units or functions
- **Project Records**
 - intra- or inter-departmental committees or projects
- **Operational Records**
 - day-to-day activities of all units or functions
- **Personal Records**
 - employee activities outside Simmons
- **Department-specific Records**
 - unique to your unit or function



DEPARTMENTAL RECORDS: KEY ACTIVITIES OF ALL UNITS OR FUNCTIONS

- Annual Reports
- Program Assessments
- Planning Documents
- Program Proposals
- Deliverables
- Aggregated Statistics
- Contracts
- Publications
- High-level Correspondence
- Policies & Procedures
- Meeting Minutes
- Organizational Charts

○ **Rules of Thumb:**

- Maintain in a central location, organized by function
- *Final Versions:* **Transfer to Archives** when no longer needed within the department (typically 3 years after creation/completion)
- *Draft Versions:* **Destroy** when superseded



PROJECT RECORDS:

INTRA- OR INTER-DEPARTMENTAL COMMITTEES OR PROJECTS

- Program Proposals
- Update and Final Reports
- Deliverables
- Assessments
- High-level Correspondence
- Meeting Minutes

○ Rules of Thumb:

- Committee Chair or Team Leader maintains records in location accessible to all members
- *Committee Chair or Team Leader: **Transfer to Archives*** at end of project & when no longer needed
- *All other members: **Destroy*** when no longer needed



OPERATIONAL RECORDS:

DAY-TO-DAY ACTIVITIES OF ALL UNITS OR FUNCTIONS

- Transactional Activities
- Information Requests
- Events Facilitation
- Accounts Payable / Receivable Materials
- Contract Proposals
- Unaggregated Statistical Data
- Budget Records
- Sponsored Research Records
- Facilities Records
- Personnel Records
- Payroll Records

○ Rules of Thumb:

- In most departments, these records are largely **convenience copies only**.
- **Destroy** when no longer needed within the department (typically 1-2 years)
- Organize by Year to facilitate disposal



PERSONAL RECORDS: EMPLOYEE ACTIVITIES OUTSIDE SIMMONS

- Scholarship / Research
 - Non-Simmons Committees / Service
 - Professional Development Activities
 - Personnel / Payroll Records
- **Rules of Thumb:**
- Discuss with College Archives staff regarding donating papers documenting your professional career, research and activities to the College Archives.
 - All other records, destroy when no longer needed.



ARCHIVES & RECORDS MANAGEMENT SERVICES & ASSISTANCE

- developing **paper** or **electronic** filing systems
- applying or modifying **records retention** schedules
- coordinating **short-term storage** of inactive records
- ensuring **long-term preservation** of historical records



ARCHIVES & RECORDS MANAGEMENT CONTACTS

- <http://www.simmons.edu/library/archives/records/>
- archives@simmons.edu

- Jason Wood, College Archivist
 - x2441
 - jason.wood@simmons.edu

- Justin Snow, Archives Assistant
 - x2440
 - justin.snow@simmons.edu

