

## The Copy of Record

There are all kinds of files that document the business of the University...

Forms for various requests, policy files, correspondence files, purchase orders, calendars, correspondence, annual reports, and others.

It can be overwhelming.

A records management program not only can help keep your office tidy, it also is mandated by state statute. In keeping and disposing of records properly, you are abiding by state requirements for state agencies and their employees. However, not all records or files need to be kept, only those that are the copy of record, the copy that is the official record of an action or activity.

If you have the copy of record, you must request permission as part of the legal destruction of state records. State records have established minimum retention periods and this information is available by checking the General Schedules on the Connecticut State Library website: (<http://ctstatelibrary.org/publicrecords/state>).

To request permission to destroy state records, complete the RC-108 form, available from the Connecticut State Library website, or from the Records and Information Management (RIM) website under "Destruction- forms" (<http://rim.uconn.edu/forms/>).

Most copies of record are located in the higher levels of University administrative offices.

For example, the copy of record for most financial records are in the accounts payable, purchasing or the controllers' office. A notable exception is the ProCard—the department has the record copy of these records.

The copy of record for travel are located in the travel department...

Offices may complete these records, and keep their own copy, but that is only an administrative copy, or the departmental copy. Administrative/departmental copies should be kept as long as they are useful and then may be destroyed—no permission is necessary.

How do you know if you have the copy of record? Ask yourself these questions:

Are you the final signatory?

Did something happen when you or your office completed the action the form represents?

Was a check cut? Was a decision determined? Was this the final communication?

If the answer is yes, then, you have the copy of record, and you need to keep it for the full retention period specified in the state's general schedules before requesting permission to destroy by completing the RC-108 form.

If you do NOT have the copy of record, you may destroy it without asking for permission when it has outlived its administrative usefulness. You don't need to keep it "just in case."

Clearing out unnecessary files and reclaiming the space not only helps keep offices neat, but it also conforms with state policies, procedures, and the law.