

Records and Information Management

Definitions

Office of Record – An office designated to maintain the record or official copy of a particular record in an organization. (ARMA)

It is often the case that departments within a university setting collaborate, share and compile documents and records on behalf of numerous stakeholders. This process of collaboration often leads to a number of drafts and copies of a record. It is a necessary component of records management to designate a single entity responsible for maintaining the record or official copy of a particular record. The assignment of this responsibility is the proves of establishing an "office of record."

Record – Recorded information, regardless of medium or characteristics, made or received by an organization in pursuance of legal obligations or in the transaction of business. (ARMA)

Records Disposal Authorization (RDA) - A document in a standard format provided by the Illinois State Records commission that specifies the type and amount of records to be disposed of by a given unit.

RDAs are filled out in collaboration with a University Archivist and submitted to the Illinois State Records Commission for approval.

Records Inventory - A detailed list of the records for an individual unit or department. An inventory is compiled with consultation of the University Archivist and a departmental liaison. (ARMA)

For further information on records inventories please see the [Records Disposal Instructions](#).

Records Liaisons – Individual responsible for coordinating records management activities within a department and acting as liaison between the department and the records manager/administrator. (ARMA)

Each unit within the university is responsible for appointing a records liaison who has completed a university records training course and is responsible for acting as a steward of the unit's records. This person should be familiar with the proper channels for document / record disposal and able to answer most general questions about records management. If your unit does not have an appointed records liaison, please contact the [Electronic Records Archivist](#) for further information. You might also check the [List of Records Liaisons](#) for colleagues handling this role in a similar department.

Records Management – That field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including processes for capturing and maintaining evidence of and information about the business activities and transactions in the form of records. (ISO 15489) (ARMA)

Records Retention Schedule – A comprehensive list of records series, indicating for each the length of time it is to be maintained and its disposition. (ARMA)

A records retention schedule provides a minimum period of time for which records of a particular type (a series) must be maintained. After this period, a unit or department may dispose of records but only through established processes. For an extended discussion of document retention, please see the [Best Practices](#) guidelines.

Records Survey – A broad overview of the quantity and type of records within an organization, which is usually completed prior to a detailed inventory. (ARMA)

University Records - Compiled sources of information that represent official actions and transactions conducted by and on behalf of the University and are identified as supporting University functions.