

# DEPAUL UNIVERSITY

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## Records Management

**Category:** Operations

**Responsible Department:** Office of the Secretary

**Responsible Officer:** University Secretary

**Effective Date:** 9/11/2017

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### Policy Summary

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This policy provides a framework for managing, retaining, and disposing of Official Records. It also identifies records to be transferred to the Special Collections and Archives.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the university community.

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### Policy

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An Official Record is any original information produced and/or maintained by offices within the university that provides evidence of DePaul University's organization, business activities, decisions, procedures, operations, or transactions, regardless of format (including electronic records). The University maintains a [Records Retention Schedule](#) outlining the various categories of Official Records retained by DePaul University. It further identifies the academic and business unit(s) responsible for ensuring retention of each category of Official Records.

Official Records must be retained by the responsible department for the period of time identified in the [University Records Retention Schedule](#). Following that period, Official Records must be disposed of using the method indicated in the [University Records Retention Schedule](#). Prior to the destruction of an Official Record, a [Records Disposal Certificate](#) must be completed. Records that are to be sent to the Special Collections & Archives must be transferred in accordance with their collection and [transfer policy](#).

Unofficial records are defined as records that have no independent, operational, fiscal, legal, historical, or other value to the university. These records may include drafts, duplicates or 'convenience' copies of official records or records used for reference purposes. Unofficial records should be destroyed as soon as they have met their immediate business need and should not be maintained by any academic or business unit longer than the official record as outlined in the [Records Retention Schedule](#).

Several [Information Services](#) policies include important directives relating to records management activities at DePaul University:

- [Access to and Responsible Use of Data](#)
- [DePaul University Computing Policy](#)
- [Health Information Security & Privacy](#)
- [Information Security Policy](#)
- [Outlook Email Retention](#)
- [Outlook/Exchange Account Deletion](#)

Records subject to these policies must be stored and disposed of in compliance with that policy to ensure their security and privacy.

Further, employees or departments retaining records subject to a Legal Hold issued by the [Office of the General Counsel](#) must suspend the regularly scheduled destruction or disposal of such records until the Legal Hold is rescinded by the Office of the General Counsel. For more information, please see the [Legal Hold and Record Preservation](#) policy.

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## **Procedures**

Procedures necessary for implementing this policy are available in the Records Management Manual (see below, Section IX - Appendices). Additional information and training materials can be found on the [Records Management Website](#)

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## **Divisional Collaborations**

Compliance & Risk Management  
Information Services  
Internal Audit  
Office of the General Counsel  
University Library: Special Collections and Archives

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## **Contact Information**

Department of Records Management  
(312) 362-7126  
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## **Appendices**

[Records Management Manual](#)  
[Records Retention Schedule](#)  
[Records Disposal Certificate](#)

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## **History/Revisions**

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Origination Date: 10/02/2008

Last Amended Date: 09/11/2017

Next Review Date: N/A