**QUESTIONS FOR UNIVERSITY STAFF RECORD KEEPERS WHEN REVIEWING YOUR RECORDS RETENTION AND DISPOSITION SCHEDULE**

*DIRECTIONS TO UPDATE YOUR DEPARTMENTAL RECORDS RETENTION SCHEDULE CAN BE FOUND AT THE RECORDS MANAGEMENT WEBSITE* (www.siue.edu/records)

1. WHAT OPERATIONAL/BUSINESS RECORDS DOES OUR OFFICE OR UNIT KEEP OR CREATE (PAPER, ELECTRONIC, FORMS, PHOTOS, TAPES, CDs, DVDs)?
2. DESCRIBE EACH RECORD. IS IT AN ELECTRONIC (DIGITAL) RECORD OR PAPER RECORD? IS THE RECORD AN ORIGINAL OR DUPLICATE (CREATOR OF THE RECORD OR COPY OF THE RECORD)? WHAT FORMS DO WE USE AND ARE THEY PART OF A WORK PROCESS OR A SEPARATE RECORD ITEM?
3. IF IT IS A DUPLICATE RECORD (COPY OF A RECORD FROM ANOTHER PERSON/OFFICE), THEN IT SHOULD BE COVERED ELSEWHERE WITHIN SIUE’S RECORD RETENTION AND DISPOSITION SCHEDULES (MOST LIKELY THE COMMON RECORDS SERIES).

EXAMPLES OF DUPLICATE RECORDS INCLUDES PERSONNEL, PAYROLL, INVENTORY, AND BUDGET RECORDS. A LIST OF THESE RECORDS CAN BE FOUND IN THE COMMON RECORDS SCHEDULE AT http://www.siue.edu/records/pdf/agency\_wide\_records.pdf

1. WHEN DID OUR UNIT CREATE OR START USING THIS RECORD?
2. HOW MUCH OF THIS RECORD DOES OUR OFFICE HAVE IN STORAGE? HOW MUCH DOES OUR OFFICE ACCUMULATE PER YEAR?
3. HOW DOES OUR OFFICE MANAGE OR FILE THE RECORD (ALPHABETICAL, NUMERICAL, CHRONOLOGICAL OR A COMBINATION OF THE THREE)?
4. WHERE IS THE RECORD LOCATED AND HOW IS IT STORED?
5. IS THE RECORD INTERNALLY AND/OR EXTERNALLY AUDITED?
6. IS THIS RECORD COVERED BY ANY FEDERAL, STATE, OR PRIVACY ACTS AND/OR HAVE SENSITIVE DATA?
7. HOW OFTEN DOES OUR OFFICE REFER TO OR RETRIEVE THIS RECORD?
8. DOES IT MAKE SENSE TO REFORMAT (SCAN) THIS RECORD FOR BUSINESS OR STORAGE PURPOSES?
9. HOW SHOULD OUR OFFICE DISPOSE OF THE RECORD?

IF YOU HAVE QUESTIONS, COMMENTS, OR CONCERNS, CALL GARY DUNN AT RECORDS MANAGEMENT X3982.

I APPRECIATE YOUR TIME AND HARD WORK IN THIS MATTER. THANKS!