

# TIPS FOR Departmental Records Coordinators

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## REGISTER AS A COORDINATOR

Completing the records coordinator appointment form ensures that you will receive updates and other information from Records Management Services. Coordinator appointment is also required to be able to approve records destruction through the Certificate of Records Destruction form (on our web site at: <http://vt.libsurveys.com/rms-destruct>). Records Management Services will contact your department annually to request updates to your coordinator appointment information - please be sure to reply with any changes.

## CONSULT WITH RECORDS MANAGEMENT SERVICES

Records coordinators are part of a network of university employees sharing responsibility and oversight for records management compliance with their departments and with Records Management Services, the overall records management program of the university. The Director, Records Management Services works with you to approve records destruction and also provides centralized services and consulting. Please contact the department at any time with questions about records management processes.

## FAMILIARIZE YOURSELF WITH THE RETENTION SCHEDULES

The Library of Virginia's records management section creates and maintains the records schedules which guide how long we keep official records and how we should destroy them. The complete list is at: [http://www.lva.virginia.gov/agencies/records/sched\\_state/index.htm](http://www.lva.virginia.gov/agencies/records/sched_state/index.htm). Records Management Services maintains a university schedule which includes a selection of commonly encountered record series, available at [https://www.lib.vt.edu/content/dam/lib\\_vt\\_edu/urig/univ\\_sched.pdf](https://www.lib.vt.edu/content/dam/lib_vt_edu/urig/univ_sched.pdf).

## PLAN FOR DESTRUCTION

Be sure that others in the office know that official records series in their care are subject to state retention requirements and that destruction must be documented – and assist in planning ahead of time for the completion of this process.