Austin Peay State University

Records Management Procedures for Records Custodians

1. Appointment of Records Management Contact Person

The Administrator or designee of each University Office/Department will appoint a Records Custodian to serve as the official representative and point of contact for records management responsibilities of the Office/Department. The Records Custodian is responsible for:

* Adhering to the Records Retention Schedule
* Coordination of the transfer and destruction of paper records
* Maintenance of an index or detailed listing of records stored and the storage location
* Maintenance of an index of electronic records stored by the Office/Department

The Administrator/designee will confirm the Records Custodian appointment annually and must notify the Assistant Records Officer any time there is a change in Records Custodian via email to: [recordsmanagement@apsu.edu](mailto:recordsmanagement@apsu.edu).

The Administrator may appoint Assistant Records Custodians within their area but only one official Records Custodian will be assigned per each University Office/Department who will be the responsible liaison between the Office/Department and the Records Officer/Assistant Records Officer.

1. Records to Retain

APSU will use the State of Tennessee’s Records Management Retention Schedule. A link to the Records Retention and Disposition Schedule can be found on the Records Management Webpage: [www.apsu.edu/recordsmanagement](http://www.apsu.edu/recordsmanagement)

A detailed listing of all records retained must be maintained by the Records Custodian of each department. The detailed listing will include:

* Department/Office Name
* Description of Contents/Fiscal Year(s)
* Retention Period
* Date of Destruction (or designate “Permanent” as applicable)
* Location of record storage (Folder/file name and all extensions if electronic)
* Index (optional)

This detailed listing should be kept current and will be submitted to the Assistant Records Officer in December annually or upon request.

1. Methods of Storage

All records required to be retained must be included on the Department’s detailed listing regardless of the method of storage.

* Current or often accessed records may be securely retained in the Office/Department.
* Electronic storage must be indexed in a manner that the records are easily identified and retrieved. Electronic records required to be retained must be stored in a secure/protected format and/or environment.
* Retention of non-current physical records must be stored in a location designated by the University for each Office/Department.

1. Long-term Storage Requirements

An Office/Department will use the storage area assigned to them for physical storage of records and will comply with the standard prescribed as follows:

* Only boxes of standard size will be used 15”X13”X10.5”
* Boxes should have walls/bottoms so they can be stacked if necessary
* Acid-free cardboard boxes should be used for permanent records
* Standard storage boxes, which are less expensive, should be used for non-permanent records
* Boxes must not be filled to bulging and the tops must fit correctly
* Materials should not be placed in hanging file folders within a box
* Records should be stored neatly and in logical order
* Each box should have a content sheet inside the box at the front of the file or placed on top of the records
* Boxes should be clearly labeled with the following information:
  + Department/Office Name
  + Index (optional)
  + Brief Description of item/Fiscal Year
  + Date of Destruction (or designate “Permanent” as applicable)

Boxes stored prior to 12/1/2017 do not need to be repacked to comply with the standard size but should meet labeling requirements.

Contact the Assistant Records Officer if you do not know the physical storage area assigned to your Office/Department or to have one assigned.

1. Items that should not be stored

Use good judgement and common sense in deciding what to send to records storage. Weed cartons of voluminous items of minor importance.

The following types of items shall not be included in boxes for storage:

* magazines
* reams of unused paper or tablets
* general announcements that go out to the University community unless originated by your office
* any materials not directly related to the business operation of your Office/Department
* books
* hanging file folders (place contents in appropriately labeled file folders prior to storage)
* binders (place contents in appropriately labeled file folders prior to storage)

1. Retrieval of Cartons and/or Files from Storage

If retrieved items are not to be immediately (same day) returned to storage, the Assistant Records Officer must be notified of the items removed and returned to storage.

1. Destruction of Records

Prior to destruction of records, the Records Custodian will ensure that there are no legal proceedings related to the records to be destroyed.

When records reach the records destruction date per the records retention schedule, the Records Custodian will arrange to have the records destroyed and complete the APSU Certificate of Records Destruction and email a scanned copy to [recordsmangement@apsu.edu](mailto:recordsmangement@apsu.edu).

The APSU Certificate of Records Destruction form can be found on the Records Management Webpage: [www.apsu.edu/recordsmanagement](http://www.apsu.edu/recordsmanagement)

It is the responsibility of the individual Department/Office Records Custodian to monitor and destroy records within a reasonable time after the destruction date in the most efficient and cost effective manner.

The Assistant Records Officer will announce campus-wide shredding to assist in this process.