

Are you...

- Involved with new hires or terminations?

terminations?

- **Working with confidential records?**

records?

- Looking for help creating a filing plan that your whole office will understand?

understand?

- **Overwhelmed with files piling up in your office, an empty cubicle, or corner?**
- Saving lots of paperwork “just in case”?

- **Tempted to scan/digitize**

everything?

- Confused about how to save email and electronic files?
- **Wondering what to do with your predecessor’s files?**

We can help!



Exterior view of the Archer Building (20 Derne St.), showing Suffolk Theatre off the Temple Street entrance, ca. 1930s. From the Suffolk University Photograph Collection (SUJ/004.03).

Create the desired,
Maintain the required,
Destroy the expired!

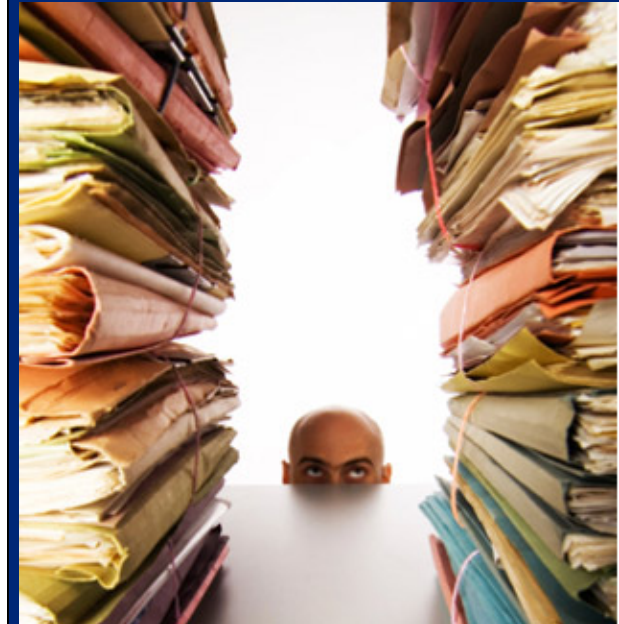
Contact

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SUFFOLK UNIVERSITY RECORDS MANAGEMENT

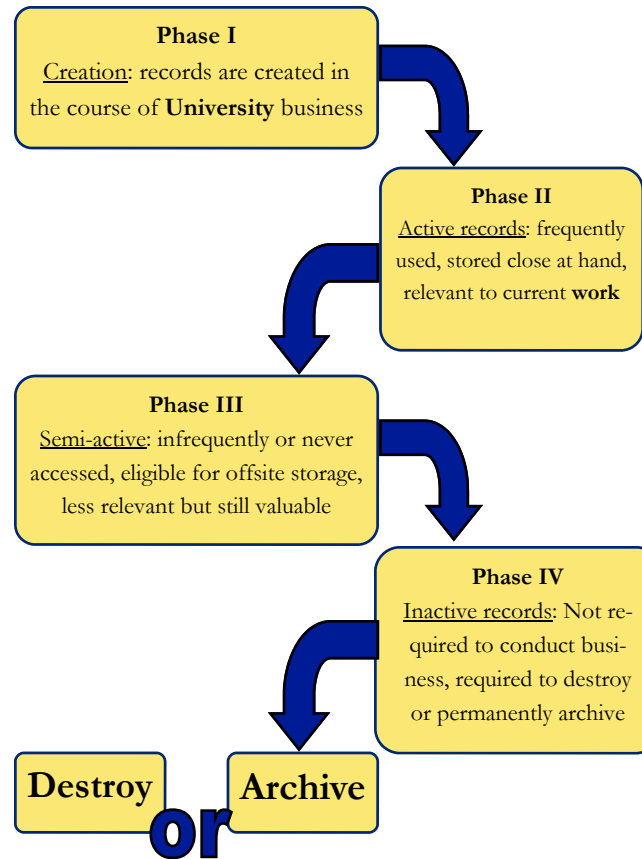
SAVING YOUR TIME.
PROTECTING OUR LEGACY.



What are my Records Management responsibilities?

- Create the records necessary to carry out the activities for which you are responsible
- File records in a manner which allows for them to be safely stored, environmentally secure, and efficiently retrieved when necessary
- Be familiar with and manage records in accordance with Suffolk's Records Management policies and procedures
- Work with the University's Records Manager and Archivist to ensure that important records are preserved

The Records Lifecycle



What is Records Management?

Records Management is a systematic approach to organizing and storing your documents—official University records—throughout their **lifecycle**. Recognizing this, the University has developed a set of policies governing the care and management of its records, regardless of their format (paper, email, electronic). More information can be found at by consulting the Records Management webpage at www.suffolk.edu/moakley/recordsmanagement

What can Records Management do for me?

- Identify records of permanent or historical value to the University
- Help you to assess storage options and stay clutter free
- Support compliance with internal and government mandates and legal requirements
- Deliver workshops and specialized training in files management
- Help you distinguish between official University records and your personal papers
- Design a filing plan specific to your office needs
- Provide a legally defensible means for destroying records