



OLD DOMINION UNIVERSITY

University Policy

Policy #3700 RECORDS MANAGEMENT POLICY

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: August 1, 2019

A. PURPOSE

The purpose of this policy is to establish responsibilities and requirements for records management.

B. AUTOMATICALLY GENERATED RECORDS

Records - Information that is created, received, or transmitted by an individual, organization, or system, in any form, and that is recorded, stored, or otherwise captured in a medium that allows for retrieval and communication. Records include but are not limited to electronic mail, text messages, voicemail, video, audio, and digital images. Records are created, received, or transmitted by an individual, organization, or system, in any form, and that is recorded, stored, or otherwise captured in a medium that allows for retrieval and communication. Records include but are not limited to electronic mail, text messages, voicemail, video, audio, and digital images.

C. DEFINITIONS

Certificate of Destruction - Also known as an RM-3, the document approving the destruction of records in accordance with Library of Virginia (LVA) Records Retention and Disposition Schedules. A completed RM-3 Form serves as evidence of proper disposal when records are subpoenaed as evidence, audited, or investigated.

Department Records Coordinators - Individuals who serve as liaisons between the University Records Manager and their respective departments.

Historical/Archival Records - Records that have long-term historical value as designated by the Library of Virginia, University Archivist and/or University Records Manager. Examples of historical records include but are not limited to Board of Visitors meeting minutes, President's correspondence, research final reports and accreditation records. These records cannot be placed in any repository other than the University Archives.

Records Custody Transfer (also known as an ODU RM-1 Form) - The document authorizing transfer of inactive records to an onsite ODU storage facility, a commercial records storage facility, or the University Archives.

Records Management Program - A planned, coordinated set of policies, procedures, and activities

The University requires that its records be maintained in a consistent and logical manner consistent with applicable law.

The University's Records Management Program is guided by a set of professional records management standards, best practices, and legal and regulatory requirements and complies with the Virginia Public Records Act.

Records created or received during the normal course of University business are the property of Old Dominion University and all employees are responsible for ensuring that records are managed in accordance with the University Record Management Program and in compliance with applicable Federal and State laws.

The Records Management Program is administered by the University Records Manager.t 8d2779-3 (fo)2.3

b. Records Management Steering Committee

- i. Meets with the University Records Manager on a regular basis to provide guidance on issues impacting the University's Records Management Program.

c. University Records Manager

- i. Oversees and directs University Records Management Program.
- ii. Trains and maintains communication with Department Records Coordinators; develops guidelines, procedures, presentations and tools to assist Department Records Coordinators in their duties.
- iii. Undertakes periodic assessments of departmental records management activities, and reports on the same.
- iv. Authorizes requests for destruction of University records by approving RM-3 forms.
- v. Provides approval for all offsite storage locations for university physical records.
- vi. Coordinates with the University Archivists transfer of historical/archival records to the University Archives as required by Library of Virginia records retention and disposition schedules.
- vii. Works with appropriate units to ensure that holds on destruction of University records due to litigation, audit investigation or FOIA requests are observed.
- viii. Advises senior management and Budget Unit Directors on records issues within their departments.

d. University Archivist

- i. Works with Department Records Coordinators on scheduled transfers of historical records to the University Archives.
- ii. Determines the historical value of select records that ordinarily are scheduled for destruction, but ma(c)2ai.6 (v)5.4 (a)0 Tw 5. (le)-3 y)-4.54.9 (h)13.1 (e)-3 436 (r)7.8 (o)-6.6 (t)-3 (h)2.M dtdt7-0p3 (n7n)md a(i)-310.2 (t)-6 (a)-3.3 (n8o) .9 (t)-.9 ()10p

- i. Comply with retention and disposition instructions in the Records Retention and Disposition Schedules approved by the Library of Virginia.
- ii.

3. Electronic Images

Hard copy records may be converted to electronic images (preferably TIFF or PDF) as long they are accurate copies of the original records in conformity with [ITS Standard 11.6.0](#),

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ G. Mark Walsh
Responsible Officer/

May 28, 2019