FINDING AID FOR
DePaul University Department of Records Management records
Collection Description

DePaul University Department of Records Management records

Date Range: 2006-2011
Quantity: 0.25 LF, 1 box, 0.0001 GB

Creator
DePaul University. Department of Records Management

History
Housed under the Office of the Secretary, the DePaul University Department of Records Management was established to meet the growing need for a systematic records management program at DePaul. The mission of the Department of Records Management is "to ensure that University departments retain the necessary information to meet legal, financial, administrative and historic needs and dispose of non-essential records in a timely and appropriate manner" (http://rm.depaul.edu, retrieved January 28, 2015). This this end, Records Management has developed an official Records Retention Schedule which all University departments are expected to follow. Depending on the type of record, materials that have outlived their administrative value may be stored permanently, shredded and discarded, or transferred to the University Archives. To further ensure that the University is in compliance with Records Management protocol, each University department has an appointed Records Coordinator. The Records Coordinator participates in records management training and is charged with implementing appropriate policies and procedures in his or her department.

Scope
The DePaul University Department of Records Management Records contain correspondence, drafts of reports and policies, and signed Records Certification forms from various University departments. The collection also contains digital material dating from 2007-2013, including meeting minutes, notes, planning documents, and a records management manual.

Arrangement
The records are currently organized into one series: 1. Planning and Establishment. This series is arranged chronologically.

Provenance
2014.134

Location
3/14/C; digital

Restrictions
This collection is open for research use.

Language
In English

Prepared By
JMC 2015
Series Descriptions

Series 001: Planning and Establishment
Date Range: 2006-2010
Quantity: 0.08 LF, 0.5 MB

Scope:
The Planning and Establishment series contains materials related to the development of the Records Management program at DePaul. The series includes correspondence, drafts of reports and policies, a Records Management manual, meeting minutes, agendas, and notes, and signed Records Certification forms from various University departments.

Arrangement:
The series is arranged chronologically. Box numbers with an E (e.g., "E001") contain material in electronic format. Consult with Archives staff for access.

Location: 3/14/C
Restrictions: None

Container List

<table>
<thead>
<tr>
<th>Box#.Folder#</th>
<th>Folder Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001.001</td>
<td>Program Planning Materials</td>
<td>2006-2007</td>
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<tr>
<td>001.002</td>
<td>Signed Records Certification Forms</td>
<td>2009-2010</td>
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<td>E001.001</td>
<td>Project Charter for the Records Management Project</td>
<td>2007</td>
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<tr>
<td>E001.002</td>
<td>Meeting Materials</td>
<td>2007-2008</td>
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<tr>
<td>E001.003</td>
<td>Records Management Discussion Groups Schedules, Locations, and Attendees</td>
<td>2008</td>
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<td>E001.004</td>
<td>Program Planning Materials</td>
<td>2008-2013</td>
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<tr>
<td>E001.005</td>
<td>Records Management Manual</td>
<td>2009</td>
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<tr>
<td>E001.006</td>
<td>Report: Executive Compliance Committee</td>
<td>2011</td>
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