

Introduction to Records Management



Workshop Description

Not sure what DePaul University means by “records management”? Have you read the policy but don’t understand how to apply it? Do you just want clarification on what all of this means? The **Introduction to Records Management** training module will give you an overview of records management at DePaul University. You will learn about the Records Retention Schedule, the difference between official and unofficial records, and why all of this is important. In addition to helping you do your job, files can be considered University records that need to be retained for legal, financial, administrative, and historical reasons. Through real-world examples and hands-on exercises this session explains university policies regarding what you need to keep and how long you need to keep it, how to use the University Records Retention Schedule, and how to implement records management procedures in the office.

This module is required for anyone wishing to fully complete the RecordsU™ designation series.

Learning Outcomes

At the conclusion of this module, participants will:

- Know how to differentiate between official and unofficial records.
- Understand how to use the Records Retention Schedule to determine how long to keep files.
- Feel empowered to purge old documents and understand the proper avenues to dispose of records.

How to Enroll

This module is available in-person and online. To enroll, complete the application process on Campus Connect. Need a tutorial on how to enroll? [Click here](#).

Need More Information?

For more information, please contact the Department of Records Management at recordsmanagement@depaul.edu

