

Questions to ask Departments about their Records Management

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**I met with about 75 departments for a one hour meeting and asked these questions.*

Department name: _____

Met with: _____

1. Who is the Records Coordinator for this dept? _____
2. Are other databases being used in the dept?
3. Does your department have records on microfiche?
4. What emails is the department saving and how is this done and for how long?
5. What is the process for saving electronic records and emails?
6. Do you send Permanent historical records to Special Collections (archival location)?
Yes or No
7. Show me your policy for managing records in your department so that I understand.
8. Show me your procedures for managing records: This would explain how your department creates a record, how it is indexed and stored, who has access to it, what the retention is for it, and the record series.
9. If applicable, may I see what the database looks like that tracks your active, inactive records and records destroyed?
10. Show me how your records are stored electronically.
11. What types of records are considered “vital records” in your department?
12. If you are not using the SUNY Retention Schedule and/or the NY Archives General Schedule, show me a copy of the schedule you use for the retention of your records?
13. What “other” types of records are you storing?
14. Show me the location where the records are stored that are not in your department.
15. Would you be interested in having these (q. 14) records stored in a central location?
16. Do you foresee any concerns with close communication with the Records Manager for being involved in a records inventory system?
17. Currently, how do you destroy records and how many a year?