

### Records Compliance Review Checklist

<b>Indicator</b>	<b>Y</b>	<b>N</b>
The department/office has designated a records liaison with the University Archives.		
A senior member of the department/office introduced all faculty and staff to the records liaison and explained their role.		
Records management responsibilities are listed in the records liaison's positions responsibility statement.		
Appropriate department/office staff has been invited to attend records management training offered by the University Archives.		
All department/office staff has viewed the on-demand web training offered by the University Archives.		
A records inventory exists and is maintained for all department/office records (both paper and electronic).		
Department/office records are identified by records series and tracked for disposition.		
The department/office follows University Archives guidelines when selecting off-site storage vendors.		
The department/office carries out records destruction within the office at least once a year (both paper and electronic).		
The department/office reviews records stored off-site for those that are eligible for destruction at least once a year.		
The department/office regularly transfers appropriate records to the University Archives.		
Records of former employees are managed and tracked for retention purposes.		
Access procedures for paper records stored within the office are current.		
Access to electronic record systems is limited to only those who require frequent access.		