Tips for Managing A Records Center Account

Know what records are eligible for storage

- Off-site storage is available for office records that must be retained but are not frequently used. Information and instructions are available on the Records Management Services (RMS) website.
- Harvard has official policies on how long your office must keep different kinds of records and what to do when they are no longer needed. The General Records Schedule (GRS) is a guide to records commonly found across the university. It is available at http://grs.harvard.edu. For help interpreting the GRS call 495-5961.
- The GRS applies to records in electronic formats too, including e-mail.

Know what records are currently in the account

- E-mail RMS to request a copy of the account inventory (for security, inventories are only sent to Authorized Users).
- Review your latest billing statement from the Harvard Depository.

Update your account information

- Contact RMS to request a copy of an Authorized Users report.
- Update your Authorized Users report so that the correct people have access to the account.
- Be sure the boxes in your account have been assigned schedule numbers and review dates.

Dispose of obsolete records

- The disposition of records requires the signature of your department head.
- For records with permanent retention periods or historical value, e-mail RMS at archives_transfers@harvard.edu to discuss the transfer of records to the Harvard University Archives.
- RMS informs you of non-permanent records eligible for shredding on a regular basis. When your department head signs off on the boxes, they are shredded by Harvard’s preferred vendor for shredding at a discounted fee.
- Do not destroy any records pertaining to an investigation, litigation, audit, or program review in progress or if you know that one is about to be held. This is the case even if the retention period or disposition date specified for the records has already expired.

RMS is here to help

- Review Harvard University’s records management policies and tools on our website.
- Contact an analyst for help in interpreting your account inventory and scheduling records.

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