RM FAQs

What are records?

Records are any information, regardless of format, which document the official business of Brandeis University. Official business includes meeting the institution’s external obligations, such as legal and regulatory compliance, as well as serving internal operational needs.

What is records management?

Records management is the control of records throughout their lifecycle (creation, use, destruction). Records management applies professional principles and best practices to meet the University’s informational and regulatory needs.

Who is responsible for records management?

Any employee whose work involves documenting or storing business information. Records management guidance and services are available through University Records Management.

What are the benefits of records management?

Records management promotes legal compliance and readiness in event of audits or litigation. It reduces the legal and regulatory risk that can occur when personal or sensitive data is retained too long. It reduces costs by matching record keeping practices with organizational needs and increasing access to needed information.

Where should I store my electronic records?

All Brandeis UNet users have access to secure storage through Box.com. This account allows greater security and control of user permissions than Google drive, and should be used for final document versions private data such as contracts or personnel information.

How long do I need to keep my office records?

It depends on the record in question. The University Records Schedule, a policy document containing retention requirements, is currently under development. Some departments can find their retention schedules on the records management page of the Brandeis website. University Records Management is responsible for the development of the records schedule. Please contact records@brandeis.edu with questions about retention requirements.

How do I destroy my paper records?

University Records Management provides secure document destruction through our vendor Shred-It. There are 38 document destruction containers located across the University, and we
coordinate the delivery of larger containers or visits of the shredding truck as need dictates. Please contact records@brandeis.edu for assistance with shredding services.

*How can I get records management guidance?*

Contact us at records@brandeis.edu and schedule a consultation with our staff.