

MINNESOTA STATE UNIVERSITY

M A N K A T O



Records Management @ MSU

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LIBRARY SERVICES

MINNESOTA STATE UNIVERSITY, MANKATO

Do you have too much stuff?

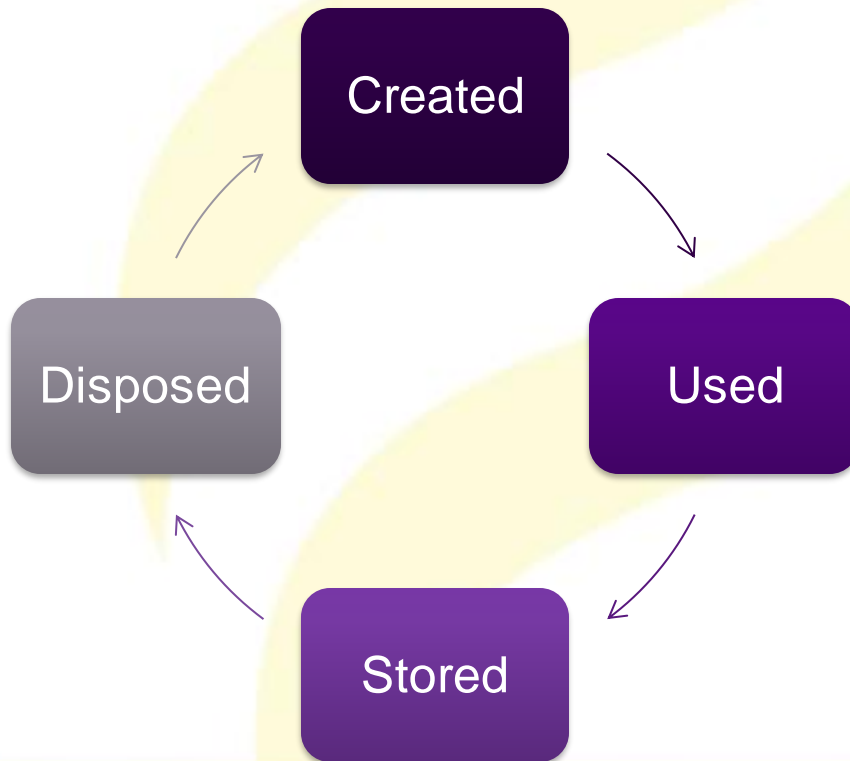


We can help you with your stuff!



Records Management Services

Life Cycle of Records



University Archives & RM

- ◆ Support development of filing systems (print/electronic)
- ◆ Help departments with the temporary storage of records
- ◆ Help departments with the disposition of records
- ◆ Utilize records retention schedules

University Archives



- ◆ Located in the Memorial Library, 2nd floor
- ◆ Maintains the permanent records of the University.
- ◆ Is open to researchers, faculty/staff, students, alumni, and the general public.
- ◆ Items cannot be checked out.
- ◆ Once items are transferred by a department they are no longer “owned” by the department.

University Records Center

- ◆ Part of the Records Management program
- ◆ Secure (no visitors)
- ◆ Remote storage facility
- ◆ Temporary storage of University records
- ◆ Records still "owned" by department



Records Management @ MSU

Everything you need is on our website!

<https://library.mnsu.edu/archives>

<https://library.mnsu.edu/archives/records-management/>

Where do I start?

Review the MSU retention schedule!

It is your guide for

- **What to keep**
- **How long to keep it**
- **Where is the best place to for my stuff?**

How do I transfer my records to the University Records Center?

- Identify records to transfer
- Visit our website for instructions on how to transfer your records.
- Complete the Records Center Transfer form found on our website
- Provide the MSU Archives with the Records Center Transfer form electronically, via email attachment.

Packing Tips



- Print 2 Records Center Transfer forms; one to accompany the transferred boxes, one for your records
- Pack records in approved records boxes available for purchase.
- Number the boxes to be transferred,
ex. 1 of 3, 2 of 3, 3 of 3.
- Email archives@mnsu.edu with your attached transfer form for a records pick-up

Wait! How can I get some of my stuff back?

- **Fill out and submit a retrieval request**
- **Send us an email with all of the details**
- **We need your requests in writing. No phone calls please, unless...**

What Happens to my stuff when it's time to dispose of it?

- You will receive a Certificate of Destruction from the MSU Archives.
- Review the certificate; make changes as needed, sign and return.
- The MSU Archives will oversee all disposition of records by the current MSU contracted shredding company.

Ready for your pop quiz?

Which facility is for public researchers that can review documents generated by your department?

University Archives

Which site is a secure storage center that does not allow visitors?

University Records Center

Which location destroys records every year according to retention schedules and destruction dates?

University Records Center

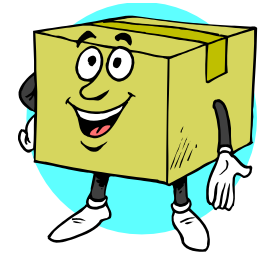
Which place does not allow any materials to be checked out?

University Archives

Questions



Who to Contact



University Archives Staff

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