

Records Management: Getting Started

- Read the Youngstown State University Archives and Special Collections [Mission and Policies](#).
- Designate one person from your department or office to be the records manager.
- Contact the University Archives at (330-941-3788) to set up a records training session.
- Once training is complete an inventory of the records in your office using the [Records Inventory Form](#). The schedule will be based upon the [Records Retention for Public Colleges and Universities in Ohio: A Manual \(Inter-University Council of Ohio, 2000\)](#).
- Once the schedule is complete it will be reviewed by the University Counsel and Archivist.
- The Schedule is to be used for the disposition of all records created by your office. A [Certificate of Records Destruction](#) must be completed and approval from the University Counsel and Archivist attained prior to the destruction of records.
- Records that are designated as permanent historical will be transferred to the University Archives using the [Records Transfer Form](#).
- Creation of new Records Series in an office mandates an immediate review and revision of the Records Retention Schedule.