

University of Missouri System

Records and Information Management User's Guide

Email: recordsmanagement@umsystem.edu

<http://www.umsystem.edu/ums/fa/management/records/>

Purpose and Mission of Records and Information Management

The mission of the University of Missouri System four-campus Records and Information Management Program is to establish the criteria for the retention of records to ensure the university retains the necessary information to meet legal, financial, administrative, research, and historical needs, in the most cost-effective manner in accordance with official University policy.

The Records and Information Management Program accomplishes its mission by:

What Records Should I Send to the Records Center?

Records stored at the Records Center are secure and easily retrieved. More than 400 departments from all four campuses currently store more than 137,000 boxes of records at our facility at 2910 LeMone Boulevard in Columbia, Missouri. Using the University's facility is more efficient and cost effective than utilizing valuable office space for storage.

All University records that have

What Supplies Will I Need to Store Records at the Center?

Order Supplies

You will need some basic supplies to prepare records for shipment to the Records Center. We recommend you obtain supplies as needed rather than maintain a large quantity in your office.

Step 1. Request Boxes (Assembly Required)

All records sent to the Records Center must be in approved Records Center boxes. Our department sells the records center boxes. Email recordsmanagement@umsystem.edu to request storage boxes for the Columbia, Kansas City and Rolla campuses. The Saint Louis campus mailroom keeps a supply of boxes available for the UMSL campus. You will also need to have the corresponding Box Labels for each box.

Step 4. Send Box(es)

Call **573-882-7652** or email centeru@umsystem.edu to arrange for office pickup of boxes in the Columbia area. Boxes of records

Returning Requested Files to Storage

Please return files and boxes to the Records Center as soon as feasible. Please indicate if a requested file or box WILL NOT be returned to the Records Center.