



Tip Sheet: Recordkeeping Responsibilities

Employees need to be informed about their recordkeeping responsibilities if agencies are to be successful with managing records. These responsibilities will vary, depending upon an individual's job duties. This tip sheet identifies the general responsibilities of managers and supervisors, compared to their employees.

Managers/Supervisors Recordkeeping Responsibilities

- Designating where records are stored
 - Centralized and shared storage is recommended
 - Discourage individual recordkeeping
- Developing [recordkeeping rules](#)
 - Formalize the rules in the office's standard operating procedures or use the [Filing Rules Template](#) to document the office's practices
 - Identify essential documents for each business process
 - Select [naming conventions](#) for documents and folders
 - Determine how the records will be [organized](#)
 - Create check out and check in procedures
 - Ensure security for confidential information
- Delegating recordkeeping duties to employees
 - Ensure employees know if they are the official recordkeeper for a business process
 - Provide instructions to each employee about their particular recordkeeping duties
 - Inform [new employees of their recordkeeping duties](#) and the office's practices
- Ensuring employee compliance with duties
 - Promote good recordkeeping habits
 - Avoid messy filing systems and employee hoarding of documents, especially duplicates
 - Assign [records management training to employees](#) that is appropriate to their job duties
 - Establish [employee performance objectives for recordkeeping](#)
- Complying with [records Retention and Disposal Schedules](#)
 - Give disposition instructions to service providers if they store records or data that is owned by the agency
 - Review and update the agency's schedule regularly to ensure it covers all records in all formats and all storage locations
 - Plan an annual [records clean-up day](#)
 - Ensure [confidential records are destroyed securely](#)
- Off-boarding employees who are departing the agency
 - Ensuring records remain accessible to the office before an [employee departs](#) and their user accounts are closed



State of Michigan

Records Management Services



Employee Responsibilities (Official Recordkeepers)

- Filing records in the designated recordkeeping system according to the office's recordkeeping rules
- Deleting duplicates and reference materials promptly, so they do not waste space, or create confusion or liabilities
- Promptly checking in any documents that are checked out (preferably by close of the business day), so they are accessible to co-workers who need them
- Protecting records that contain confidential or sensitive information
- Disposing of records in compliance with approved Retention and Disposal Schedules