



## Advice on Your Records Retiring Staff - VERIP

The Harvard University Archives (HUA) is aware of the important contribution your work has made to the life of the University. Since HUA staff are working remotely and Harvard Depository service hours are limited, what follows is a streamlined set of recommendations for addressing retiring staff members' University records. Harvard's records – one of the University's most valuable assets – serve as evidence of the University's organization, functions, policies, decisions, procedures, operations, and other activities. These are created, received, recorded, or legally filed in the course of University business or in pursuance of the University's legal obligations.

A very small percentage of records from most offices need to be kept permanently. Most records will be deleted upon your departure, including your email. Therefore, to identify those records that have legal, regulatory, institutional or historic value, check the [General Records Schedule](#) (GRS) as a first step.

### Dos and Don'ts

- Some of your records may need to be kept by your office to refer to after you leave for legal/regulatory reasons or administrative precedent. Do locate and communicate to your manager a secure location for your paper records in your office. HUA may be able to make arrangements with your office to send the boxes to off-site storage at the Harvard Depository (HD). Under current limitations on depositing new materials at HD, we will be able to schedule pick-up of boxes from some offices before the end of the December and will be in contact with the remaining offices in 2021.
- Do order empty boxes for packing up paper records. HUA can help with ordering empty boxes for delivery to your office. Place your order from [archives\\_rms@harvard.edu](mailto:archives_rms@harvard.edu) no later than Wednesday morning for box delivery on Friday. **The last day before the winter break to order boxes to store your records on campus is Wednesday, December 16, 2020. These boxes will be delivered on Friday, December 18.**
- Do use the GRS to help describe the records in each box. At minimum, the summary should include a brief description of the contents, including (as close as possible) begin-year and end-year dates of the records and GRS records codes. If time permits, creation of a box/folder list by your staff is optimal and will assist your colleagues needing access to records in the future. You can record your descriptions either free-form or we can send you forms to use by contacting us at [archives\\_rms@harvard.edu](mailto:archives_rms@harvard.edu). Leave a copy of the description in either format with the boxes and also please send a copy to us at [archives\\_rms@harvard.edu](mailto:archives_rms@harvard.edu).
- If you have records that do not need to be maintained for business purposes or have institutional significance, you can shred or delete those records. To identify these records, you can consult the GRS. Most email accounts will be deleted according to HUIT policy.
- **Don't** spend time reorganizing your records!

### The HUA team is here to support you!

- If you are or assisting a senior level administrator or dean, please [see our specific guidance](#)
- For guidance on electronic/digital records, including email accounts, see [HUIT's checklist for retiring staff](#).
- HUA is offering weekly virtual office hours to provide records advice for retiring staff. [Sign up here](#) to attend one of these sessions.

Last updated: November 17, 2020