New Mexico State University
Records Management and Retention (RMR)
Responsibilities for Use

In order to utilize the RMR process for destruction of NMSU records, once a certified system and process are in place for defined documents, this form must be read and signed for understanding and agreement with responsibilities and procedures.

Applicable Records:

__________________________

Application: ____________________________

What is Records Management and Retention (RMR)?

- Records Management is the systematic control of records (both paper and electronic) throughout their life cycle including their disposition.
- Retention means the period of time records must be maintained by an organization because they are needed for operational, legal, fiscal, historical or other purposes.
- Goals are to:
  - Protect critical business data and reduce liability.
  - Ensure compliance with State and Federal Records Retention and Disposition regulations.
  - Provide immediate access to shared information.
  - Achieve space recovery.

What are the responsibilities of the users of the RMR process and system?

- It is the user’s responsibility to ensure that all relevant documents and annotations are imaged and verified in the RMR system in a timely and accurate manner in accordance with University and departmental policies and procedures. At this point the document becomes the official copy of record.
- It is the user’s responsibility to ensure that all University and departmental procedures for destruction of paper and electronic documents that have been entered into the RMR system are followed.
- It is the user’s responsibility to ensure that only the official copy of record of any document is kept on an ongoing or permanent basis.
- If it is necessary to make a temporary copy of a document (either a printed or an electronic copy), it is the user’s responsibility to ensure that the temporary copy is destroyed in accordance with University and departmental procedures in a timely manner.

By signing below, I agree that I have read and understood the Records Management and Retention definitions and responsibilities.

Printed Name     Signature     Date
New Mexico State University
Records Management and Retention (RMR)
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Applicable Records:
PCard Receipts

BDMS Application: CCER and A&F PSRM PCARD RECEIPTS

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- Goals are to:
  - Protect critical business data and reduce liability.
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  - Provide immediate access to shared information.
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What are the responsibilities of the users of the RMR process and system?

- It is the user’s responsibility to ensure that all relevant documents and annotations are imaged and verified in the RMR system (for PCard, this means scanned and emailed to CCER and RMR at pcardreceipts@nmsu.edu and verified in CCER. All other backup documents, not sent to CCER, must follow the disposition process outlined in training.) in a timely and accurate manner in accordance with University and departmental policies and procedures. At this point the document becomes the official copy of record.
- It is the user’s responsibility to ensure that all University and departmental procedures for destruction of paper and electronic documents that have been entered into the RMR system are followed. Refer to PCard Receipt Destruction Process.
- It is the user’s responsibility to ensure that only the official copy of record of any document is kept on an ongoing or permanent basis.
- If it is necessary to make a temporary copy of a document (either a printed or an electronic copy), it is the user’s responsibility to ensure that the temporary copy is destroyed in accordance with University and departmental procedures in a timely manner.

By signing below, I agree that I have read and understood the Records Management and Retention definitions and responsibilities.

Printed Name     Signature     Date

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