



Responsibilities for Use

ROUTING
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In order to utilize the RMR Imaging 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.

Imaging Application:

- BDMS** **PCard Receipts - Wells Fargo (CCER)**

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 Imaging 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 pcardreceipts@nmsu.edu and verified in Wells Fargo. All other PCard backup documents, not sent to Wells Fargo, 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
- 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: _____