

# Records Management

Checklist				
	Yes	No	Not Required	Comments
Has the liaison shared the Records Management Best Practices Guide with other members of the unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all levels of staff aware of the Records Management Policy and Procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the unit read through the "Electronic Records" section of the Records Management Best Practices Guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the unit performed a self-audit of their Records Management practices?  Please contact the ERM Specialist at <a href="mailto:david.padilla@du.edu">david.padilla@du.edu</a> for more resources on performing a self-audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a need to implement new or additional controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any concerns with records retention, disposition, storage or compliance that you would like to discuss with the ERM Specialist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	