National Records and Information Management Month: Why Do Records Matter?

April is National Records and Information Management Month. Starting in 2002, it was developed to promote standards and best practices for record keeping and information management and to emphasize the importance of having organized records. Throughout the month, we will call your attention to the importance of consistent and cohesive records management, strong security and appropriate privacy practices.

A record is a document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law in connection with the transaction of official business.

Records are important because they:

- provide evidence of transaction
- support the decision making process
- document university programs and activities
- provide resources for future historical research
- provide accountability and transparency for business, research, and education

You can find out more about records management and National Records and Information Management Month in this website.

While you are here, keep a lookout for hidden Easter Eggs. If you find one, click on it for special recognition!