Subject Line: For the Record: Paper vs. electronic: which is the real record?

Good morning, Unit Records Coordinators,

“For the Record” is a series of monthly communications that highlight a topic of interest and usefulness to your records management responsibilities.

This month, For the Record, we will focus on an excellent question recently raised by a Unit Records Coordinator:

“I have both a paper and an electronic version of a record. Which is the real record?”

- Once you have imaged a paper copy electronically, you will want to confirm its electronic integrity three months after imaging. At that time, the electronic version becomes the permanent record, and the paper version becomes a copy.

- When the time comes to dispose of the record, you will include in your records disposal report only the specifics of the electronic record.

- You may dispose of the paper copy any time prior to the expiration of the record’s retention period, in the method specified in the Records Retention Schedule.

For more information on Personally Identifiable Information and to learn how to protect it please visit https://www.ndsu.edu/its/security/security/data_standards_hub/data_standards/.

Information about NDSU’s records management program is available at www.ndsu.edu/recordsmanagement/.

We welcome and encourage your suggestions for future “For the Record” topics.

Thank you,
CeCe