



WHAT TO DO AS A NEW RECORDS OFFICER

1

MAKE YOURSELF VISIBLE

Make your role as Records Officer known, and get the support of management to begin implementing Records Management.

2

FAMILIARIZE YOURSELF

Review the records retention and disposition schedules, VPRMM, and other resources provided by LVA.

3

ASSESS YOUR RECORDS

Evaluate current records management practices and survey all records that are being created and stored to plan for implementing policies and mapping records to schedules.

4

DEVELOP POLICIES AND PROCEDURES

Develop records management policies and procedures that are approved by management, then share and provide training on those policies and procedures.

5

STAY IN TOUCH WITH YOUR ANALYST

The Records Analysts at the Library of Virginia are here to help you! Don't hesitate to reach out with any questions or concerns you may have.

RECORDS MANAGEMENT TAKES A VILLAGE

The ongoing maintenance of a records management program can warrant the need for assistance. Designating additional staff members as records coordinators within their department/division creates a network of individuals who share responsibility for oversight and compliance.