

Records Coordinator

Duties: These individuals are designated by the college or division for every office, department, organization, and institute to assist the university records officer and advisory committee. A records coordinator is the appointed individual in coordinating the good stewardship of university records, including but not limited to identification of new records, development of new record series, enforcement of retention guidelines, advising the departments within their college or division, requesting permission to destroy or archive records from the records officer who will subsequently request permission from the state. Individuals assigned these duties will maintain the Records Tracking Worksheet for their department.

Adding Duties to Job Description

1. List the additional duty on the employee job descriptions that is selected as the Records Coordinator for your department.
2. The duties for the Records Coordinator should be listed along with the other duties in the "Marginal" area of the job description.

b. Marginal

Other Duties (5%)

- Acts as the records coordinator for the department's records to assist the college/division and the University Records Officer to maintain compliance with the Illinois State Records Act. Informs the University Records Officer of changes in department name and organizational structure.

Designation of Records Coordinators: The heads of the Colleges/Divisions assign Records Coordinators for their areas of responsibilities which will then assigning department Record Coordinators and report those names to the University Records Officer. Assist the University Records Officer in relaying information to departments that fall under their office.

1. College/Division Records Coordinators

- President's Office
- Provost
- VP of Student Services
- VP for Finance and Administration, CFO, Treasurer to Board of Trustees
- VP for Enrollment Management
- Vice President for Quad Cities Campus Operations
- College of Arts and Sciences
- College of Business and Technology
- College of Education and Human Services
- College of Fine Arts and Communication
- University Libraries
- Athletics
- University Relations

2. Department Record Coordinators

- The offices, departments, institutes, and organizations that fall under each College/Division. Responsible for the records in their area.

Training for Records Coordinators: There are three training methods available that include Zoom, in-person, and online.

1. Division/College Level

- Provided by the State Archives tentatively in August 2022.

2. Department Level

- Provided by the State Archives and scheduled through the C/D Records Coordinators for each department under their area. The training method will be determined by C/D Records Coordinators.