

Records Administrators and Records Coordinators – Selecting your Role

In order to use the University Records Management Application (URMA) users must be designated either a **Records Administrator** or a **Records Coordinator**. Each department or business unit at the University of Virginia should identify at least one **Records Administrator** and at least one **Records Coordinator**. Small departments with limited staff should at minimum have a Records Administrator. Larger departments are strongly encouraged to have more than one person in each role.

Duties/Expectations	Records Administrator	Records Coordinator
Attends records management training	X	X
Familiar with university policies regarding the protection, security and retention of university records	X	X
Maintains an inventory of departmental records stored on-site or off-site	X	X
Understands that University records are public records and exists in all formats and media	X	X
Ensures that the department adheres to all state and University policies regarding protection, security and retention of University records	X	X
Reviews department records for destruction and/or transfer in accordance with Records Retention and Disposition Schedules	X	X
Answers questions and provides information to departmental/unit staff on proper records management	X	X
May complete fields 1-9 on the paper Certificate of Records Destruction (RM3) Form	X	X
Should hold a position of authority in the department, such as administrator, director, or supervisor	X	
Has the authority to remove records from the department, either by destruction or transfer to another entity	X	
May authorize the destruction of records via the Certificate of Records Destruction (RM-3) Form by acting as the approving official (signature on Line 10) or via the disposition process in the URMA system	X	