

RELEASE OF RECORDS HELD BY RECORDS MANAGEMENT

The Records Management office is responsible for coordinating the release of records held on behalf of organisational units. Records transferred to the Records Management office and the temporary records repository remain identified as being 'owned' by the department of origin¹. However, as the records are stored in a systematic way extra care is taken with regards to the security of the records and access to them.

Storage is generally provided for University records which are generally no longer needed on a daily basis but which must be retained for a specified period to meet legal, fiscal, administrative or other requirements.

The Records Management office will retain physical custody of the records and upon request will only retrieve and release either e-copy (preferred) or hard-copy (photocopy) records. The original document will not normally be released. Requests for the release of records held by the Records Management office should be made on the *Records Retrieval and Release Request* form. Before release approval must be granted by the Manager, Records Management for the retrieval and release of records held in the temporary records repository.

PROCESS

In making a request clear, identifying information needs to be provided to ensure a speedy response. The information required for prompt retrieval includes: Name of department (i.e. department of origin), title of document, and the unique identifying number of the box the file or document was transferred in. Please note the following:

- For a request from a department of origin the Records Transfer/ Box Content list should be referred to, to identify the box details, and the title of the document.
- For third party requests the Records Management office will refer requests to the department of origin concerning details and for initial approval for retrieval and release of records stored within the temporary records repository.
- Where the above is not available or provided, the record will be searched for using available retrieval tools or finding aids. It is likely this search will take much longer to resolve.

Records Retrieval in three easy steps:

1. Download and complete the *Records Retrieval and Release Request* form and provide complete information about the record/s needed and the reason for retrieval and scope.
2. If you are not from the department of origin and you know the department get appropriate approval from them for the retrieval and release of documents.
3. Contact Records Management office and forward your request to us.

Reference/Forms:

Records Management policy

Records Retrieval and Release Request form

The above documents are available on the [Records Management webpage](#).

For assistance and guidance, please do not hesitate to contact the Records Management office.

recordshelp@usp.ac.fj

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www.usp.ac.fj/records

¹ A *department of origin* is usually the department that transferred the record to the Records Management office (for temporary storage), or in some instances the authoring department of a record.