

Responsibilities of a Custodian of Records

[The Swarthmore College Records Management Policy\[PDF\]](#) requires that every department with a records retention schedule identify one member of that department to act as the custodian of records for that department. For more information about choosing a custodian of records [here is a good informational page Dartmouth College](#). It is the responsibility of the custodian of records to:

1. To create, if one does not exist, a shred schedule for the department they represent and make sure it is consistently implemented.
2. To work with the College Archivist/Records Manager to arrange for transfer of all appropriate records to the College Archives.
3. To work with the College Records Manager and ITS to create a digital purge schedule and protocol.
4. To make sure that all inactive records not transferred to the College Archives but held in long term storage (basement of Parrish Hall or other location) are appropriately labeled, stored, and destroyed in accordance with the records retention schedule.
5. To make sure new hires have a copy of the departments records retention schedule, shred schedule, and any other documents related to the management of the records they are responsible for.
6. To meet once a year with the Records Manager to review the department's records retention schedule.
7. To evaluate requests made by internal or external sources for access to active and inactive records, and only provide appropriate access as allowed by law and College policy.
8. To communicate with the Information Security Committee and the Office of General Counsel about any issues or questions regarding the management of records for that custodian's department.