START THE 2018-2019 ACADEMIC YEAR OFF RIGHT WITH THE 4 'R'S:

* Reading;
* Writing;
* Arithmetic; &
* Records management

Don't Forget!
Your Records Management Coordinator is ALWAYS here to help...

RECORD
noun
record 
ˈre-kərd also -ˌkərd 
Any writing, regardless of physical form or characteristics, containing information relating to the conduct of the public’s business prepared, owned, used, or maintained by an operating unit or employee of the university.

Learn more about what a RECORD is in RMP-1.