



Records Management

The Records Management Office reports to the Director of Operational Services who reports to the Associate Vice Chancellor for Finance and Administration. The manager of the Records Management Office is also the official Records Officer for campus. This position reviews and working with departments and the State of Tennessee, determines the retention period for all the different record document types at the University of Tennessee, Knoxville.

The unit is comprised of two logical areas. One is Records Storage, which resides in the Middlebrook Pike building. Here, thousands of boxes of records are stored in secure, climate-controlled rooms. They serve the campus by not only storing the records until their retention date but also pick up and deliver documents to the various parts of campus. This unit also ensures the destruction of records that have met their retention date.

The second logical unit is the scanning component. It is divided between Quick Scan where documents are scanned and returned within 24 hours and Central Scanning, which concentrates on larger imaging projects. Many of these scanned documents eventually reside in OnBase after they have been prepped, scanned and indexed.