Instructions for Completing the ZU Records Management Survey

Please fill out a separate worksheet for each records series that you identify. If you have any questions, please contact the University Archivist at archives@zu.ac.ae

Section One: Records Management Liaison

This section establishes who will serve as the official liaison for the University Archives for each records series. You will be asked to provide your name, job title, office, and the date. It is possible to establish different liaisons for different records series although, in most cases, it is recommended to have one liaison per office.

Section Two: Description of the Records Series

This section records information about each records series you identify.

Records Series* (Title): A group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity; a file group; a record series. Provide a succinct title that best describes the purpose and contents of the records series. Please clarify all acronyms on the first usage.

Purpose: Briefly describe the purpose of the records series, indicating what actions are documented by the series, how the actions relate to the office and its operation, who creates the records, and who uses the records.

Description of Contents: List the types of documents and files in a series (forms, applications, reports, notes, studies, etc.) and describe the nature of the information recorded in the documents. This concise description should be clear to those unfamiliar with the operation documented by the records. Avoid technical jargon or unexplained abbreviations. For example: Applications for Professional Staff Employment -- Hired: Materials regarding applicants hired for professional staff positions. May include correspondence, resumes, letters of reference, evaluations of candidates, notes on employment selection, etc.

Approximate Date Range: Provide the dates of the records from the earliest to the most recent. Use “ca.” for circa, meaning “approximately,” when exact dates cannot be determined.

Format: Check all that apply. If records are kept both digitally and physically, check both the applicable electronic format and the physical one. If records are kept in formats other than those listed, please write them in under ‘Other (please specify)’.

Storage location(s): List the location or locations where the records are kept. For example: filing cabinets in AO’s office, offsite storage, shared network drives, SharePoint, etc.
**Approximate quantity:** For physical records, give approximate linear feet. For electronic records provide the digital file size.

**Known gaps:** Any periods of time that you know are missing from the series.

**Personal or sensitive information:** Do the files contain sensitive information about individuals? *For example: bank account numbers, Social Security numbers, Passport copies, etc.*

**Access Restrictions:** Limitations on an individual or group’s access to or use of materials. *For example: University Administrators only may have access to these files.*

**Retention schedule:** A document that identifies and describes an organization's records, usually at the series level, provides instructions for the disposition of records throughout their life cycle. In other words, any internal rules your office has developed in relation to your records.

**Legal, fiscal, institutional requirements for filing:** Please list any UAE laws or Zayed University policies that require your office to maintain the records.