

What to Expect as a Public Employee

PUBLIC RECORDS MANAGEMENT EDITION



Employees of UW–Madison are public employees and are responsible for the public records they create, receive, or maintain. Regular management and disposition of public records is a part of your job. This document provides information on the basics of records management to help you create effective record-keeping practices.

So I'm responsible for management of the records I create, receive, or maintain. What does that mean?

Records Team Commitments

The UW–Madison Records Management and Public Records teams will work with you collaboratively and transparently to help you learn public records management:

- We will be available to empower you to build strong public records hygiene and connect you with resources.
- We will provide public records management training that can be presented to your group in person, as an online training or as a sharable slide deck.
- The Records Management office provides a number of services to help you manage your public records. Among other [services](#), they assist you in identifying or creating public records retention schedules, give records management guidance, help with organization and provide onsite consultations.

Expectations of UW–Madison Employees

As UW–Madison employees, we all play a critical role in ensuring proper public records management.

- Expect to responsibly manage and plan for the public records you create, receive, or maintain as a part of your job as a public employee.
- Expect to participate in public records management training. Reach out to schedule!
- Expect to know the [retention schedules](#) associated with the public records you manage as a part of your job.
- Expect to create a unit public records management plan to organize, store, and dispose of public records. Schedule designated time to execute your unit's plan and manage public records throughout their lifecycle.
- Expect to receive helpful advice on public records management! For example: Delete convenience copies and automatic notifications from email; keep work off personal devices; start a new email thread whenever discussing a new topic; and review your records annually in order to destroy or transfer the records that are at the end of their lifecycle.
- Expect that if you are a supervisor, you have greater public records management responsibilities.

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