

Records Management @ USHH

At Merck each of us is responsible and accountable for the proper management of our business documents. USHH has implemented several programs to improve the quality and management of our business documentation and communications. One of those programs is **Records Management at USHH**. This program provides practical instructions and tools that assist employees in properly organizing, retaining, and ultimately disposing of their business documents and records.

Records management is the process by which we organize, retain, and ultimately dispose of our business documents and records, including those in paper and electronic, and in all formats (e.g., e-mail, presentations, spreadsheets, reports).

How you manage your documents impacts not only your success but the success of Merck. Properly managed business documents provide:

- Effective and efficient support of ongoing business activities and business decision-making;
- Credible and trustworthy documentation that business activities are conducted in accordance with relevant company policies and practices, and applicable laws and regulations; and
- Evidence to external parties (e.g., government regulators, litigants) that the Company has reasonable processes and systems in place to secure retention of documentation relevant to its business.

Your Records Management Obligations

Each employee is responsible for implementing appropriate housekeeping routines and processes to assure that business documents and records in their possession or control are properly retained in accordance with applicable USHH and Merck Record Retention Schedules (referred to in this guide as RRS) and with Legal Department document holds. If an employee delegates all or any portion of this responsibility to one of their staff, it is still ultimately the responsibility of the delegating employee that the documents are properly managed.

Simply stated, you have these records management obligations:

- **Complete the mandatory *Records Management training*.** This 20-minute web-based training is available through MELS (<http://mels.merck.com>) and directly through the linked title above or the url here: <http://mels.merck.com?course=JT070501/05/2007USH07>.
- **Immediately upon completion of training:** Develop and implement good document and record management housekeeping routines consistent with the training and this Program Guide.
- **Routinely review your documents and files** using the instructions and resources provided as part of this program, including the retention of all documents subject to Legal Department Hold.

Resource Folder – Table of Contents

This folder provides resources to help you implement goods records and document management housekeeping routines. These resources are also available on the USHH Records Management website – <http://ushhrm.merck.com>.

1. Records Management @ USHH – Quick Guide – a summary of the core principles, processes and resources.
2. USHH Records Retention Schedule – rules governing what must be retained, by whom, and how long; organized by business processes.
3. Records Management Liaisons – contact info for liaisons designated for most USHH HQ business areas
4. Ready, Set, Get Organized! - a step-by-step approach to reviewing your files.
5. Legal Hold Tool, information about the Legal Hold website that can be used to review legal hold memos:
6. Off-site Storage of Inactive Files, - information about the USHH off-site storage service
7. Disposing of Merck Confidential Information – basic information on how to dispose of confidential information, both paper and non-paper (e.g., disks, DVD, CD-ROM, etc.).
8. FAQ - answers to Frequently Asked Questions and contact information for any follow-up questions
9. For Managers & Liaisons: Scheduling Departmental “Clean-Up Days” - tips on conducting these activities.