

Electronic Records Management Practices

RIM Best Practices Series



Great News!

- "UC San Diego has been awarded a \$75,000,000 12 year grant to research "Telekinesis" and will be creating a Center for the Study of Telekinetic Powers. The University is very excited about this opportunity, which will employ researchers, lab technicians, and staff for more than a decade, possibly leading to actual discovery of telekinetic abilities."

Go Green!

- “Green” administrative practices
- Reduce waste and minimize paper use
- Digital Systems
- Electronic Forms

We need a plan!



Applying a Records Lifecycle

- Lifecycle processes include:
 - Creation
 - Use (Access and Security)
 - Storage (Maintenance and Conversion)
 - Disposition
 - Archives

- How long is the Center's records lifecycle?
 - 1. 6 years
 - 2. 12 years
 - 3. 18 years
 - 4. 22 years
 - 5. Not able to determine at this point in time.

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Records Management Perspective

- International Standards Organization 15489 (2001) – Information and Documentation: Records Management
 - Proposes a system be employed to manage information

Records Management Processes

- 1. determining how long to retain records;
- 2. creating and registering records;
- 3. classification of records;
- 4. storage and handling of records;
- 5. controlling access to records;
- 6. tracking records;
- 7. disposing of records; and
- 8. documenting records management processes.

Records Management Checklist

- Develop a Department File Plan
 - Records Description
 - Media
 - Software and Hardware Specifications
 - Retention Period
 - Historical or Archival
 - Disposal Method
 - Contains Confidential, Sensitive or Personal Identifiers

Creating a climate for information governance

- Creation – keep only those records which document the University’s activities.
- Use/Retrieval - Apply standards to file and metadata organization
- Routinely evaluate department operations for compliance with the retention schedule and University policies.

Considerations

- Active and Inactive Records Storage
- Deploying Digital Systems and ensuring official record is identified and retained
- Long-term retrieval and access
- Long-term security and protection
- Custody of records and information
- Adequate Disposal of Records

Why is it important to define a particular organization of information?

1. Cost effective use of hardware and software resources.
2. Minimize labor resources
3. Locate information
4. Determine when to discard the information.
5. All of the above

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