Electronic Records Management Practices

RIM Best Practices Series



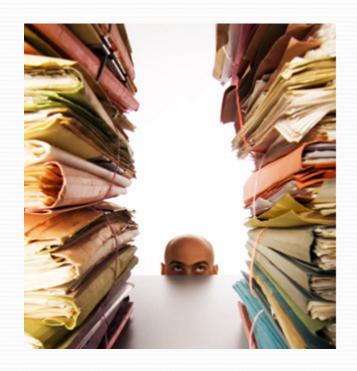
Great News!

• "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;
- 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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