

UO Records Management

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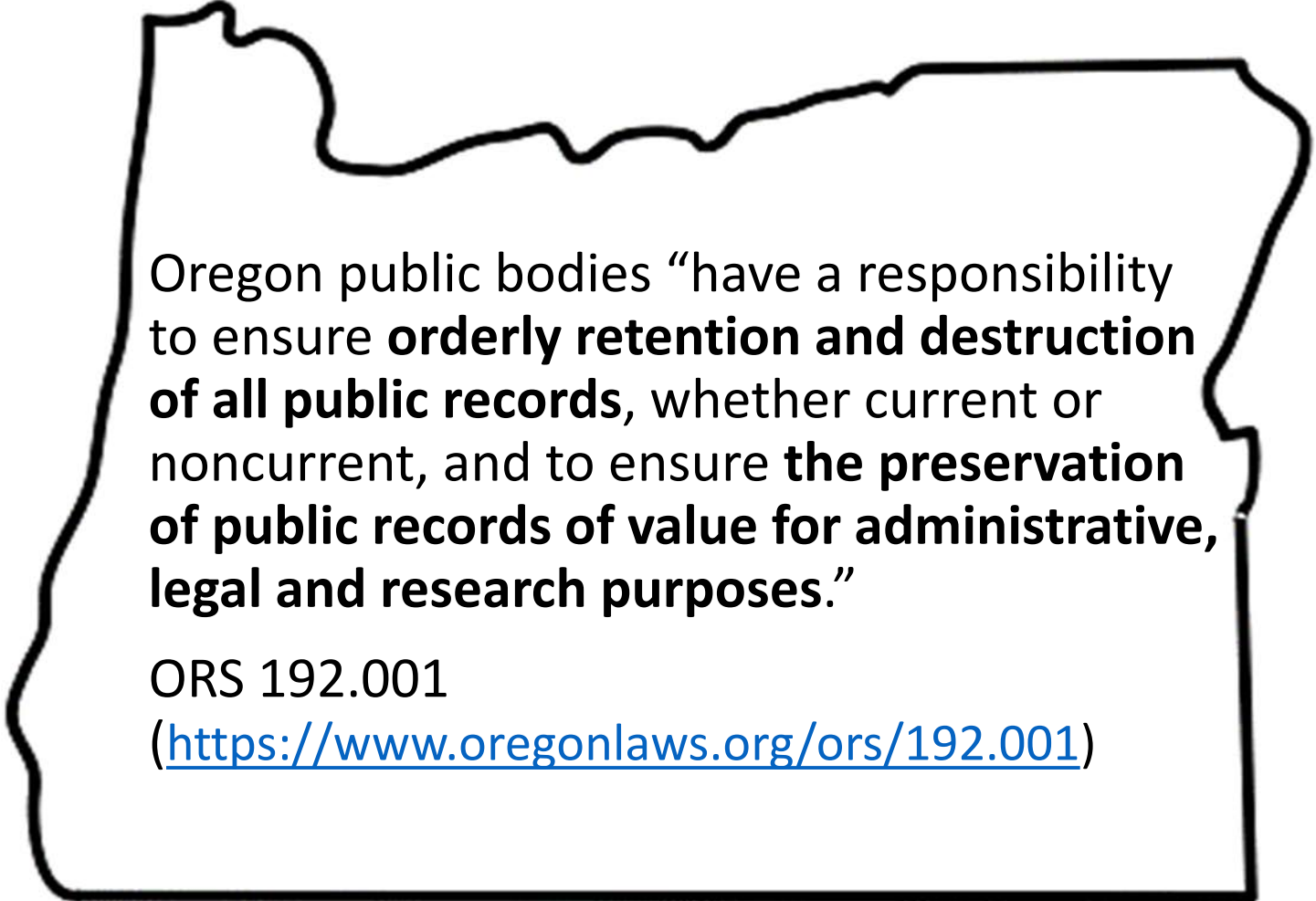
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Session Overview

- Records and our responsibility
- What to keep
- How long to keep
- 10 steps to improve recordkeeping
- Where are we today?

Why? Oregon Statutes

A black outline map of the state of Oregon, centered on the slide. The map is irregularly shaped, following the state's borders. Inside the map, there is text regarding Oregon public records laws.

Oregon public bodies “have a responsibility to ensure **orderly retention and destruction of all public records**, whether current or noncurrent, and to ensure **the preservation of public records of value for administrative, legal and research purposes.**”

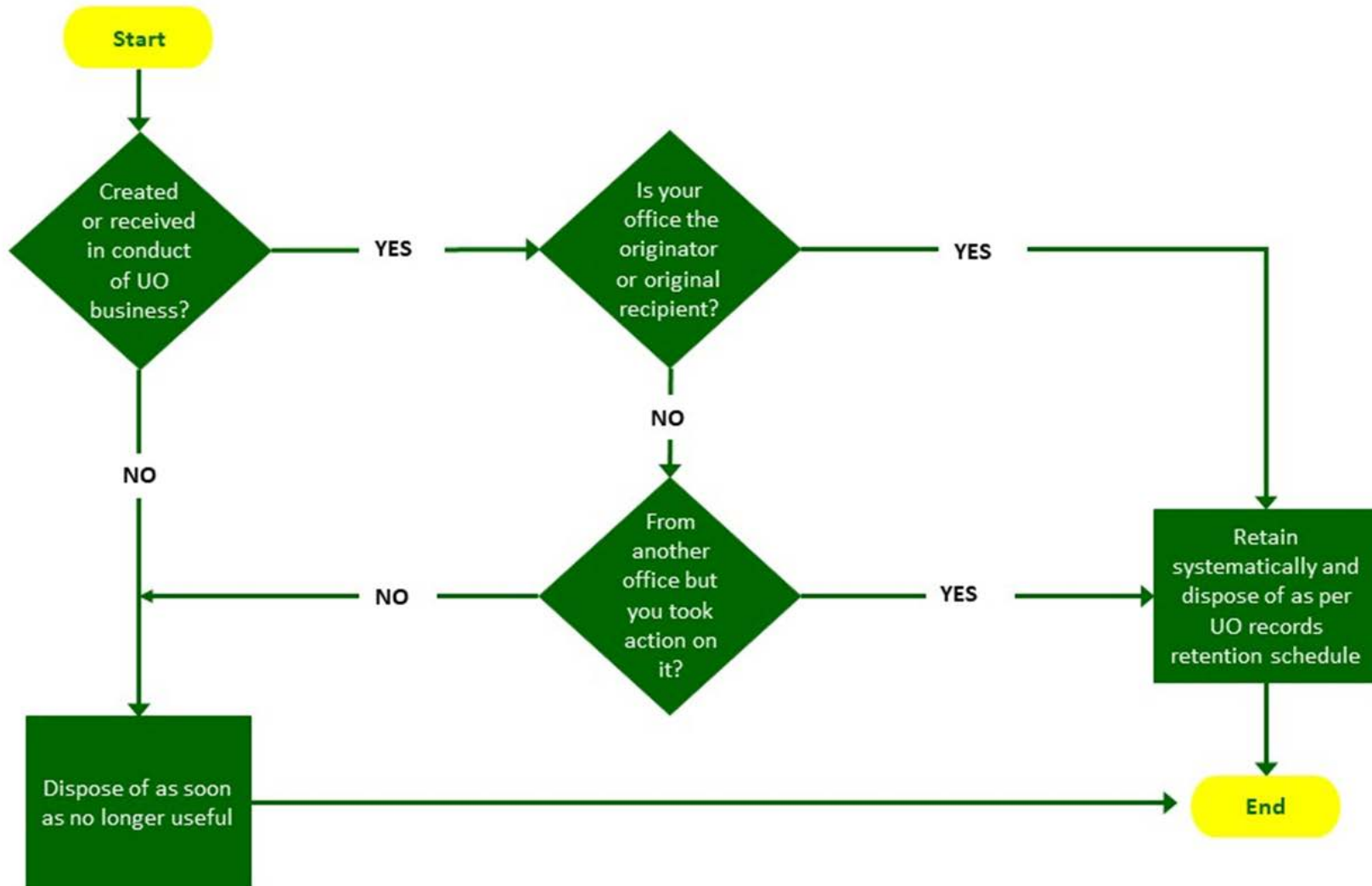
ORS 192.001

(<https://www.oregonlaws.org/ors/192.001>)

Records

- any book, document, paper, file, photograph, sound recording, computerized recording in machine or electronic storage, records or other materials, regardless of physical form or characteristic
- **made, received, filed or recorded at the University pursuant to law or in connection with the transaction of any University business or activity, whether or not confidential or restricted in use or access**
- subject to public records requests

Is it a record?



University of Oregon Records Management Program, 2018



What to keep

- **Administrative:** supports the office conduct day-to-day business?
- **Fiscal:** documents money received, managed, or spent?
- **Legal:** documents the rights or responsibilities of UO or its personnel?
- **Research:** documents key activities, programs, decisions, or milestones?

How long to keep

Records Retention Schedule (RRS)

- Categorized list
 - timeframes, responsibilities, disposal
- Based on external requirements and internal needs
- Function > activity > transaction
- Does not prescribe a filing structure

10 steps to improve recordkeeping

① Inventory material using 4 overarching categories

- Program records*
- Administrative/operations/day to day administration
- Working files
- Reference material
- *The Records Management Program has a template for this – contact us!*

10 steps to improve recordkeeping

- 2 Use the schedule to disposition records
 - Build it as an annual activity
 - Transfer permanent material to University Archives
 - Document destruction of records that have met retention
 - If unable to find a series that describes the material at hand, contact Records Management to request an update to the Retention Schedule
 - *The Records Management Program has a Destruction Log template – contact us!*

10 steps to improve recordkeeping

- 3** Establish (document and communicate) the location(s) where records will be filed and the person(s) responsible for the filing
 - Secure/controlled access
 - Do not use desktop or removable devices to keep record copy

- 4** Designate a record copy of each document, deliverable, product, or other record and keep it in an official file

10 steps to improve recordkeeping

- 5 File reference materials separately from official records
- 6 Cut off file folders at the end of each year. Open new file folders and bring forward only the material that is still active

10 steps to improve recordkeeping

7 Reformat (digitize/scan) using best practices to ensure usability, authenticity, integrity, reliability for the duration of retention

- *The Records Management Program has Guidelines – contact us!*

8 Dispose of in a manner appropriate to the content
Shred material with PII

10 steps to improve recordkeeping

- 9 Supervisor (or designee) meet with separating employee to discuss records in their care
- 10 Maintain and update the inventory annually

Note: These 10 steps are in part adapted from the Federal Aviation Administration Records Management Program

Where are we today?

- Policy under review
- Implementation plan/procedures being piloted
 - documented delegation of responsibility
 - train the trainer model
 - templates
- Web site and other tools being tested

Thank you!

Questions and Answers
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