



August 17, 2016

TO: URMAG members:

Claire Dalle Molle, University Legal Counsel
Gary DeClute, OCIS - Policy and Planning
Peg Eusch, University Records Manager
Eden Inoway-Ronnie, Special Assistant to the Provost
Ryan Moze, Research & Graduate School - Research Compliance
David Null, Director, University Archives
Martha Pelkey, Interim Student Information System Director
Mark Wells, SMPH Assistant Dean for Facilities
Brianna Marshall-GLS-Digital Curation Coordinator and Chair of Research Services

Open, Associate Registrar for Student Services
Open, Director of Risk Management

FROM: Sarah C. Mangelsdorf, Provost and Vice Chancellor for Academic Affairs *SCM*

RE: University Records Management Advisory Group (URMAG) Charge

Thank you for agreeing to serve on the University Records Management Advisory Group (URMAG) for 2016-17. The URMAG, chaired by University Records Manager, is a broadly representative body which is tasked by the Provost to provide direction and support for the University Records Management program.

The URMAG serves as an advisory body to the University Records Manager and University-wide Records Management Program, as well as provides records and information management policy review and guidance on records management issues affecting the university.

The URMAG supports the continued development of a collaborative structure and approach to the management of university records. This approach is executed through working relationships among the Office of the Provost, CIO & Vice Provost for Information Technology, Vice Chancellor for Legal Affairs, Vice Chancellor for Research and Graduate Education, Vice Provost for Enrollment Management, Director of Risk Management, Dean of School of Medicine and Public Health, and the Director of UW-Madison Archives. Representatives of these areas serve on the URMAG.

As the nature of records and information continues to evolve and become more electronic, the URMAG is charged to advance the following priorities in collaboration with the above-mentioned administrative units:

- Promote the adoption of Records and Information Management best practices regarding the creation, protection, management, retrieval, disposition, and preservation of university records in accordance with the “**The Principles**”.
- Recommend and endorse a university-wide strategic approach to the management of university information assets through the integration of records and information management initiatives into the campus infrastructure through university-wide guidelines and procedures for the management of university information assets including the creation and management of university records retention schedules.
- Assist in safeguarding the university’s information assets regardless of format or media through collaboration with the Chief Information Security Officer and the University’s IT community, and recommend records management tools to improve the management of university electronic records.
- Support university-wide records management education and training efforts.
- Review and recommend for approval university-wide records retention schedules for submission to the Wisconsin Public Records Board. Per Wis. Stats. 16, endorse guidance and training for the UW-Madison campus.

It is imperative that the university develop a high-level strategic approach to Information Governance and achieve a university-wide coordinated and collaborative approach to managing university information assets which are vital to the university’s teaching, research, outreach mission. The university’s information management should adhere to the **8 Generally Accepted Recordkeeping Principles** and show:

- 1) **Accountability** from the top level down including all employees,
- 2) **Transparency** in that our recordkeeping practices are documented,
- 3) **Integrity** that our records have authenticity and reliability,
- 4) **Protection** in information security and access,
- 5) **Compliance** through complying with the State of Wisconsin Public Records Law, and Wisconsin Electronic Records laws,
- 6) **Availability** in that they are well-organized, and remains accessible over time,
- 7) **Retention** through demonstrating systematic controls for destruction and deletion of information
- 8) **Disposition** is being carried out on records and information in all formats and media.

Thank you for your support for the UW- Madison Records Management Program and URMAG.

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cc:

Laurent Heller, Vice Chancellor for Finance and Administration

Ray Taffora, Vice Chancellor for Legal Affairs

Robert Golden, Dean of the School of Medicine and Public Health

Bruce Maas, Chief Information Officer and Vice Provost for Information Technology

Steve Hahn, Vice Provost for Enrollment Management

Scott Owczarek, University Registrar

Bob Turner, Chief Information Security Officer