

HAPPY SPRING!! From the UW- Madison Records Officer

April 2015

April is Records and Information Management Month. Time to get organized and review your records and data. See the article "For the Record". <http://www.library.wisc.edu/news/2015/04/15/on-the-record/>

The School of Library and Information Science (SLIS) is offering a Records and Information Management class from June 8 – July 31. <http://www.slis.wisc.edu/RecordsMgmt.htm>

There are many resource on the UW-Madison Records Management website to assist you in getting organized and in compliance with the 8 Generally Accepted Recordkeeping Principles.

1. **Accountability:** Is there someone who has been designated at the records leader or put in charge of records?
2. **Transparency:** Are the records processes documented so that everyone knows where records are kept? See the Job Aid on the Records Management website.

<http://archives.library.wisc.edu/records/JobAids/2014%20file%20plan%20-%20jobaid.pdf>

3. **Integrity:** Are your records what they purport to be in that they are authentic and have not been altered in any.
4. **Protection:** Are your record protected from unauthorized access and also from an environmental perspective from fire and water?
5. **Compliance:** Are you in compliance with all university policies regarding records and data? The Records Management website and the CIO website have policies with regard to both records and electronic data.
6. **Availability:** Are your records organized and utilizing uniform naming conventions. If you needed to locate records for an open records request or litigation could you in all formats?

7. **Retention:** The General Records Schedule for the campus to use are found on the UW-Madison Records Management site: <http://archives.library.wisc.edu:2784/records/rda.html#general-records>

Bookmark or make a favorite. Many departments also have departmental schedules for specific records. Contact the University Records Officer to check.

8. **Disposition:** Are you destroying records in accordance with the records schedules in the normal course of business? These schedules are suspended in the case of litigation, audit or open records until the case or audit is complete. Use of a destruct log for onsite destruction is recommended as a best practice.

The **Records Management Toolbox** is a resource to answer many of your questions on managed of university records. <http://archives.library.wisc.edu:2784/records/resource.html#bulletins>

There is a **new Student Records Schedule** posted to the link for the University Records Management Schedules. <http://archives.library.wisc.edu:2784/records/rda.html#general-records>

Are you ready? The campus is moving to Office 365 for e-mail. *It is recommended that staff review and organize their inbox and outbox before migration takes place and follow the Business Communications schedule to delete e-mail. Delete all non-records before migration take place. Find Resources at <http://archives.library.wisc.edu:2784/records/index.html>*