



DEVELOPING A RECORDS MANAGEMENT PROGRAM

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AGENDA

- Framework
- Communication
- Services
- Training
- The Future



Program Framework

WHERE TO START

- Current state
- Organizational culture
- Pain points and barriers
- Compliance needs



UVA PROCESS SIMPLIFICATION

- Completed in 2008
- Interviews and a survey a
- Review of regulations
- Proposed new reporting structure



Executive Summary for Process Simplification Steering Committee Records Management Project January 28, 2008

Records Management team was established to examine current practice of records throughout the University and propose improvements for compliant and systematic records management. The team was charged with the following goals: 1) to improve academic and administrative units' retention and awareness of and compliance with Commonwealth and University records management policies; 2) to identify which technology can streamline and improve records management; 3) to create a sustainable approach in educating the University community on records management; 4) to improve the efficiency and effectiveness of the University's records management system; 5) to ensure compliance with state law, and proper records retention and disposal.

SEEK SUPPORT AND KEEP DEVELOPING

- Develop elevator speech
- Get a seat at the table
- Speak at leadership meetings
- Create an advisory council
- Develop a records coordinators program



TAKE ACTION

- Improve communication
- Offer services
- Solicit support
- Identify special issues
- Focus on people looking for help first



CENTRALIZED COMMUNICATIONS

Website or intranet site

Central mailbox with identifiable name

Periodic mass emails to employees

CUSTOMIZED RETENTION SCHEDULES

- Use the LVA schedules as templates
- Add local terms and familiar language
- Limit which series are viewable
- Create a way to disseminate the schedules

HOME / RECORDS RETENTION & DISPOSITION / RETENTION SCHEDULE DATABASE

Using the retention schedule database:

Watch this [instructional video](#) before using the retention schedule database search.

- Using more than one search term in a field will return results that contain all terms, not necessarily in sequence. A space between search terms in a field equals "and."
 - Example: If **student record** is entered into the Record Series Name field, it will return results that contain **student** and **record** in that field.
- Wildcards are automatically added. This is helpful if you only remember a partial number or word.
 - Example: If you enter **pay** in the Record Series Description field, it will return results that contain **pay** but also **payroll**, **payment**, and **repayment**.
- Use simple search terms. If you find you receive too many or too few results, try reducing the number of search terms and search fields used.

Record Series Name	Record Series Number
<input type="text"/>	<input type="text"/>
Record Series Description	Schedule Category
<input type="text"/>	<input type="text" value="- Any -"/>
	<input type="button" value="APPLY"/>

Services and Training

CONSULTATIONS



STORAGE - PAPER

- Store on-site or off-site
- Off-site requires use of URMA
- On-site locations should meet Physical Records Storage Standards
- Offer on-site storage location assessments



STORAGE - ELECTRONIC



Microsoft 365



TreeSize

CHANGING APPROACH



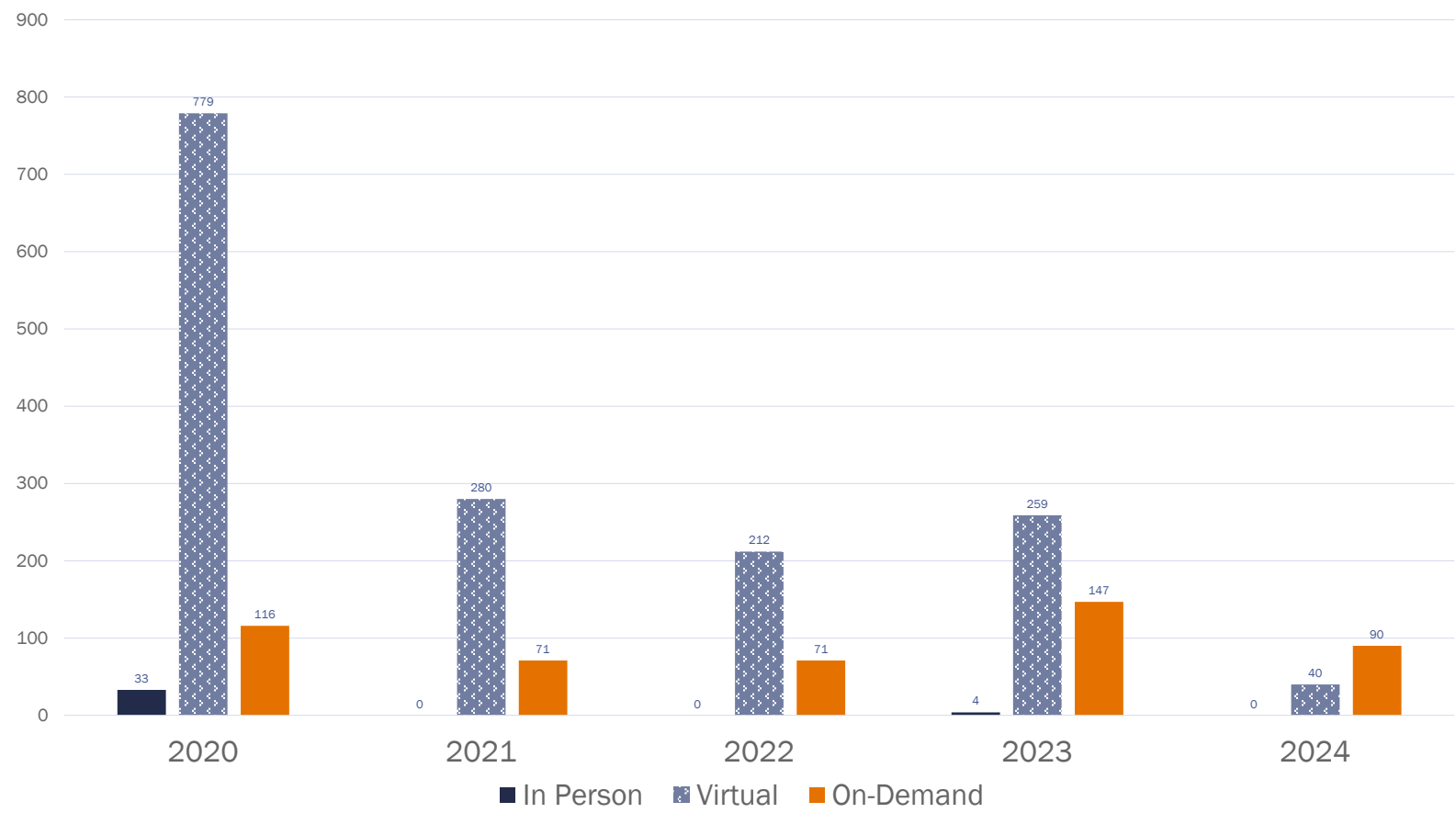


GOING VIRTUAL

- Live, one hour training
- On-demand general course (30 minutes)
- Six specific topic courses (5-7 minutes each)



ATTENDANCE






IRM-017 RECORDS AND INFORMATION MANAGEMENT

Approved November 26, 2012

Updated July 24, 2024

 UNIVERSITY of VIRGINIA


SEARCH

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UVA POLICY

HOMESEARCH POLICIESPOLICY PROGRAMPROCESSTEMPLATEPOLICY REVIEW COMMITTEEGLOSSARY

Home

 UNIVERSITY of VIRGINIA

IRM-017: Records and Information Management

Date: 11/26/2012
Status: Final
Last Revised: 07/24/2024
Policy Type: University
Contact Office: [University Records & Information Management Office](#), [Health Information Management](#), [College at Wise Library](#)
Oversight Executive: Executive Vice President and Chief Operating Officer
Applies To: Academic Division, the Medical Center, the College at Wise, and University-Associated Organizations.

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Reason for Policy:
The University of Virginia is committed to adhere to best practices for the management of all University records regardless of format to:

- Comply with state and federal statutory requirements, including the Virginia Public Records Act.
- Reduce risks associated with unintended disclosure of sensitive information.
- Respond efficiently to record requests and preservation orders.
- Protect vital and historical information about the University.

Policy Summary:
This policy supports the consistent, efficient, and comprehensive management of University records and information. It establishes expectations for all University state agencies (207, 209, and 246) to comply with the Virginia Public Records Act via standards and guidelines issued by agency designated records officers for the management of University records. It clarifies that University-Associated Organizations are not subject to the Virginia Public Records Act but are strongly advised to follow best practices for records management.

The Future

UVA WINS



DON'T TRY TO DO IT ALL AT ONCE

- Select based upon:
 - Biggest need
 - Biggest win
 - Visibility
 - Listen to the pod:
<https://financematters.podbean.com/>

UNIVERSITY NEWS

Drowning in Documents? Caroline Walters Offers a Lifeline

By Charlotte Crystal, charlottec@virginia.edu • April 22, 2009



THANK YOU

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recordsmanagement.virginia.edu