Records Management Support

Records management is much more than a myriad of government compliance requirements. A well-defined records management program adds value to an organization.

The services that records management provides may increase a department’s effectiveness and efficiency; reduce time wasted looking for records; raise awareness of the moral, ethical, and legal responsibilities of the department.

An assistance visit from Records Management may result in several additional benefits:

1. Controlling the creation and growth of records and forms
2. Reducing administrative operating costs
3. Improving administrative productivity in the department
4. Assimilating new records management
5. Minimizing litigation risks
6. Identifying and protect vital records
7. Supporting better management making decisions
8. Preserving the intellectual and historical memory of the University
9. Fostering the positive image of the University to the public
10. And yes,...to insure regulatory compliance

Although records management is not your primary business, and it doesn’t make the department any money, it does support and enhance the productivity of your department's daily operations.

To schedule an assistance visit, contact the University Records Manager, Monte G. Asche, at aschmont@isu.edu or give him a call @ ext. 3045
What is Records Management?

“Records management is both a discipline and management function concerned with the systematic application of management techniques to and control of the information created or received in the normal information of an organization’s business.

Unlike many information sources, records also have a distinct life-cycle that includes creation or receipt, processing, distribution, maintenance, evaluation, and ultimate disposition (i.e., either destruction or transmittal for permanent storage in an archive.

Records managers are concerned with differences in the information hierarchy. Data are typically seen as the raw material, or building blocks, of information [records]. This data means little by itself. The data must be processed, analyzed, or organized in order for it to be meaningful. When data is formatted, correlated, or plotted, it becomes—or rises to the level of—information [records].” (source: prismintl.org)

According to ARMA, records management is an “organizational function devoted to the management of information in an organization throughout its life cycle, from the time of creation or inscription to its eventual disposition. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records.”

The ISU Records Management mission statement describes it as: Providing guidance and oversee record related functions and processes which ensure that records are available where and when they are needed, to whom they are needed, for only as long as they are needed in order to: conduct University business; adequately document ISU activities; and to protect the interests of the University.

Knowing what records a department maintains can be a challenge. The University Records Manager can help identify records from non-records.

Record versus Non-Records

<table>
<thead>
<tr>
<th>RECORDS</th>
<th>NON-RECORDS</th>
</tr>
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<tbody>
<tr>
<td>Records include all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by the University in connection with the transaction of business and preserved or appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the University or because of the informational value of the data in them.</td>
<td>Information copies of correspondence, directives, forms, and other documents on which no administrative action is recorded</td>
</tr>
<tr>
<td>Historical files documenting policies, decisions, committee and task force reports, questionnaires</td>
<td>Stocks of publications and copies including: processed documents, annual and special reports, special studies, brochures, pamphlets, books, handbooks, manuals, posters, and maps</td>
</tr>
<tr>
<td>Unsure? Treat it as a record and contact the records manager.</td>
<td>Extra copies of documents preserved only for convenience of reference</td>
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<td></td>
<td>Follow up, or suspense copies of correspondence, provided they are extra copies of the originals</td>
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<tr>
<td></td>
<td>Duplicate copies of documents maintained in the same file</td>
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**Records Training**

The University Records Manager Conducts record management training for record coordinators throughout the year. This training is recommended for all newly appointed record coordinators. The sessions are open to anyone interested in records management.

In addition to the record coordinator training, the RM holds specialized records training on a variety of subjects:

- Electronic records management,
- Filing of department records
- Vital records identification and management
- Records management for employees
- Establish logical filing structure files in Box.com
- Record transfers when moving to a new location
- Labelling records
- Creating metadata for electronic records

The University Records Manager can also assist departments with other important record management functions such as file plans and inventories that once completed, will save the department time and money.

The most important task that is often overlooked is the inventory of all record and non-record material.

A records inventory is compiling a detailed list of each record series, including the location of the records and any other pertinent data. A records inventory is not a list of each document or each folder.

The benefits of conducting an inventory include:

- Reduction of paperwork in the office—40-60 percent reduction is common
- Identification of historical and archival records that need to be transferred to the University Archives
- Identification of vital records need during a natural or man-made disaster
- Ability for rapid records retrieval
- Reduces the chances of records accidentally being destroyed.

The results of the inventory can be analyzed to create lessons learned and identify best practices for a compliant records management program.

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**FAST FACTS**

90% of records, once filed, are never referred to again

95% of references are to records less than 3 years old

2% to 7% of paper and electronic records are misfiled

67% of data loss is directly related to user blunders, making them 30 times more menacing than viruses and the leading cause of data loss

Large organizations lose a document every 12 seconds

*from prismintl.org

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**Free Records Training Online**

Are you interested in learning more about records management, managing emails, or electronic records? NARA has several informative YouTube videos on records management:

https://goo.gl/AB1fL5

**National Archives: Searching for Historical Records**

The National Archives website provides information on methods to research records.

http://www.archives.gov/research

**One does not simply**

Keep all records “Just in Case”

megengenerator.net