The goal of the ISU Records and Information Management Program (RIM) is to provide guidance and oversee record related functions and processes. This program ensures that all records at ISU are available where and when they are needed, kept for only as long as they are needed, and maintained to protect the interests of the University.

This goal is accomplished by creating only necessary records while minimizing filing of duplicates; organizing and controlling records efficiently through inventories; creating file plans; managing and storing records effectively. The RIM program ensures that access, preservation, and disposition procedures are in accordance with University, State, and Federal practices.

In early 2015 the RIM program was reinstituted at ISU. Some departments may be unaware of the updated record management policies. It is important for staff to understand and follow current policies and procedures. The most important ones are:

- Records must be stored properly in a secure location to minimize accidental damage or theft.
- Only authorized personnel should have access to University records.
- Non-records should be kept separate from records.
- The destruction of records must be approved by the Library and University Records Manager.

Please contact Monte G. Asche, the University Records Manager (RM), with your questions/concerns. He can be reached at 282-3045 or at aschmont@isu.edu
Records Destruction

After a record has reached the end of its lifestyle it must be destroyed as per the Idaho State Retention Manual; some records are permanent records, so contact the RM if you have any questions.

Before records can be destroyed, the department must determine the applicable records series and if the records have met the retention requirements (see page 3).

After it has been determined that the records are eligible to be destroyed, the Records Coordinator must fill out the “Destruction Approval” form found on the RIM website www.isu.edu/infomgmt and have the Department Manager approve the form. The form then must be signed by the Records Manager prior to destruction.

After the form is approved, the department can place the records into a shred bin or contact an approved shredding vendor. The department is responsible for any cost associated with shredding.

Any kind of paper, regardless of color, finish (e.g., color photocopies, magazine-weight papers), or size can be shredded. Papers do not have to be sorted by color or weight.

You DO NOT have to remove staples, paper clips (binder clips should come off), tape, ‘post-its’, label tape, etc.

If the department has any electronic records (including 3.25” diskettes, magnetic tapes, CD/DVD disks, audio tapes, etc.) that are ready for destruction, the department must make prior arrangements with the shredding vendor.

What’s Happening

WEBSITE AND NEWSLETTER

Since early 2015, the Information and Records Management Website has been under construction. Work is still being done to improve accessibility and ease of use.

The Records Manager will periodically distribute a newsletter and brochures to keep University personnel informed about records-related issues.

TRAINING

In early July, The Records Manager conducted record management training for Records Coordinators. Training will be held again on October 8th for Academic personnel and on October 12th for non-Academic Record Coordinators.

Training will include basic information on the duties of each Records Coordinator, such as: creation, maintenance, storage, and destruction or records.

INVENTORY

The Records Manager will be assisting Record Coordinators with inventories. This year we will focus on departments that fall under Academic Affairs.

The inventory process may take several days to finish. A schedule will be published in mid-October.

The Records Manager will contact departments 3-4 weeks prior to the inventory start date.
Records Retention Schedule

Records Retention ensures that the important records are organized and efficiently maintained. By doing so, records can be easily identified and retrieved, especially during an audit.

A records retention schedule/manual identifies records as either temporary or permanent. Schedules also provide additional instruction on how to maintain records.

For temporary records, the retention schedule determines how long records are to be kept before destruction. A records schedule provides mandatory instructions for the destruction of records when they are no longer needed by the University.

Permanent records are those that are historically significant to the University. These records must be delivered to the University Archivist, Ellen Ryan, in the Oboler Library.

Another benefit of using a records retention schedule is that it saves money by moving inactive files to off-site storage areas until they are ready for final destruction. It is estimated that an average employee spend 4 weeks out of a year looking or waiting for a misfiled document.* Retention schedules help reduce this wasted time by keeping important information easily assessable.

Records series titles, descriptions, and retention periods can be found in the Idaho Records Retention Schedule. The record retention schedule is a master plan for records storage and ultimate disposal. The retention schedule that should be used by all Idaho State University departments. If you need a copy of the records manual, contact the University and Library Records Manager.

**FAST FACTS**

67%
Due to user error, 67% of data is lost. This makes improper electronic records management the number one cause of data loss.

90%
After filing, 9 out of 10 records are never referred to again. Retention schedules ensure that the build-up of inactive records is minimized.

* All statistics from PRISM:
http://www.primpintl.org

**ADMINISTRATIVE RECORDS**

The screenshot above is from the Idaho State Board of Education’s Higher Education Records Retention Schedule of the Records Management Guide.