January 25, 2016

Happy Monday. You are receiving this email because you are interested in the University Records Management Program or are listed as a user of the State Records Center.

Winter 2016

- Records Management Website and What's new
- What is a Record?
- Creating a Department File Plan
- Records Retention -organization of records and use of Destruction Log
- Wisconsin State Records center upgraded Versatile website

Records Management Website

First, this past summer the Archives and Records management website was converted over to WordPress. This migration allowed for improving access to the General Functional Campus-wide Records Retention Schedules. I have also just recently added a page on the website for **What's New** to give stakeholders an idea of what is new to the site. New this month is a document on **Guidance for Employees on Records when an Employee has Departed**, and also information on creation of **File Plans** for university department/unit with a template and a template for an Onsite Records Destruction Log. VISIT: http://www.library.wisc.edu/archives/records-management/whats-new-in-records-management/

In addition, the Records Management portion of the website there are 6 sections covering the **What's New**, the **Records Program**, **Records Management Resources and Training**, **State Records Center** and the **University Records Management Advisory Group**.
So please visit the UW-Madison Records Management website.
http://www.library.wisc.edu/archives/records-management/ Please bookmark or make a Favorite for easy referencing.

I have had many questions on what to keep and what is a record. Many departments take either the winter break or the summer break to review their records to organize them and review if they are up for destruction.   Doing this at the same time each year provides for consistency According to Wisconsin Law, No agency records are to be destroyed without a schedule.

Identifying a Record

First off to identify if you have a university record ask yourself these questions:

- **Was the record created in the course of university business?**
  - *e.g. correspondence, agreement, studies*

- **Was it received for action?**
  - *e.g. open records request, controlled correspondence*

- **Does it document university activities and actions?**
  - *e.g. calendars, meeting minutes, project records*

- **Is it mandated by statute or regulation?**
  - *e.g. administrative records, legal/financial records, human resources*

- **Does it support financial obligations or legal claims?**
  - *e.g. contracts, grants, litigation case files*

- **Does it communicate organizational requirements?**
  - *e.g. guidance documents, policies, procedures*

If you answer *YES* to any of these questions you have a record and it is required to be managed through its entire lifecycle.

Creation of a File Plan

It is good records management best practice that each department or unit should create a File Plan. A file plan is a roadmap to how and where, what and why of how your university records are managed. This complies with the Recordkeeping principles of Transparency, Accountability, Integrity, Compliance, Availability and Disposition. The links up above will take you to the information needed to complete a File Plan. Having a file plan will also assist with employees transitioning in and out of departments.

Records Retention and Organization of Records

Wisconsin State Law requires that all university records should have a records retention schedule. Check on the Records Management website for the General Functional Records Schedule. Your department may have a Department Specific Schedule, to check if your department has one, contact the University Records Officer. http://www.library.wisc.edu/archives/records-management/retention-disposition/

Once the correct records schedule is located and the records series identified, pack your boxes which are purchased through MDS by record series.
- Do not mix record series.
- Records should be packed in an organized fashion: Alphabetically, Alpha-numeric, Numeric.
- Do not throw records into a box without some sort of organization or the information is worthless. This scenario just happen with a review of boxes that were transferred to the Archives from the State Records Center per the records schedule. The information that was packed was just thrown into a box and it has no organizational rhyme or reason = worthless and which implies that it does not have any historical and research value to it. So please take the time to organize it list it out with a copy in the box and the department keeping a copy. This goes for electronic records as well.
- For destruction on-site, use a Destruction Log to document what was destroyed against the Records Series. There is a template on the records management website http://www.library.wisc.edu/archives/records-management/retention-disposition/records-disposal/

Wisconsin State Records Center

Lastly, the Wisconsin State Records Center has upgraded their Versatile software. Here is the link to the updated Versatile web interface: http://vssweb.wi.gov/recordsroot/default.asp. It does seem to a bit more user friendly.

All of this information is on the UW-Madison Records Management website. As always if you have any questions on records management issues, please contact me.

Thankyou.

Peg