

Initial Report




Last Modified: 09/09/2014

1. What is the name of your College or University? This question is Optional.

Text Response
UW-Madison
Bowling Green State University
University of Washington
Purdue University
University of Virginia
Ohio State University
DePaul University
University of California - Office of the President (each UC has their own RM coordinator and location specific program)
Cuyahoga Community College
University of Michigan

Statistic	Value
Total Responses	10

2. What is the size of your College or University?

#	Answer	Bar	Response	%
1	Small - less than 5000 Students		1	4%
2	Medium - Between 5000 - 15,000 Students		7	26%
3	Large - Greater than 15,000 Students		19	70%
	Total		27	

Statistic	Value
Min Value	1
Max Value	3
Mean	2.67
Variance	0.31
Standard Deviation	0.55
Total Responses	27

3. Does your College or University have an established Records Management Program?

#	Answer	Bar	Response	%
1	Yes		20	77%
2	No		2	8%
3	No, but we are in the process of evaluating and establishing a program		4	15%
Total			26	

No, but we are in the process of evaluating and establishing a program

Kind of have one

Initial pilots completed

Statistic	Value
Min Value	1
Max Value	3
Mean	1.38
Variance	0.57
Standard Deviation	0.75
Total Responses	26

4. Does your Collage or University have a dedicated person to manage the College/University Records Management Program?

#	Answer	Bar	Response	%
1	Yes		19	73%
2	No		7	27%
	Total		26	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.27
Variance	0.20
Standard Deviation	0.45
Total Responses	26

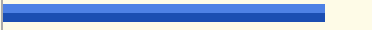

5. If you answered YES to Q 4, what is the position titles?

#	Answer	Bar	Response	%
1	University Records Manager		6	32%
2	University Records Officer		4	21%
3	Director of Records Management		3	16%
4	University Records & Information Manager		2	11%
5	Other		4	21%
	Total		19	

Other
Both Director and U. Records Officer (one is university title and the other is title required by the state)
Public Records Officer
Archivist for Records Management
District Director Records Management





Statistic	Value
Min Value	1
Max Value	5
Mean	2.68
Variance	2.45
Standard Deviation	1.57
Total Responses	19

6. Is this position funded Full-time(40hrs) or funded as a Part-time position?

#	Answer	Bar	Response	%
1	Full-time		20	87%
2	Part-time		3	13%
	Total		23	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.13
Variance	0.12
Standard Deviation	0.34
Total Responses	23







7. Does the current head of Records Management hold a professional certification? If so, please indicate all certifications.

#	Answer	Bar	Response	%
1	CRM - Certified Records Manager		10	42%
2	CA- Certified Archivist		3	13%
3	Other Certifications		5	21%
4	No Certification		9	38%

Other Certifications
Masters Level from NYU
PMP
MLIS
The College Archivist reports to me and she is a CA.
AIIM ERMS Cert.

Statistic	Value
Min Value	1
Max Value	4
Total Responses	24

8. What functional area does the "Records Manager" position report to?

#	Answer	Bar	Response	%
1	Archives		12	46%
2	Legal		2	8%
3	CIO- Chief Information Officer		1	4%
4	Information Security		1	4%
5	Business/Finance		7	27%
6	Risk Management		0	0%
7	Other: please specify		3	12%
	Total		26	

Other: please specify
Board of Trustees/Policy
CIO's chief of staff
We do not have one





Statistic	Value
Min Value	1
Max Value	7
Mean	3.04
Variance	5.08
Standard Deviation	2.25
Total Responses	26

9. Please indicate the what the salary range is for this position?

#	Answer	Bar	Response	%
1	Less than \$45,000		1	4%
2	\$45,000 - \$55,000		5	21%
3	\$55,000 - \$65,000		6	25%
4	\$65,000 - \$75,000		4	17%
5	\$75,000 +		8	33%
	Total		24	





Statistic	Value
Min Value	1
Max Value	5
Mean	3.54
Variance	1.65
Standard Deviation	1.28
Total Responses	24

10. How many records management staff report to the "Records Manager"?

#	Answer	Bar	Response	%
1	0 - No Reports		14	54%
2	1 Report		4	15%
3	2 Reports		1	4%
4	3 or more Reports		7	27%
	Total		26	

Statistic	Value
Min Value	1
Max Value	4
Mean	2.04
Variance	1.72
Standard Deviation	1.31
Total Responses	26





11. What position title(s) are assigned to records management staff?

#	Answer	Bar	Response	%
2	Records Analyst		3	23%
3	Electronic Records Analyst		3	23%
4	Assistant University Records Manager		1	8%
5	Other Title(s) please specify:		11	85%

Other Title(s) please specify:
RIMS Coordinator, Assistant Director
Student Assistant
Shred Program Coordinator
ECM Administrator
Assistant Director of Records Management
UCOP Records Manager
Assistant Records Archivist
2 Records Management Specialist work in the in-house Records Center plus the College Archivist/Records Analyst
Admin Support Services Supervisor
Records Center Supervisor, Administrative Assistant
Archivist

Statistic	Value
Min Value	2
Max Value	5
Total Responses	13

12. Does the "Records Manager" have the responsibility to manage a Records Center as part of their job description?

#	Answer	Bar	Response	%
1	Yes-On-site		8	31%
2	Yes-Off-site		3	12%
3	No		13	50%
4	Other: please specify		3	12%

Other: please specify
Act as a Liasion
State Records Center does this.
Yes, for now, but we are winding this down

Statistic	Value
Min Value	1
Max Value	4
Total Responses	26

13. Are your College/University records schedules required to go through any formal approval process such as a Public Records Board or other formal group?

#	Answer	Bar	Response	%
1	Yes		15	60%
2	No		4	16%
3	Other- please explain		8	32%

Other- please explain
We follow state guidelines
Records Officer must approval all schedules
Approval by University Archivist
Records Mgmt. Committee
Approval Required from Unit Representatives, Legal, etc. Not a formal board.
Chief Counsel
Internal Approval Committee
Each business process owner determined the retention for records for their process (so, HR, Registrar, Financials, etc) then approved by EOs

Statistic	Value
Min Value	1
Max Value	3
Total Responses	25




14. Does the "Records Manager" have the responsibility to conduct Records Audits as part of their job description?

#	Answer	Bar	Response	%
1	Yes		8	32%
2	No		16	64%
3	Other:		1	4%

Other:
 Yes, but not done yet.

Statistic	Value
Min Value	1
Max Value	3
Total Responses	25




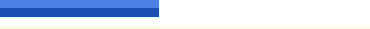

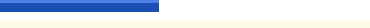



15. Does the College/University have a formal Records Advisory Group to support the Records Management Program?

#	Answer	Bar	Response	%
1	Yes		7	28%
2	No		10	40%
3	No, but working on it		8	32%
	Total		25	

No, but working on it
unsure
yes, but it needs to be reformulated.
we have a committee of volunteers interested in RM

Statistic	Value
Min Value	1
Max Value	3
Mean	2.04
Variance	0.62
Standard Deviation	0.79
Total Responses	25

16. If the College/University has a formal Records Advisory Group, what representation does it consist of? Please check all that apply.

#	Answer	Bar	Response	%
1	Legal		5	71%
2	Risk		3	43%
3	CIO		2	29%
4	Information Security		3	43%
5	Provost or Equivalent		2	29%
6	Registrar		3	43%
7	Graduate School		2	29%
8	Research		2	29%
9	Other representation:		3	43%

Other representation:
Facilities, HR, Business
In the process of forming group
Archivist

Statistic	Value
Min Value	1
Max Value	9
Total Responses	7

17. Does the University Records Management Program have a "Records Management Liaison or Coordinator" component to facilitate communication between the "Records Manager" and the campus community?

#	Answer	Bar	Response	%
1	Yes		10	40%
2	No		10	40%
3	No, but working on putting a Liaison or Coordinator program together		5	20%
Total			25	

No, but working on putting a Liaison or Coordinator program together











Statistic	Value
Min Value	1
Max Value	3
Mean	1.80
Variance	0.58
Standard Deviation	0.76
Total Responses	25

18. Does your Records Management Program offer Communication and Training?

#	Answer	Bar	Response	%
1	Yes		23	92%
2	No		2	8%
	Total		25	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.08
Variance	0.08
Standard Deviation	0.28
Total Responses	25

19. If Yes to Q17, what is the format of the Records Management Training?
Check all that apply.

#	Answer	Bar	Response	%
1	In-person (Large Group)		18	78%
2	In-person (Small Group)		21	91%
3	Webinars		5	22%
4	Pod-casts		1	4%
5	Skype or Facetime		1	4%
6	Website with Brochures, Handout or Guidance		16	70%
7	Social Media Facebook		1	4%
8	Social Media - YouTube		1	4%
9	Other Social Media		1	4%
10	Other Training-Specify:		4	17%

In-person (Large Group)	In-person (Small Group)	Webinars	Pod-casts	Skype or Facetime	Website with Brochures, Handout or Guidance	Social Media Facebook	Social Media - YouTube	Other Social Media	Other Training-Specify:
		custom designed for functional areas							website
									NY archives conducts trng on campus
									"News You Can Use" videos recorded with the assistance of our Learning and Development Department
									Internal TelePresence
								Blog	

Statistic	Value
Min Value	1
Max Value	10
Total Responses	23

20. What other areas of responsibility does the "Records Manager" have?
 Check all that apply. Optional text box for more explanation.

#	Answer	Bar	Response	%
1	Records Management Strategic Planning, Policy and Guidance		21	84%
2	Integrating the 8 Generally Accepted Records Keeping Principles as a best practice.		8	32%
3	Records Management Consulting with Campus Community		22	88%
4	Guidance and working with File Planning and Classification		17	68%
5	Guidance and working with Structured and Unstructured information		14	56%
6	Records Inventory and Analysis		20	80%
7	Retention Schedule maintenance		22	88%
8	Disaster Planning and Vital Records		11	44%
9	Serving on College/University Committees and project teams dealing with records management issues		15	60%
10	Other - please specify		6	24%

Records Management Strategic Planning, Policy and Guidance	Integrating the 8 Generally Accepted Records Keeping Principles as a best practice.	Records Management Consulting with Campus Community	Guidance and working with File Planning and Classification	Guidance and working with Structured and Unstructured information	Records Inventory and Analysis	Retention Schedule maintenance	Disaster Planning and Vital Records	Serving on College/University Committees and project teams dealing with records management issues	Other - please specify
									University Archives
									FOIA, ediscovery, investigations
									ECM/ERM, process improvement
									Property Control inventory mgt
									Forms Management
								Especially accreditation to be more proactive than reactive	

Statistic	Value
Min Value	1
Max Value	10
Total Responses	25

21. Please provide any other comments about your University Records Management Program?

Text Response

While we still maintain a records center and support paper record-keeping, most of our work focuses on what we call "legal legitimacy of electronic record-keeping systems" ...EDMS,ECM,Sharepoint, Office 365 initiatives. We are also a major support to legal--I will do depositions, testify, etc and a major support to freedom of information process.

Our records management program does not have any dedicated staff. All activities are done in addition to other responsibilities.

Program will be one year old in October.

At present, the records management function is primarily consultative -- a part of the job of the archivist responsible for University Field. Two years ago we recommended the university create an independent records management program with reporting to the CIO which was well-received by the EOs of the university, but not adopted because of pending changes in leadership, administrative systems and budgetary concerns. The proposal may be reintroduced this year.

Our "Records Manager" is the Electronic Records Archivist with 0.20FTE dedicated to Records Management - otherwise it's digital collections for the Libraries. The largest college on the campus, the College of Arts and Sciences has a Records and Information Coordinator that reports to the Dean's Office and handles the College's non-permanent records. There is a state Administrative Rule requiring an appointed Records Office, but that is fulfilled by the 0.20FTE appointment. Otherwise there is no formal Records Management program at all.

Statistic	Value
Total Responses	5