

# Texas A&M University Records Management Training

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**Laserfiche**<sup>®</sup>  
Run Smarter<sup>®</sup>

# Training Overview:

- What is Records Management
- TAMU's Common Folder Structure
- Ways to Use the Common Folder Structure
- Demo of TAMU-specific features

# • What is Records Management?

- Systematic process of managing the creation, retrieval and disposal of records
- Used when records/documents have definite life cycles
  - Filed according to a specific plan so they are easily accessible (*into **record series***)
  - Destroyed (disposed of) after they have been retained a specific amount of time in accordance with regulations (*after **retention** is up*)

# Laserfiche Records Management Edition

- **Features:**

- Digitize records archives
- Auto-file newly created records according to regulations
- Retain, transfer, archive, or destroy records based on record type
- Group records in series according to their retention schedule
- Set up notifications for document destruction

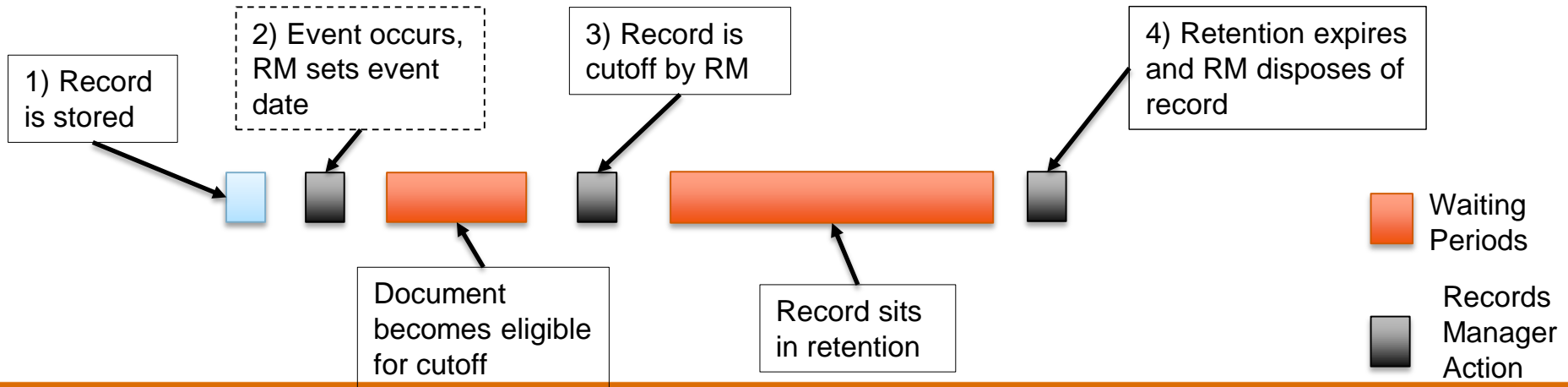
# Laserfiche Records Management Edition

- **Cutoff Date:** The date a record is *eligible* to start retention
  - Can be time-based, event-based, or time and event-based
  - Ex: Upon upload, Calendar year end, Fiscal year end, Until superseded, Upon retirement date
- **Retention Period:** How long a document must be kept *after* it has reached its cutoff date
  - Ex: 2 years after cutoff date, 10 years after cutoff date, retain indefinitely
- **Disposition:** What is done to the document at the end of its life cycle
  - Ex: Destroyed, Archived, Reviewed by university archives
- **Freezing:** Puts the documents in a read-only “frozen” status that cannot be deleted or modified until unfrozen by the RM
  - Occurs when the Office of General Counsel requests it

# Laserfiche Records Management Edition

## • Steps of Records Management

- 1) Record file is stored in repository (organized by retention schedules)
- 2) When events occur that affect cutoff date, the date is manually entered by the RM admin
- 3) RM admin “cuts off” all files with eligible cutoff dates
- 4) RM disposes of records when retention has expired



# TAMU Common Folder Structure

- All TAMU departments must adhere to the Records Retention Schedule
- The Records Retention Schedule is periodically updated by the University and Texas State Library and Archives Commission
- Available at the TAMU Records Management page:
  - <https://library.tamu.edu/services/records-management/records-retention-schedule.html>

# “Common Folder Structure”

- [-] 1.0 ADMINISTRATION
  - [+] 1.1 General
  - [+] 1.2 Records Management
  - [+] 1.3 Publications
  - [-] 1.4 Academic Administration Records
    - [+] 1.400.10 Accreditation Files
    - [+] 1.401.10 Completed Class Tests and Examinations and Students' Course Papers
    - [+] 1.402.10 Course Syllabus/Outlines Files
    - [+] 1.403.10 Curriculum Files - Including Revisions and Central Administrative. Review before disposal as some may merit permanent retention for historical reasons.
    - [+] 1.404.10 Curriculum Files - Including Revisions and Departmental
    - [+] 1.405.10 Instructor/Faculty Evaluations
    - [+] 1.406.10 Instructor Grade Books
    - [+] 1.407.10 Instructor Grade Sheets
    - [+] 1.409.10 New Course Proposals File - Central Administrative
    - [+] 1.410.10 New Course Proposals File - Departmental
- [+] 2.0 ELECTRONIC DATA PROCESSING
- [+] 3.0 PERSONNEL
- [+] 4.0 FISCAL
- [+] 5.0 SUPPORT SERVICES
- [+] 6.0 STUDENT
- [+] 7.0 PROGRAM
- [+] 8.0 EXTERNAL CONSTITUENCIES
- [+] 9.0 WORK IN PROGRESS



# TAMU Common Folder Structure

- **Why it's used:**
  - Easy to change when the TAMU Retention Schedule is updated
  - Easy to follow and understand since it correlates to the TAMU Retention Schedule so closely
  - Easy to comply with Office of General Counsel record freeze requests
  - Easy to implement when TAMU IT needs to implement Laserfiche solutions for each department
  - Best way to comply with campus-wide retention schedules

# Ways to Use the Folder Structure

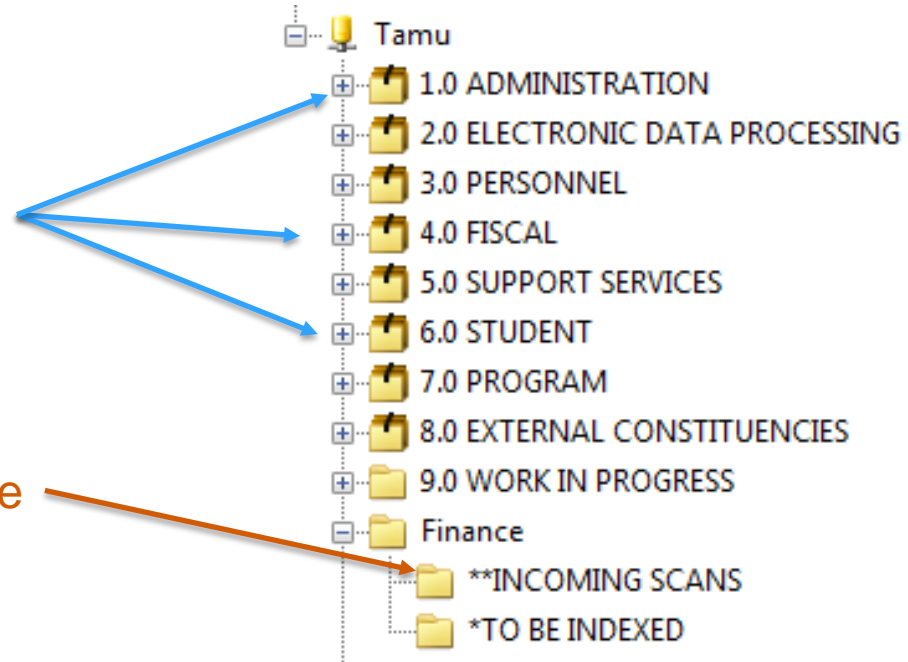
- **Incoming Scans folder** (recommended)
- **Transparent Records Management**
- **Direct Import into RM folder structure**

# Ways to Use the Folder Structure

- **Incoming Scans folder** (recommended)

2. Workflow routes the document to correct RM folder

1. Users import documents into here



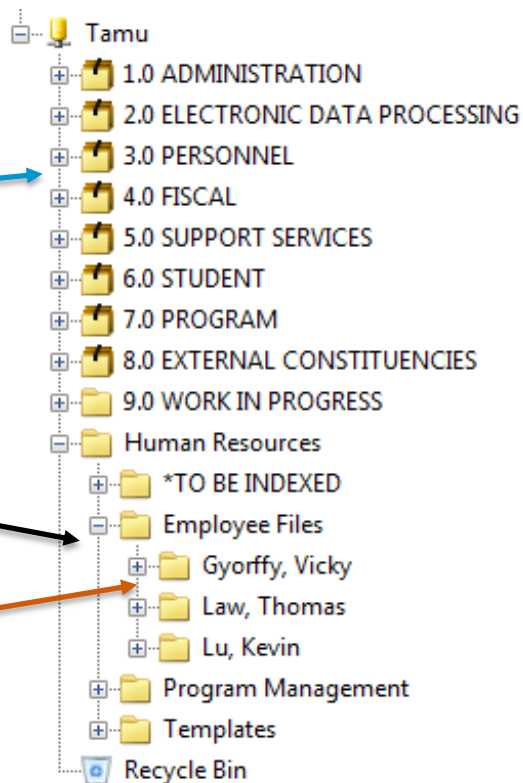
# Ways to Use the Folder Structure

- **Transparent Records Management:**

2. Workflow routes the document to correct RM folder

3. Shortcut is created at original path so end-users can still access it

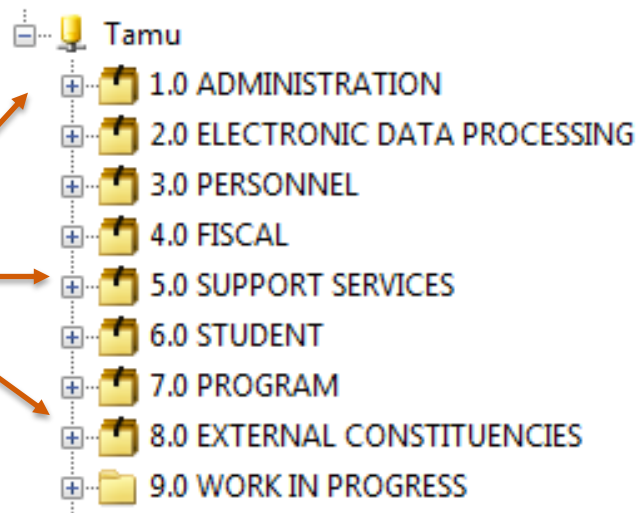
1. Users import documents into here



# Ways to Use the Folder Structure

- **Direct Import into Records Management folders:**

1. Users import documents into here



# Ways to Use the Folder Structure

- Each department should find out which records folders/series are used by their department
- If you have more questions, reach out to:
  - 1) Designated Records Manager for department
  - 2) Eric Gater

# Records Managers

- **Responsibilities of Records Managers:**
  - Make sure end-users are using system correctly
  - Check that documents are being filed to correct record series
  - Comply with any OGC document freeze requests (show in demo)

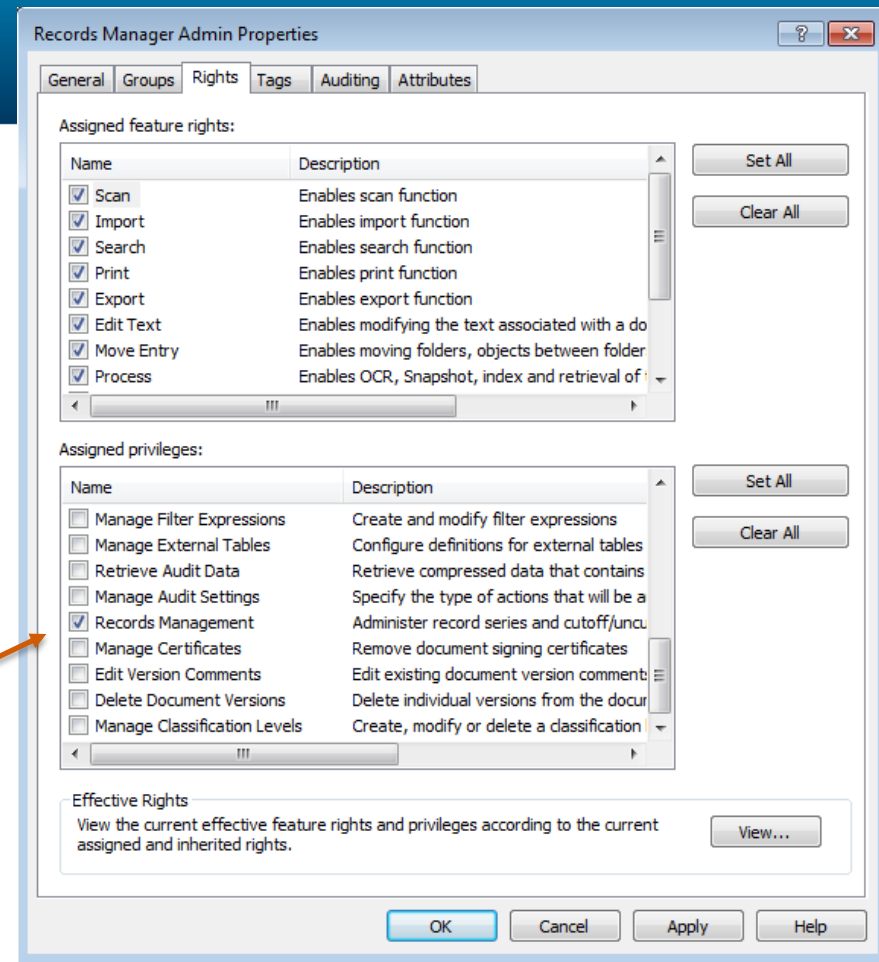
# Records Managers

- **Responsibilities of Records Managers:**
  - Manually set event times to a record series if cutoff date is event-based
  - “Cutoff” records when appropriate
  - Dispose of records once retention has expired
    - Need approval from Eric Gater prior to final destruction



# Records Managers

- Recommend creating a “Records Managers” user group for the individuals that will be acting as RMs
- Need to have the **Records Management** privilege





**Questions?**