Texas A&M University Records Management Training

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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  • Ex: Upon upload, Calendar year end, Fiscal year end, Until superseded, Upon retirement date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
• 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](https://library.tamu.edu/services/records-management/records-retention-schedule.html)
“Common Folder Structure”
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)*

1. Users import documents into here
2. Workflow routes the document to correct RM folder
Ways to Use the Folder Structure

- **Transparent Records Management:**
  1. Users import documents into here
  2. Workflow routes the document to correct RM folder
  3. Shortcut is created at original path so end-users can still access it

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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?