Introduction from UC’s new Records Manager

Hello Records Quarterly readers,

My name is Eira Tansey and I recently joined the University of Cincinnati as the new Records Manager. I previously worked for Tulane University in New Orleans. I’m a graduate of UC (A&S ’08) and a Cincinnati native.

In addition to coordinating UC’s records management program, I will also be involved with future efforts related to University Archives’ electronic records acquisition and long-term preservation.

I’m thrilled to join the University of Cincinnati during this transformational period. From UC’s increasing commitment to international partnerships, the record-breaking numbers of new students, the increased connections to the city and region, and the collective strength of its faculty and staff, this university has gone through remarkable changes in recent years.

As UC moves towards its 200 year anniversary, it is important that campus offices do their part to preserve this exciting time in our institution’s history. Preserving university history is one of the primary goals of UC Records Management.

The purpose of the university’s records management program is:

- To promote the administrative efficiency at the University by removing inactive or obsolete records from offices.
- To protect the University by ensuring compliance with all internal, state, and federal policies regarding the creation and disposition of University records.
- To ensure that all documents of administrative or historical value are rightfully preserved through transfer to the University Archives.

It may seem contradictory that there is a focus both on disposing of records and preserving history. Because archival storage (even electronic) is finite, we cannot preserve every record. Even if storage were unlimited, preserving every university record would make it difficult to separate the truly valuable materials from those that have little permanent value. This is why a typical records schedule sometimes designates as few as one or two categories for eventual transfer to University Archives.

Records Quarterly is the newsletter of University of Cincinnati Records Management. Subscribers to the Records Management listserv will receive notification of new issues automatically. If you are not a member of the listserv and you would like to receive these notifications, please email Eira Tansey to be added.

All content is written by Eira Tansey unless indicated. Permission to use any content may be obtained by contacting UC Records Management via the methods at the right. Contributions to Records Quarterly may be sent to the Records Manager.

Cover Image by Melissa Cox Norris
As more offices move to paperless workflows, it is more important than ever that we avoid a digital black hole in our institutional history. As offices move from creating historically valuable records in paper format to digital formats, we need to ensure that we continue to receive and preserve these electronic records in University Archives.

One of my priorities in the near future will be to work with many of you on efforts to preserve our born-digital history so that generations to come may continue to research the history of UC. I will also be exploring ways to make it easier for offices to comply with records policies.

I look forward to meeting as many of you as possible in the upcoming months. I'll be offering an Introduction to Records Management workshop on Thursday May 8 at 10am in Blegen Library. I will also continue to issue Records Quarterly, administer the Records Management listserv, and manage the Records Management website at http://www.libraries.uc.edu/libraries/arb/records_management/index.html.

Please don’t hesitate to contact me if you have any questions or concerns about your office’s records.

Eira Tansey, eira.tansey@uc.edu, 513-556-1958

Workshops

The following workshops are intended to educate the university community on records management policies and procedures.

These workshops and custom workshops can also be brought to your department. To set up your own presentation, contact Eira. Workshop dates will be announced via the Records Management listserv.

Introduction to Records Management
We will discuss the benefits you will receive from efficiently managing your records, UC’s records program, your role as a keeper of public records, the definition of a "record," how to perform records inventories, the development of records retention schedules, and proper means of records disposal. Next date: May 8 at 10am in Blegen Library, 8th floor.

Electronic Records
We will discuss the unique characteristics of electronic records, retention of electronic records, recordkeeping systems, special considerations for websites, databases, and business applications, and disposal of electronic records including transfer to the University Archives. Next date: Fall 2014

Managing Email
We will discuss how to determine if an email message is a university record, retention of email, the characteristics of UC’s email system, managing the inbox, and storage methods. Next date: Fall 2014
Is it time to revise your schedule?

Has it been a long time since your office’s records schedule was updated or reviewed? Perhaps your schedule reflects outdated workflows or old records series your office no longer maintains. If it’s been a long time since your schedule has been reviewed*, please contact the Records Manager at 556-1958 or eira.tansey@uc.edu to schedule a meeting.

Here is what to expect during a records meeting:

- Prior to the meeting, the Records Manager will review your current schedule to determine any retention periods that have changed due to legal, policy, or other requirements.
- Meetings are usually less than an hour, and can be scheduled as one-on-one discussions or with several people from your office in attendance.
- During the meeting, any changes that have happened in your office since the last schedule update will be discussed. Are there new responsibilities and functions, new records series or databases that have been created, different reporting lines, or major reorganizations?
- The Records Manager may ask to see how records are stored (in filing cabinets, or in electronic environments). This is only done so we can develop accurate descriptions of records series within the schedules.
- It is especially important to note what records were formerly kept in paper format and now kept electronically. Note that this does not change the retention requirements. We are interested in learning how offices are managing electronic records so we can help you retain and dispose of them more effectively.
- We will review shredding/purging procedures, and when/how to transfer historical records to University Archives for long-term preservation.
- Further discussion of any other records management challenges your office has encountered or anticipates in the future.

*If you aren’t exactly sure when the last time your schedule was updated, you can look at the first number in the first column for a clue. For example, a number of “05-99B-01” would indicate that the schedule was last updated in 2005.

Shredding Events

The Office of Information Security will host a shredding event on Wednesday, April 2, 9-12:30, on McMicken Commons. During this event, you may bring both personal records and scheduled office records approved for destruction and they will be securely shredded onsite. Metal and plastic fasteners, except for staples, must be removed prior to shredding. This event is free for all UC offices.

Past shredding events have been very popular on campus. Take advantage of this opportunity to do some spring cleaning in your office, and free up expensive storage space.

No university records may be disposed of any means without an approved Records Retention Schedule. No records may be disposed when there is an order or notice for legal discovery or subpoena, regardless of the retention assigned to the item. Records subject to discovery must be maintained in the office of record until released by the court.

Remember to send in certificates of disposal for records that are shredded. See the next page for more information.

For any questions about retention schedules, please contact Eira Tansey, UC’s Records Manager at eira.tansey@uc.edu or 513-556-1958. For more information about shredding events, please see http://www.uc.edu/infosec/services/shredding.html
Disposal Certificate Reminder

Please remember to send Disposal Certificates for destroyed, deleted, or purged records. Copies of the certificate forms can be found at http://www.libraries.uc.edu/libraries/arb/records_management/disposal.html. These certificates are important to demonstrate that offices are in compliance with the retention periods mandated by their schedules.

Tips for filling out the disposal certificates:
- Disposal certificates apply to both paper and electronic records.
- Only records that are scheduled for destruction may be destroyed once the retention period is over. If you need to destroy records that are not represented on your schedule, please contact the Records Manager.
- No records may be disposed when there is an order or notice for legal discovery or subpoena, regardless of the retention assigned to the item. Records subject to discovery must be maintained in the office of record until released by the court.

An example of a completed records disposal certificate:

![Certificate of Records Disposal](image)
Records in the News

State and Local

The Columbus Dispatch | February 26, 2014
http://www.dispatch.com/content/stories/local/2014/02/26/otterbein-public-records-suit-directed-to-mediation.html
A student journalist seeking records from Otterbein College’s campus police has been instructed by the Ohio Supreme Court to work with the college to find an out-of-court agreement.

Student Press Law Center | February 6, 2014
Ohio state representatives have introduced a bill that would require police and security forces at private colleges and universities to make their records public.

The Columbus Dispatch | February 25, 2014
http://www.dispatch.com/content/blogs/your-right-to-know/2014/02/osu.html
Lawyer files lawsuit over rejection of records request related to Ohio State University medical faculty appointments.

Cleveland.com/Northeast Ohio Media Group | February 19, 2014
Ohio Supreme Court rules woman entitled to damages, though not compensation for attorney fees, after she encountered delays in obtaining public records from South Euclid.

Higher Education

http://chronicle.com/article/Texas-Legislators-Weigh/143675/
A University of Texas regent has requested a significant number of public records requests from the university system.

Wisconsin State Journal | February 11, 2014
Wisconsin legislators debate whether university researchers’ records should be exempt from public records requests.

Chronicle of Higher Education | January 9, 2014
https://chronicle.com/article/Dispute-Over-Climate/143881/
The Virginia Supreme Court will hear a case concerning whether UVA climate research records must be disclosed as public records following requests by media and advocacy groups.

Since beginning in 2012, Ohio’s public records mediation program has handled over 100 requests for mediation between public officials and those requesting public records.

Akron Beacon Journal | March 11, 2014
Kent State University’s recently disclosed presidential search records have not contained full information on candidates and the search process.

Cincinnati Enquirer | March 12, 2014
A Warren County judge ruled that Clearcreek Township officials violated open meetings laws.
Leg & Reg
Legislative and Regulatory Affairs Affecting Records and Information Management

Ohio General Assembly

H. B. No. 321 — To amend Section 149.43 of the Ohio Revised Code (which defines availability of public records for inspection), requiring that public records posted on websites be posted in open and machine-readable formats. The bill would also establish a DataOhio Board, to facilitate provision and access to state data sets. Introduced October 29, 2013. Assigned to State and Local Government committee. Second hearing scheduled for March 25, 2014. http://www.legislature.state.oh.us/bills.cfm?ID=130_HB_321


Program News

Updated Schedules

- University Health Services
- School of Education
- Residence Education and Development
- Radiation Safety
- College of Medicine - Operations and Finance

Draft Schedules

- Campus Services
- UC Libraries - Library Services

Transfers to University Archives

Board of Trustees records.
Accession No. UA-13-07
Various records of the University of Cincinnati Board of Trustees.

Board of Trustees Supporting Papers.
Accession No. UA-13-08
Supporting papers of the University of Cincinnati Board of Trustees. 2004-2006.

College of Nursing and Health
Accession No. UA-13-09
Minutes, financial records, personnel records, syllabi, calendars, and various correspondence.

President, Office of - Williams, Gregory
Accession No. UA-13-10
Speeches.

President, Office of, Subject Files.
Accession No. UA-13-11
Subject files from the Office of the President. Includes files of Gregory Williams, Nancy Zimpher, and Joseph Steger.

Accounting Resource Center
Accession No. UA-13-12

Facilities Management Records
Accession No. UA-13-13
Facilities conditions audits, presentations, service guides, emergency operation plans, and Green Light programs. 1972-2013.

College of Business Records
Accession No. UA-13-14
Information related to self-study reports by the College of Business, program assessments, and committee meeting minutes. The collection also includes award plaques and room plaques. 1956-2012.

Raymond Walters College publications
Accession No. UA-13-15
Student Newspapers and faculty handbooks. 1967-2012.

College-Conservatory of Music Programs
Accession No. UA-13-16

Office of the President media
Accession No. UA-13-17

College of Business Center for Entrepreneurship research studies
Accession No. UA-13-18

Resident Education and Development, Student Affairs records
Accession No. UA-13-20
Weekly reports from the Resident Coordinators and Resident Advisors, Residence Hall Association Minutes, and the RA Class Facilitator's Manuals. 1979-2012.

Student Affairs & Services. Right to Know reports.
Accession No. UA-14-02
Right to Know Reports, published by the Division of Student Affairs and Services. 1997-2010.

Accounting Resource Center
Accession No. UA-14-03

Save the Date!

The next UC Records Management workshop will be on Thursday, May 8, at 10am in Blegen Library, 8th floor. The workshop will last about 1 hour. All university staff are welcome to attend and refreshments will be provided. Please RSVP via email to eira.tansey@uc.edu