Information Security

As we barrel towards the remaining months of 2015 (where did the year go?), it’s worth revisiting an important information security story from two years ago — the Target data breach that took place in the middle of the holiday shopping season.

Many news outlets have noted that a number of us suffer from “data breach fatigue” — unless we are personally affected by a data breach, we often disregard real threats to our personal and financial information even as major data exposures rack up across industries. In our personal lives, we know to take certain steps to protect our financial and personally-identifying information, such as frequently changing passwords, not falling for scam emails, and monitoring our credit reports.

As University employees, we also have a responsibility to ensure we do our part to protect the personal information of students and our colleagues. UC Records Management enjoys a close relationship with the Office of Information Security (OIS), and many of you have met OIS representatives through the workshops periodically offered by Records Management. If you have ever dropped off old records or papers to one of the OIS campus shredding events, you’ve benefited from the valuable services provided by this important office.

Recently, I joined the University’s Information Security and Compliance Committee. I am very excited to be a part of its work, and integrating university records issues into the larger information security landscape at our ever-changing university.

Two Records Management workshops will be offered before the end of the year — if you need to brush up on your knowledge, or you have a new coworker in the office, I hope to see you there. More information is on page 4.

Eira Tansey
Records in the News

State and Local

WCPO | September 30, 2015
A study by the Ohio Coalition for Open Government shows that the State Supreme Court has generally ruled in favor of restricting or denying access to government/agency records since 2010.

WLWT | October 2, 2015
Governor John Kasich is forming a state-level law enforcement committee that will issue state standards concerning the use of body cameras. The standard is expected to involve public records and privacy issues.

Akron Beacon Journal | October 13, 2015
Questions raised over Stow County deletion of emails during the filling of a public records request

The Columbus Dispatch | October 19, 2015
http://www.dispatch.com/content/stories/local/2015/10/19/1-ignorance-of-ohio-law-leaves-some-kasich-record-seekers-empty-handed.html
National media outlets are getting a crash course in Ohio’s public records laws as they request records from the office of Governor John Kasich, currently running for the Republican presidential nomination.

Higher Education

Chronicle of Higher Education | May 29, 2015
University of Kansas argues researcher should not be able to use academic freedom to shield his correspondence from state public records laws

Chronicle of Higher Education | June 9, 2015
http://chronicle.com/article/Private-Colleges-Police/230751/
Texas and Ohio expand public records requirements to police forces at private universities

Inside Higher Ed | August 11, 2015
A three month investigation showed University of Illinois administrators routinely attempted to circumvent public records policies on email.

Slate | October 23, 2015
http://www.slate.com/blogs/xx_factor/2015/10/23/university_students_have_little_right_to_privacy_in_medical_records.html
Two universities have accessed student health records, arguing they can do so under FERPA, and that HIPAA record protections do not apply.
Program News

Schedule Development and Updates

Provost’s Office
UC Libraries Business Office
School of Social Work
Professional Practice
DAAP Student Affairs
UC Libraries Cataloging

Ohio Attorney General

The Ohio Attorney General’s Office regularly offers training on Ohio’s Sunshine Laws to the general public. Ohio’s Sunshine Laws outline public agencies’ (including state-supported universities, like UC) record and open meeting legal requirements.

More information about the Sunshine Laws can be found here, and a list of training dates appear here.

Workshops

Records Management 101

UC Records Management will be offering two “Records Management 101” workshops before the end of the year.

The workshops will be held on:
Tuesday, November 17 at 2 pm
Tuesday, November 24 at 10 am

Both workshops will take place in Blegen Library. During this workshop we will discuss the benefits from efficiently managing records, UC’s records program, public records, the definition of a “record,” the development of records retention schedules and proper means of records disposal.

To RSVP for a workshop, please email Eira Tansey, Records Manager indicating your date preferences.

Records Management workshops are regularly held each semester. For information on future workshops, please subscribe to the Records Management listserv. Contact Eira Tansey if you are interested in arranging a custom workshop for your department or college.

UC Records Management Objectives

- 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.

Promote, Protect, Preserve