Wrangling Email

Email is perhaps the most confounding aspect of modern work. It often feels like an out of control monster threatening to overtake one’s sanity, or an endless reminder (guilt trip?) of things still on the to-do list. I recently returned from a 10-day vacation, and was pleasantly surprised to return to just under 400 emails — a number that may seem astronomical to some, and puny compared to others.

When people talk about the onslaught of email, it is often taken for granted that email is omnipotent and anxiety-provoking. Similar to entering flu season, prevention is as important as treatment. You should control email — email should not control you or your workday focus.

Chances are, if you’re reading this on your work computer, there’s a yellow envelope icon sitting in the lower corner of your desktop. Although Outlook arrives with lots of default settings — such as chiming when you receive an email, or showing a pop-up preview — you can easily adjust or turn off these alerts in the client settings. Although this depends on the expectations of your job, I only check my email at a few designated times per day, and turn off sounds and flashing alerts to maintain my focus.

It’s hard to believe November is here, and the holiday season is about to kick off soon. With the university closing for winter season days, I know many of you are looking forward to some well-deserved time off. Consider implementing a workplace resolution in the new year — to spend 10 minutes a day cleaning up your inbox before it gets out of control, or causes you to dread going on vacation.

I’m delighted to be giving the November talk to UCAAMP on this very topic, with tips to control your email and prevent inbox disasters. If you’re a UCAAMP member, please be sure to come to the November 21 luncheon! I’ll also discuss email in a special records management workshop on December 3. Turn to the next page for more information, and additional offerings. Hope to see you there!
Workshops

The next campus-wide Records Management workshops will be held in November and December. All workshops are located in Blegen Library, Room 814.

Please RSVP for workshops by contacting Eira at eira.tansey@uc.edu.

Introduction to Records Management
Wednesday, November 26 at 10am

During this workshop we will discuss the benefits from efficiently managing your records, UC’s records program, public records, the definition of a "record," how to perform records inventories, the development of records retention schedules and proper means of records disposal.

Managing Email
Wednesday, December 3 at 10am

During this workshop 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.

Electronic Records
Wednesday, December 17 at 10am

During this workshop we will discuss the unique characteristics of electronic records, retention, recordkeeping systems, special considerations for websites, databases, and business applications, and disposal of electronic records including transfer to the University Archives.

Program News

Recent Schedule Development
Mechanical Engineering
Campus Recreation Center
UC Clermont Student Affairs
General Counsel
CECH Student Services
Professional Practice
UC Blue Ash PSEOP
Resident Education and Development

Leg & Reg
Legislative and Regulatory Affairs Affecting Records and Information Management

Federal

H.R.5170 - Federal Records Accountability
Act of 2014
This bill addresses Presidential communications through non-official channels and concerns actions to be taken in the event of unlawful federal records destruction.

Local Elections

Columbus—Issue 6
Part of Issue 6 would "Provide that the mayor's budget estimate be published as a permanent, electronic public record, rather than a copy distributed to public libraries; and require the city clerk to compile the annual report of the city and publish it electronically as a permanent public record, rather than in book form."
Records in the News

State and Local

Cleveland.com | October 27, 2014
Ohio Supreme Court blocks deposition request seeking county executive and gubernatorial challenger’s records.

Columbus Dispatch | August 28, 2014
http://www.dispatch.com/content/stories/local/2014/08/27/Kasich_threat_records_ruling.html
Ohio Supreme Court rules against release of records of threats against governor, exempting them from public records laws.

Columbus Dispatch | August 6, 2014
Ohio Attorney General weighs in on whether security records from private universities must be treated as public records.

Higher Education

Chronicle of Higher Education | October 6, 2014
http://chronicle.com/article/Clash-Between-Chicago-State-U/149233/
Chicago State University seeks to obtain records from its Faculty Senate using state open records laws.

WFPL | September 3, 2014
Kentucky Attorney General rules that the University of Louisville violated Open Records Laws.

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