



# RECORDS MANAGEMENT AT UW

2015

What is **Records Management**?

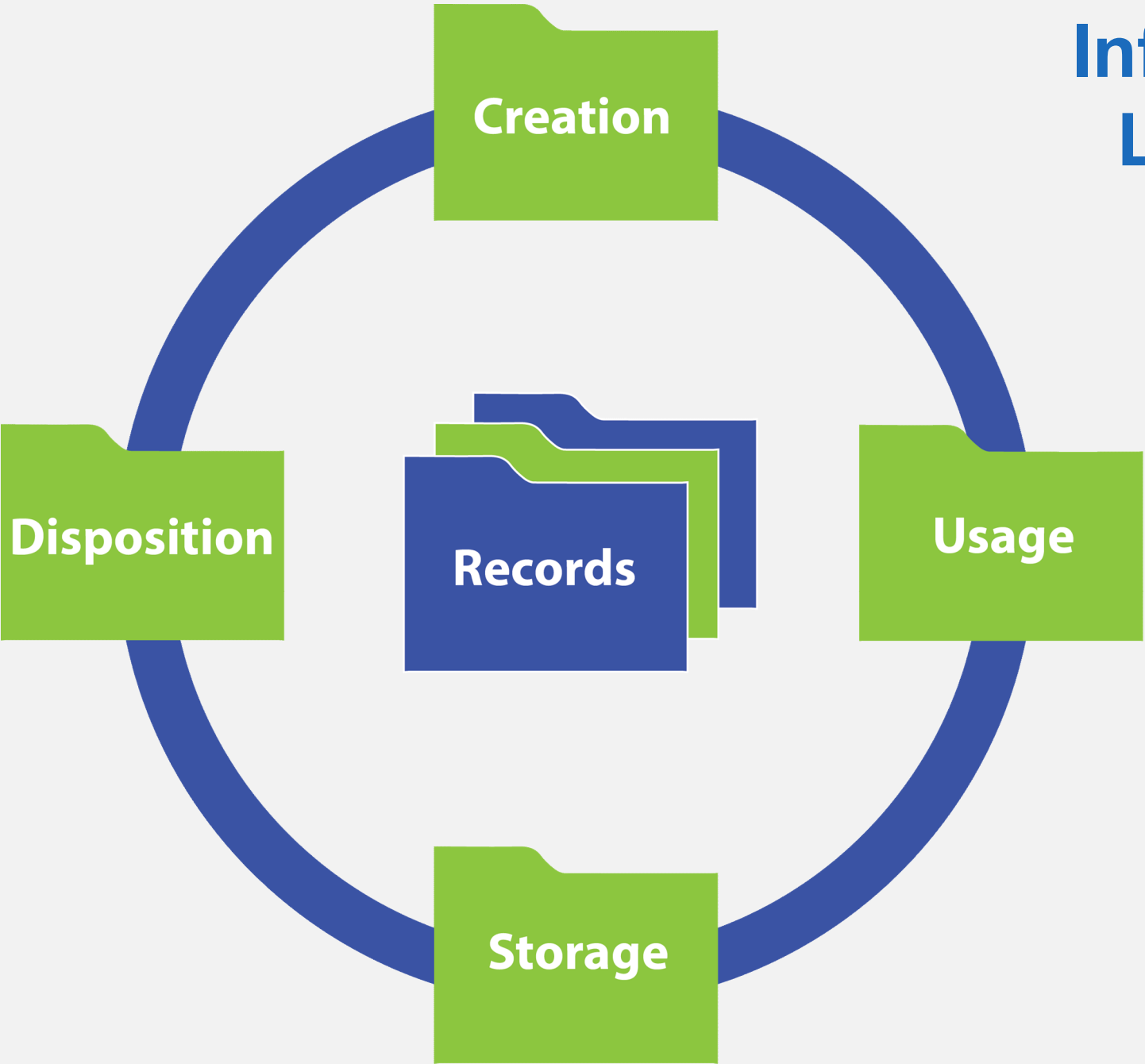
# Records Management:

1. The application of systematic control to recorded information
2. A logical and practical approach to the creation, maintenance, use and disposition of records, and therefore to the information those records contain

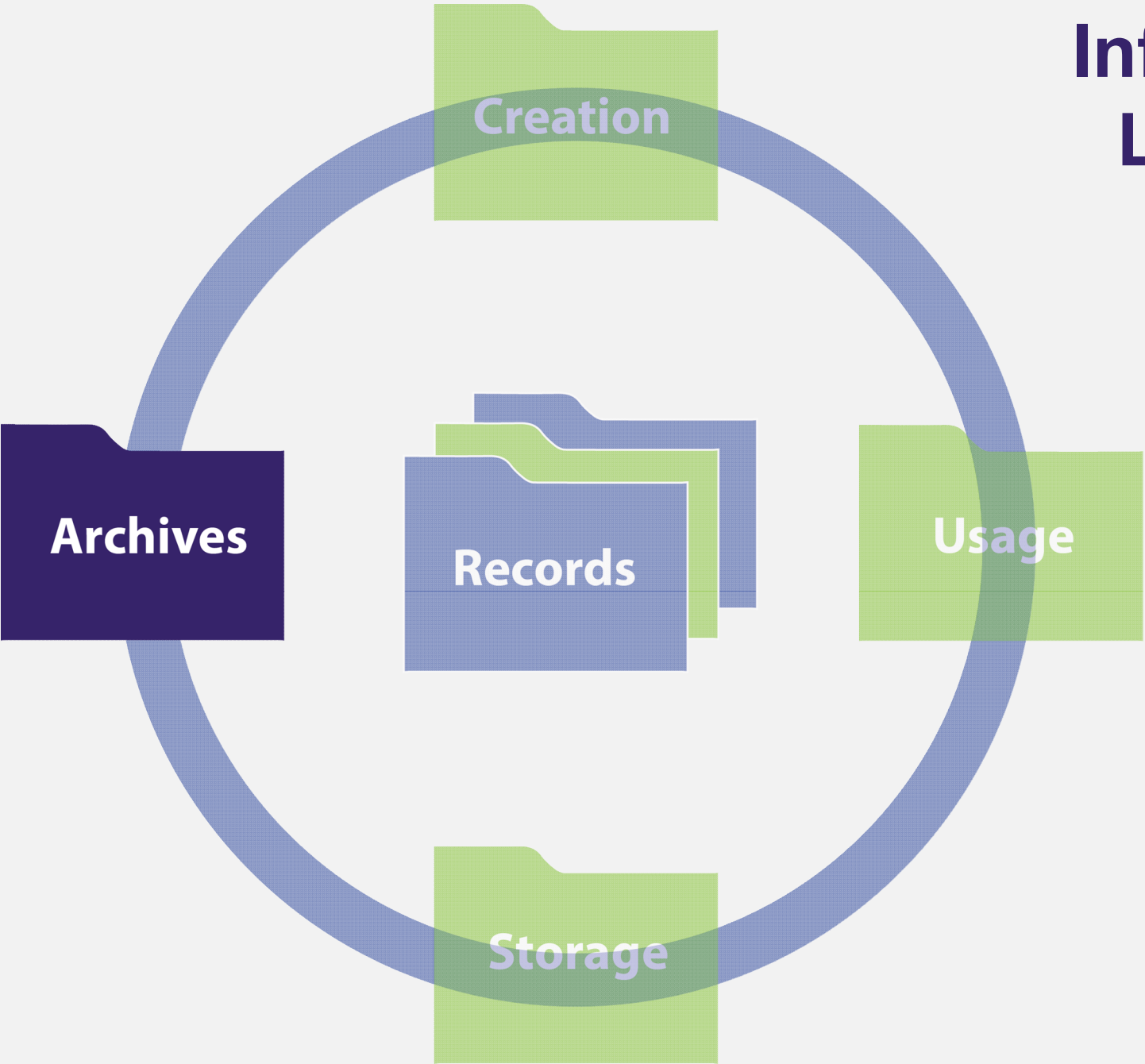
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2. A logical and practical approach to the creation, use, maintenance, and disposition of records -- and to the information those records contain

# Information Lifecycle



# Information Lifecycle



*Policies*

*Regulations*

*Business*

**COMPLIANCE**

*Requirements*

*Transparency*

*Rules*

*Standards*

*Law*



# RCW 40.14.040

40. Public Documents, Records,  
and Publications



# RCW 40.14.040

40.14 Preservation and Destruction of  
Public Records

# RCW 40.14.040

40.14.040: Powers and Duties

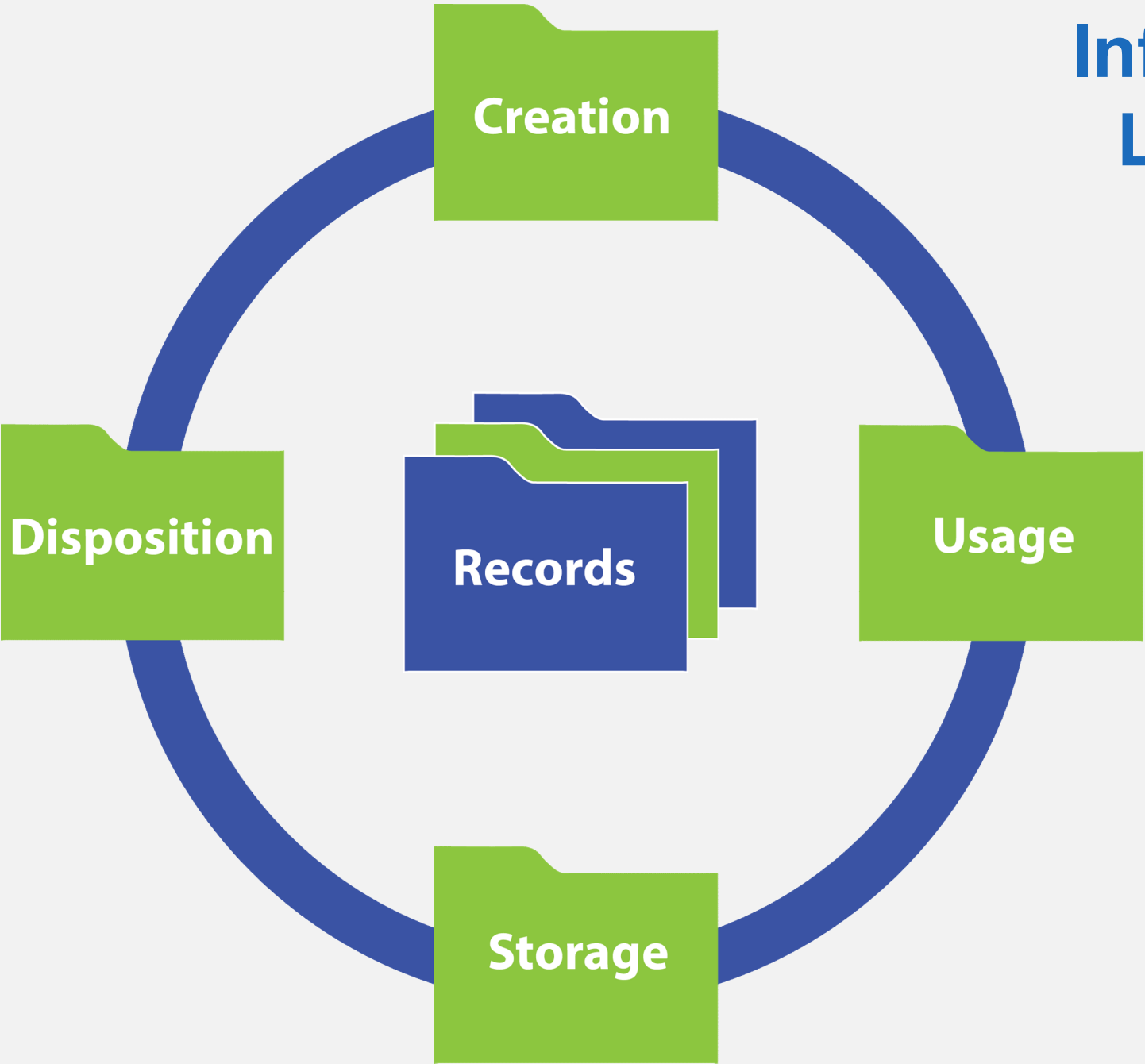
# RCW 40.14.040

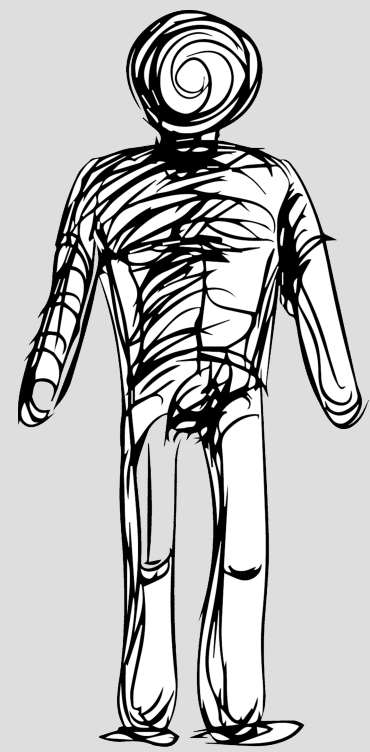
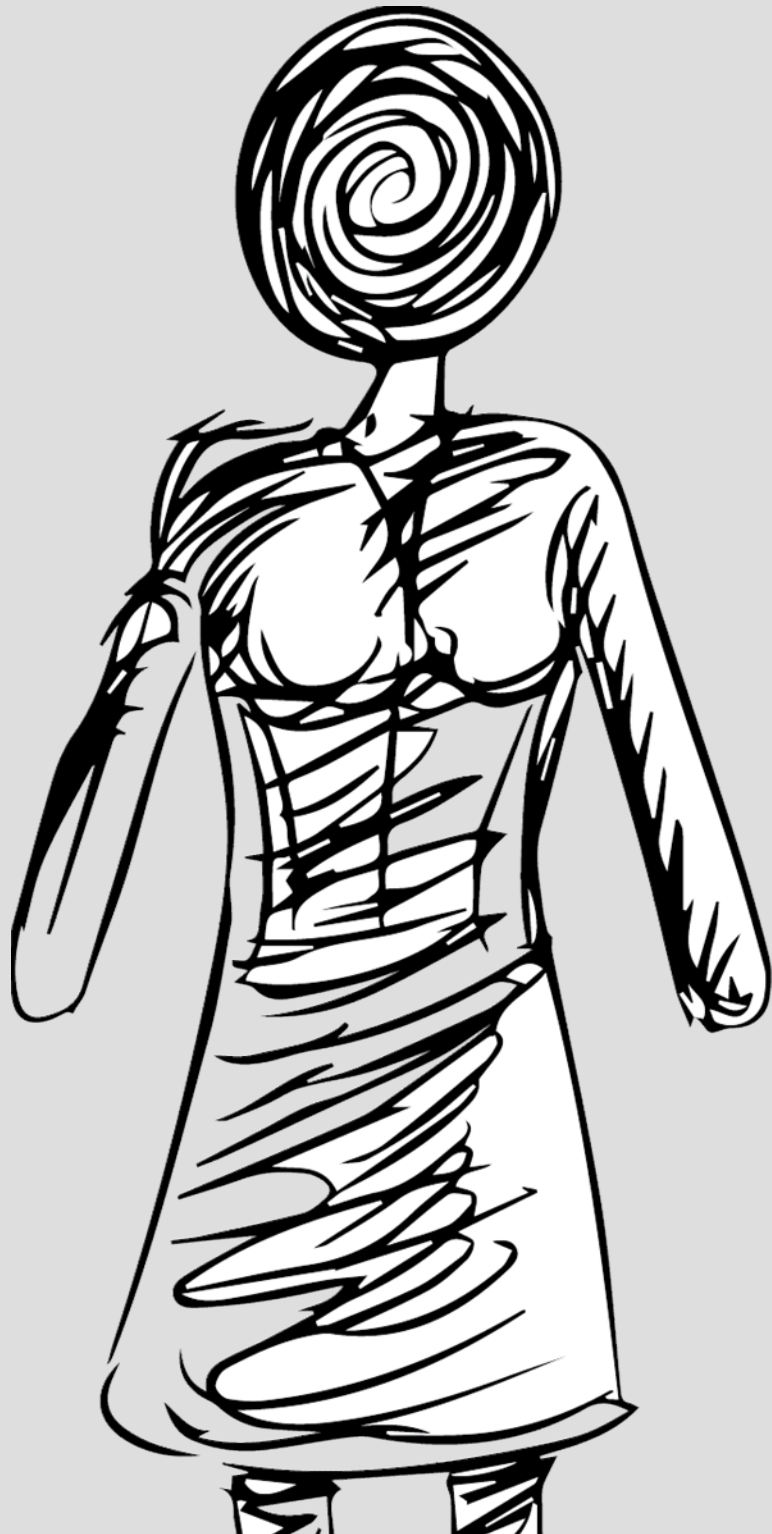
Establishes and requires the  
Records Management program at UW

# RCW 40.14.040

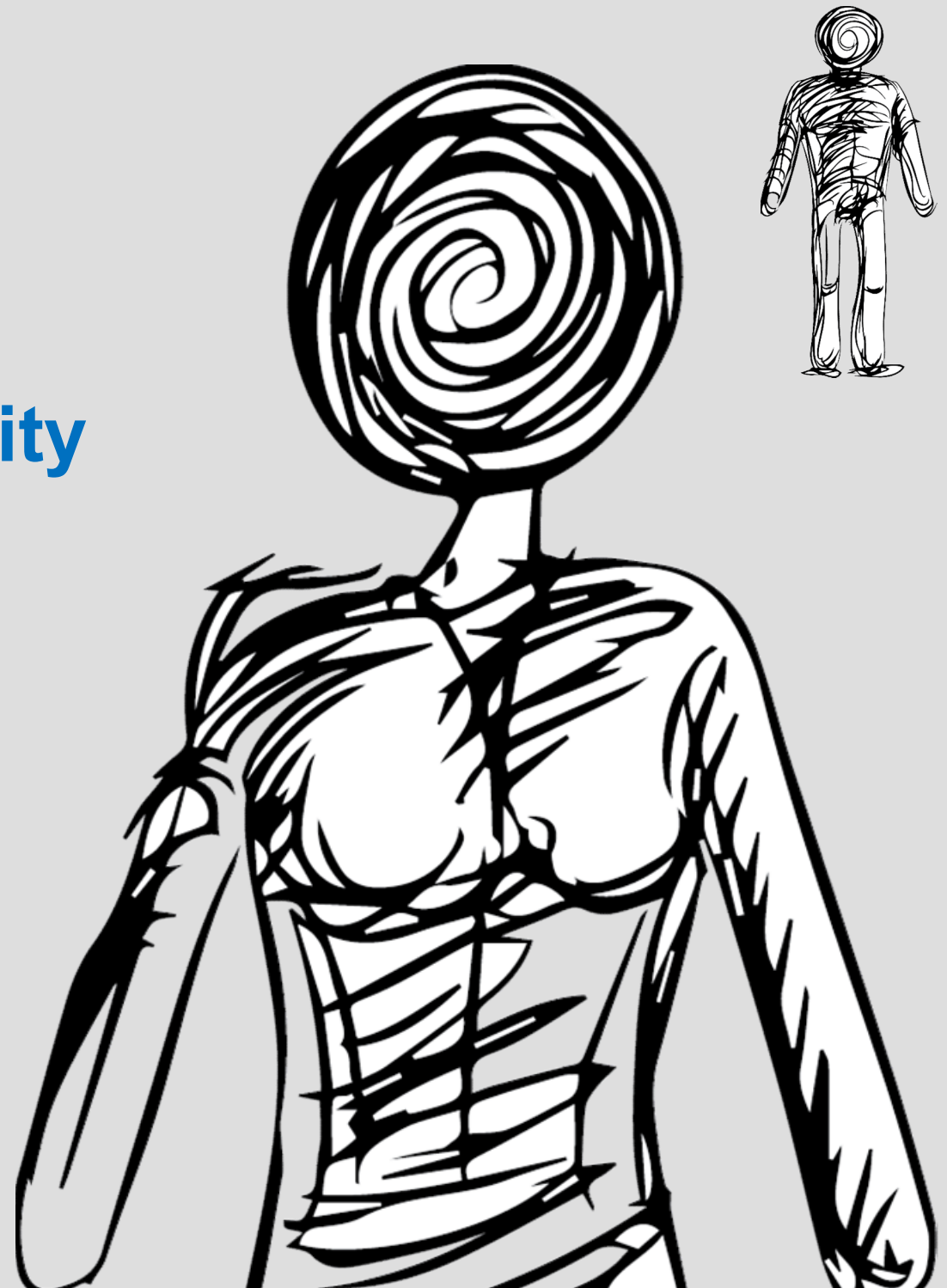
Provides the legal authority for records retention and destruction

# Information Lifecycle





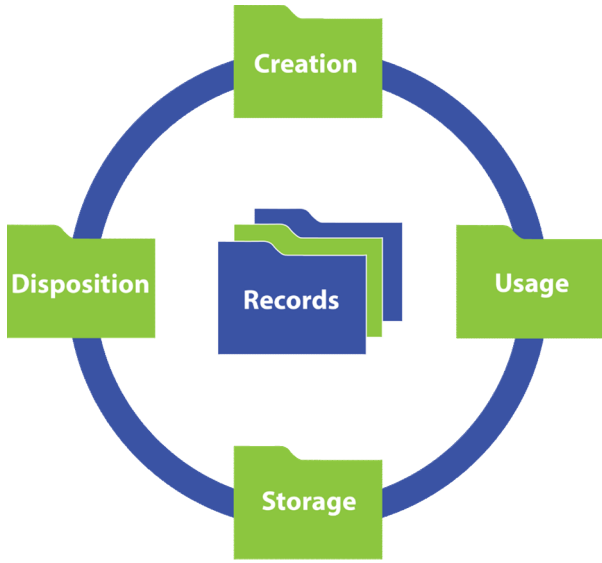
# Records Authority





## Records Coordinator







## Records Management Services Information Compliance: It's a Mission...and the Law

Required by RCW 40.14, Records Management Services manages and oversees University compliance with state and federal laws and regulations relating to the preservation and destruction of electronic and paper information. Records Management Services is designated by the University and by the State of Washington as the legal authority for determining how long electronic and paper records and information must be retained. Records Management Services is responsible for establishing standards which relate to University business requirements and needs and ensure the legal legitimacy of University record-keeping systems. [Learn more](#)

### Records Management

- Home
- FAQ
- Managing Your Records
- Electronic Records
- Scanning
- University of Washington Retention Schedules
- Storage Request Forms
- University Records Center
- Retrieving Records
- Files Management
- Vital Records
- Training
- What's New
- Idea Board

### About Records Management

- About Us
- Contact Records Management Staff



#### Retention Schedules

- [General Schedule](#)
- [Departmental Schedules](#)
- [Other: Dentistry; Multi-Campus](#)



#### Managing Your Records

- [Responsibility of Every Office](#)
- [What is a Record?](#)
- [Active/Inactive Records](#)
- [Managing Email Scanning Requirements](#)



#### Record Storage and Retrieval

- [Storage Request Form](#)
- [Retrieving Records About The Box](#)

#### FAQs

- [Frequently Asked Questions](#)

# What is a Record?

RCW 40.14.010

## **Definition and classification of public records.**

As used in this chapter, the term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, **regardless of physical form or characteristics**, and including such copies thereof, that have been **made by or received by any agency of the state of Washington** in connection with the transaction of public business.

Does this mean?



Does this mean?

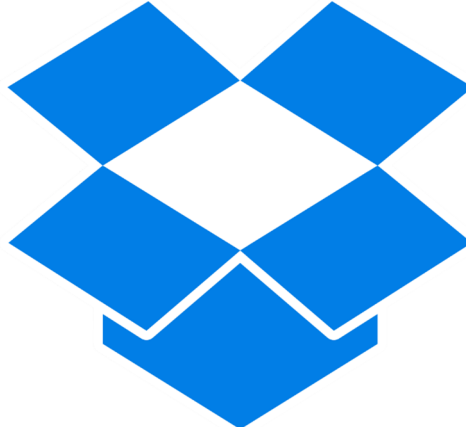


Does this mean?



Does this mean?





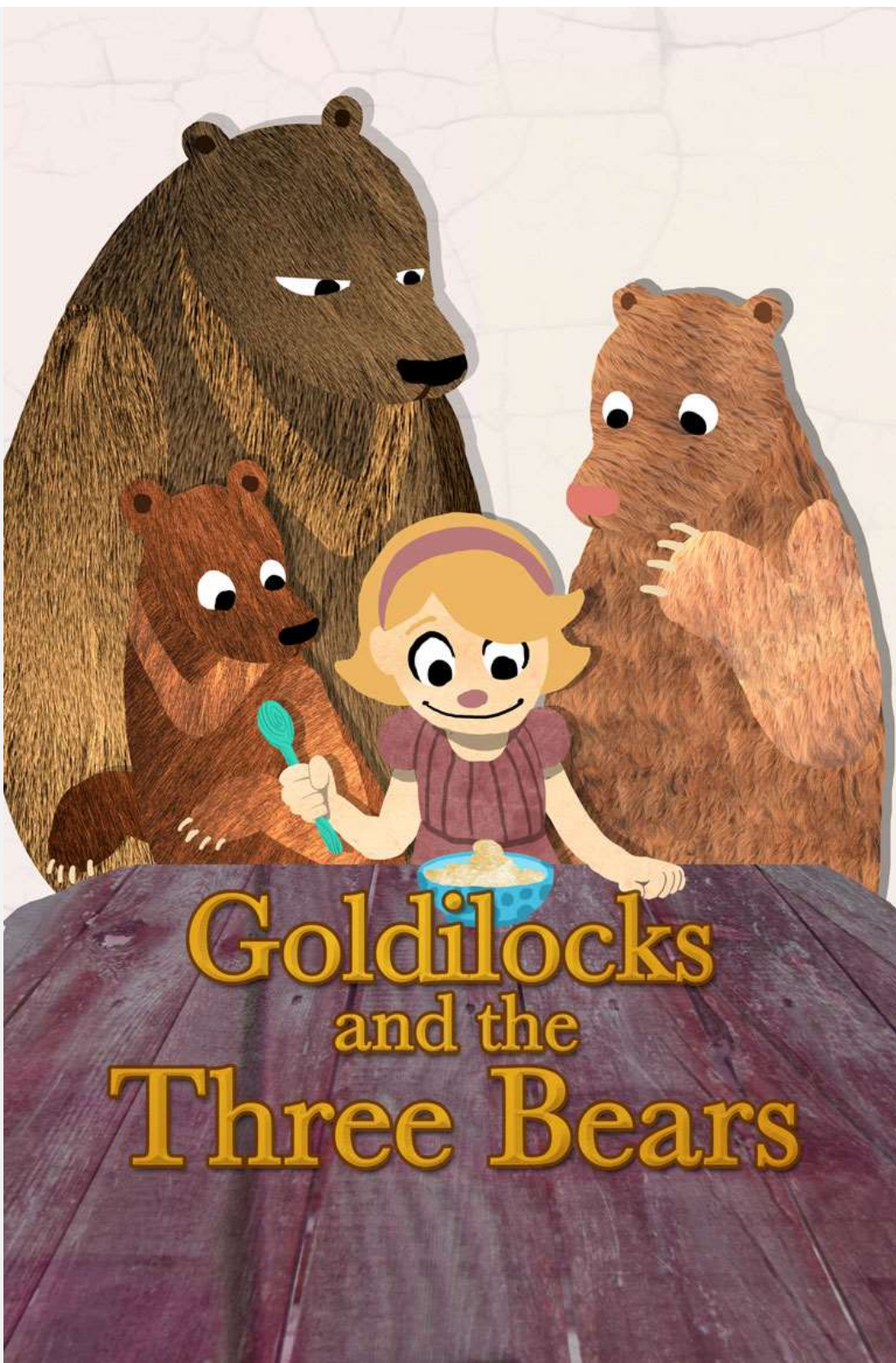


# Retention Schedules

What are they?

How long do I need to keep my records?

How do I find my schedule?



# Goldilocks and the Three Bears

Someone's been  
eating my porridge  
... and it's all gone.



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### FAQs

- [Frequently Asked Questions](#)



**UW-GS 1** Committees, Councils, Associations, and Boards

**UW-GS 2** Environmental Health & Safety/Facilities  
Services Records

**UW-GS 3** Curriculum Records

**UW-GS 4** Materials That May Be Disposed of Without A  
Specific Retention Period

**UW-GS 6** Financial Records (For non-grant/contract funded  
budgets)

**UW-GS 7** Research and Grant/Contract Records

**UW-GS 8** Personnel and Payroll Records

**UW-GS 9** Student Records

**UW-GS 10** General Office Administration Records

**UW-GS 11** Library and UW Publication Records

# Scanning

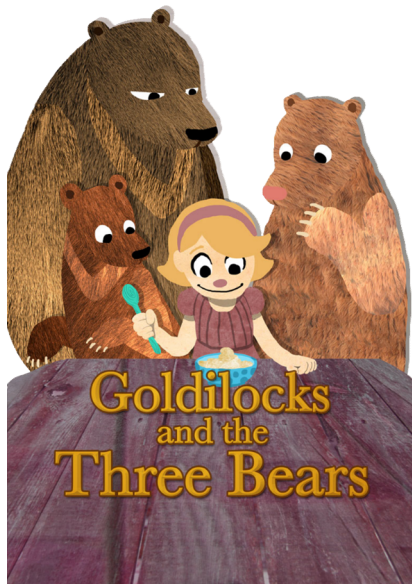
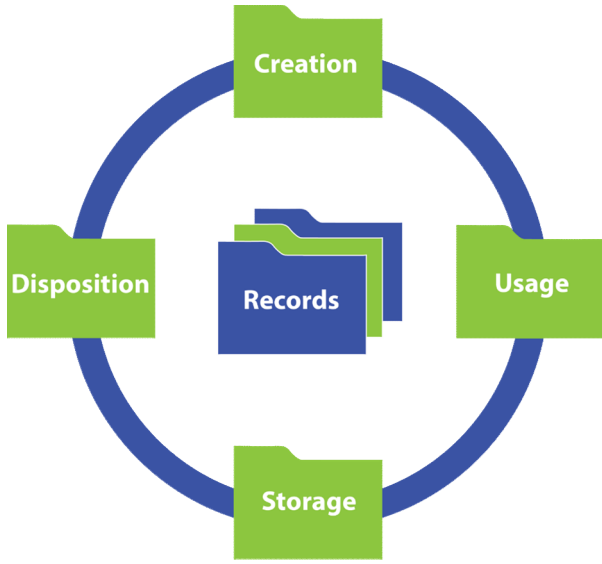
Born Digital?

**After scanning their records, an office destroys their hardcopies then files a scanning policy.**



**OUT!**







# Questions?

