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
Records Management:

1. The application of systematic control to recorded information

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

- Archives
- Records
- Storage
- Creation
- Usage
COMPLIANCE

Policies

Regulations

Business

Requirements

Transparency

Law

Standards

Rules
40. Public Documents, Records, and Publications
40.14 Preservation and Destruction of Public Records
RCW 40.14.040

40.14.040: Powers and Duties
Establishes and requires the Records Management program at UW
RCW 40.14.040

Provides the legal authority for records retention and destruction
Information Lifecycle

- Creation
- Disposition
- Usage
- Storage

Records
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...

Retention Schedules
Managing Your Records
Record Storage and Retrieval
FAQs

General Schedule
Departmental Schedules
Other: Dentistry; Multi-Campus

Responsibility of Every Office
What is a Record?
Active/Inactive Records

Storage Request Form
Retrieving Records
About The Box
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?
Someone’s been eating my porridge … and it’s all gone.
Records Management Services
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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.
Questions?