

## ***For the Record:*** **BGSU's Records Management Newsletter**



BGSU's Records Management Program can help with electronic as well as paper records.

*Keep an eye out for a new records management website, coming soon! More details in the next issue of the newsletter!*

### **Who is your department's records officer?**

Every office/department on campus needs to have a departmental records manager who can act as a liaison between the office and the University Records Manager. The departmental records manager also helps enforce records management policies and procedures, including appropriate records retention and disposition according to the department's records retention schedule.

You have received this newsletter because you are currently listed as your department's records manager. If this is not the case, please contact the [University Records Manager](#) with the name and contact information of the appropriate person from your department.

If your department doesn't have a records manager or isn't sure, your department head will automatically be appointed unless the University Records Manager is notified otherwise.

### **Hi! Allow me to introduce myself...**

Hello BGSU! My name is Mike Intranuovo, and I am the University Records Manager. I am very excited to be offering records management services to the entire university, and I look forward to meeting all of your records management needs. If you are wondering what you can do to make sure that your office/department/college/etc. is practicing sound records management, ask yourself the following questions:

1. Does my office have an official records retention schedule that has been updated and signed within the past 5 years? If so, do we follow it?
2. Does my office fill out Certificates of Records Disposal when we shred confidential documents?
3. Do we effectively manage our electronic records and email (or are our hard drives turning into a virtual landfill)?

If you answered no to any of these questions, don't panic! Contact me and I'll be happy to help you. I can be reached by email: [mintran@bgsu.edu](mailto:mintran@bgsu.edu); by phone: 419.372.9614; or by visiting me at the Center for Archival Collections, on the fifth floor of the Jerome Library.

### **New University Records Center Now Open!**

Does your office need a place to store its old files? Are you running out of room from all of the file cabinets and storage boxes taking up valuable office space? It might be time to look into storing some of your records at the University Records Center. Contact the [University Records Manager](#) to see if your records are eligible for storage.