

For the Record: BGSU's Records Management Newsletter



Don't get frustrated – get organized. BGSU's Records Management Program can help with electronic records.

Is your office using OnBase to store electronic records? Write to mintran@bgsu.edu to learn how these records should be properly managed.

Spring Cleaning

Many offices are moving to a new location this summer or will be moving in the near future. Before a move, it makes perfect sense to clean out old files and documents. Be sure to use your office's record retention schedule and a certificate of records disposal during these purges. Also, be sure to clean out personal and shared drives of electronic records that are beyond their retention period. The University Records Manager is available for paper and electronic record disposal consultations.

Who is your department's records officer?

Every office/department on campus needs to have a departmental records officer who can act as a liaison between the office and the University Records Manager. You have received this newsletter because you are currently listed as your department's records liaison. If this is not the case, please contact the [University Records Manager](#).

Records Management Annual Review

The BGSU RM Program, in an effort towards creating more transparency for the entire campus, will be implementing an annual review process for offices in 2014-2015. Office record liaisons will receive surveys relating to records retention schedules and the office's RM practices in general. These surveys are vitally important and will be used to create more efficient RM practices for each office.

Updated Certificate of Records Disposal Form

There is an updated version of the Certificate of Records Disposal (CRD) form now in use. The new CRD is clearer and more user-friendly. It also allows for users to account for the destruction of electronic records that require accountability according to their records retention schedule. [You can find the new CRD at the Records Management website.](#)

Live Training Sessions Available

The University Records Manager will be offering a live training session covering basic records management practices on August 8th from 10:00-11:30 in Jerome Library, room 210B. Space is limited. To sign up, email mintran@bgsu.edu.

Storage Space Available at the University Records Center

Are you running out of space? Store inactive records at the University Records Center. There is no charge to store records. Email mintran@bgsu.edu to see if your office's records are eligible.

RM Current Events

[Digital Diet](#)

[Privacy of Student Files](#)

[LOC is Destroying CDs](#)