

For the Record: BGSU's Records Management Newsletter



Check out the [Electronic Records Tutorial](#) to learn about basic email management.

Intro to Records Management Sessions

February 13 – 10:00-11:30

May 15 – 10:00-11:30

*In the Pallister Conference Room of
Jerome Library.*

Email mintran@bgsu.edu to sign up.

Is Your Office Moving?

Many offices are moving to a new location 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](#).

University Records Center

Deliveries and record disposals at the University Records Center have been temporarily suspended due to renovation activities. Access to departmental files is still available but may be delayed. Email mintran@bgsu.edu for more details.

What's new at the University Archives?

A lot has been happening at the University Archives. The [Key Yearbooks](#) and the [BG News](#) have been made available online! Be sure to keep an eye out for other popular university materials to be published online in the near future, and be sure to do your part by practicing good records management so that we can better identify historic items. [Follow us on Facebook!](#)

Social Media

Social media are websites such as Facebook, Twitter, Instagram, etc. that allow us to create, organize, edit, comment on, and share content online. It is also designed to allow other external users to communicate and engage with the social media content in an interactive fashion. Is the content we create and post online via social media considered a record? **It depends.** Social media content is now listed on the [University Retention Schedule](#) and some basic guidelines are outlined on the [Electronic Records Tutorial](#). The University Archives is currently looking into ways of preserving and managing BGSU's social media content using various software tools.

RM Current Events

[President Obama Signs H.R. 1233](#)

[Maps from Mobile Phone Records](#)

[The Scan Plan: Our Strategy to Digitize the Vast Holdings of the National Archives](#)

[Foodie Alert: NYPL Presents an Archive of over 17,000 Restaurant Menus](#)

[Home Depot Breach Costs at \\$62 million](#)