

The background of the slide features a large, faint watermark of the Dalhousie University crest, which includes the word 'DAL' at the top and a shield with a lion's head below it.

How long do I keep this stuff?

DalCLASS can help with that!

*Dalhousie University is located in Mi'kma'ki, the ancestral
and unceded territory of the Mi'kmaq. We are all Treaty
people.*

What we will go over

- ◇ Records Management resources
- ◇ When to get rid of what & why
- ◇ How to navigate DalCLASS to figure out what to keep
&
- ◇ Next steps

Records Management Resources

Records Management Office

RECORDS MANAGEMENT OFFICE

Welcome to Dalhousie Records Management!

This website will provide you with tools and advice on how to manage administrative records of Dalhousie University. The University Records Management Policy was approved by Dalhousie President Richard Florizone on November 29, 2016. This policy outlines the responsibility of all Dalhousie staff in relation to the management of administrative records created on behalf of the University.



Website > Resources

- DalCLASS
- Guidelines
- Procedures
- Q&A
- Glossary
- Training session slides & videos

Figuring out what to keep

Duplicate

VS

Transitory

VS

a Record

What is a Record?

A record is evidence of a business transaction regardless of format.

What to get rid of and why

1. Know what your units primary functions are
 - ◇ What 'records' are unique to your units functions
 - ◇ Are not retained anywhere else at Dal.
2. Know what Dal services your unit uses
 - ◇ This helps identify when you are a secondary office
3. Access to Records

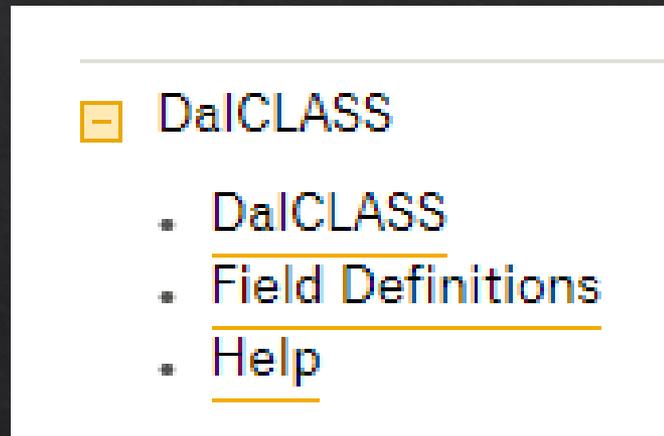
DalCLASS – What is it?

It is:

- ◆ NOT a database
- ◆ A tool that helps you know how long to retain information & what to do with it when you no longer need it
- ◆ Organized by primary business functions that identify University administrative records
- ◆ Approved by the University Records Committee as outlined in the Records Management Policy (*section D.1.*)

DalCLASS - Navigation

- ◇ Go to the [Records Management Resources](#) page >



DalCLASS – Navigation con.

Functional sections:

AD Administration
CS Campus Services
ER External Relations and Communications
FP Facilities and Property
FN Finance
GV Governance
HL Health and Safety
HR Human Resources
IM Information Management and Technology
RS Research
ST Students
TL Teaching and Learning

Practice

We will now go over how to use [DalCLASS](#)

There will be 3 practice runs:

1. An Invoice
2. Records created for a competition case file
3. And what to do with meeting minutes

*Please go to [DalCLASS](#) now open the webpage – Link in
Chat.*

Practice 1 - Invoices

You have an invoice that you have sent to Financial Services for processing – Now what do you do with it?

Practice 1 – Invoices con.

You have an invoice that you have sent to Financial Services for processing – Now what do you do with it?

- ◆ Go to DalCLASS
- ◆ It is a financial function

What do main category do you choose?

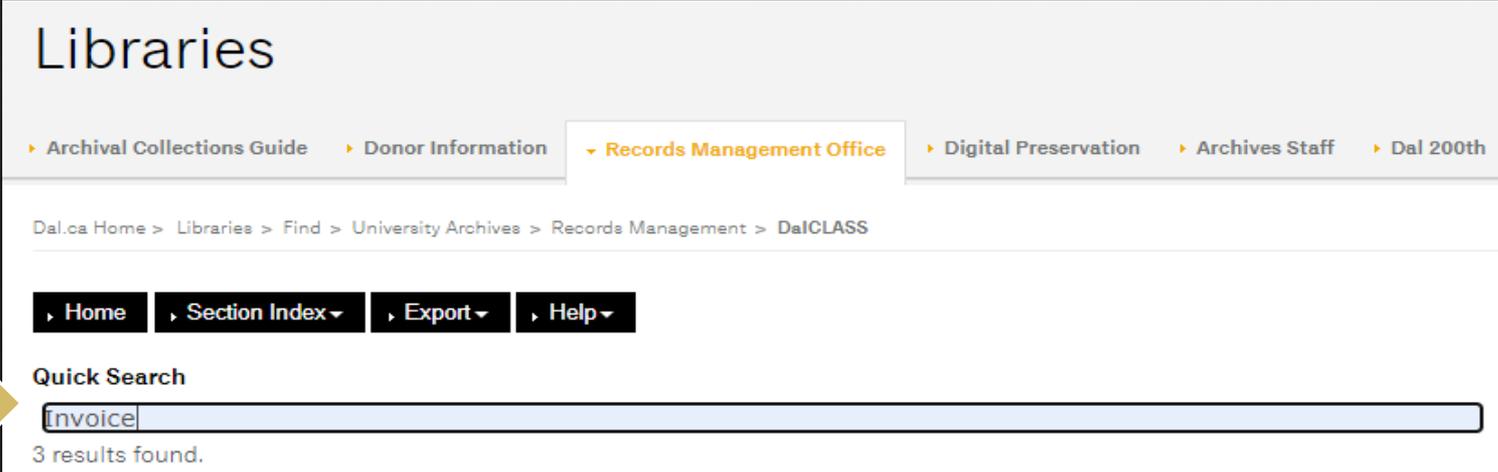
FN Finance

Practice 1 – Invoices con.

You have an invoice that you have sent to Financial Services for processing – Now what do you do with it?

You know it is financial function so click on ‘FN Finance’

◆ Use the Quick Search bar and type - ‘invoice’



The screenshot shows the 'Libraries' section of the Dalhousie University website. The breadcrumb trail is: Dal.ca Home > Libraries > Find > University Archives > Records Management > DaICLASS. The 'Records Management Office' link is highlighted. Below the breadcrumb trail are navigation buttons: Home, Section Index, Export, and Help. A yellow arrow points to the 'Quick Search' bar, which contains the text 'invoice'. Below the search bar, it says '3 results found.'

Practice 1 – Invoices con.

You have an invoice that you have sent to Financial Services for processing – Now what do you do with it?

3 options come up:

1. FN10 - Financial Transactions - Processed Centrally
2. FN11 - Financial Transactions – Unit
3. FP31 - Capital Projects

Hint – you have sent it to Financial Services for Processing and Your Unit is consider the ‘Secondary Office.’

What do you think is the best choice?

Practice 1 – Invoices con.

You have an invoice that you have sent to Financial Services for processing – Now what do you do with it?

FN10 - Financial Transactions - Processed Centrally



Practice 1 - Invoices

You have an invoice that you have sent to Financial Services for processing – Now what do you do with it?

According to DalCLASS – FN10 how long is that invoice required to be kept?

1 Fiscal Year then 2 additional Fiscal Years
= 3 Fiscal Years in total

Then it can be securely destroyed

Then what? We will get to this later

Practice 2 - Hiring a Student

- ◇ Job posted Aug. 1, 2018
- ◇ Resumes
- ◇ Notes
- ◇ Interview questions
- ◇ Interview answers and scoring
- ◇ References
- ◇ Corresponded with HR about successful candidate and offer
- ◇ Student started in position Sept. 1, 2018

What DalCLASS Number would you use?

Practice 2 – Hiring a Student con.

Things to think about:

- ◇ What function does this sit under?
- ◇ What DalCLASS number best represents it?
- ◇ Is your Unit the Primary or Secondary office?
- ◇ When is it no longer required?
- ◇ How long is it kept for?
- ◇ When can it be gotten rid of?
- ◇ Identify Duplicates & Transitory

Practice 2 – Hiring a Student con.

- ◇ What function does this sit under?
 - ◇ HR Human Resources
- ◇ What DalCLASS best represent it?
 - ◇ HR72 - Competition Case Files - Students
- ◇ Is your unit the Primary or Secondary office?
 - ◇ These documents do not sit anywhere else on campus – so you unit is the Primary Office
- ◇ When is it no longer required?
 - ◇ After Sept 1, 2018

Practice 2 – Hiring a Student con.

◇ How long is it kept for?

◇ 2 Calendar Years

1. Retained for the current Calendar Year - Dec 31st, 2018
2. Then kept for 1 additional Calendar Year

◇ When can it be gotten rid of?

1. Can be Securely Destroyed after Dec 31st, 2019

◇ Duplicates & Transitory

- ◇ These can be securely destroyed when no longer required, but not kept longer than the Primary Office records

Practice 2 – Hiring a Student con.

- ◇ Now what?
 - ◇ Complete Records Management Documentation
 - ◇ Identify records for disposition,
 - ◇ Have the records authorized to be dispositioned

For more details see:

Records Management Resources Page > Procedures >

[Preparing Records for Storage and Disposition](#)

Practice 3 – Meetings Minutes

Minutes from meetings

- ◇ Click on ‘browse the whole [DalCLASS](#) database’

Tip: Find at bottom

Or, [browse all functional sections of DalCLASS](#)

Practice 3 – Meetings Minutes con.

1. Search 'Minutes'

17 options come up

2. Scroll through and pick what functional area fits the type of meeting.

Examples:

AD30 – Meetings (Staff)

Or

GV12 – Institutional Meetings

Records Management Processes

Policy requirement – All University Administrative Records designated for disposal are subject to review and selection by the University Archives for long-term preservation. (*section D.5.*)

With the program so new and the majority of DalCLASS in draft – this ensures that any records that have historical value are identified for transfer to the University Archives.



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