



A Records Management Session



Presenters

Records Management Office

- Courtney Bayne
 University Records Manager
- Guy LeLievre
 Records Management Assistant



Acknowledgements

Dalhousie University operates in the unceded territories of the Mi'kmaw, Wolastoqey, and Peskotomuhkati Peoples. These sovereign nations hold inherent rights as the original peoples of these lands, and we each carry collective obligations under the Peace and Friendship Treaties. Section 35 of the Constitution Act, 1982 recognizes and affirms Aboriginal and Treaty rights in Canada.

We recognize that African Nova Scotians are a distinct people whose histories, legacies and contributions have enriched that part of Mi'kma'ki known as Nova Scotia for over 400 years.









STEPS

THINGS TO THINK ABOUT

IDENTIFYING NEEDS



Before You Begin

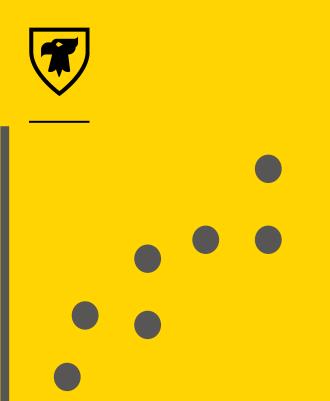
Support -

- YOU HAVE IT (Records Management Office)
- YOU NEED TO GET IT (Senior Leadership)

Expectations -

- TIME, TIME & MORE TIME
- Determine who is going to do the work
- Many hands make light work





Phases

Phase 1 – Approval, Initial Communications, and Measuring a Starting Point

Phase 2 - Identifying the unit's administrative business activities

Phase 3 - Identify access levels

Phase 4 - Initial review of NAS folders

Phase 5 - Create a structure

Phase 6 - Naming conventions

Phase 7 - Moving and identifying records for disposition

Phase 8 - Continuing maintenance

Note: The order of the Phases is <u>a guide</u>.

PHASE 1 APPROVAL, INITIAL COMMUNICATIONS, AND MEASURING A STARTING POINT

- 1. Secure the approval and support of your unit's senior leadership.
- 2. Contact ITS for a reports
 - Storage size, folders names and sub folder, access and access rights
- 3. Allocation of responsibility

Communication point

4. Secure a commitment and contact name from each group involved

Communication point

5. Realize this will take time



PHASE 2 IDENTIFYING THE UNIT'S ADMINISTRATIVE BUSINESS ACTIVITIES

Use DalCLASS to identify:

- •The administrative business activities of your unit
- Whether your unit is a primary or secondary office
- •How long your unit is required to keep records
- ■Records vs Not Records

TIP: The Records Management Office can assist in facilitating this process.



Check-in: NAS report – Request a new report to check on clean-up status or progression. Compare to the initial one (from Phase 1).

PHASE 3 IDENTIFY ACCESS LEVELS

Reviewing current user groups access vs how that will be structured in the new repository is key

 Consider this when determining how folders will be structured for appropriate user access.

Break down access required per folder

There will be crossovers.

Depending access rights these may be different access groups.

Create a spreadsheet or use the User Groupings spreadsheet template

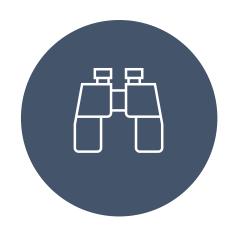


PHASE 4INITIAL REVIEW OF FOLDERS

Now we get into the content in the folders

Strategize an approach & Communication point

T/P: Book a session with the RMO on identifying records & non-records.



PHASE 4 con. INITIAL REVIEW OF FOLDERS

Use this opportunity to encourage staff to:

- Delete empty folders
- Delete duplicates and transitory documents
- Note documents in unrecognized formats (How old is the document? Do you need a program to open it?)



Communication point Training point

PHASE 5CREATE A STRUCTURE

Here the new folder structure will start to take shape.

Start applying user groups to folders

Set up meeting with contacts out lined in Phase 1

- Discuss roles and expectations
- Review User Access Groups
- Review NAS folder(s)
- Set parameters for identifying records; duplicate records; transitory records; and indeterminate records ('not sure').
- Educate NAS users about duplicate and transitory records and encourage their deletion when identified



PHASE 6 NAMING CONVENTIONS

File names and paths should be:

- Meaningful
- Relevant and brief no more than 255
- Consider moving this to SharePoint?

Benefits to a defined naming convention:

- Creates clarity and consistency for records
- Reduces 'mood based' naming
- Quickens searchability of documents
- Reduces duplication
- Simplifies reading and sorting in folders

Consider how the unit currently names and searches (discuss with contact)

Document!



PHASE 7 MOVING AND IDENTIFYING RECORDS FOR DISPOSITION

Create a Test Folder Structure

Grant Read only Access to Stakeholders as you progress though

Don't rename inactive records > move to folders:

- Ready for Deletion
- Ready for Transfer to the Archives

Once identified these are going to go through the records management disposition process



PHASE 8 **CONTINUING MAINTENANCE - NEW REPOSITORY**

Allocate Responsibility & Expectations of:

- Unit commitment
- Senior leadership
- NAS administrative leader(s)
- All unit employees

Document processes

Create a cheat sheet for:

- DalCLASS numbers and retentions
- Naming Conventions
- Acronyms

Create schedules/Check ins

Monitor - Regular reports from ITS

it's about efficiency, reducing stress and clutter, saving time and money and your overall quality of life. - Christina Scalise

Organization isn't about

perfection

easyorganizedhome.com

PHASE 8b MAINTENANCE - OF OLD REPOSITORY

- Meet with RMO to look at what DalCLASS records are left in the old repository
- RMO can help start with the paperwork to authorize the dispositions (deletion vs transfer to the University Archives)



Remember!!!





Sessions

<u>Digitizing Records - Things you should think about</u>

Departure of Employees

Email Best Practices

How long do I keep this stuff? DalCLASS can help with that!

Naming Conventions

Records management: what is it and how can it help me?

Sending Admin Records to their Final Destination



