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

• Dalhousie University Records Management
• Managing Records
• Where should information be stored?
• Email accounts
• Records Management Resources
Records Management is a systematic approach to properly dealing with records.

It considers business needs, legislation, regulatory and statutory requirements, risk and other university policies when making decisions for keeping and/or disposing of records.
Records Management Policy

Policy Highlights

• Governance for University-wide records management
• Applies to only University Administrative records
• Excludes Faculty individual teaching materials, scholarship and research and Personal non-University records
• Shared responsibility among the University
• Records designated for disposal are subject to review and selection by the University Archives for long-term preservation.
Records:
   Are valuable assets.

Format:
   A record is a record regardless of format.

University Records:
   Information that is created, received, and maintained that documents business activities of the university.
Dalhousie University Records Management

Life cycle of a record

CREATE

USE/CLASSIFY

APPRAISE

RETAIN

DISPOSITION

aiim.org
Managing Records

Tips and Tricks
1. Identify university administrative records
2. Identify what are Master records vs Reference
3. Review how & where records are stored in a filing system
4. Retain and maintain records for as long as we need them
5. Dispose of records through destruction or transfer to Archives
Managing Records

Paper vs electronic

- Know where the complete record is
- Easier to have it all in one format.
- Master Record for the institution
Scanning

• Think of a scan and electronic evidence

• Quality assurance checks
  • Image is a clear and true image of the original document
  • dpi (dot per inch) is 300 or higher

• Knowing where documents are stored
  • Duplicates
  • Length of time needed
Managing Records

**DalCLASS**

- Functional classification structure that outline the administrative operations of Dalhousie.
- It provides reference points
  - Records Series number and Title
  - Links the Records Series to business function
  - Links the Records to other Records Series
Where should information be stored?

Repositories

• NAS/Shared Drive/O: Drive?
• OneDrive
• SharePoint
• Email
• Banner
• Other?
Where should information be stored?

In a Dal Approved Repository

in accordance with:

Dal’s Information Security Classification Standard
Where should information be stored?

NAS vs SharePoint vs OneDrive vs Other

- Think about what roles need to be able to access the information (user groups)
- Apply DalCLASS to help organize it by function
If so, keep the content professional & double-check the intended recipients.
Email

Individual vs Shared

• Individual accounts
  • Do not keep administrative records in your inbox

• Shared Accounts
  • Document the expected use of the account
  • Identify the administers
  • Who should have what role
  • How emails will be tracked, filed and managed in accordance with the Records Management Policy
Records Management Resources

- Records Management Policy
- Records Management website
- Program Procedures and Tools
  - DalCLASS
  - Email Management
  - NAS set ups / clean ups
  - Naming conventions
  - Forms and more
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