

Dalhousie University Records Management

Introduction to Records Management



*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

Dalhousie University Records Management

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.

Dalhousie University Records Management

Records:

Are valuable assets.

Format:

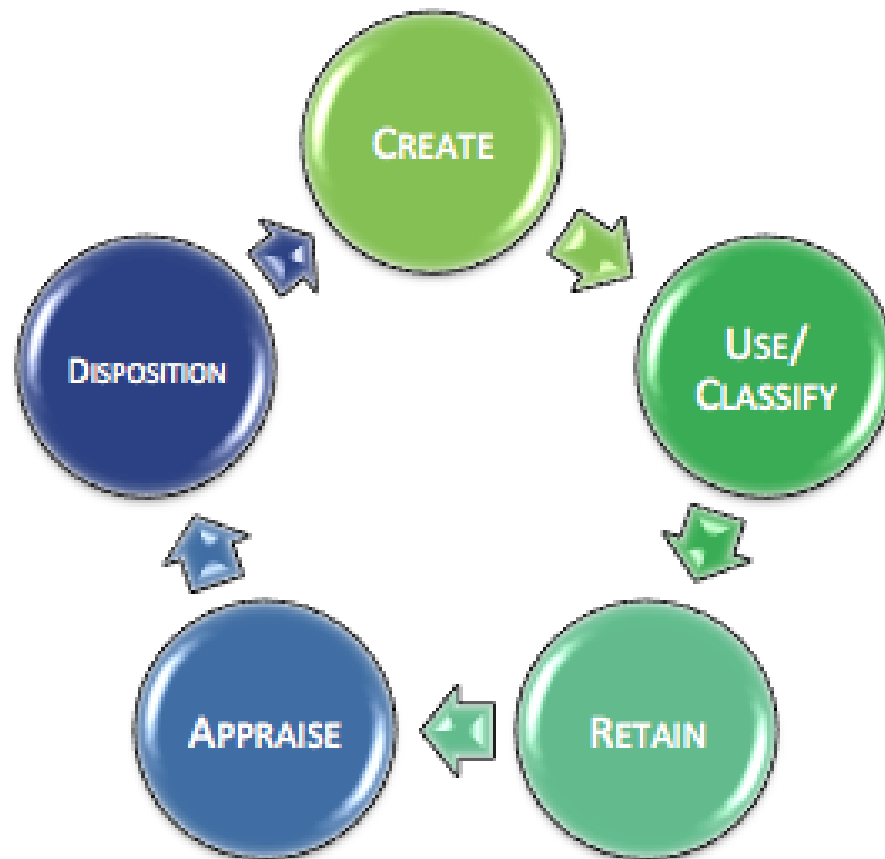
A record is a record regardless of format.

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



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

Email

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 administrators
 - Who should have what role
 - How emails will be tracked, filed and managed in accordance with the Records Management Policy

Records Management Recourses

- [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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