



# Records Management 101

DOUG ROLLO

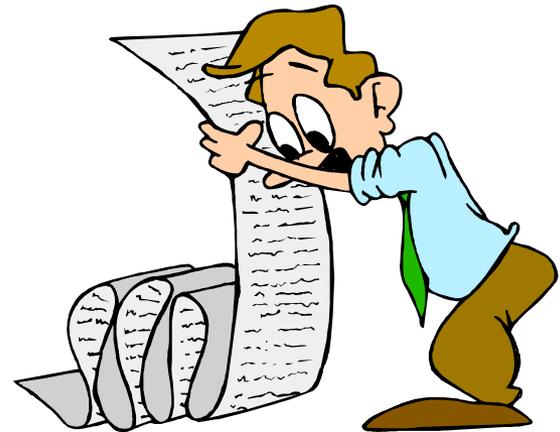
RECORDS MANAGEMENT, LOCAL GOVERNMENT

GEORGIA STATE ARCHIVES

ADA compliant as of 11/2018

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# What is Records Management?

**Records management**, or **RM**, is the practice of maintaining the records of an organization from the time they are created up to their eventual disposal. This may include classifying, storing, securing, and destruction (or in some cases, archival preservation) of records.

Wikipedia

# What Records Management Is Cont.

Anything that has to do with a record during its lifecycle and beyond



# Legal Authority

Utah Division of Archives and Records Services

Utah Code Title 63G Chapter 2 Section 100 900 Government  
Records Access and Management Act

Utah Code Title 63A Chapter 12 Section 103 Duties of  
governmental entities

# Tracking Records

1. Records Management Software
2. Access
3. Excel
4. Notebooks
5. Memory

# Inventory Fields

- ▶ Department
- ▶ Records Series Name
- ▶ Dates From/To
- ▶ Alpha From/To
- ▶ Location
- ▶ Retention Time
- ▶ Vital

# Inventory Fields

- ▶ Date to be destroyed
- ▶ Date Destroyed
- ▶ Departmental Approval
- ▶ Electronic Records Approval
- ▶ Records Approval
- ▶ Destroyed by

# archives.utah.gov

Utah Division of Archives and Records Service

RECORDS MANAGEMENT SERVICES

## Records Management

Facebook Twitter Email Pinterest +

- Guidelines and Policies**  
Find policies and guidelines for records officer, managing electronic records, and more.
- Retention Schedules**  
View schedules to understand records retention and disposal requirements.
- Training & Certification**  
Get certified or register for training on GRIAMA and records management courses.
- Schedule Records**  
Learn about scheduling records, update or create a new retention schedule, and
- Records Center Storage**
- Reformatting Services**  
Request duplication or reformatting of microfilm, paper, or electronic records.

# Retention Schedules

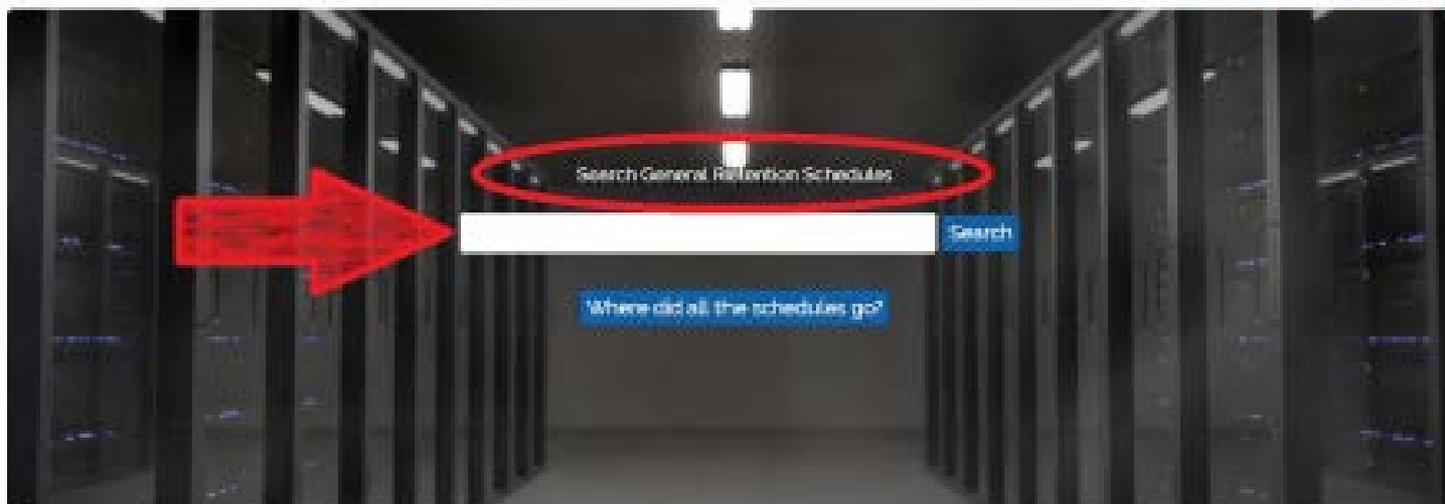
Utah Division  
of Archives and  
Records Service

- RESEARCH RECORDS
- OPEN GOVERNMENT
- RECORDS MANAGEMENT
- OUTREACH & TRAINING
- BLOG
- ABOUT US
- CONTACT US

CATEGORIES | RETENTION SCHEDULES

HOME

## Retention Schedules



Series Specific Retention

Agency Specific General

# General Retention Schedule Items Category

Home | Search | No

## General Retention Schedule Items

Find:  [Search](#) [Clear](#)

[Show advanced search options](#)

Sort: [By Relevance](#) [Detail view](#)

1000 results Prev 1 2 3 4 5 6 7 8 9 10 ... 51 Next [Export results to spreadsheet](#)

Item	Description	Effective Date	Action
<b>Military service records and index (GRS-300)</b>	These are "discharge" from the military, naval, or marine service of the United States... any and all citations, and decorations of honor to a person while the person was in the military, naval, marine service of the United States" is recorded with the county recorder (UCA 27-20-14 (2009)). An alphabetical name index is also maintained.	Effective Sep 1994	<a href="#">View</a>   <a href="#">PDF</a>
<b>Expunged records (GRS-335)</b>	A person who has been convicted of a crime may petition the court for an order to expunge records of arrest, investigation, detention, or conviction (UCA 27-40-10 (2001)). "Expunged" means to seal or otherwise restrict access to records held by the agency that relate to the petitioner's arrest, criminal investigation, detention, and conviction (UCA 77-20-102 (2000)). A successful petitioner is responsible for distributing the court order to all affected agencies, or the agency may seal the records. An expunged record includes the sealed records along with the court order.	Effective Jan 2000	<a href="#">View</a>   <a href="#">PDF</a>
<b>Address maps (GRS-375)</b>	These official maps document all addresses within the county. They include the township, range, section, town, streets, roads, and actual addresses. These maps are updated with new streets, roads, and addresses.	After superseded (then destroy records)	<a href="#">View</a>   <a href="#">PDF</a>

### Status

- Current (668)
- Discontinued (603)
- Draft (0)

### Category

- county (521)
- municipality (329)
- state government (273)
- school district (300)
- human resources (109)
- administrative (87)
- health (82)
- public works (70)
- general accounting (55)
- clerk (54)
- fire department (49)
- financial (42)
- library (40)
- sheriff (40)

# General Retention Schedule Items Status

Home | Search | No

## General Retention Schedule Items

Find:  [Search](#) [Clear](#)

[Show advanced search options](#)

Sort: [By Relevance](#)

View: [Detail View](#)

1300 results [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [53](#) [Next](#)

[Export results to spreadsheet](#)

**Status**

- [Current \(098\)](#)
- [Discontinued \(603\)](#)
- [Draft \(1\)](#)

**Category**

- [county \(523\)](#)
- [municipality \(329\)](#)
- [state government \(273\)](#)
- [tribal district \(111\)](#)

[Military service records and index \(GRS-300\)](#) [View](#) | [PDF](#)

# Search using Previous Retention Schedule Numbers

Home | Search | No

## General Retention Schedule Items

Find:

Show advanced search options

Click here to search using previous retention schedule numbers

Search

Clear

Sort by Relevance

View: Detail View

1302 results

Prev 1 2 3 4 5 6 7 8 9 10 ... 53 Next

Export results to spreadsheet

### Military service records and index (GRS-300)

[View](#) | [PDF](#)

These are discharges from the military, naval, or marine service of the United States. Army and all citations, and decorations of honor to a person while the person was in the military, naval, marine service of the United States is covered with the serial number 0-100-17.71-1a (2004). An alphabetical name index is also

Obtain permanently; then transfer records to the archive.

Stat

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# Search Results

## Open meeting minutes & public materials (GRS-1709)

[View](#) | [PDF](#)

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2)(a)). This includes the agenda, notices, and any public materials distributed at the meeting.

Retain permanently; then records may be transferred to the archives.

Effective Jul 2014

## Open meeting recordings (GRS-1712)

[View](#) | [PDF](#)

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until the meeting minutes are approved (Utah Code 52-4-203(2)(a)).

After approval of minutes, retain for 3 years; then destroy records.

Effective Jul 2014

# Agency Specific Retention Schedules

**Series-Specific Retention Schedules**

Search by agency name:

[Search](#)

Browse by agency name: A B C D E F G H I J K L M N O P Q R S T U V  
W X Y Z

Enter series number:

[Search](#)

**Agency-Specific General Retention Schedules**

[View Departments](#)

[Search All](#)

**Find a list of your agency's series-specific retention schedules by browsing for your agency, or find a specific retention schedule by inputting the record series number.**

[View Recent Updates](#)

[Court Retention Schedules](#)

[Legislative Retention Schedules](#)

# Agency Specific Retention Schedules



## Utah Division of Archives and Records Service

- Davis County School District (Utah). Centerville Junior High School
- Davis County School District (Utah). Hill Field Elementary School
- Davis County School District (Utah). Pioneer Adult Rehabilitation Center
- Davis County School District (Utah). South Davis Jr. High School
- Davis School District (Utah)
- Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund
- Department of Administrative Services. Central Stores Office
- Department of Administrative Services. Division of Administrative Rules
- Department of Administrative Services. Division of Archives and Records Service
- Department of Administrative Services. Division of Facilities Construction and Management
- Department of Administrative Services. Division of Finance. Accounting Operations
- Department of Administrative Services. Division of Finance. Financial Information Systems



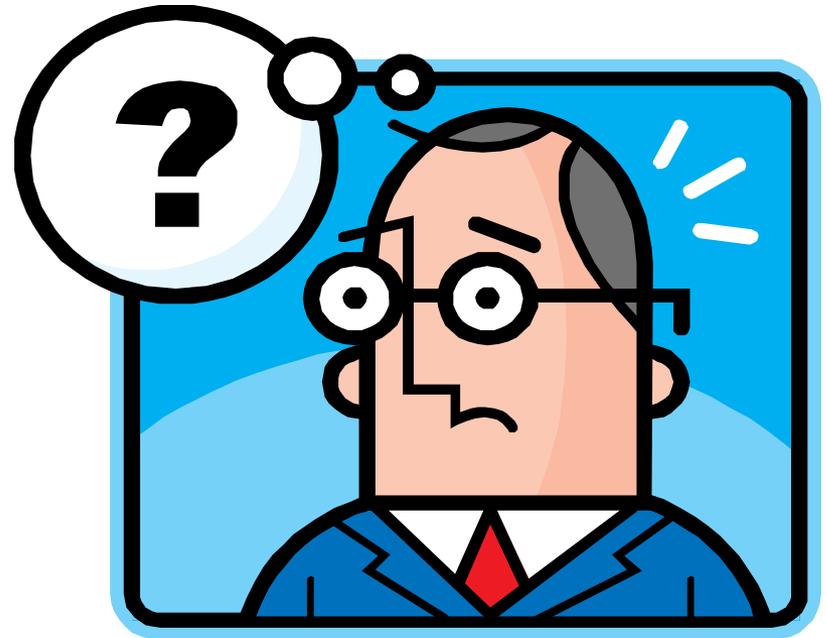
# What Records Management Can Do !

- ▶ Save Money
- ▶ Save Time
- ▶ Lessen Liability



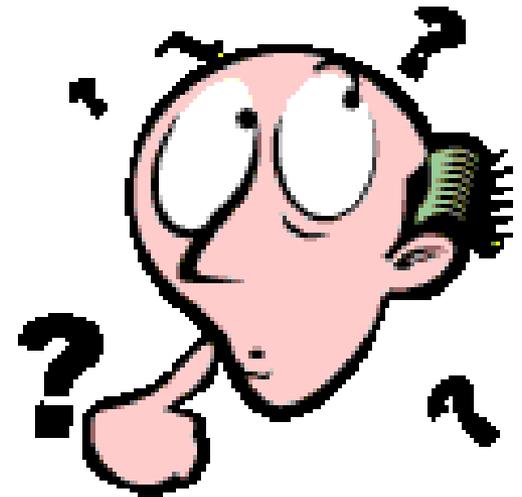
# Common Misperceptions

- ▶ We are required to keep all the records for ever



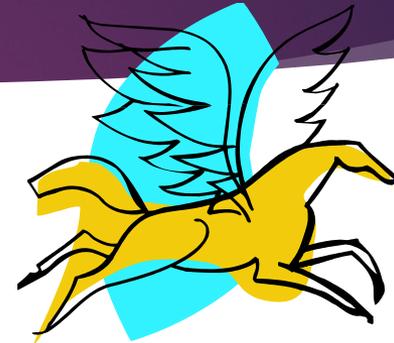
# More Common Misperceptions

- Always have three copies of everything
- It's better to have the records than not to have them



# Common Myths

- Personal Records
- Non Records
- Unofficial Records



# What Is a Record?

- ▶ Any data in any media format can be a record



# Question?

- ▶ Can a Napkin be a record?



# WORKING DAZE

JOHN ZAKOUR  
SCOTT ROBERTS  
[workingdaze.blogspot.com/](http://workingdaze.blogspot.com/)

AW, MAN- IT'S THE DIGITAL AGE!  
I DIDN'T THINK ANYBODY USED  
THESE THINGS ANYMORE.



# Guidelines, Policies and Rules

- ▶ Electronic Mail Guidelines
- ▶ Managing Electronic Records
- ▶ Social Media Guidelines
- ▶ Electronic Records Management migration Guidelines
- ▶ Guide to Digital Imaging

# Steps to Scanning

- ▶ Check the Retention Schedule
- ▶ Pre Sort & Preparation
- ▶ Scan
- ▶ Quality Control Check
- ▶ Accept
- ▶ Destroy Originals ( in most cases)

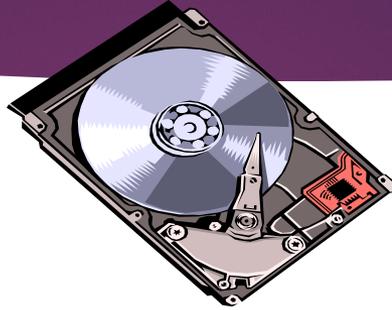
# Electronic Records

- Email
- Voicemail
- Word, Excel, PowerPoint, etc.
- Voice & Video Recordings
- Data

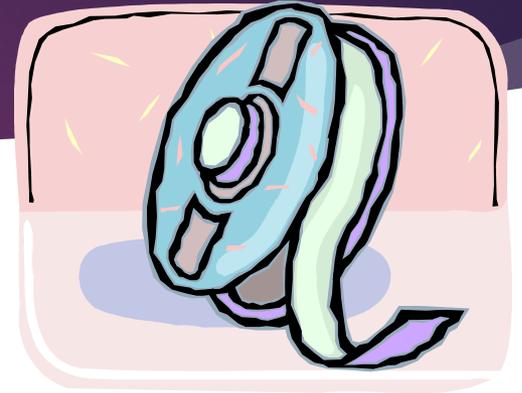


# Electronic Records Locations

- Hard Drives



- Tape Drives



- Thumb Drives



- Wireless Devices



# Hard Copy Records

- Paper
- Photographs
- Microfilm
- Parchment and Clay Tablets





# Labeling Box

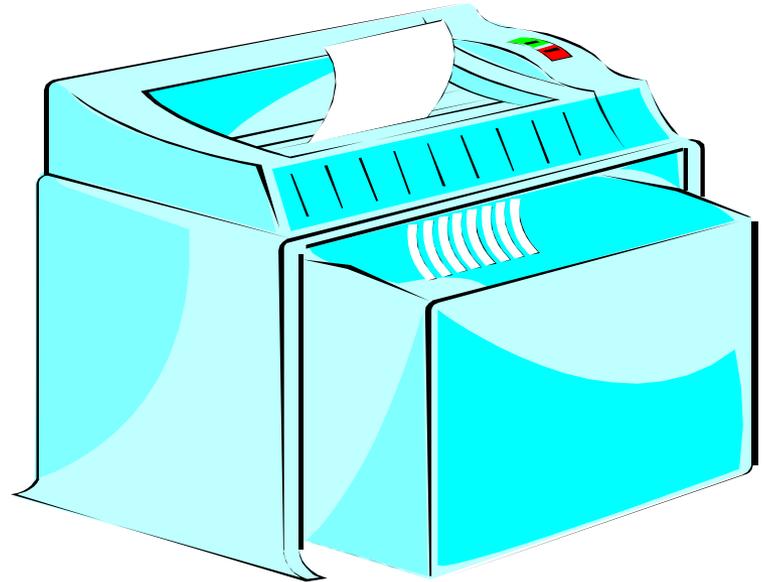
- ▶ What information should go on the box?
- ▶ What information should not go on the box?

# Records Storage Facility

- ▶ Cleanliness
- ▶ Shelving
- ▶ Critters
- ▶ Weather
- ▶ Security

# Destruction

- Hard Copy Records
- E-Records
- Documentation



# What Can the Utah State Archives Do for You?

- Records Retention Policies
- Store your records
- Appropriate Management of Records/E-Records
- Records Management Training & Certification
- Improved Accountability
- Lower Costs

# Recommended Reading

- ▶ Records Management Essentials for Government Employees

# Utah Archives Records Management Help

- ▶ [recordsmanagement@utah.gov](mailto:recordsmanagement@utah.gov)
- ▶ 801.531.3863

# Contact Info.

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