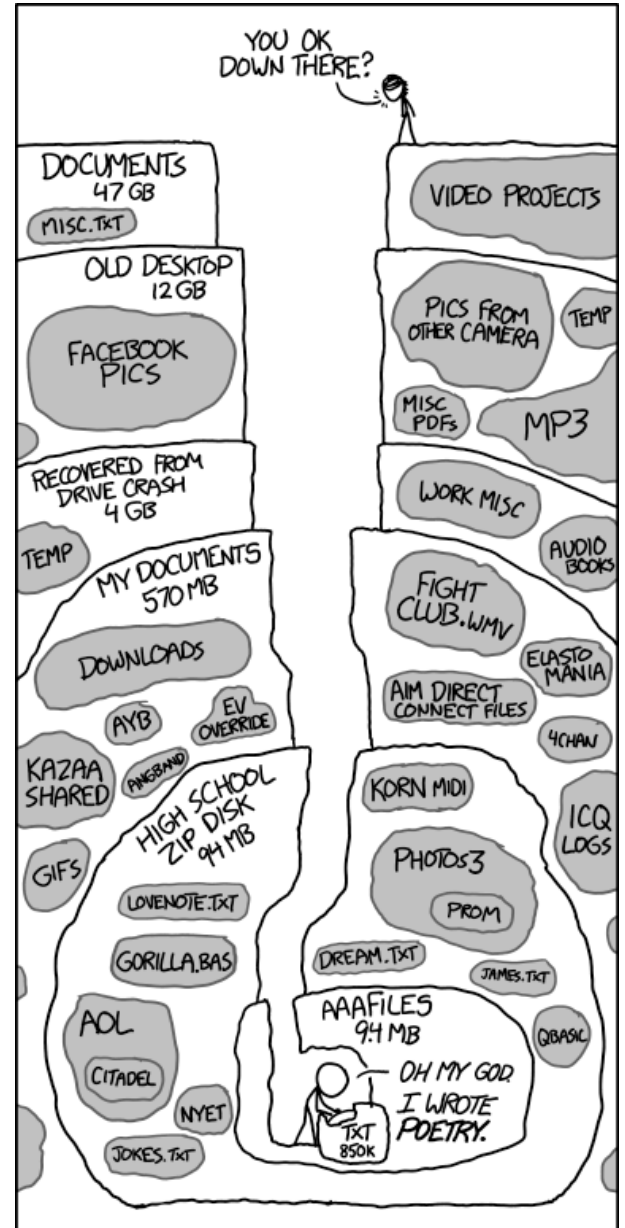# Records 101: Records Management

Derek Webb, Records Officer

Archives Dept., UWM Libraries

March 18, 2022

"Old Files." XKCD: A webcomic of romance, sarcasm, math, and language. https://xkcd.com/1360/

Why We Do Records Management

Legal and Policy Requirements

Wis. Stat. 16.61

Wis. Stat. 19.31-39

University of Wisconsin Board of Regents Policy 3-2

UWM Policies:

- Archives 13-2

- Public Records Access 13-4

- Information Security 11-2

Image by OHMAOH from Pixabay. Accessed 7/21/2021.

Benefits for Offices

- Space savings
- Better access to remaining records
- No responsibility for disposed records
- Minimizes damage due to security breaches
- Preserves institutional memory

Retention and Disposition

Records Retention Schedules

Academic Advising

- Academic Advising General Records Schedule [PDF] (Sunset: November 2022)

Administrative Records

- Administrative Records General Records Schedule [PDF] (Sunset: 2022)

Budget and Related Records

- Budget and Related Records General Records Schedule (DOA Schedule) [PDF]

Business Communication

- Business Communication General Records Schedule [PDF] (May 2008)

Financial Aid

- Financial Aid General Records Schedule [PDF] (Sunset: 2022)

Fiscal and Accounting

- Fiscal and Accounting General Records Schedule [PDF] (Sunset: 2022)

Grant and Related Records

- Grant and Related Records General Record Schedule [PDF] (Sunset: November 2026)

Health Services

- Health Services General Records Schedule [PDF] (Sunset: 2024)

Human Resources: Personnel Systems

- Human Resources Personal Systems General Records Schedule [PDF]

Police and Parking

- Police and Parking General Records Schedule [PDF] (Sunset: 2024)

Police and Parking Addendum

- Police and Parking Addendum [PDF] (Sunset: 2024)

Research Records

- Research Records General Records Schedule [PDF] (March 2015)

Residential Programs

- Residential Programs General Records Schedule [PDF] (Sunset: August 2022)

Risk Management

- Risk Management and Related Records Including Worker's Compensation General Records Schedule [PDF] (February 2013)

State Records Schedule

- State Purchasing & Procurement GRS
- State Risk Management GRS

Student Affairs

- Student-Affairs General Records Schedule (Sunset: March-2029)

Student Records Schedule

- Student Records Schedule [PDF] (Sunset: 2022)
- Reference Chart [PDF]

Template General Records Schedule

- Template-General-Records-Schedule [DOC]

Wisconsin Athletics

Records Retention Disposition Authorization (RDA/RRDA)

UWADM006 REORGANIZATION DOCUMENTATION

This record series consists of documents showing organizational changes within the college or university, including files of significant addition, deletion, or transfer of administrative, functional or regulatory responsibilities, etc.

Retention: EVT + 2 Years   EVENT= Date reorganization is completed.
Transfer to Archives
PII? Yes
Confidential? No
Copies: Destroy when no longer needed.

UWADM007 ORGANIZATIONAL CHARTS

This series consists of the records of the official organizational structure of each college of university, as well as that any smaller schools within those institutions.

Retention: EVT + 0 Years   EVENT= Organizational chart is superseded.
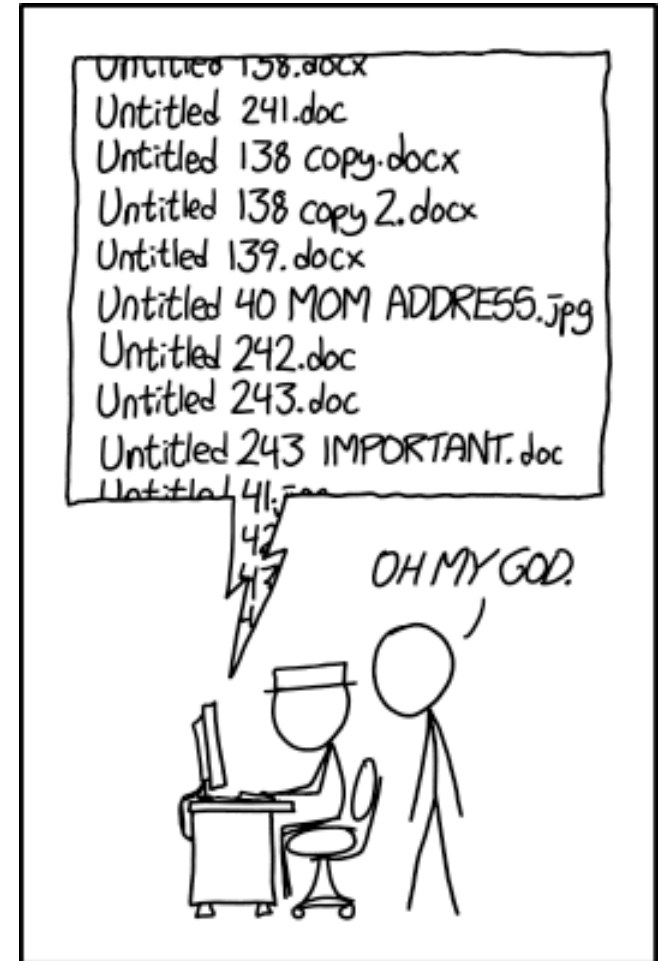**Transfer to Archives**
PII? Yes
Confidential? No
Copies: Destroy when no longer needed.

UWADM008 TRANSITION BRIEFINGS

This series consists of records that are prepared to provide an overview of the university

Disposition Options

- Destroy

- Destroy confidentially

- Transfer to Archives

- Transfer to Archives for review

- Exception!: audits and litigation

"Documents." XKCD: A webcomic of romance, sarcasm, math, and language. https://xkcd.com/1459/

Transferring Records to Archives

https://uwm.edu/libraries/archives/uwm-records-management/records-transfer/

Instructions: Fill out this inventory at the greatest level of granularity you can (folder level preferred), then send to askarch@uwm.edu.

	A	B	C
1	Instructions: Fill out this inventory at the greatest level of granularity you can (folder level preferred), then send to askarch@uwm.edu.		
2	[Replace this Cell with Your Office Name]		[Replace this Cell with today's Date]
3			
4	Contents	Box	Folder(s) # [optional but recommended]
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Schedules

System

https://www.wisconsin.edu/compliance/landing-page/general-schedules-and-records-management-services/general-records-schedule/

State

https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx

Guidelines

Email Management

https://uwm.edu/libraries/archives/uwm-records-management/e-mail-management/

Guidelines for using 3rd party cloud computing environments

https://publicrecordsboard.wi.gov/Documents/PRBoard%20Guidance_Cloud_Approved_05042012.pdf

Social Media Guidelines

https://publicrecordsboard.wi.gov/Documents/Social%20Media%20Best%20Practice%20FINAL%203-2019.pdf

https://uwm.edu/itsecurity/resources/socialmedia/

Guidelines

E-records Management FAQ

https://uwm.edu/libraries/archives/uwm-records-management/electronic-records/

Microsoft Teams locations and retention

https://kb.uwm.edu/99881

ARCHIVES

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Records Management site
https://uwm.edu/libraries/archives/uwm-records-management/