NDSU Records Management
2014-2015

Looking Back
Looking Forward

Developed by
Theresa Semmens, Michael Robinson, CeCe Rohwedder
September 24, 2015
Overview

• The year in review

• Current records management resources for the NDSU community

• Looking into the future
History

- Under the management and oversight of Internal Auditor
- In 2007, a task force worked together to create a policy and procedure for records retention and disposal based on NDCC 44-04-18.1
- Records management website developed to provide information and resources
2014: A Year of Change

• Records management responsibilities moved to VP for IT; placed under direction of CISO

• Records Management Task force resurrected

• CeCe Rohwedder appointed as Records Management Coordinator

• Policy 713, Records Management, rewritten and approved
2014: A Year of Change

• Website updated with easier-to-find information and resources
  – www.ndsu.edu/recordsmanagement

• Approximately 252 Unit Record Coordinators, representing 168 departments

• Forms for disposal and archival updated

• Conducted first-ever formal records disposal process and report
2014: A Year of Change

• Worked with the ND State Records Management team to bring NDSU into compliance
  – Records Retention Schedule updated
  – 128 record series deleted to conform with NDUS Records Retention Schedule
  – Added two records series specific to NDSU

• Provided face-to-face and online training
Training & Education Basics

Records Life Cycle

1. Create
2. Use
3. File & Store
4. Retain & Destroy
5. Archival Preservation

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY NDSU
Records Disposal Facts

• 80 departments participated
  – 47.6% compliance rate

• 22,560 inches of paper records disposed

• Many questions generated

• Participation was voluntary
NDSU Records Management

1,453 ft.
Empire State Building

1,880 ft.
Records Disposed FY15
Looking to the Future

• Update policy and procedure as needed

• Develop and improve
  – Annual/required online training
  – A more automated process for submission of disposal forms
  – Deeper in-depth training for URCs

• Work with Chief of Staff to develop public records and litigation hold requests procedure

• Provide more resources on the Website
Test your knowledge!

Records Management Fundamentals Quiz

https://ndstate.co1.qualtrics.com/SE/?SID=SV_6ArTXjffZWWp73D
NDSU Records Management

Questions

Thank You
Contact Information

Theresa Semmens, 231-5870
Director of Records Management
Records Management Task Force Co-Chair
Theresa.Semmens@ndsu.edu

Mike Robinson, 231-8878
Records Management Task Force Co-Chair
Michael.Robinson@ndsu.edu

CeCe Rohwedder, 231-5646
Records Management Coordinator
CeCe.Rohwedder@ndsu.edu