Records Management Support Group

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VICTORIA UNIVERSITY
IN THE UNIVERSITY OF TORONTO

Agenda

Introduction

Support Group Aims

What is Records Management Anyway?

Resources

Discussion: What next?

Introduction

What do I do at Vic?

- Responsible for both Archives and Records Management programs: **Victoria University Records and Archives Policy**
- Can include:
  - Making archival records available to staff, students, and researchers
  - Advising and assisting offices in inventorying, managing, transferring, disposing of records (paper and electronic)
  - Delivering training on Records Management and Archives
  - Creating Records Management tools such as file plans, templates, tip sheets, forms
  - Documenting policy, procedure, retention schedules
  - Etcetera!

What do you do at Vic?

Photographer: Peter G. Gordon, 1951
1987.052/98
Victoria University Archives

Support Group

Support Group Aims:

- Raise awareness and provide helpful tips about the Records Management program at Victoria

- Get people talking about their Records Management concerns and questions – we're all in this together!

- Support each other and share ways to solve Records Management challenges

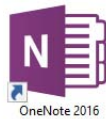# Records Management

What is Records Management (RM)?

- The systematic management of records and information throughout their life cycle.
  - Can include: analysis, design, implementation; management of policies, procedures; and training

- RM is a **shared responsibility**
  - Staff interact with and manage records regularly
  - Staff know the records they create, receive, and use better than anyone else! They are the subject matter experts.
  - The Records Manager role is more advisory

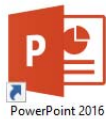# Records Management

What is a Record?

- In our Policy a University record is defined as, "any recorded information, regardless of format, created, received, or maintained by University academic, administrative, and governing bodies in order to support legal obligations or other University business operations and transactions."

- Physical format is irrelevant.

- A record is created/received/maintained during regular business transactions.
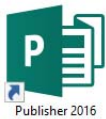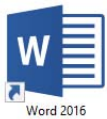
Life Cycle
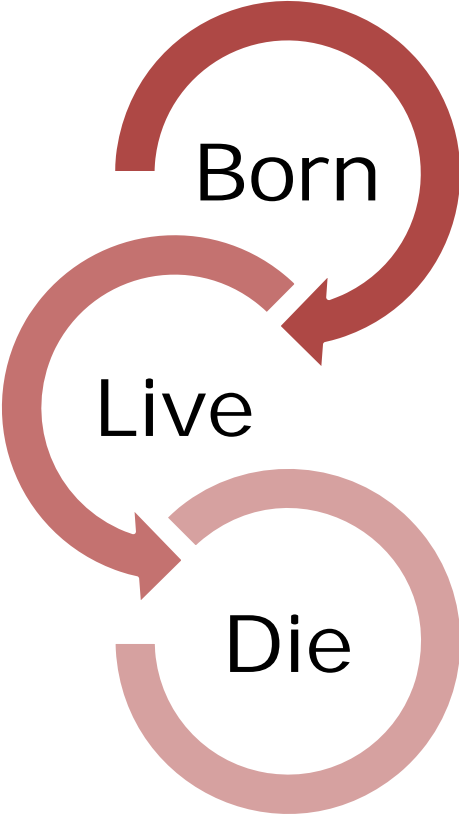
Resources

Websites: http://library.vicu.utoronto.ca/archives/records_management

- TIP SHEETS:

  Transitory Records

  Archival Transfer – Paper Records

- GLOSSARY:

  http://library.vicu.utoronto.ca/archives/records_management/glossary

Video:

- UTARMS:

  https://utarms.library.utoronto.ca/records-management/training-videos

Discussion:
What's Next?

VICTORIA UNIVERSITY
ARCHIVES

Other topics for discussion?

- Legal
- Privacy
- Electronic Records
- Archives
- Digitization
- Disposition
- Succession planning

What challenges are you experiencing?

What do you hope to get out of this group?

Follow-Up: Tell one person about this support group!

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