Modernizing and Digitizing Inactive Records Management

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Vision and goal

To streamline an increase organizational efficiency related to inactive paper process while developing and implementing digital record retention policy and standard operating procedures.





Initial State of Affairs

- The mission of inactive records is to keep records that are not regularly used or confidential records for legal and audit reasons till their scheduled destruction.
- Ownership of inactive records center was transferred to IT in spring of 2018.
- Cons to the current situation at this time:
 - Paper cost
 - Environmental cost
 - Destruction cost
 - Deterioration of records
 - Pest issues
 - Less secure
 - Legal and liability concerns
 - Employee time

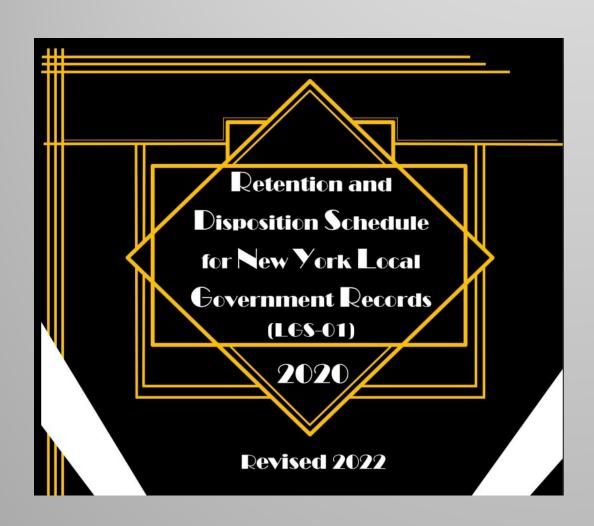




Records Retention Roadmap

| Fall 2023 | Review Current Process | Discussed openly the employee time that it takes to manage the Inactive Records center |
|-----------------------|---|--|
| Fall 2023 | Submitted Process Change to Senior Staff | Records Received only twice a year Records must be shred ready or will not be accepted Annually set destruction time Phased approached to organizing the center |
| Fall 2023-Winter 2024 | Discussed with Physical Plant destruction options. Communications with the college state representative | New York state waste paper contract |
| Winter 2024 | Presented at employee professional development on Inactive Records and new procedures Emailed department heads for those that participate in Inactive Records to notify them of changes | |
| Winter/ Spring 2024 | Implement new procedures Explore Banner Document Management vendors and receive quotes | Vendor cost \$76,910 total for license & installation, engagement fee, and implementation services. Additional cost for scanners \$2,000, scaling server sizing \$1,000-\$3,000 internal or hosted |
| Summer 2024 | Build stakeholder buy in | Admissions, Financial Aid, Registrar |
| Fall 2024 | Implement digital environment | Create training for end users and implement document retention policy in new system. |

Current State of Affairs



- Room has been audited and is currently being reorganized by department
- New shred ready and transfer procedures are in place
- Scheduling training for department heads prior to new transfer schedule.
- Planning digitization for Financial Aid,
 Registrar, and Admissions
- Determining what future cost for the reduction of the inactive records center physical foot print and determining how the New York State Records Management Grant funding.



Desired Outcomes

- Reduce size of physical inactive records by 30 boxes a year
- Reduce shredding and printing costs
- Applicably automate destruction of digital records
- Digitally secure institutional records
- Improve business recovery and continuity
- Improve business process agility



Thank you



