Where Do I Belong?: Institutional Placement of Records Management and Archival Programs

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Struggling to “Fit”

- Financial/Business Services
- Compliance and Regulatory Offices
- Office of General Counsel
- Risk Management
- Library
- Archives
- Department of State
- Registrar/Student Records

From an operational standpoint, where should RM live?
Challenges of Poor Institutional Placement

- Failure to thrive
- Inability to address compliance concerns
- Risk aversion
- Slow responsiveness to crisis/breach
- Failure to create cohesive environment/culture
- Lack of enforcement of retention schedules
- Little or no communications
Opportunities to Succeed - Sustainable Improvement of Key Performance Metrics
Policies/ Procedures

- Records Management Policy Requirements - Mandatory Enforcement
- Records Management Retention Schedules
- Records Management Advisory Committee
- Records Management Staff Liaisons Network
- Standardized Training: Annual Requirements, Just-in-Time and Thematic Topics
Litany of Services

- Archives stewardship of permanent records
- Capture and storage of electronic records
- Email management
- Data management and Security
- Disposition/Destruction of Records
- Facilities management including storage annexes
- FERPA, HIPAA, FOIA, Public Records Act compliance
- Litigation hold compliance
- Policy development and management
- Retention Schedule development and oversight
- Training and educational workshops
- Disaster Planning/Vital records management
Current/Active Survey

http://tinyurl.com/Records-Management-Survey