

University Records Management

University of Pittsburgh
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Records Management Update

The University Records Management Office provides University departments with records-related services free of charge through our enterprise-wide contractor, Business Records Management (BRM). These services include:

- Off-site records storage
- Climate-controlled storage for alternative media
- Services for submission and retrieval
- Records shredding
- File-level tracking

There are many changes underway with services offered through the University Records Management Office. Please read through the following pages carefully, as a number of services have been added to our program. In addition, certain guidelines for utilizing our contractor, BRM, have been modified.

If University offices have any questions about their department's BRM account, wish to establish a training session, or need further information, please contact the Records Manager, Kathryn Hensley, at 412-244-7079.

In the November 2007 issue, you will learn about:

- Newly available records shredding services
- Revised delivery and pick-up schedules for BRM services
- BRM ONLINE training sessions
- Modifications to box prices
- How to request a modification to a review/destroy date for an item in storage
- How to permanently withdraw an item from BRM

SHREDDING OPTIONS

University departments have two options available for shredding of records currently in your office space - unbarcoded destruction and bin/console rotation. We are pleased to announce that the newly added shredding service of bin and console rotation is now available to University departments free of charge.

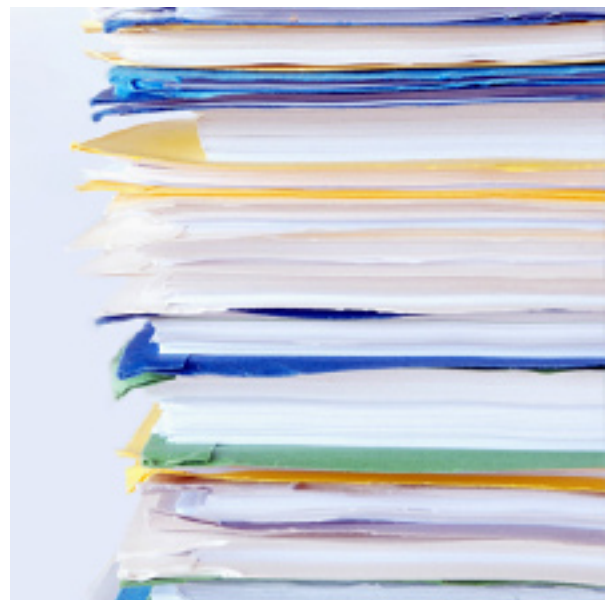
To order shredding for your office, please note the following distinctions:

Unbarcoded destruction:

- BRM will pick-up items to be shredded directly from your office in any type of copy or supply box available (i.e., you do not need to *purchase* a box for this service). Records may not, however, be placed in bags.
- You do *not* need to remove paper clips, staples, rubber bands, carbon paper, or envelopes from documents, but be certain to remove binders or large plastic clips.
- Call BRM directly to place an order for “unbarcoded destruction” and specify the number of containers to be picked-up.
- BRM will provide your office with a certificate of destruction once the items have been destroyed, which is typically 4-6 weeks after the order has been placed.

Bin and console rotation:

- BRM can provide your office with a bin or console in which you can place your confidential records to be destroyed.
- Consoles and bins are locked for the entire period of time they are placed in your office (only BRM has a key to open them).
- The rotation schedule for this service is based on your unit’s specific needs and will be arranged accordingly. You may order a bin/console for a few days or choose to keep it throughout the year.
- Please review the brochure on the following page for further information.



The University of Pittsburgh's *Contracted Supplier*

Is Business Records Management

As a part of the newly executed Professional Services Agreement with BRM, University departments can receive record storage and destruction services *free of charge* through the University Records Management Program.

Getting started is simple:

1. Contact University Records Management to establish service.
2. A BRM account manager contacts you to customize a pickup/rotation schedule based on your office's specific needs.
3. Select the bin size you need: 32, 68 or 95 gallon bins, or 30 gallon console.
4. BRM delivers your console and picks up the destruction on a regular basis.



Secure Shredding

22.75" x 35.5" x 15.75" Console
(30-Gallon Capacity)

- Locked consoles for maximum security
- Customized rotation schedules
- Bonded and professional employees
- Compliance with government regulations
- Barcode tracking



BRM

BUSINESS RECORDS MANAGEMENT

Your Peace of Mind is Our Priority

412-321-0600 / www.businessrecords.com

Contact Kathryn Hensley in University Records Management to start your destruction console rotation.
412-244-7079 or khh1@pitt.edu

BRM ORDERING GUIDELINES

DELIVERY AND PICK-UP SCHEDULE

An updated delivery schedule for departments located in the Oakland campus is now in effect. Offices should now be aware that requests can be serviced *the same day* under the “Regular” delivery option.

REGULAR DELIVERIES

Oakland Campus

- Orders placed before 10:00 a.m. will be serviced that day by 5:00 p.m.
- Orders placed from 10:00 a.m. to 3:00 p.m. will be serviced next day by noon.
- Orders placed after 3:00 p.m. will be serviced next day by 5:00 p.m.

Non-Oakland Campus

- Orders placed by 11:00 a.m. will be serviced next day by noon.
- Orders placed after 11:00 a.m. will be serviced the next day by 5:00 p.m.

Please be aware that special delivery options are considerably more expensive, and, therefore, should only be used when regular delivery does not satisfy your needs.

PRIORITY DELIVERIES

This service is for orders within approximately three hours of it being placed (orders must be placed no later than 1:00 p.m.).

RUSH DELIVERIES

This service is for orders for a delivery within approximately 2 hours of it being placed.

RUSH DELIVERIES after 4:00 or weekends

This service enables you to have a delivery after normal business hours and on weekends/holidays.





BRM ONLINE TRAINING SESSIONS

The University Records Management will be conducting a number of training sessions over the course of the next few months in an attempt to train numerous departments for use of BRM ONLINE. This system is an online information management system that permits individual accounts to log-in and manage their account from the comfort of their personal workstations. BRM ONLINE features include:

Quick and advance search capabilities

Online ordering for pick-up and retrievals

Managing authorized user lists

Inventory reports

Viewing of workorders

BRM ONLINE training sessions will be conducted at Hillman Library, Ground Floor, Computer Instruction Area (next to microform room) on the following dates and times:

December 14, 2007 11:00 am

January 15, 2008 11:00 am

To sign-up for a session, please e-mail Kathryn Hensley (khh1@pitt.edu).



BRM Box Purchases

Prices for box purchases made through BRM have been modified and are now being offered to University departments at a lower rate. Please keep in mind that all box purchases made by your department will be charged back to your unit (this is the only charge University departments incur for the records management program).

As a result, the University Records Management Office has modified the standard box made for University purchases, which in the past was a white 1.2 cubic foot container. Unless your unit specifies otherwise, the standard box you will *now* receive is the brown 1.2 cubic foot box, which costs \$1.00. It is of the same material composition as the white 1.2 box, with the exception that it does not have a lifetime replacement guarantee. Departments are still permitted, however, to order any box of their choosing. Below is a current list of prices for containers:

Standard Brown Box (1.2 cft)	\$1.00
Standard White Box (1.2 cft)	\$1.85
Legal Box (1.8 cft)	\$1.65
Large Legal Box (3.0 cft)	\$2.50
Large Letter Box (2.4 cft)	\$2.10
Check Carton (1.2 cft)	\$1.75
Drawing Tube (1.2 cft)	\$2.10
X-ray Carton (1.8 cft)	\$1.75
Flat Drawing Carton (1.8cft)	\$4.95
Microfiche Carton (1.2 cft)	\$2.15

Please see the following page for container detail and dimensions.





STANDARD LETTER & LEGAL BOX

Capacity: 1.2 Cubic Feet



Dimensions: 13"W x 10 3/8"H x 16 1/2"D

CHECK CARTON

Capacity: 1.0 Cubic Foot



Dimensions: 10"W x 4 1/2"H x 25 1/4"D

TALL LETTER & LEGAL BOX

Capacity: 1.8 Cubic Feet



Dimensions: 13 1/4"W x 12 3/4"H x 16 5/8"D

MICROFICHE CARTON

Capacity: 1.0 Cubic Foot



Dimensions: 8 3/4"W x 5 3/8"H x 16 7/8"D

LARGE LETTER BOX

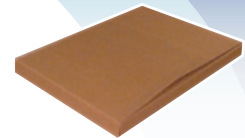
Capacity: 2.4 Cubic Feet



Dimensions: 13 1/4"W x 10 1/2"H x 25 1/2"D

FLAT DRAWING CARTON

Capacity: 1.8 Cubic Feet



Dimensions: 27 3/4"W x 37 1/2"H x 2 1/2"D

LARGE LEGAL BOX

Capacity: 3.0 Cubic Feet



Dimensions: 16 1/4"W x 10 5/8"H x 25 1/2"D

DRAWING CARTON

Capacity: 1.0 Cubic Foot



Dimensions: 6 1/4"W x 6 1/4"H x 38 3/4"D

X-RAY CARTON

Capacity: 1.8 Cubic Feet



Dimensions: 7 1/4"W x 20 1/2"H x 16"D

DRAWING TUBE

Capacity: 0.6 Cubic Foot



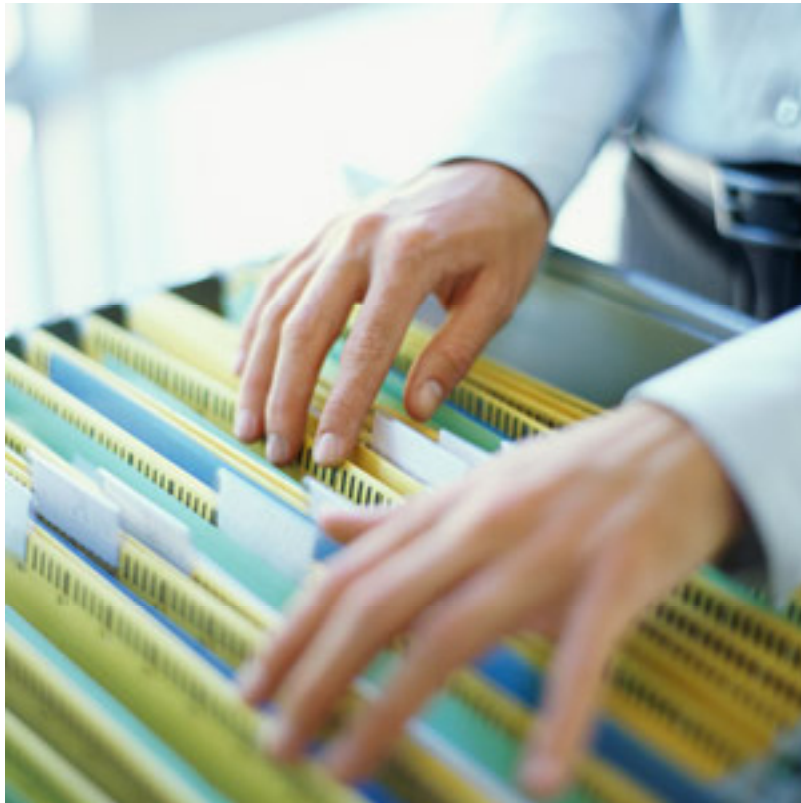
Dimensions: 3 1/4"D x 37 1/8"L

Request an extension of review/destroy date

A request for approval for an extension of a review/destroy date for a container at Business Records Management (BRM) must be sent to the University Records Management Office and include the following information:

- 1.) A brief explanation as to why the records must be retained past the original retention period for that record type.
- 2.) The revised retention date your department is requesting.
- 3.) The signature of the Department Director or authorized signatory for the office.
- 4.) In addition, a signed copy of the applicable “RECORDS DISPOSITION/DESTRUCTION AUTHORIZATION NOTICE” should also be returned to the Records Management Office. When requesting an extension period for records listed on the abovementioned form, departments should not choose any of the actions listed. Instead, beneath the last entry in the description field, write the revised review/destroy date for the records. You must then sign the bottom of the document in the allotted space.

This information should be sent via campus mail to Kathryn Hensley, Records Manager, 7500 Thomas Blvd, 2nd floor or faxed to 412-244-7077.



REMINDERS

Permanently withdrawing items from BRM

If you have retrieved any item from BRM and do not intend to return it to storage, you must have the item permanently withdrawn from your account. This is because the University continues to pay storage fees on boxes and files that are in circulation from storage. In order to permanently withdraw an item from storage, you should send an e-mail to the Records Manager (khh1@pitt.edu). A record of your request will be maintained in your case file concerning such a request.

Authorized user lists

Departments should make all attempts to keep their BRM authorized user list up-to-date. Remember that only those individuals listed as an authorized user under your account may order services or request information concerning your BRM account. Additionally, if any employee leaves your department, they should be immediately removed as an authorized user for the account. If you do not remove them, they can still access your departmental records at BRM. If you need a copy of your account's "BRM Access Authorization Form," please contact the University Records Management Office.

Inventory reports

Inventory reports are available to all BRM accounts. If you are signed up as a BRM ONLINE user, you can access these reports from your computer. If you are not a BRM ONLINE user, please contact the Records Management Office for a recent copy of your inventory. Departments should also make all attempts to maintain a current inventory listing internally. This can be created in Excel, Word or Access and should be updated every time new boxes are submitted to storage, or when an item is permanently withdrawn.

BRM barcode labels

Do *NOT* share your account's barcode labels with any other unit not affiliated with the same account number at BRM. Remember, all BRM barcode labels are pre-assigned to your specific account number and should not be shared with units with a different department number. If labels are shared, containers and files will be placed in the inappropriate storage account. If this occurs, please contact the University Records Management Office immediately.

