University of Pittsburgh

University Records Management Bulletin

Summer 2017

University Records Manager

Alex J. Toner

University of Pittsburgh

7500 Thomas Blvd

Pittsburgh PA 15260

P: 412.648.3164

F: 412-648-2170

alexjtoner@pitt.edu

Storing Electronic Protected Health Information at Access

Guidelines for University departments and units storing electronic media containing protected health information in off-site storage at Access facilities has been posted on the [university records management website](#).

In compliance with HIPPA and University electronic data security policies, *"data drives, tapes, or disks containing protected health information (PHI) as defined by the HIPPA privacy rule (45 CFR 164 501) and being sent to off-site storage facilities maintained by Access Information Management must be encrypted following guidelines issued by the Human Research Protection Office and Computing Systems and Services Department."*

Be sure to review the complete guidelines, as well as University Records Retention Practices and HIPPA Compliance, under regulations and retention schedules on the university records management website.

FileBRIDGE® Instructions

Instructions for University of Pittsburgh Access FileBRIDGE users have been posted on the university records management website within the *Access Service Forms* section.

Access account users have the option to use [FileBRIDGE](#), Access's online account management platform, to generate an inventory , request boxes from storage, submit new boxes to storage, and order supplies. FileBRIDGE **cannot** be used for destruction requests.

FileBRIDGE is simply another service request method; Request submitted via email using PDF transmittals will still be accepted.

Contracting Digitization Services for University Records

Many University departments are independently contracting with Access and other third-party vendors to have their records digitized into electronic formats. In addition to being responsible for costs of such projects, University departments should consider the following when negotiating digitization services:

- Be sure that contracts specifically list your department or unit as the "client" requesting service, and not the University of Pittsburgh. Your department is contractually responsible for all financial and operational obligations.

- University records management prefers that records not leave the Pittsburgh metropolitan area for scanning purposes. When contracting with Access, all records should be scanned at Access's Pittsburgh facilities.

- Contact the university records manager for recommendations on digitization standards for identifying electronic formats, file naming, DPI, resolution, and digital storage locations.

- Work with your department and the university records manager to determine retention dates for paper records that have been scanned.

Purging Records? Contact Archives & Special Collections

With University construction often displacing units and departments, evaluating — and sometimes purging — office records becomes a necessity. However, what may seem like insignificant records or documents to you could in fact be important in documenting the history of your department or the University.

University policy states that *"All records of a permanent or historical nature, including all University records pre-dating 1970, should be reviewed by the University Archivist.."* Such records can include photographs, meeting minutes, faculty papers, documentation of a program or research study etc... Read more on the URM website under Transfer Records to University Archives.

So next time you or a colleague are cleaning out the office and come across such records, don't toss it:- Contact the Archives & Special Collections! We would be happy to provide an onsite consultation and potential transfer to the University Archives.

University of Pittsburgh

University Records Management Bulletin

Summer 2017

Submitting New File Folders to Existing Boxes

In the event you need to submit a new, barcoded file folder to an existing box in storage, please request the "Loose file folder/ document request form" from the university records manager.

You will be required to provide a description and barcode number of the file folder (child), and the barcode of the box (parent) the folder is intend to be stored in.

Access drivers should transport loose file folders and documents in secure transport bags. If your documents are not being transported securely, please contact the university records manager.

Records Management Reminders

With the onset of the academic year and return to normal duties, it's important to consider the following university records management and Access reminders :

- **Maintain updated primary account contacts and user authorizations!** New employees, temps, and student workers will all be denied service if not properly authorized

- Be sure to include your departmental account number on all forms, service requests, and emails.

- Please notify Megan O'Rourke if you have moved a destruction bin or console within an office to avoid disruptions of service.

- Keys to destruction bins are **not** delivered unless requested in advance.

- One-off destruction swaps should be submit a week in advance of needed service.

15-year Review Date for "Permanent Records"

Many records created in departments and units around the university have the word "permanent" associated with them, thought to require indefinite retention. While long-term retention of records is sometime necessary, best practices call for regular review and oversight of records being sent to Access storage facilities "permanently".

University departments and units are required to apply a **maximum review/destroy date of 15** years to all records requiring permanent retention, allowing proper oversight and functional review of records 15 years following their last active use. Chances are, you and I may not be here!

Researchers @Pitt: Bootcamp for Pitt Faculty

The University Library System, Office of Research, and Health Sciences Library System are hosting a research bootcamp intended to help early-career and new-to-Pitt faculty.

The hands-on program will include:

- Finding support for your research at Pitt

- Creating and managing your online profile

- Identifying funding opportunities

- Planning and writing your grant proposal

- Communicating your research

- Managing your project

- Connecting to research computing

Friday, September 22 10am-3pm, Hillman Library
[Register Here](#)

On the Record: Archivist Ashley Taylor

Hi, all! I'm Ashley Taylor, an archivist in the ULS' Archives & Special Collections. I've been working here officially for 6 years, but I actually started in the archives as a graduate student assistant in 2009. I received my MLIS from Pitt's ischool.

I have several different job duties in A&SC, primarily overseeing the processing of two of our largest collections: the papers of Dr. Thomas Starzl and the Senator Arlen Specter Papers. Dr. Starzl's collection documents the huge impact of his work as pioneering transplant surgeon, both locally, through the development of the UPMC Transplantation Institute, and globally, through his execution of the first successful liver transplant in history and his groundbreaking immunology and anti-rejection research.

Senator Specter's Papers document some of the key political developments of the late 20th century. While the Senator didn't have a specific Pitt connection, his role serving all Pennsylvanians is reflected through our cross-state partnership with Thomas Jefferson University in Philadelphia to process and publicize the archives.

One aspect of my job that is becoming increasingly important has less to do with "papers" and more to do with bits. Over the past two years, I've begun working with our digital collections, including everything from hard drives given to us by the Senator's office, to Pitt publications and reports that are coming to us in digital form and needing to be preserved as such. This work requires a lot of specialized knowledge and tools, including the assembling of our very own forensics machine, which allows us to access antiquated types of hardware- floppies, ZIP disks, etc.- and outdated software and programs.

Our job is much easier when there are good recordkeeping habits amongst our users, especially when it comes to electronic records. While managing your records and getting ready to pack materials to send to Access, take some time to think about how you're storing your electronic records, as well. Should you be saving your word processing documents? Databases you've created? Your emails? How do you name these files, or decide what's important? If the retention schedule applies to something in paper format, should you treat a digital copy the same way? Questions abound about how we'll be handling these problems in the future, but as you might have noticed, I'm always up for a challenge!