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Purging Records? Contact the Archives Service Center

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 Service Center.](#) We would be happy to provide an onsite consultation and potential transfer to the University Archives.

University Records: Authorized Access Only!

The University of Pittsburgh stores thousands of cubic feet of business, research, medical, and academic records at off-site Access storage facilities. Due to the sensitive and confidential nature of these records, only users who have been authorized by your primary account contact can service your account.

New employees, temps, and student workers will all be denied service if not properly authorized

If you are a primary account contact and leaving your position, or should you need to update your account's authorized users, please contact the University Records Manager prior to these changes to avoid delays in service.

University Records Manager

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Using FileBRIDGE to Manage Your Access Account

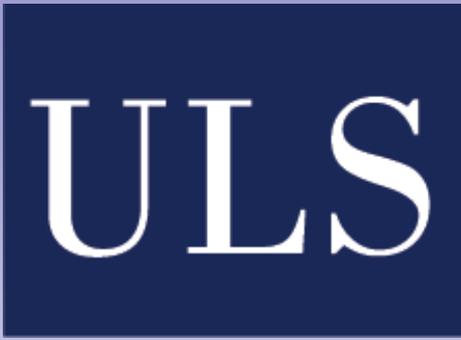
University of Pittsburgh Access account users now have the option to use [FileBRIDGE](#), Access's online account management platform, to generate an inventory, request boxes from storage, submit new boxes to storage, and order supplies. FileBRIDGE **cannot** be used for destruction requests.

FileBRIDGE® Please [contact Meghan O'Rourke](#), Access Eastern Account Coordinator, to initiate a FileBRIDGE account. Users must be previously authorized and provide their departmental account number and email. Additionally, contact the University Records Manager to schedule a brief tutorial. Based on demand, University Records Management will work to schedule another session of group trainings as well as to compile a user guide.

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

For the time being, please consider and adhere to the following:

- University policy requires that all procedures used in utilizing your Access account via the paper forms still apply to service request submitted through FileBRIDGE.
- Please be honest and report if you have access to a department not your own. Contact the University Records Manager
- New box submissions must have a valid barcode, destruction/review date, and description or they will not be accepted for storage.
- Verify your order account address is accurate. If inaccurate, use the comments box to provide address and delivery instructions.
- Select *Standard Delivery* as your delivery option. If necessary, use the *Emergency* options for rush deliveries.



Off-Site Storage Criteria

The University of Pittsburgh provides off-site storage at Access facilities to participating University departments at no cost to them. That storage however, does come at a price.

In order to maintain records management best practices as well as manage University costs, departments are reminded that **only University records retained “as evidence of the activities and functions of the University or because of the information contained therein” are permitted to be transferred to off-site storage.**

This **excludes** non-University related books, journals, publications, personal papers and documents, and convenience copies

Contact the University Records Manager with Questions.

FileBRIDGE cont'd

- When ordering barcode labels, use the comments section to distinguish between box or file level, as well as environmental control.
- Users *cannot* schedule a service date in advance via FileBRIDGE. This must be done via email or over the phone with Access client care.
- Destruction/review dates are required to be no longer than 15 year maximum retention periods, meaning these records will come up for review in 15 years.

Please contact the University Records Manager with questions concerning FileBRIDGE use, policies and procedures, or tutorials. Further announcements will be distributed to primary departmental account contacts and shared via this newsletter.

! Container Expiration Forms!

REMINDER: Proper records retention and cost efficiency for University records maintained in off-site storage is predicated on timely communication via the container expiration form indicating which records can be destroyed, extended, reviewed, or transferred to the University Archives.

Please review any outstanding forms you may have and return to the University records manager by April 30, 2017 **or the boxes in question will be begin being returned to your office on June 5, 2017.**

RM In the News!

March 12-18, 2017 marked the 11th annual [Sunshine Week](#), a celebration of “access to public information and what it means for you and your community.”

Sunshine Week [participants](#) plan events, encourage networking, gather and provide toolkits for FOIA requests, and maintain a platform endorsing open access to public information for all.

The Sunshine Week in Government Initiative maintains a blog, [With out FOIA](#), showcasing the power of access to our public information and examples of what would happen if FOIA didn't exist. Check it out for your self to see that power of open access!

Are you aware of an ongoing story or example?
[Email the University Records Manager.](#)

On the Record: Reference Archivist David Grinnell



Greetings fellow Panther fans! I'm David Grinnell, the Reference and Access Archivist here at the Archives Service Center (ASC). I've been at the ASC for 6 years now and during that time have been fascinated with the amount requests we receive from researchers from all over the world to utilize the collections under our care. The ASC has great strength with manuscript materials that document western Pennsylvania and Pittsburgh with topics such as: political leadership, environmental action, social services to immigrants, labor organizing, the Women's movement, and transportation.

Researchers arrive at our doorstep to utilize our collections in their studies from far and wide. It's not uncommon to see our collections appear in the bibliographies of new academic and popular press titles. Here is a short list of publications that used ASC collections extensively:

- Barbara Burstin, *Steel City Jews: In Prosperity, Depression and War, 1915-1950*. (2015)
- Aaron Cowan, *A Nice Place to Visit: Tourism and Urban Revitalization in the Postwar Rustbelt*. (2016)
- Allen Dietrich-Ward, *Beyond Rust: Metropolitan Pittsburgh and the Fate of Industrial America*. (2016)
- Kenneth J. Kobus, *City of Steel*. (2015)
- James W. S. Longhurst, *Citizen Environmentalists* (2010)
- Gerard F. O'Neil, *Pittsburgh Irish: Erin on the Three Rivers*. (2015)
- Dan Rooney and Carol Peterson, *Allegheny City: A History of Pittsburgh's North Side*. (2013)

I strive to connect our researchers with the manuscript materials that will help them dive into their research questions more fully. I do hope you will be tempted to pick up one of these titles on your next visit to your library and see the contributions that our manuscript records make to the discourse about our very lively and interesting Pittsburgh, the place we call home.