

### In this Issue: University Recycling Opportunities

- University Recycling Opportunities
- Updating Department Information
- URM Website Updates
- Submitting Service Requests
- New Box Submission
- Records Management in the News: **Amazon's HQ2**
- *On the Record: Eleanor Godbey, Office of the University Registrar*

Access destruction services are intended to be used solely for the destruction of University records containing sensitive or personally identifiable information requiring secure and confidential shredding.

For paper documents and materials not requiring secure destruction the **University of Pittsburgh Facilities Management Department** administers recycling services in most academic and athletic affiliated facilities on or near the Oakland campus.

Visit [recycling at the University of Pittsburgh](#) for a list of applicable facilities and program details. Pitt departments can use this service to request recycling bins for their locations, or pickups of large quantities of paper material to be recycled, and are encouraged to contact the Recycling Program at [recycle@fm.pitt.edu](mailto:recycle@fm.pitt.edu) or 412-624-9521.



### REMINDER: Update Departmental Contact Information

In order to ensure effective and accurate records service to your department, it's vital that both University Records Management and Access have your most updated site information. Please contact both URM and Access if you:

- **Move a destruction bin within your office**
- **Change your office location or address**
- **Experience staff turnover**
- **Access driver has outdated information**

**Inaccurate information could lead to service delays!**

#### 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](mailto:alexjtoner@pitt.edu)



URM Website Updates

The [University Records Management website](#) is a good resource for information on Access procedures and URM guidelines.

Recently added information includes training resources on *Managing Student Records* and *University Archives and URM at Pitt*; University of Pittsburgh FileBRIDGE instructions; Storing Electronic media containing PHI at Access; and University recycling services.

Is there useful information missing from the URM website? Contact the [University records manager](#) with suggestions and recommendations.

Submitting Service Request to Access

Users of University Records Management off-site storage and destruction services provided by BRM, prior to Access taking over in 2016, will remember multiple ways to submit service requests, including via telephone,



email, and fax. Since then, the volume of University requests submitted to Access has increased dramatically.

While faxes are still accepted, users are strongly encouraged to submit service requests via email ([pittsburgh@accesscorp.com](mailto:pittsburgh@accesscorp.com)) using the service

forms found on the University records management website, OR, by using **FileBRIDGE**, Access’s online service platform. Please see the *Winter 2016-2017 URM Newsletter* for information on FileBRIDGE, or contact the University records manager directly.

Itemized New Box Submissions (Required Info!)

Barcode # <i>(required)</i>	Box Size <i>(required)</i>	Destruction Date <i>(required)</i>	Sequence Begin	Sequence End	From Date <i>(MM/DD/YYYY)</i>	TO Date <i>(MM/DD/YYYY)</i>	Description of Content <i>(required)</i> <small>65 character limit for paper transmittal 250 character limit for electronic transmittal</small>

Access has been instructed to refuse any new box submission that does not have the four required fields—**barcode, size, destruction review date, and description**—completed. This practice maintains consistent oversight of University records in storage, as well as ensuring your department maintains intellectual control over your records. As a reminder, destruction review dates should be capped at 15 years.

You are encouraged to contact the University records manager with questions about completing new box submissions properly.

### RM In the News: HQ2

This past January Pittsburgh was announced as one of [20 finalist cities](#) for Amazon's HQ2. The process has [triggered open record requests across](#) the country.

The City of Pittsburgh and Allegheny County's refusal to publicly disclose any details of the "[PGHQ2](#)" bid triggered multiple open records requests via [Pennsylvania's Right-to-Know-Law](#).

Open records laws, like Pennsylvania's, are meant to serve the public good and promote transparent and accountable government.

On February 8, 2018 the state's Office of Open Records ruled that the City and county have [30 days to make the bid public](#), or in other words, that the public has a right to know.

### On the Record: Eleanor Godbey, Office of the University Registrar



Hi, everyone! I'm Eleanor Godbey, the records manager for the Office of the University Registrar. While still fairly new in my position, I'll be celebrating my one year work anniversary in April. I'm no stranger to Pitt however; I received my MLIS from the University in 2015.

Our office is the office of record for student academic records, and we take this responsibility very seriously. In addition to protecting the privacy of our

students, we also ensure that they have access to their own academic records. Our service areas help students obtain their Pitt transcripts, register for classes, receive their diplomas, or book a room for a student group meeting, among many other things. We do our best to help students, alumni, faculty, or staff however we can.

My role in the office is to make sure that we have access to our records and that we're following the retention policies for our office and the University. In the span of a day, I may find myself sifting through old microfilm reels and then entering in metadata for our digital records.

One of the lesser known services that we can provide for our [alumni and their families](#) is [help with their genealogy research](#). If you're searching for information on an ancestor and are interested in learning more about their time at Pitt, we may be able to help! The easiest and fastest way to get in touch with us is to call our office at **412-624-7600** or visit our website ([www.registrar.pitt.edu](http://www.registrar.pitt.edu)) for contact information for our different record service areas.