



In this Issue: **Moving Access Destruction Bins**

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With the often constant pace of construction and realignment in University buildings, it's sometimes difficult to keep track of who or what is where. 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, including the location of destruction bins or consoles in your unit.



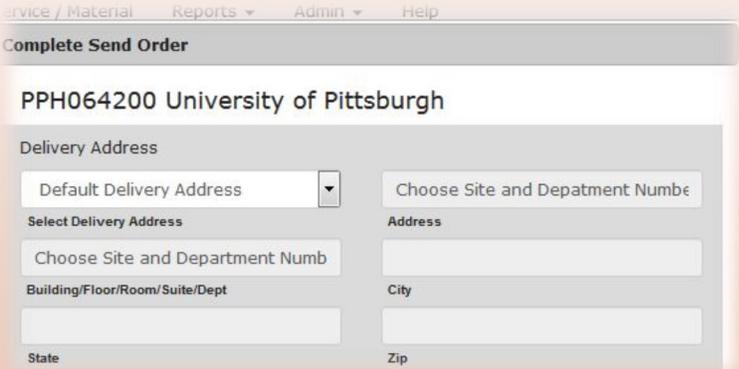
Please notify Access immediately if you move or relocate your destruction bin location. This is the only information the drivers have to service your unit. Failure to do so could result in lack of service!

Selecting a location/site in FileBRIDGE

University Records Manager

Alex J. Toner
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 Pittsburgh PA 15260
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Access has informed University Records Management that there have been several recent orders placed via FileBRIDGE on which a department and site has not been selected when finalizing the order. **Please remember to select your departmental account number and verify the address is accurate.** Reminder: You should only have access to your department! Contact [Alex Toner](#) if you have additional access.





University Records Management Working Group

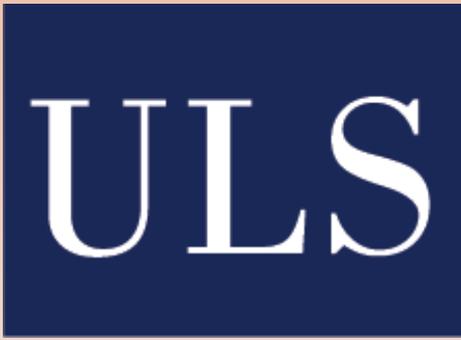
In November 2017 a University-wide working group was convened to review, revise, and update the University's general retention schedule by surveying existing University records management policies, industry best practices, legitimate business needs, and regulatory requirements. The schedule was last updated in 2008.

A revised and universally adopted general retention schedule is of value to the University in the following ways:

- **Increases departmental efficiency and consistency**
- **Reduces institutional risk**
- **Decreases unnecessary costs associated with records storage and maintenance**
- **Promotes accountability and empowers records users**
- **Better utilizes physical space**
- **Establishes a clear and endorsed approach to records management**
- **Strengthens institutional memory**
- **Meets informational management needs of Pitt users**

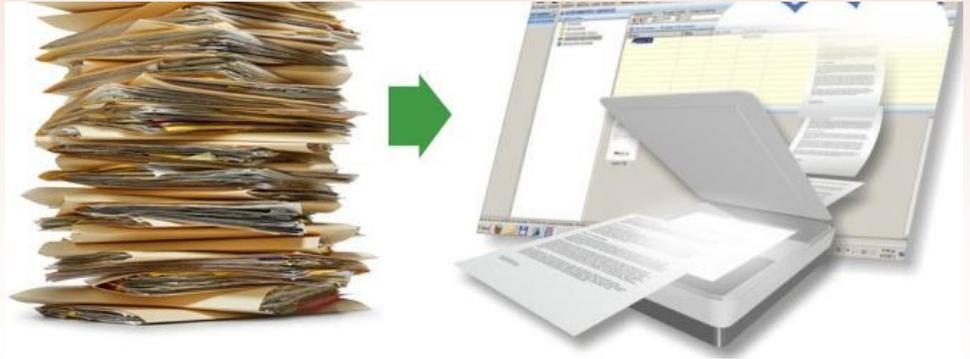
Over the past year the working group has begun examining two of the largest and most common record groups found across the institution: Personnel (staff, faculty, etc...) and Student records. Led by the University Library System, working group project leaders include representatives from Internal Audit, Office of University Counsel, CFO's Office, Office of Faculty Records, Office of Human Resources, Office of the University Registrar, and Computing Services and Systems Development

This process will continue through 2019, with the scope of the work including updating the University's general retention schedule; recommending corresponding University policy changes for adequate compliance; identify departments or units that may require a specific departmental retention schedule; outlining and implementing advocacy methods; and charting next steps for campus-wide records management initiatives



Scanning Paper Records

To better inform Pitt departments and units who are planning or managing paper imaging projects, the ULS has created a [Tips for Imaging Paper Records one-pager](#), which can be found on the University Records Management website



The document provides imaging, management, and best practice considerations that are meant to stimulate thoughtful project planning and record keeping practices. While

scanning paper records can be useful for broadening access to information, integration with University systems, and streamlining record keeping practices, such initiatives should not be pursued without a project plan in place. Should you have questions about imaging paper records or records management practices, please contact the University records manager.

Surplus Property: Hard Drive Destruction



While Access provides secure paper and media destruction for University departments, there may be situations when secure and confidential disposition requires destruction of a computer hard drive as well.

Pitt's own [Surplus Property department will provide this service for free](#) to University departments requiring it. Using their "Hard Disk Crusher", 750 lbs of force are driven into the heart of the hard drive which renders it functionally useless and data recovery impossible. Metal from hard drives and discarded computers are then recycled as part of the University's sustainability plan.

Personally identifiable information, in the form of student, employee, or research-based records and data exist across the institution. When considering proper destruction practices following all necessary retention, don't neglect your electronic footprint.



On the Record: Kristin Britanik



Hello! I'm the Digital Collections Coordinator in the University Library System's Archives and Special Collections. In this newly created position I am responsible for maintaining and growing Pitt's three digital collections sites: [ULS Digital Collections](#), [Documenting Pitt](#), and [Historic Pittsburgh](#), which are all made available through the open source software, Islandora. Behind the scenes, there are many different people and departments involved in getting a physical object digitized and online including, archivists, curators, digitization techs, metadata librarians, and developers. As such, I coordinate digital collections projects between all these departments to make sure every piece that is needed is in place before collections are published online.

Even though I've lived in Pittsburgh for five years, I'm new to Pitt. Previously, I worked in the archives of the Andy Warhol Museum where I oversaw the digitization and intellectual property rights management of the museum's collection. I also worked as a Genealogist at the New England Historic Genealogical Society and as an Archival Digitization Specialist at Ancestry.com in Boston. I'm happy to be in this new position because I am interested in how technology can enable a better understanding of the past. I think making digital collections more accessible and discoverable is an integral part of that process.

I'm excited about working with the greater Pitt community to find ways in which digital collections can enhance peoples learning experiences. I'm always interested in seeing how Digital Collections are used, so if you'd like to learn more about any of our digital collections, please contact me at kristin.britanik@pitt.edu!