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Many University departments and units have been, or are considering, imaging paper records in their office. While scanning paper records can be useful for broadening access to information, integrating with University systems, and streamlining record keeping practices, such initiatives should not be pursued without a project plan in place.



To better inform Pitt departments and units who are planning or managing such 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

Please share with colleagues and peer departments. More robust imaging planning will position your office to enhance access to information, provide proper oversight and authentication, and prepare for potential long-term management or archival transfer.

Should you have questions about imaging paper records or records management practices, please contact the University records manager.

University Records Manager

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[FDSP University Archives and URM Course](#)

The University Archives and Records Management [Spring FSDP course](#) will be held on **Wednesday, June 20 in 342 Craig Hall at 9am**. This workshop will provide an overview of records services, including: campus-wide retention policies and regulations for records management, services available through Access, and University archives for the storage of historical records including faculty papers, administrative records, and student organization records.

[Register to attend here](#)



REMINDER: Update 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- **Access driver has outdated information**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!

Verifying your Address in FileBRIDGE

If your address is incorrect when placing a service order in FileBRIDGE, **STOP!** Do not place the order, as it could lead to your records being delivered to the wrong location. Instead, contact Access Client Care directly at Pittsburgh@accesscorp.com to correct your site address.

Purging Records? Contact the University Archives

With University construction often displacing units and departments over the summer months, 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](#).

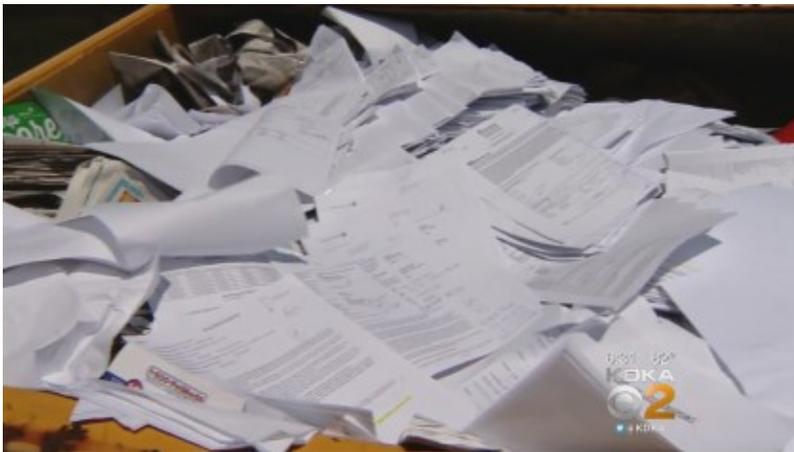
So next time you or a colleague are cleaning out the office and come across such records, don't toss it: Contact [Archives & Special Collections](#). We would be happy to provide an onsite consultation and potential transfer to the University Archives.



Records Management in the News: Dumpster Diving!

Sometimes it may seem like University records management guidelines are overzealous when it comes to secure and confidential records destruction, but this story will make you think again!

On a [May 2 Pittsburgh's KDKA Get Marty](#) reported on insecure disposition of records in Kennedy Township that's raising eyebrows and generating an investigation by the Pennsylvania Department of Insurance.



According to the report, thousands of mortgage –related documents from a company named Servicelink were openly dumped by a third-party title company into unlocked recycling bins behind a Middle and High School. The documents contain private mortgage and other personally identifiable information.

The Pennsylvania Department of Insurance has opened an investigation and communicated to KDKA that such documents “must be shredded.” While some of this information is indeed public record, there are legal mechanisms for retaining and making available such property and directory information.

University of Pittsburgh departments generate records every day containing employee, student, research, medical, and other confidential information. All University Records containing sensitive information and/or personally identifiable information should be disposed of in a secure manner. Please contact the University records manager with questions about destruction services before heading to the dumpster!