

You Can Do It: Records Management

Presented by Brigette C. Kamsler
University Archivist
The George Washington University

12 March 2019

Introduction



In this session you will learn about:

- What are Archives
- What is the University Archives
- What is Records Management
- How does it apply to you
- The GW RM Policy and related documents

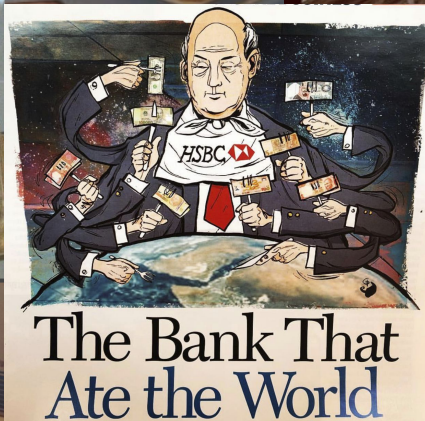
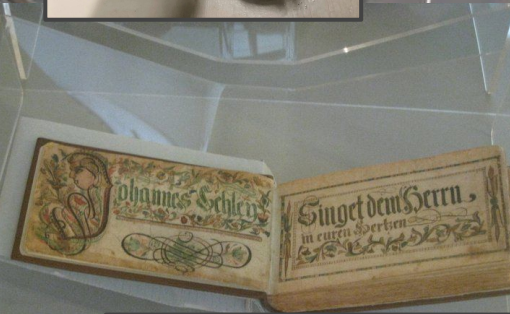
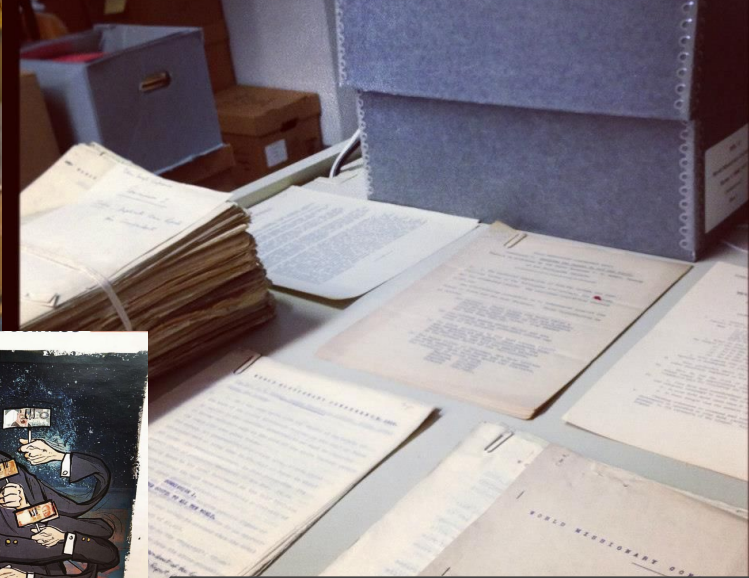


What are archives?

- Collections of unpublished materials
- Paper, audiovisual, digital, or a mix
- Don't usually include objects
(but sometimes will)



University Archives



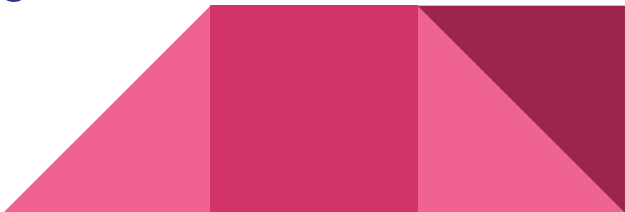


Hatchet Staff reviewing their work, circa 1954

[RG0031_series 001_box 0206_folder 11](#)

An introduction to “Corporate Archives and History: Making the Past Work,” written by Donn C. Neal, says:

An archives is not a storehouse of dusty, unused records. Neither is it an altruistic gift to future researchers. Nor is it a monument to...ego. Instead, it is an asset to better management - a practical, living instrument through which the corporation can marshall the information it produces and collects, can gain ready access to this information as needed, and can use the information to achieve its...goals.”



Records Management

How it applies to you:

- We all make records
- Become more efficient
- Get stuff out of your immediate area = free up space
- You are helping the future





news release

The Public Relations Office / 2100 I Street, N. W. Phone 526-4900 or 526-0230

THE GEORGE WASHINGTON UNIVERSITY • WASHINGTON, D. C. 20008

DISTRIBUTION:

All D. C. papers
Md. and Va. papers
News Magazines
NY Times

FOR RELEASE AT 5 P. M.
January 19, 1967
Jane Lingo - 676-6466

G. W. U. BOARD ADOPTS

POLICY ON NAMING BUILDINGS

The significance of the Washington area in the field of American thought and culture will be emphasized at The George Washington University as the result of a Board of Trustees action in naming university buildings.

Mr. Munter further moved adoption of the following names for buildings:

1. Office Building (21st and Pennsylvania Avenue) --
Joseph Henry Building.
2. Women's Residence Hall (19th and F Streets) --
Mabel Nelson Thurston Hall.
3. Men's Residence Hall (former All States apartments) --
William L. Mitchell Hall.
4. Administration Building (former Westview Apartments) --
Luther Rice Hall.
5. Building C (G Street, adjacent to University Library) --
Alexander Graham Bell Hall.
6. Building D (adjacent to University Library, G Street) --
Gilbert Stuart Hall.
7. Sino-Soviet Institute (19th and G Streets) --
Matthew Fontaine Maury Hall.

MINUTES OF THE STATED MEETING OF
THE BOARD OF TRUSTEES OF THE GEORGE WASHINGTON UNIVERSITY
January 19, 1967

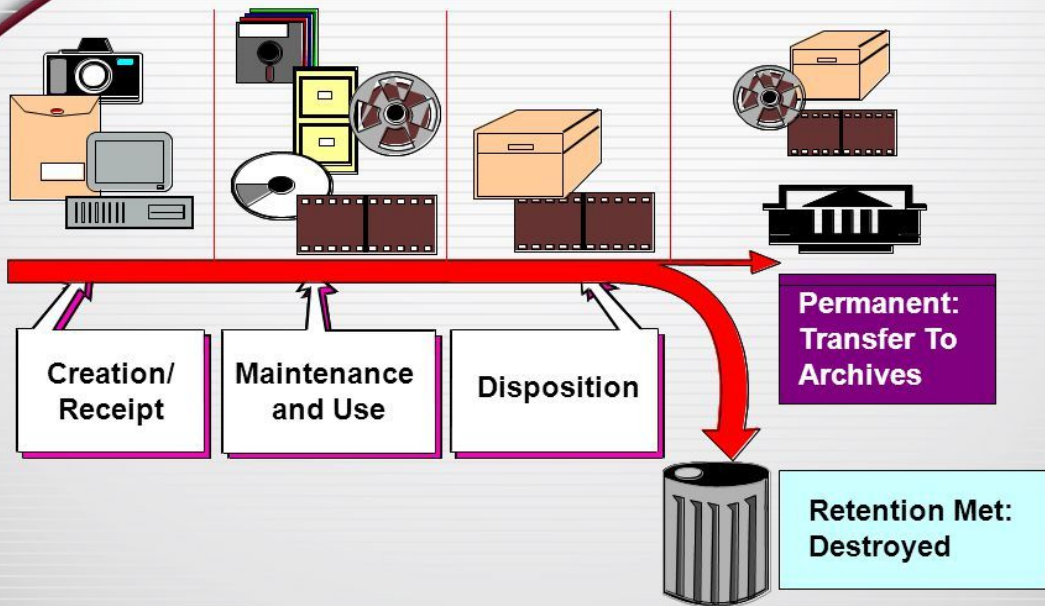
Basic records management terms

- Records retention schedule
- Vital record
- Record copy
- Retention Period
- Disposal
- Records Survey
- Litigation Hold
- Regulated Information



Restrictions

Records Life Cycle



GW Records Management

The Policies:

- Records Management:
<http://my.gwu.edu/files/policies/RecordManagementFINAL.pdf>
- University Records Schedule:
https://compliance.gwu.edu/sites/g/files/zaxdzs2791/f/univ_records_sched_branded.pdf
- Information Security:
<http://my.gwu.edu/files/policies/InformationSecurityPolicyFINAL.pdf>
- Implementing Procedures for Records Management Policy:
https://compliance.gwu.edu/sites/g/files/zaxdzs2791/f/Records_Mgmt_Procedures_branded.pdf

Implementing Procedures

Implementing Procedures

- A. Conducting a Records Survey
 - a. Information Security Policy



Implementing Procedures

- A. Conducting a Records Survey
 - a. [Information Security Policy](#)
- B. Establishing Records Management Procedures
 - a. Contact the archives!



Implementing Procedures

- A. Conducting a Records Survey
 - a. [Information Security Policy](#)
- B. Establishing Records Management Procedures
 - a. Contact the archives!
- C. Implementing the [University Records Schedule](#)
 - a. What if your document is not listed on the schedule?



Implementing Procedures

D. Contacts

Questions on the University Records Schedule or Litigation Holds:

Office of the Senior Vice President and General Counsel (202) 994-6503 gwlegal@gwu.edu

Questions on Records Management Procedures and Compliance

Compliance and Privacy Office (202) 994-3386 comply@gwu.edu

Questions on Records Management

University Archives (202) 994-7295 archives@gwu.edu

Questions on Management and Destruction of Electronic Records

Division of Information Technology (202) 994-4948 ithelp@gwu.edu



Conclusion



Jacqueline Bouvier Kennedy graduation, 1951.

[RG0031-001-0002-00001-00007_0007](#)



Questions?

Contact

Brigette Kamsler: bckamsler@gwu.edu

University Archives: archives@gwu.edu

Special Collections: speccoll@gwu.edu

Follow us on Twitter: @GWUSpecColl

Follow us on Instagram: @gwuscr

