

32 – Records Management - Multiple Media Formats

Action Item Template Response

General Action Item Information

Lead Division/Office: ES/IAA

Action Item Number: 32

Action Item Short Name: Records Management - Multiple Media Formats

Dependencies with other EP Action Items: 17, 18, 19, 20, 30, 31, 33, 40, 41, 42

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I. DESCRIBE YOUR PLANS FOR IMPLEMENTING THIS ACTION.

There is a great need for an easy and intuitive method that allows IU administrators to determine and store appropriate documents that reflect business decisions or related traditions and history. There must also be an easy way to search and retrieve that information.

Policies and standards that ensure appropriate data handling and document storage and retention should rigorously govern sensitive, non-public, and/or important university information. Once those are in place (Action 19), IU should provision a data storage and retrieval facility that provides appropriate physical and electronic protection (Action 32).

ACCOMPLISHMENTS

A small working group has been collecting requirements and doing analysis.

Next steps

The ESSEC has received a formal request for UITS to provide OnBase as an enterprise-wide service.

II. WHAT ARE THE POLICY AND PRACTICE IMPLICATIONS OF YOUR PLANS?

Users of institutional data and business documents will have to know and adhere to data governance and standards, data classifications, and business rules that dictate what sorts of materials and documents must be retained.

III. IDENTIFY STAKEHOLDERS.

All persons who create, distribute, and handle institutional documents; administrators; and data stewards.