

# Question as You Arrive

What is the ONE most urgent, nagging, burning issue or concern for you regarding “**what to keep and what to toss**”?

**Write it on the card at your table or chair.**

# What to Keep (and What to Toss)

Identifying OSU Records with Long-Term  
Historical or Administrative Value  
OSU Training Days – Nov. 8, 2016

# Follow Along Online

<http://scarc.library.oregonstate.edu/records-management.html>

PDF of Presentation  
Handout

# Introduction

- Who am I?
- Who are you?
- General overview of today's session

# Who am I?

**Elizabeth Nielsen**  
**University Archivist**

Archivist at OSU since 1990.

Appointed University Archivist in May 2014.

[Elizabeth.nielsen@oregonstate.edu](mailto:Elizabeth.nielsen@oregonstate.edu)

541-737-0543

Who are YOU?

# Overview of Today's Session

*Focus on identifying records in OSU administrative or academic units that have long-term value and review options for preservation and access to those materials.*

## Main Topics:

- Non-Record Materials
- What does the General Records Retention Schedule say?
- What about other records?
- Developing a plan for preservation and access
- Websites
- Future Activities
- Other Services
- Wrap-Up and Questions

# Background and Definitions

<http://scarc.library.oregonstate.edu/records-management.html>



# What are Records?

- Have 3 fixed characteristics:
  - Content
  - Structure
  - Context
- Do they document a transaction?
- Can they be used as evidence or proof?
- Materials that we create or maintain in order to do our job

# OSU Records Retention Policy

- Adopted in July 2015.
- Includes a General Records Retention Schedule and the authority to create schedules for specified units.
  - Minimum retention period.

2015 Training Days presentation online here:

<http://scarc.library.oregonstate.edu/records-management.html>

# Long-Term Value

- Administrative
- Historical
- “Secondary” Use (e.g. genealogical research)
- Artifactual or Intrinsic

**=> Archival Value <=**

# Non-Record Materials

<http://scarc.library.oregonstate.edu/records-management.html>

# Keep only as long as you need

- Published materials  
NOT produced by your  
unit
- Extra copies and excess  
stock
- Duplication masters
- Individual employees'  
memberships



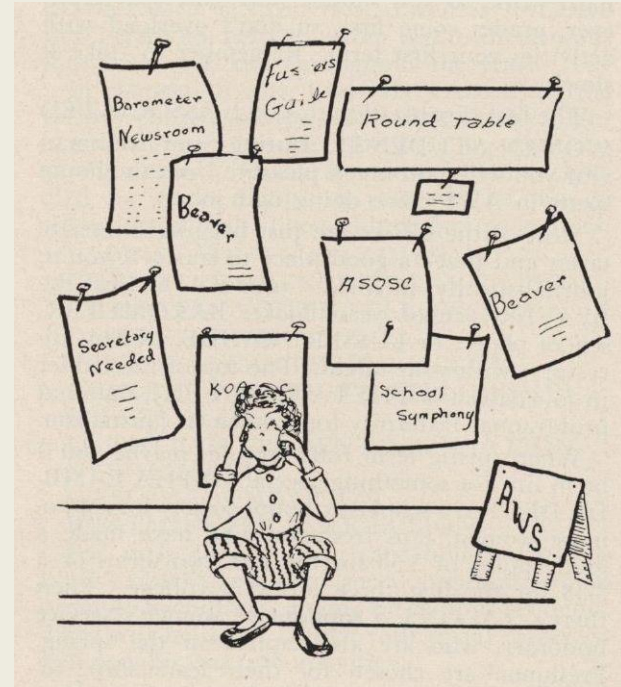
# Documents scanned into Nolij

- Original paper copies scanned into Nolij or other **enterprise-wide** e-records system
- One year



# Ephemeral Items

- Text messages
- Voice-mail messages
- Random notes and slips of papers
- Announcements received



# Guidance from the General Schedule

[http://scarc.library.oregonstate.edu/records-  
management.html](http://scarc.library.oregonstate.edu/records-management.html)



May include records with long-term  
administrative or historical value.\*

\*Contact the University Archivist for assistance in identifying records with long-term historical or administrative value and developing a plan for preservation and access.

15 of the 40 records listed in General Schedule  
have this annotation

# Most Held by Central Units

- Academic Programs
- Registrar's Office
- Capital Construction and Campus Planning
- Board of Trustees
- Faculty Senate
- Provost's Office
- Finance and Administration



# Unit Schedule

The Records Retention Schedule for a particular unit might specify records that have long-term administrative or historical value

AND/OR

Refer to a plan that has been developed for managing those records.

# But What About Other Records?

<http://scarc.library.oregonstate.edu/records-management.html>

# Criteria

- Created and assembled by many different units on campus – administrative and academic
- Described by function, not format
- Reflect and document the core function(s) of the unit.
- NOT an exhaustive list ... these are common examples.
- These MAY include archival materials.

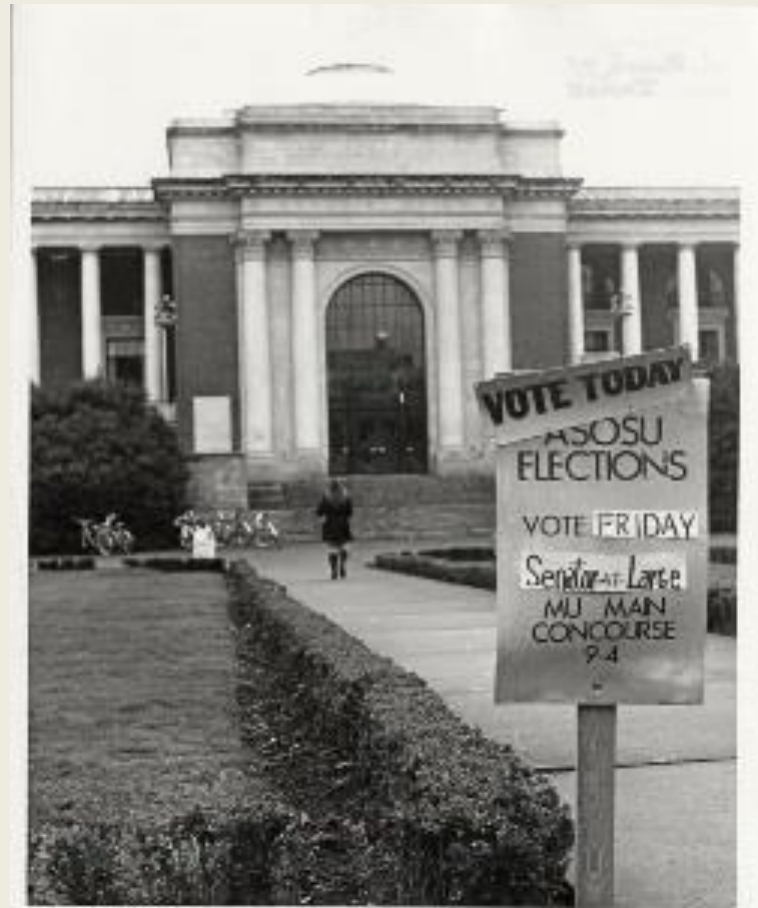
# Examples #1

- Annual Reports
- Awards Records
- Biographical Files
- Committee Records
- Facilities Records
- Faculty, Staff, or Student Organization Records



# Examples #2

- Planning Documents and Materials
- Policies and Procedures (including handbooks and manuals)
- Promotional Materials
- Reference Files (maybe)



# Examples #3

- Special Activity or Project Records
- Special Event Records
- Staff, Faculty, or Department Meeting Records [if set policy and procedure]





# Developing a Plan for Preservation and Access

[http://scarc.library.oregonstate.edu/records-  
management.html](http://scarc.library.oregonstate.edu/records-management.html)

# Preserve in Place

- You may have long-term need in your unit
- Electronic records system



# Transfer to Archives (SCARC)

- In-active records
- Are incorporated into the historical collections documenting OSU
- Information made available about them online
- Available for use by scholars, students, and YOU



# How does that happen?

- Contact me or one of my colleagues in SCARC.
- We will visit your office and review materials.
- Provide some instructions for boxes.
- Physical transfer and a bit of paperwork.



# Websites

[http://scarc.library.oregonstate.edu/records-  
management.html](http://scarc.library.oregonstate.edu/records-management.html)

# Archive-It

- Tool we use to “crawl and capture” websites.
- Has been ad-hoc
- Growing to be more comprehensive
- Examples



HOME EXPLORE LEARN MORE CONTACT US

The leading web archiving service for collecting and accessing cultural heritage on the web Built at the Internet Archive



Login

Welcome to Archive-It! Attend a live informational webinar and demo to learn more about the service

Contact Us to sign up for an upcoming session: Nov 10 2016, 10:00 AM PST Dec 01 2016, 10:00 AM PST

Explore Collections Find a Collection by Name

Search Show All Collections



Government in Alaska Web Archive

By Alaska State Library

Curated by the Alaska State Library is this rich collection of state and regional government agency websites.



Clinical Translational Science Award

By National Institutes of Health

The Clinical Translational Science Award Collection document and preserve the progress of the Clinical Translational Science Award websites.



Immigration/Borderlands

By University of Texas, San Antonio

This collection from the University of Texas, San Antonio contains sites related to the wide range of issues related to immigration, including the labor, educational, social, and...

Explore Collecting Organizations Find an Organization by Name

Search Show All Organizations





Login



HOME EXPLORE LEARN MORE CONTACT US

The leading web archiving service for collecting and accessing cultural heritage on the web Built at the Internet Archive



Explore >> Oregon State University Libraries >> University Archives



## University Archives

Collected by: [Oregon State University Libraries](#)

Archived since: Apr, 2012

Description: Web archives for Oregon State University.

Subject: [Universities & Libraries](#)

Creator: [Oregon State University Libraries](#)

### Narrow Your Results

#### Subject

Sort By: Count (A-Z)

- Lobbying--oregon. (1)
- Oregon State University--Research grants. (1)
- Oregon University System. (1)
- Oregon. Governor. (1)
- Oregon. Legislative Assembly. (1)

More ▾

#### Creator

Sort By: Count (A-Z)

- Mills, Jock. (1)
- Oregon State University. Government Relations Office. (1)
- Oregon State University. Office of the President. (1)
- Ray, Edward J. (Edward John), 1944- (1)

Sites for this collection are listed below. Narrow your results at left, or enter a search query below to find a site, specific URL or to search the text of archived webpages.

Enter search terms here

Search

Clear

Sites

Search Page Text

Page 1 of 1 (44 Total Results)

Sort By: Title (A-Z) | Title (Z-A) | URL (A-Z) | URL (Z-A)

URL: <http://agsci.oregonstate.edu/aquatic-bt/>

Captured once on May 27, 2015

URL: <http://agsci.oregonstate.edu/research/pow/>

Captured once on Dec 17, 2015





# University Archives Web Archive (Oregon State University Libraries)



Enter Web Address:  All

Searched for <http://oregonstate.edu/events/commencement/>

7 Results [RSS](#) [Metadata](#)

[Look up URL](#) in general Internet Archive web collection

[Proxy Mode Help](#)

\* denotes when page was updated

## Found 7 Captures between May 16, 2012 - Jun 27, 2012

2012  
7 pages

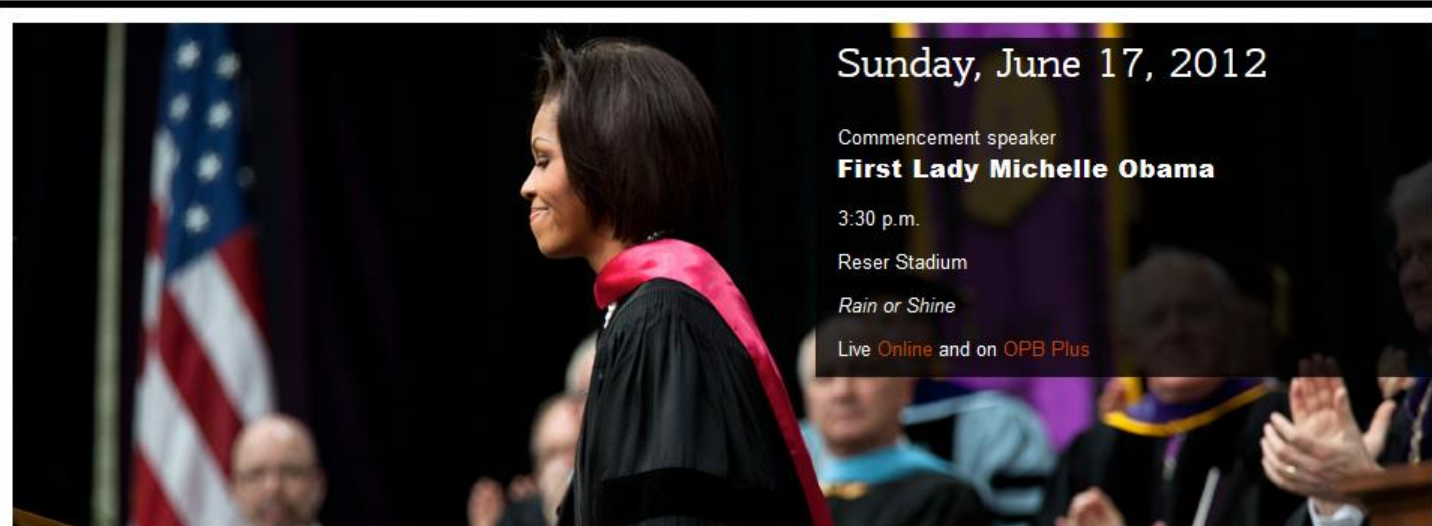
- [May 16, 2012](#) \*
- [May 23, 2012](#) \*
- [May 30, 2012](#) \*
- [Jun 6, 2012](#) \*
- [Jun 13, 2012](#) \*
- [Jun 20, 2012](#) \*
- [Jun 27, 2012](#) \*

You are viewing an archived web page, collected at the request of Oregon State University Libraries using Archive-It. This page was captured on 14:59:57 May 16, 2012, and is part of the University Archives collection. The information on this web page may be out of date. See All versions of this archived page.



# Commencement

- Tickets
- FAQ
- Guests & Visitors
- Special Accommodations
- Faculty
- Volunteers
- Academic Distinction



**Sunday, June 17, 2012**

Commencement speaker  
**First Lady Michelle Obama**

3:30 p.m.

Reser Stadium

*Rain or Shine*

Live [Online](#) and on [OPB Plus](#)

- General Information
- Lineup Instructions
- Ceremony Seating
- Ceremony Instruction



Join us on Facebook to receive updates and interact throughout the Commencement process.

### Announcements

- » Tickets will be required for the 2012 Commencement Ceremony. [Ticket information](#) is available for students, faculty and staff.
- » Up to 8 tickets per student - must be registered & cleared to attend Commencement.
- » **STUDENTS ONLY: Make sure to register to attend commencement ceremony - must be registered by Friday, May 18, 2012 - 5:00PM.**
- » Please visit the most recent [FAQs](#) related to this year's ceremony.

**REGISTER**  
for commencement

# Other Services

- Records Centers
- House Calls for Records Review and Analysis

# What is in the Future?

- Pending revisions to the General Schedule.
- Development of Unit-Specific Schedules
  - What records (regardless of format) does your unit create and/or maintain that are unique to your unit? [Think about functions that are unique to your unit ... within OSU generally.]
- Best Practice Guidelines and FAQs
- E-mail (enterprise-level)
- Digitization Guidelines

# Wrapping Up

## Step 1

Question on the Card

Look at that question you wrote down at the beginning.

Was it answered?

## Step 2

Request Form

Complete here and leave with me.

OR

Take it back to your office and send to me later.

# Questions?

Elizabeth Nielsen

[Elizabeth.nielsen@oregonstate.edu](mailto:Elizabeth.nielsen@oregonstate.edu)

541-737-0543