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Information Technology

RECORDS COORDINATOR TRAINING
MARCH 9, 2023

Agenda:

- RMS Tips & Tricks- Submitting Adds, Changes and Deletes
- Retention Code Discussion
- News from Records Management
- Questions

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Records Series Updates – General Overview

- Records Coordinator submits a Record Series Request in RMS to initiate the process to add, change, or delete a records series.

- This request is then routed to the Records Analyst assigned to that State Agency. The Analyst reviews the request and initiates routing to the Task Force.

- The Task Force members (State Auditor, Attorney General, and State Archivist) review the request and add appropriate values to required fields.

- Once approved by the Task Force, the request is reviewed, assigned the total retention (considering the longest of the Agency and Task Force values) and approved by the State Records Administrator.

- The agency Records Coordinator will have the opportunity to review and provide a final approval before it is published to the Records Retention Schedule (searchable under Record Series). This approval chain is date-stamped on the record series in RMS.

- Changes to the ND General Schedule go through the same workflow approval process but are initiated by the State Records Administrator.

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Records Series Updates – Online Resource Links

- <u>Records Coordinator Training for RMS</u> (starting on page 11)

- <u>RMS User Guide</u> (starting on page 4)

**DEMO by Records Analysts
- How to Submit Requests
- Explanation of Record Series Request Fields
- Explanation of Status/Action Column
- Tips and Tricks, etc.

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Retention Codes – General Overview

- Retention codes are the abbreviations we use on the records retention schedule.

- The current list can be found on our website: Records Retention Codes

Examples:

Abbrev.	Terminology		
A#AP	After # Audit Periods	DOC	Duration of Commission
AA	After Audit and Report are Completed	EOC	End of Construction
AAC	After Account Closed	FFY	Federal Fiscal Year (Oct - Sept)
AAFA	After Approved Federal Audit	FL	Film Life
AAT	After Action Taken	LA	Life of Agreement
ABC	After Business Closes	LB	Life of Bond
ACC	After Case Closed	LD	Life of the Dealer
ACFY	After Current Fiscal Year (July - June)	LM	Life of Member
ACM	After Conditions Met	LOA	Life of Applicant
ACP	After Close of Policy	LOB	Life of Bridge/Building
ACR	After Code Repealed	LOC	Life/Length of Contract
AE	After Expired	LOD	Length of Deduction
AES	After Expiration of Sentence	LOE	Life of Equipment
AFD	After Final Disposition	LOF	Life of Form

- Retention codes can be date-based or event-based.

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Retention Codes – Consolidation/Update Project

- NDIT Records Management has an ongoing project to consolidate or eliminate codes that are redundant, unclear, or under-utilized.

  - **Why Consolidate?**
    - The codes can be confusing as some are very similar.
    - There are too many event-based codes that can't be managed with automation.
    - The RIM industry is moving toward "big bucket" retention management, which groups records in broad categories that correspond to an organization's major activities, business functions, or work processes. Each category (bucket) is assigned a record code.

  - **Discussion Questions**
    - What are your struggles with these codes?
    - What concerns do you have about consolidation?
    - What benefits do you see from having fewer options/going more toward big bucket?
    - Other comments/questions/concerns?

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News from Records Management

- **HB 1528 – Highlights (Updates to NDCC 54-46 Records Management)**
  - Updates the definition of a record to specifically include email that provides an administrative, legal, fiscal, or historical value.
  - Creates an archive of email and other M365 items attached to a user license for supervisors and above.
  - Mandates holds be put on files, electronic files, hard drives and other items if a supervisor or above departs unexpectedly. A successor will need to review items and lift the hold.
  - Link to bill: HB 1528 - Overview | North Dakota Legislative Branch (ndlegis.gov)

- **JotForm – Ask the Experts Meetings**
  - Every other Wednesday at 11am. Discussion, examples, demos, tips, updates and more on JotForm from users across agencies. If you'd like to join, please reach out to myself or Chuck Picard.

- **Next session: June 2023**
  - If you have topic suggestions, please let us know!

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Questions?

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Records Management Website: Records Management | North Dakota Information Technology (nd.gov)

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