

UVA RECORDS & INFORMATION MANAGEMENT

Guidelines for digital records storage:

Statement: State and Federal regulations allow for the storage of records in digital format as long as best practices are followed in the organization, storage, security and retention of the digital data and information. The following guidelines are based upon records management best practices and UVA internal policies.

1. Organization

- a. File/Folder Naming Convention
 - i. Names should identify the content of the file
 - ii. Use a standard date format (MM-DD-YYYY) to identify versions and/or manage retention.
 - iii. Only use acronyms that are understandable to all
 - iv. Create documentation of the guidelines for naming
- b. File/Folder Organization
 - i. Simple organizational plan
 - ii. Arrange by function or account
 - iii. No more than three levels of folders/subfolders
 - iv. Match paper file organization
 - v. Do not use names/computing IDs
- c. Use of metadata or indexing
 - i. Metadata can include additional information beyond the file name such as:
 1. Individual or unit identification
 2. Identification number
 3. Retention time, disposition date or records series number
 4. Other data used to search for this document
 - ii. Document management systems have databases for indexing (tags or labels)
 1. Image Now (Academic)
 2. OnBase (Medical Center & Facilities Management)
 - iii. SharePoint (O365 – One Drive/Teams Documents)
 1. View info to see labels
 2. Retention labels built into system (Academic O365 only)
 - iv. Metadata available in all MS formats and PDF
 1. View properties to find metadata – also called tags or labels)

2. Storage

- a. Security
 - i. Storage must meet the sensitivity classification of the information
 - ii. Highly Sensitive must be on a secure server
 - iii. Ask LSP/IT Support for assistance
 - iv. Consult UVA Info Security: <https://security.virginia.edu/data-protection>

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2. Storage (con't)

- b. Server/O365
 - i. Use UVA provided shared drives, SharePoint or OneDrive for storage
 - ii. Allow for sharing between unit employees
 - iii. Do not store on hard drives or external devices (disks, USB, etc.)
- c. Processing systems like DocuSign are NOT document repositories. Download signed documents to your storage.
- d. Keep all documents related to the same function (Recon or purchases) together in one location. Make digital copies of files if connected to more than one account.
- e. Shared Storage
 - i. Document naming and organization rules/convention
 - ii. Train employees about proper storage, organization, and naming
 - iii. Have all files stored in one location, not individual folders/drives or hard-drives.

3. Scanning paper

- a. Remove all staples, clips, etc.
- b. Scan post-it notes on a separate piece of paper behind the page it was adhered to
- c. Check for double-sided documents and scan both sides
- d. Regular printed paper – 200 DPI minimum
- e. Color or black/white or grayscale – may need to test for readability
- f. Do not use copiers that send scans to email if scanning Highly Sensitive Data
- g. Rename all files – do not save as the auto-name from copier/scanner
- h. Once electronic image is created and properly filed, destroy the paper. You do not need to complete a RM3.

4. Retention

- a. Include disposition date in the names of folders or files
 - i. Example: Recon-April2020-**Destroy07012023**
- b. Track retention of electronically stored information in the University Records Management Application (URMA).
 - i. More info: <https://recordsmanagement.virginia.edu/urma/overview>
- c. Destroy electronic records meeting retention annually by completing the RM3 process: <https://recordsmanagement.virginia.edu/records-retention/overview>

- 5. **Need Help:** Contact Records & Information Management (records@virginia.edu)