

From: [Rittenhouse, Stacey E \(set8t\)](#)
To: [Records Management Office](#)
Subject: NAGARA Program Excellence Award Nomination - Carruthers Hall Cage Clean Out - Summer of 2017
Date: Thursday, March 30, 2023 11:56:14 AM

Good morning:

I am writing to show my appreciation for the help that UVA Records & Information Management provided during our Carruthers Hall Cage clean out beginning in June 2017 through August 2017. No one in the years that I have been here wanted to take this on. Since Carruthers renovations were beginning that Fall, this project had to be done. When I first spoke to Caroline about her team assisting, she was more than willing to help with a great attitude! Her team came over 2 to 3 times a week, off and on, during that period to assist in this huge undertaking. Each Carruthers department owned a cage downstairs in the dirty dark basement where records were stored in different size boxes, file cabinets, etc. The Records team worked with each department assisting with their unique records. Some records were dated as far back as the 1920's.

The Records team came in dressed in jeans and rolled up their sleeves to help us dig into each box and file drawer to catalog each record. The options were to send them to one of the following:

- Trash
- Surplus or ROSE Program
- Shredding Truck
- Off-site Storage
- Archives

They explained how URMA worked, keyed in the data, printed off labels, and organized the filled off-site storage boxes right in the cage.

Her team assisted with scheduling the shredding trucks, offsite storage vendor pick-up, and surplus pick up to help make this a smooth seamless project.

Caroline's team provided several breakfasts and lunches with some nice treats some of the days they were here for the workers assisting.

Due to this great collaboration with the Records & Information Management Office and their innovation and creativity to get this job done, our cages were cleaned out and ready for the renovation project. Not to mention that our records are now stored in a safe controlled environment where they can easily be accessed if needed, and destroyed when retention is met. We are happy to be in compliance with the State and to have this project behind us!

Thank you.
Stacey