URMA

University Records Management Application

Updated October 2015

USING URMA

Section VI:

Entering Electronic (Standard or Research) Records on Removable Media

ENTERING ELECTRONIC RECORDS
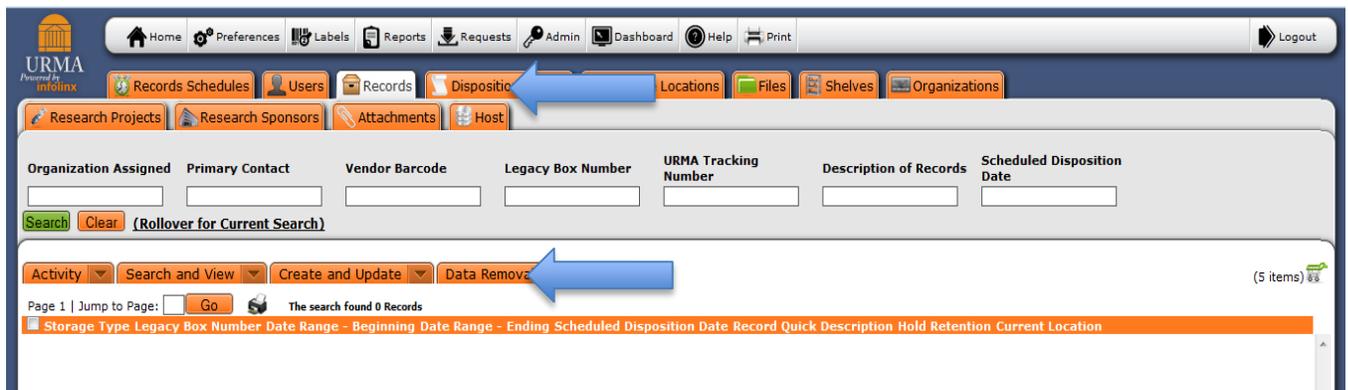## *(STANDARD OR RESEARCH RECORDS)*

Remember that there are two storage types available in URMA: Physical and Electronic. ELECTRONIC records are digital ones, including electronic office documents, electronic mail (email), data in application databases, etc.

If you are entering ELECTRONIC records, you will need to know if these records are stored on **REMOVABLE MEDIA** (CDs, DVDs, USB sticks, internal hard drive of a laptop or desktop computer, external drive, etc.) or on a **SERVER/SERVICE** (a shared network drive).

If you need assistance determining any of the data needed to complete the entry, please contact your LSP or technical support person in your department.

Electronic Records on Removable Media

- Select **RECORDS** on the Item Type tabs menu.

- Click the down arrow on the CREATE and UPDATE action button and select CREATE.

- The *Create a New Record* screen will appear.

- Select ELECTRONIC from the Storage Type drop down box.

- The screen below will be displayed. Notice that the only difference at this point is the addition of the field ELECTRONIC STORAGE TYPE.

Using the drop down arrow, select **Removable Media** for the Electronic Storage Type.

At this point, you will need to enter the
      SIZE (a number limited to 9 digits),
      UNITS (KB, MB, GB, TB),
      DATA CUSTODIAN (where the removable media is actually stored).

Please note that the remaining fields are identical to those used when entering **PHYSICAL** Records. If you are entering **Electronic Standard Records**, refer back to **Section IV (Entering Physical Standard Records)** and follow those instructions if you need assistance in completing the remaining fields. If you are entering **Electronic Research Records**, refer back to **Section V (Entering Physical Research Records)** and follow those instructions if you need assistance in completing the remaining fields.