

KSU RECORDS MANAGEMENT NEWSLETTER

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Managing Faculty Files

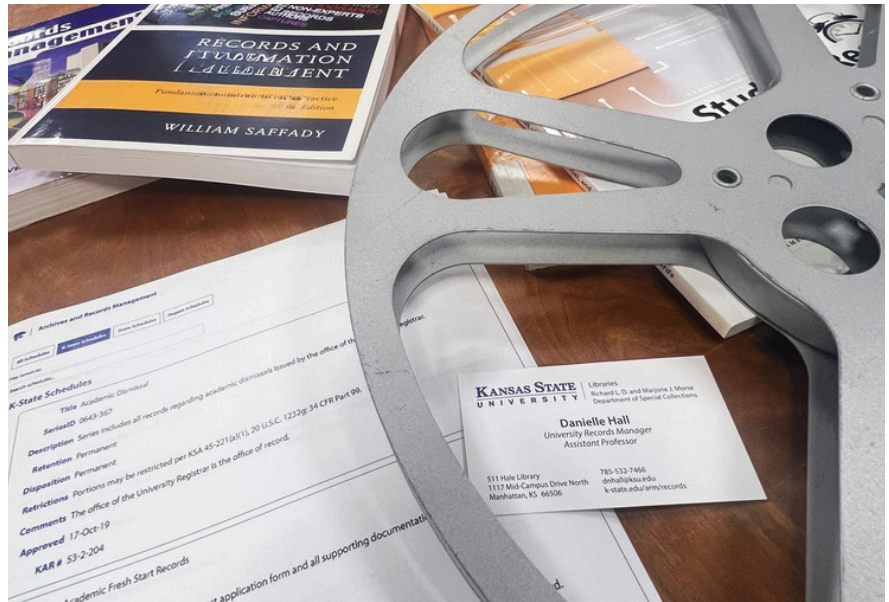
Kansas State University Records Management helps faculty organize, store, and maintain university records in all formats, offering guidance on file naming, storage systems, retention schedules, and legal compliance. Located in Hale Library, the office supports faculty in distinguishing between personal and official records, managing digital and paper files, and transferring materials to the University Archives. University records—whether administrative, legal, fiscal, historical, research-based, or electronic—document official university business and must be handled according to institutional policies. Clear organization, consistent file naming, and understanding privacy rules are key to effective records management. Faculty can contact Records Manager Danielle Hall for assistance.

[- Learn more about managing faculty files](#)

What are records?

Records are the information your organization creates and maintains while conducting business. They can exist in any format, including paper, digital, or other media. Work-related records, such as emails, that employees create at home or on personal devices still belong to the organization. These records are unique and serve as evidence of your role and activities at K-State.

To help determine whether your documents are records, use the handy ["Is It a Record?"](#) flowchart.



Recordkeeping Best Practices

Kansas State University's Records Management program provides training, consultations, and resources to help faculty and staff implement consistent, university-wide records management practices. When paired with approved Records Retention Schedules, these practices support legal and regulatory compliance, reduce the risk of unnecessary legal discovery, enhance information security across all formats, and improve operational efficiency. Most importantly, they ensure that permanent records—those documenting K-State's institutional history and core functions—remain accessible and preserved for future use.

By following best practices, employees at Kansas State University can securely manage their work records while also maintaining records that must be kept for legal compliance, internal reference, or historical research.

[- Learn more about recordkeeping best practices](#)





PRESERVING K-STATE'S LEGACY THROUGH ARCHIVES

The K-State University Archives play a vital role in safeguarding the university's institutional memory. Ranging from departmental records and campus publications to photographs and correspondence, these materials help document the evolution of Kansas State University and support transparency, accountability, and historical research. For administrative staff, the archives are a valuable resource for understanding past initiatives, informing current practices, and contributing to long-term planning. The archives are also actively seeking historical administrative records—such as meeting minutes, annual reports, program reviews, and other documentation—that reflect the work and impact of campus offices. Contributing these materials helps ensure that the university's story is preserved in full.

New Oral History Program: Share Your K-State Experience

To further enrich our historical record, the K-State University Archives is launching a pilot oral history program. This initiative invites faculty, staff, students, and alumni to share their personal stories and reflections about life at K-State. Whether it's a memorable project, a unique campus tradition, or a moment of change, these narratives help capture the human side of university history. If you or someone in your department would like to participate, please contact the archives team at libsc@k-state.edu. Your voice matters—and we'd love to help preserve it for future generations.

Your Campus Records Experts: Get to Know the RIM Committee

The Records and Information Management (RIM) Committee plays a key role in guiding Kansas State University's approach to records and information governance. Tasked with developing, reviewing, and approving policies related to records and technology, the committee ensures these standards are clearly communicated and consistently applied across campus.

The committee also provides guidance on best practices, responds to records-related questions, and supports training and implementation efforts.

[Meet the RIM committee members](#)

Upcoming Trainings

Records Management 101:

- August 19th, 10:30 am- 12 pm, Zoom
- September 30th, 12 pm - 1:30 pm, Hale 181 or Zoom

To register for these sessions, either sign up through [HRIS self-service](#) or send an email to learning-develop-hr@k-state.edu. When sending an email, please include your name, employee ID, and the course title, Records Management 101. Attendees will receive credit in HRIS.

On Demand:

- Microsoft 365 cleanup
- email cleanup