

# KSU RECORDS MANAGEMENT NEWSLETTER

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## Your Records Matter!

Starting a new position? Leaving one behind? Either way, your records play a big role in keeping things running smoothly. Here's what you need to do.

### When You Start:

- Make sure you have access to essentials like email, training, and keys.
- Check if previous staff left records behind. These can help you hit the ground running.

### When You Leave:

- Return all work-related records—both paper and electronic.
- If you created it for your job, it's a record. Don't shred it, stash it, or take it home.
- Follow K-State's retention guidelines and reach out for help if you're unsure.

Why does this matter? Records preserve your work and ensure compliance. They're not just paperwork—they're part of your professional legacy.

Need help? Contact us at [libsc@k-state.edu](mailto:libsc@k-state.edu) or visit [the records management websites](#).

## Preparing Records for CatFiles(W:Drive) Migration

Records are information created or received in the course of university business, regardless of format, including paper, email, and other electronic files. Records Management resources help staff identify common record types and understand their value. Reviewing these resources and conducting a basic inventory can clarify what files you have and what should be kept. Cleaning up outdated or non-record materials before the CatFiles (W:Drive) migration reduces clutter, supports compliance, and ensures that required records are ready to move forward.

For help identifying your records, visit our [Records Management Topics page](#)



Clipping of Willie the Wildcat from the 2005 Royal Purple yearbook.

## Ring in the Year with Better Records

A new year is the perfect time to refresh your records management habits! Getting organized now saves time later and keeps you compliant with K-State policies.

Start by reviewing your files—both physical and digital. Decide what to archive, retain, or securely dispose of using K-State's retention schedules. Setting small goals, like digitizing paper files or creating consistent naming conventions, can make a big difference.

**Want to involve your team?** Host a quick refresher or join a Records Management 101 workshop to boost awareness and accountability. Scheduling regular check-ins throughout the year helps keep everyone on track.

Remember, records management isn't a one-time task—it's an ongoing process. Starting early reduces stress, lowers risk, and builds a culture of transparency and efficiency.

**Ready to get started?** Contact your the University Records Manager at [libsc@k-state.edu](mailto:libsc@k-state.edu) for resources and support. Let's make this your most organized year yet!

[Find your retention schedules here](#)



## Naming and Organizing Electronic Records

Have you ever spent way too long searching for the right file? A clear system for naming and organizing electronic records can save time and reduce frustration. When everyone uses the same approach, files are easier to find—even if you didn't create them—and you don't have to open multiple documents to figure out what they are. Good naming conventions include key details like subject, date (in a consistent format such as YYYYMMDD), and version number. Organizing files into logical folders by subject or function keeps things neat and searchable.

Version control is also important—using clear numbering for drafts and final versions prevents confusion when multiple people are editing. Regular clean-ups based on retention schedules help keep storage manageable, and security measures like restricted access and password protection protect sensitive information.

For more practical tips and examples on naming and organizing your electronic records, [view our PDF guide on naming conventions.](#)

## Your Records Hub

Ever wonder what to do with old files, overflowing inboxes, or mystery folders that have been hanging around way too long? The [K-State Records Management website](#) is here to help! This handy resource makes records management feel a whole lot less intimidating, with easy-to-follow guidance on retention schedules, electronic and paper records, and proper disposal.

Whether you're spring cleaning your office, organizing shared drives, or just curious about records responsibilities, this site has you covered. Think of it as your go-to cheat sheet for keeping records organized and compliant. Check it out and give your records a little peace of mind!

Our goal is to help records management blend naturally into your daily routine.

## **Upcoming Trainings**

Records Management 101:

- February 17<sup>th</sup>, 10:30 am- 12 pm, Zoom

To register for this session, either sign up through [HRIS self-service](#) or send an email to [learning-develop-hr@k-state.edu](mailto: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