KSU RECORDS MANAGEMENT NEWSLETTER

CatFiles/W:Drive

As part of a campus-wide initiative, Archives and Records Management and the Division of Information Technology are helping departments transition from CatFiles/W:Drive to SharePoint.

To ensure a smooth migration, each department will work with Records Management to review and classify files into three categories: Migrate, Archive, or Delete. This process ensures proper storage, compliance, and backup of your department's records.

Please coordinate with your IT Director to begin the process or let them know of a completed migration. If you have any questions or are ready to get started, don't hesitate to reach out.

 - Learn More Here

Offboarding

Before leaving K-State, employees must meet with IT or Records Management (**dnhall@ksu.edu**) and their supervisor to ensure proper transfer of university records. Email, OneDrive, and Teams accounts will be deactivated 30 days after departure, making data inaccessible.

Tip: Save personal documents like recommendation letters, performance reviews, and teaching evaluations in a secure, non-K-State location before leaving.

Students helping out with Shred Day 2025. Photo taken by Danielle Hall

Stay Informed with the Listserv

Keeping records organized and secure is crucial for smooth operations, and the Records Management listserv is here to support you. Through this platform, we will share bimonthly updates with departmental representatives, committee members, extension agents, and other key stakeholders.

These updates are designed to be informative and actionable, covering topics such as:
- Upcoming events
- Policy changes
- Training session dates
- Practical tips for protecting and managing records

The listserv is closely monitored, ensuring that only authorized individuals can send updates. By receiving these updates, you'll be asked to share vital information with your teams and communities.

To find additional resources, training, and more about records management at K-State, visit **Records management** or scan the QR code.

Zoom AI Guidance

When using Zoom's AI Toolset features such as Meeting Summary and Smart Recording, it's important to follow specific restrictions and requirements. Users must not record or store sensitive personal information, including Social Security numbers, medical records, student education records, or any data related to research participants. This includes information protected under HIPAA and FERPA. Additionally, users should carefully consider the nature of their meetings before enabling these features, as any recordings or summaries may be subject to legal discovery in the event of litigation involving K-State. It's also essential to be mindful of who receives access to meeting summaries and recordings.

If you choose to enable these features, you are responsible for reviewing all AI-generated content for accuracy and completeness, and for correcting any obvious errors before sharing. All university employees are also responsible for managing records in their custody in accordance with university policy. For questions about record maintenance or retention, contact the University Records Manager at **dnhall@ksu.edu**.

For more detailed instructions, users are encouraged to visit **Zoom Companion.**

Tips for Office Cleanups and Relocations

Summer is often seen as an ideal time for offices to schedule a clean-up day or tackle projects to clear out old files. It's also a peak season for office relocations, which typically involve packing and moving records. Whether you're cleaning out or moving into a new space, the process can quickly become chaotic without proper planning. The following records management tips are designed to help minimize disruptions and ensure your project runs smoothly and efficiently.

 - Learn More about office cleanups here

Archive your Syllabi

Are you updating your course syllabi? Do you have older versions taking up space? According to retention schedule 0624-367, you can transfer outdated syllabi to the University Archives for long-term preservation and research use.

For more information on how to transfer records, please contact the University Archivist at **rleimkue@ksu.edu** or **785-532-5013.**

Upcoming Training

Records Management 101: TBD

Microsoft 365 cleanup (on demand)

email cleanup (on demand)

Find more trainings on the **Records Management webpage**.