The issuance of the new S1 Administrative Records Retention Schedule in May of this year marked the beginning of the Connecticut Office of the Public Records Administrator’s (OPRA) records retention schedule revision project.

According to Sara Cheeseman, Public Records Archivist and primary contact for the State’s Records Management Program, “The Office of the Public Records Administrator (OPRA) is working with state agencies to update existing records retention schedules to accurately reflect changes in program functions, responsibilities, and workflow as well as statutory and regulatory requirements. Retention schedules fall into two types: general and agency specific. There are currently 9 general schedules, which contain records that are common to most state agencies, and over 600 agency-specific schedules, which contain records that are unique to specific agencies.

In addition to updating state agency retention schedules, OPRA is in the process of revising its policies and standards to reflect changes in technology and records management best practices. Public Records Policy 02: Digital Imaging was released in August 2014 and permits agencies to scan and destroy original paper records that have a retention of less than permanent if the agency is compliant with the policy requirements. OPRA is currently revising email management guidance and drafting policies and standards for the creation and maintenance of born-digital records.”

You may access current Records Retention Schedules on the SCSU Records and Information Management website.

Office of the Public Records Administrator

Pursuant to the Connecticut General Statutes § 11-8(a), the Office of the Public Records Administrator is responsible for the design and implementation of a records management program for all state agencies within the Executive Department and the towns, cities, boroughs, districts, and other political subdivisions of the state.

OPRA oversees the life cycle of public records; develops standards for record creation, including permanent papers and records stored in electronic format; publishes records retention schedules, and provides records management guidelines. It also publishes manuals, general letters, guidelines, and standards to keep state and local government agencies informed about current records management issues and requirements. By statute, the Public Records Administrator and State Archivist must approve the disposition of all public records.

In addition, OPRA provides records management guidelines for local government offices; publishes regulations regarding the construction of town record storage vaults and the creation of permanent land maps filed with town clerks; and conducts the annual examination of land record indexes. OPRA also administers grants to municipalities to enhance or improve the preservation and management of local historic documents through the Historic Documents Preservation Program and has administrative responsibility for the State Archives and the State Records Center.
FOR THE RECORD...

BULEY LIBRARY
SPECIAL COLLECTIONS AND ARCHIVES

Located on the second floor of the Buley Library and led by Paul Holmer, Ph.D., the Department of Special Collections and Archives contributes to the mission of Hilton C. Buley Library by supporting Southern’s curricular and research needs and by providing the resources, facilities, and services required by Southern’s academic community.

Special Collections and Archives maintains collections to supplement and enhance specific sections of the curriculum of the University, to provide primary source material for student research and pedagogical purposes, to develop selected collections of national interest, and to maintain the memory of the University and its community. The Department strives to maximize the accessibility of its collections while preserving their physical integrity. The Department also oversees those materials produced by or treating the history of SCSU. This includes university publications, faculty and alumni collections, select administrative documents, Faculty Senate archives, and student honors college and graduate theses.

RECORDS MANAGEMENT AND SUSTAINABILITY

As you may know, according to The Princeton Review (www.PrincetonReview.com), SCSU was selected as one of the 332 most environmentally responsible colleges in the U.S. and Canada. But did you also know that Records and Information Management played a significant role in that effort?

Through its partnership with Shred-It, Inc. Southern shredded approximately 135,000 pounds of paper—almost 68 tons!—that will be recycled into other products. In addition, all that shredding translates into the saving of approximately 700 trees! Those statistics were part of the information that the Princeton Review used to evaluate the University’s sustainability efforts.

So kudos to all of you who have disposed of both your official and non-official records by using our shredding services! I thank you, the Office of Sustainability thanks you, and Southern thanks you!

Now, let’s keep up the good work!

INFORMATION GOVERNANCE:

The specification of decision rights and an accountability framework to ensure appropriate behavior in the valuation, creation, storage, use, archiving and deletion of information. It includes the processes, roles and policies, standards and metrics that ensure the effective and efficient use of information in enabling an organization to achieve its goals.

Gartner
Every day, universities spend thousands of dollars on high-tech security defenses but fail to give attention to the simple bypasses that no-tech hackers can leverage to their benefit. This over-confidence gives no-tech hackers the upper hand.

So, what is no tech hacking? According to Johnny Long, noted security expert and author of the book entitled, “No Tech Hacking: A Guide to Social Engineering, Dumpster Diving, and Shoulder Surfing,” no tech hacking is “rooted in old-fashioned observation and resourcefulness.” To obtain a corporate password, for instance, a hacker can pose as an employee and call a company’s help desk or simply look over an employee’s shoulder while he’s on his laptop at a local cafe. To access a network, Long will photograph an employee, fake his badge or even his uniform, and slip past the front door security to find an unguarded terminal.

Some of Mr. Long’s top recommendations for preventing this type of hacking are to shred everything; get decent locks for desks, doors, and dumpsters; prevent “shoulder surfing” by using a privacy screen on your computer’s monitor; and block tailgaters—people whom you do not recognize as employees—who attempt to follow behind you as you enter through your building’s employee’s entrance.

In addition, he advocates that some of the keys to preventing no tech hacking are things that everyone can—and should—do:

- Think in simple terms. Security processes do not have to be complicated.
- Be aware of your surroundings.
- Take notice of people or things that seem out of place.

To protect yourself from identity theft, remember the word — SCAM: 

S: Be Stingy about giving out your personal information.
C: Check your financial information regularly.
A: Ask for a copy of your credit report at least once a year.
M: Maintain careful records of your financial and banking accounts.

According to the Privacy Rights Clearinghouse, up to 10 million Americans are victims of identity theft each year.

“NO TECH HACKING”

SHRED IT !!!

Until the mid-1980s, it was rare for paper shredders to be used by non-government entities. However, after a 1988 U.S. Supreme Court decision in California v. Greenwood held that the 4th Amendment does not prohibit the warrantless search and seizure of garbage left for collection outside of a home, paper shredders became popular.

Today, shredders range in size and price from small, inexpensive units only meant for a few pages to large commercial units that can shred millions of documents per hour. There are also security levels of paper shredders that are determined by the size and shape of the shreds they produce.

Although the Connecticut Office of the Public Records Administrator mandates that all official records be shredded in a secure manner, SCSU Records and Information Management advocates that ALL paper documents be shredded, regardless of their classification. Non-official and/or copies of documents may contain personally identifiable information such as social security numbers, bank accounts, or student identification numbers. So, remember, to avoid accidental disclosure of this type of information, just “shred it and forget it!”
1. Adhere to state and federal records retention schedules and guidelines regardless of the format of your records, i.e., paper or electronic.

2. Organize both your paper and electronic records.

3. Organize your email.

4. Move inactive records into a secure storage area.

5. Only access information that is relevant to your official responsibilities.

6. Keep your workspace secure by being aware of various threats to information security such as unlocked computers, tablets, and mobile phones; file cabinets, desk drawers, and doors; papers left out in the open; papers left in copy and/or fax machines, etc.

7. Be aware of various threats to electronic information security such as viruses, spyware, malware, etc.

8. Prevent the disclosure of any and all confidential information.


10. Properly dispose of paper and electronic documents that contain confidential information when they are no longer needed.

11. Make it a policy to shred all paper documents, regardless of their classification or the type of information they contain.