ABOUT RECORDS & INFORMATION MANAGEMENT:

**Records and Information Management** (RIM) is responsible for guiding University departmental efforts to safeguard official records and informational assets through the management, access, retention, storage, protection, and disposition of those assets. RIM also provides training and operational assistance for all University departments concerning their records retention and secure information management practices.

FROM THE TRENCHES

Since its inception in June 2008, Records and Information Management (RIM) has disposed of approximately 130,425 pounds (65 tons!) of paper, and by having that paper recycled into other products, has also saved approximately 654 trees. But what do these statistics say about RIM’s relevance to SCSU sustainability?

From SCSU’s Sustainability website:

> SCSU is a campus committed to sustainability. Sustainability, a broad concept of environmental stewardship means, "meeting the needs of the present without compromising the ability of future generations to meet their own needs."

Southern Connecticut State University is committed to engaging everyone from students to faculty, staff and administration to make healthy and environmentally conscious decisions in all aspects of campus life. From building a highly efficient Campus Energy Center, to encouraging students to plant an organic campus vegetable garden, to creating an Environmental Studies minor for any undergraduate major, Southern seeks to develop a more balanced relationship with the environment.

Based on the above, it is easy to understand how RIM relates to sustainability. RIM is a business process that lends itself to both economical and environmental stewardship. Economically, it reduces (and may even cause reuse of) the need for filing supplies, office storage space, and equipment. And, environmentally, it recycles waste because of the way in which our records are disposed of—they are always shredded and ultimately recycled into other goods.

So the next time you are sitting there wondering what you can do to help SCSU’s sustainability efforts, just remember that by practicing good records management, you already are. RIM enables everyone at SCSU to participate in...
Get To Know Your ARMLO—

Connecticut’s Office of the Public Records Administrator (OPRA) mandates that each state agency designate an individual to serve as its Records Management Liaison Officer (RMLO). OPRA also recommends that each agency designate a sufficient number of individuals to serve as Assistant Records Management Liaison Officers (ARMLO) whose primary responsibility is to assist the RMLO in implementing a comprehensive, agency-wide records management program. Southern’s ARMLOs function as their division’s “authority” for all issues pertaining to records management—records retention, disposition, policies and procedures, etc.

Nancy Chucta, CSU Administrative Assistant to the Interim Vice President of Student & University Affairs serves as the ARMLO for the Division of Student & University Affairs. In this capacity, she assists departments directly reporting to the Division with their records management issues to ensure that all state records retention requirements are adhered to and that records are properly managed.

At Southern for six years now, Nancy worked for Vice President Dr. Ronald Herron until his retirement and now works for Interim Vice President Dr. Peter F. Troiano. She loves working at a university and especially likes all of the opportunities she has for student interaction.

Nancy has been married for 32 years and has 2 grown children—one of which is in the Air Force, and the other who received a Master’s in Communication Disorders degree from SCSU. A bit athletic in nature, Nancy enjoys walking her Doberman, working out in the gym, cross-country skiing, and ice skating. And in her spare time, she also likes to read and to cook.

SCSU Records Spotlight—

Business Office
Wintergreen Building
Mark Waters, Director

According to Mark Waters, Director, “The Business Office is here to assist students with financial matters related to their education here at SCSU.”

Located in the center of the Wintergreen Building, the Business Office is responsible for processing the financial needs of students and their families:

- Payments
- Payment Plans
- Student Account Billing/Collections
- Refunds
- Veteran Student Educational Benefits

The Cashier’s Office is also part of the Business Office and is located in the front of the main window. Should questions arise, staff members are available to provide face-to-face, telephone, and online financial assistance to students.

State and federal records retention schedules govern the management of the myriad of state and federal forms that the Business Office deals with on a day-to-day basis. In addition, because the Business Office deals with confidential information, privacy laws also come into play. Consequently, good records management is vital to prevent the inappropriate disclosure of information.
SCSU RECORDS & INFORMATION MANAGEMENT WEBSITE

For those of you who are not aware, Records and Information Management maintains a website where you may find answers to many, if not all, of your records management related questions:

- State of Connecticut records retention schedules, forms, and contact information
- Contact information for SCSU ARMLOs
- Information on disposing of old records
- RIM “For the Record…” bi-annual newsletter
- Information about records management in general and specific to higher education
- Information on SCSU’s Special Collections and Archives

Please take a moment to visit the site at www.southernct.edu/recordsandinfo, and feel free to email Phil Koslowski with any feedback.

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SCSU RECORDS AND INFORMATION MANAGEMENT BEST PRACTICE TIPS

- Use resources only for their intended and specified purpose.
- Prevent the disclosure of any and all confidential information.
- Only access information that is relevant to your official responsibilities.
- Be aware of information security threats such as viruses, spyware, etc.
- **ALWAYS SHRED** documents that contain confidential information.
- **ALWAYS SECURE** documents that contain confidential information.

and finally....

*When In Doubt, Assume It’s A Record!*

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**REMEMBER** — OPRA requires all state agencies to obtain approval before disposing of official records by completing an [RC-108 Records Disposition Authorization for State Agencies](#). Once approval has been received, all official public records must be shredded in a secure manner. In addition, a certificate of destruction issued by the shredding vendor must be maintained by the state agency.

Shred-It, Inc., under contract with the State, is the vendor SCSU uses to dispose of old records. To access SCSU’s shredding policies and procedures, see [Disposing of Old Records](#) on SCSU’s Records and Information Management’s website. If you would like more information on records management, retention, or disposition, please contact the ARMLO for your area or call Phil Koslowski at x26205.