



THE OHIO STATE
UNIVERSITY

IUC RECORDS RETENTION TOOL: ZASIO'S VERSATILE RETENTION



RECORDS MANAGEMENT LANDSCAPE IS CHANGING

- Emerging Issues:
 - Proliferation of electronic records
 - Increasing regulatory requirements
 - E-discovery
 - Data Security
 - Information privacy
- Records Managers integrated with:
 - Legal
 - Information technology
 - Security & Privacy
 - Risk management



REVIEW AND UPDATE IUC MODEL RETENTION SCHEDULE

Model Schedule working group reviewed software and selected Versatile Retention to modernize our approach to records retention.



BENEFITS OF VERSATILE RETENTION

- Real-time legal updates, from a team of on-staff attorneys, which can ensure that we stay on top of state and federal compliance
- Linking of citations directly to retention schedules so that when a law changes, we can immediately determine which records are affected by those changes
- Bulk search and update of retention schedules by citation
- Unlimited web access for anyone in the institution to research legal citation that affect records retention, such as statutes of limitation
- Workflows allowing records liaisons from the IUC institutions to initiate requests to add or modify retention schedules, as well as approval workflows



BENEFITS OF VERSATILE RETENTION

- A historical record of changes to retention schedules, which can be important in proving that records destructions were compliant at the time of the disposition
- Customizable fields, which would allow us to add data security classifications to schedules for easier identification of protected information
- Capture and store business requirements for maintaining records
- Each IUC institutions' schedules can be housed in the system* allowing for easier sharing of the model retention schedule, while also maintaining separate securities for the institutions' unique retention schedules.



DEMO



BROADER UNIVERSITY IMPACTS

- Greatly adds to the defensibility of our collective procedures and operations
 - Public Records
 - Customizable fields would allow for notes on exempt, confidential, or personal information found in the record series
 - Less overall legal review time; more consistent application of redactions
 - Institutions will be able to more easily demonstrate which retention schedule was in place at the time of a disposition
 - Prove disposition was legal at the time it took place, potentially saving institutions \$1000 per document destroyed.
 - Public records officers would have more readily available access to institutions retention schedules and the legal research behind them.
 - E-Discovery
 - Ability to demonstrate that lost or overwritten ESI and other records was the result of routine, good-faith operations through the systematic, repeatable, documented retention schedules, update procedures, and legal research.



BROADER UNIVERSITY IMPACTS

- Mitigate risk & cost associated with e-discovery
 - Up-to-date retention schedules and timely disposition reduces overall costs of litigation holds:
 - Records are more organized, allowing litigation holds to be more narrowly defined
 - Fewer unnecessary records will exist to be preserved as part of holds
 - Which leads to a decrease in legal review, preservation and production costs



BROADER UNIVERSITY IMPACTS

- Mitigate risk and cost associated with Cyber Security and Privacy–
 - Federal and International privacy requirements (FERPA, HIPAA, GDPR, etc.) means that universities need to know what types of information various records contain, how the records relate to process workflows, and other information that is already collected by records management during the records analysis process.
 - The Versatile Retention software is a place where this information can be retained in a standardized manner and shared with IT groups that are also collecting it for privacy and security purposes. This leads to efficiencies for IT, Records Management, and the business units involved, as well as consistency and defensibility for the institutions.
 - Records with personal information and higher security classifications **[identified through a customized field]** could be identified for regular destruction.
 - The less personal or confidential information an institution has, the less is at risk of getting into the wrong hands.
 - Reduces the possible costs of notifying and providing credit monitoring for those persons affected by a security breach.



BROADER UNIVERSITY IMPACTS

- Brings operational efficiencies to records management and institution records liaisons
 - Attorneys on staff looking for citations and updates
 - Ability to search on a change in law and instantly find all of the affected schedules.
 - Allows for capture of business requirements when determining retention.
 - When the retention schedule requires update, the notes from the previous version serve as a starting point for the updated analysis.
- Enhance the collaboration between public universities in Ohio through retention schedule sharing.



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