**Records Management Script**

1. Introduction (Music)
2. Purpose Slide
   1. “Records management is very important! It is here to help us determine what records we need to retain or dispose of in the proper manner.”
3. Objective Slide
   1. “We use records management as a transacting tool to show how employees, departments and units handle business on behalf of the university.”
   2. “It is regulated by Wisconsin state law. Which means all employees of the university must obey this policy, along with general records schedules.”
4. General Records Slide
   1. “General records schedules provide legal authorization to dispose of records common to business function, on a regularly scheduled basis.”
5. Guidelines Slide
   1. “The university has established guidelines on how to identify records that must be retained, how to securely store retained records, and how to properly dispose of records.
6. Four key Steps Slide
   1. “There are four essential steps to records management to ensure compliance with policy and best practices.”
7. Step 1 Slide
   1. “Step one is to review files. If you are unsure if a particular record must be retained you can go on the UW-Whitewater records management webpage.”
8. Step 2 Slide
   1. “Step two is to update your disposition log. This is to help departments keep track of all their dispositions.”
9. Step 3 Slide
   1. “Step three is to identify means of disposition. If employees are not sure how to dispose of record they can check the UW System general records schedules. Along with going on the UW-Whitewater records management webpage.”
10. Step 4 slide
    1. “Once the correct means of disposal are identified you can either destroy, destroy confidential, or retain them.”
    2. “If the final disposition of the records in “destroy” and the records have been retained within your office area it is appropriate to place the materials in you building recycling or trash receptacles.”
    3. “If the final disposition of the records is “destroy confidential” there are special precautions to ensure the materials are securely handled.”
    4. “Prior to destruction the records marked confidential should be properly organized and protected during their retention cycle. “
    5. “Before destroying confidential records, be sure you fill out the disposition log. Records can then be destroyed confidentially within your department, or sent to the archives for destruction.”
    6. “To send materials to the archives, highlight in the disposition log the records you wish to transfer to the archives for retention or destruction, then upload the log into the records transfer notice.”
    7. “And during destruction the records must be shredded, never placed in a trash receptacle.”
    8. “Lastly, you can choose to retain the records. This could be permanently or transferred to the campus archives.”
11. Question Slide
    1. “If you have any questions please check the UW-Whitewater webpage, and then with further inquiries contact your preservation archivist.”
12. End Slide
    1. “Thank you for watching! Have a great day!”