



1. Staples and paperclips must be removed from all documents prior to drop off.
2. All “post-it” notes or any other small, attached items must be removed from the front of a document if they are covering information. Any of these notes can be placed on the back side of a document if they must be scanned with that particular document. If not, the item must be placed on a separate sheet of plain white paper and taped down as flat as possible, using scotch tape on all four sides of the item.

## **D. Uploading Batches**

Once the batch is completely scanned and verified for quality control, the batch must be uploaded to OnBase for indexing and committing.

## **III. Indexing and Committing Batches**

### **A. Indexing Properties**

#### **1. Document Type Groups**

Each document scanned will belong to a specific document type group, which is determined by the department it originated from, or belongs to.

#### **2. Document Type**

Each document within a document type group is assigned a document type based on the type of document it is (i.e. timesheet, termed file, journal voucher, etc.). The document types are approved by functional area managers.

#### **3. Keywords**

Each document type will have different keywords assigned to assist in identifying the document for retrieval purposes. The keywords are approved by functional area managers.

#### **4. Document Date**

Each document scanned will automatically fill in with the date the document was indexed into OnBase.

### **B. Indexing Documents**

When indexing documents in OnBase, always verify the information you are entering in the keyword fields is correct. Always double-check for the following:

1. Correct spelling
2. Correct campus selected if applicable.
3. Dates entered correctly if applicable.
4. Numbers are entered correctly and not transposed.
5. All other relevant information is entered correctly before selecting the final “index” button.

### **C. Committing Documents**

#### **1. Verify Selection**

Once the documents are indexed, they need to be committed to the OnBase system. When selecting batches to commit, first verify you have selected the correct batches before selecting the final “commit” option.

## **2. Verify documents have been committed**

Once committed, verify the documents are in the system by doing a search on the document by completing the following in OnBase. This verifies the record integrity through paper to electronic conversion.

Follow these steps to retrieve a document:

- a.** Go to “File”
- b.** Click “Open”
- c.** Click “Retrieve Document”
- d.** Select Docy Type Group
- e.** Select Doc Type
- f.** Enter appropriate keywords
- g.** Click “Find”
- h.** Document should appear in the document search results window.

## **IV. Records Retention**

Like all electronic records, scanned files must be accessible and readable for their full retention period. This includes finding the file, opening the file, and reading the file regardless of the format and software used in its creation.

All university records are to be kept for a predetermined amount of time, according to the retention schedule published on the Records and Information Management website: [www.alaska.edu/records](http://www.alaska.edu/records)

## **V. Destruction**

### **A. Guidelines**

Documents to be destroyed must have originated from one of three sources:

- 1.** Documents stored in the Records Office that have reached the end of their retention period, in accordance with the appropriate records retention schedule.
- 2.** Documents that have been microfilmed by the Records Office and are not needed in their original form any longer.

3. Documents from other outside departments which have reached the end of their retention and have been determined no longer needed, according to the appropriate records retention schedule.

## **B. Documents transferred to the Records Office for destruction**

Documents transferred to the Records Office for destruction must be verified by the department that the following things apply:

1. They contain personally identifiable or financial information of a sensitive nature that should be guarded from the general public. The Records Office will not destroy non-confidential information.
2. The records have been verified by the department in accordance with the appropriate records retention and disposition schedule, to have met their retention period.

## **C. Method of Destruction**

When it is deemed appropriate to destroy documents, because they have reached the end of their retention period, or they have been scanned and the originals are no longer needed, those documents will be destroyed. The system we currently use to destroy documents is a mobile document destruction system called "Shredway." It consists of a large rotary shredder mounted in a truck. It is capable of destroying large quantities of documents in a very short time. It is very powerful but does have some limitations. All documents to be destroyed must be prepared using the following guidelines:

1. Only confidential material can be shredded. We will not accept text books, magazines, binders, or any other items of a non-confidential nature. Non-confidential documents must be removed prior to document delivery or the documents will not be accepted.
2. Remove any hanging file folders from documents prior to delivery. The Shredway document destruction process can handle staples, paper clips, binder clips, and file folder prongs, so it is not necessary to remove such items prior to document delivery. However, the spring steel bars in hanging file folders can produce sparks in the shred truck during the destruction process, so they pose a significant fire hazard. Documents containing hanging file folders or other larger pieces of spring steel will be refused. Please contact the Records Office prior to document delivery if your documents contain any questionable metal parts.

## **D. Procedures**

When documents are slated to be destroyed, they must be placed in the locking totes provided by Shredway. These totes are stored in the loading dock on the

