

D-TOKs:

Delete / TOss / Keep stuff

Getting rid of paper and electronic non-records that are no longer needed.

Some tips and tricks!

Non-Record:

“Material that is of immediate value only.” (page 3)

“Non-records may share some characteristics with administrative records; however, they are distinguished from administrative records by their transitory usefulness.”

(page 6)

Business and Finance Bulletin RMP-2 Records retention and disposition: principles, processes, and guidelines

More from RMP-2 about Non-Records

“ . . . ; they should be disposed of once their period of immediate usefulness has passed. If non-records are not handled in accordance with their temporary nature, the unnecessary use of university resources may occur. If not disposed of, non-records may be subject to disclosure (e.g., under the California Public Records Act, Information Practices Act, or discovery of evidence in a legal proceeding).” (page 6)

Examples of Non-Records

- Data entry-sheets and work-sheets
- Rough drafts, unofficial copies
- Multiple copies of publications
- Notes/recordings that have been transcribed (RMP-2)
- Catalogs, trade journals, manuals
- Transmittal letters
- Copies of directives & issuances from other offices
- Commercially available software
- Electronic information may be “non-record” if it fails to meet the definition of a “record”



Something is **Not** a Record when:

- Another copy is in an official file
- It has no evidential or informational value
- It consists of processed or printed material maintained for reference or distribution
- Personal Papers
- It is R.O.T. = Redundant, Obssolete or Trivial material

Caution!!!

Not everything goes in a recycle bin!

- Non-records containing *Personal*, *Restricted*, *Confidential* or *Sensitive* Information must be destroyed in a secured manner, such as securely shredded.

Think before you recycle:

Content

- Look at the subject matter or *contents* of the materials

If there is information that, if accessed or used inappropriately, could adversely affect the university, its partners, or the public

- Then it must **NOT** be recycled.

Shred

- The materials will need to be shredded so that they cannot be accessed, read, or reconstructed.

More information found in RMP-2, Appendix B

RMP-2, Appendix B

- Confidential Information
- Personal Information
- Attorney-Client Privileged Records
- Records of Outside Parties Containing Trade Secrets or Proprietary Information
- Protected Health Information
- Restricted Sensitivity Records
- Personally Identifiable Information

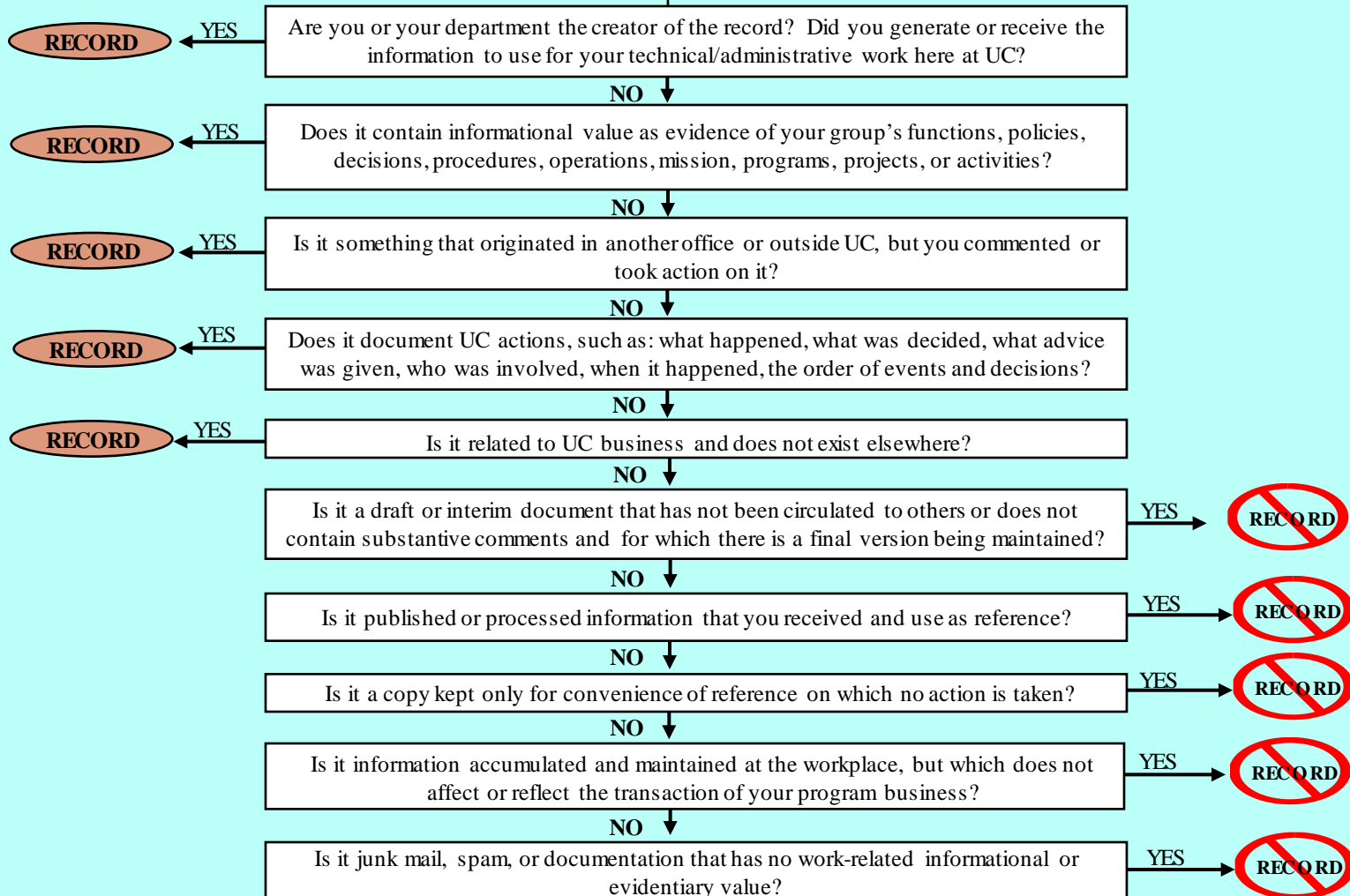
Circumstances when you should not destroy non-records (or records with lapsed retention periods)

- if a Public Records Act Request has not been satisfied
- pending, foreseeable, or ongoing litigation;
- an investigation; or
- an ongoing audit pertaining to the records is taking place

They cannot be destroyed until these actions have been completed or resolved.

Is It A Record?

Recorded Information



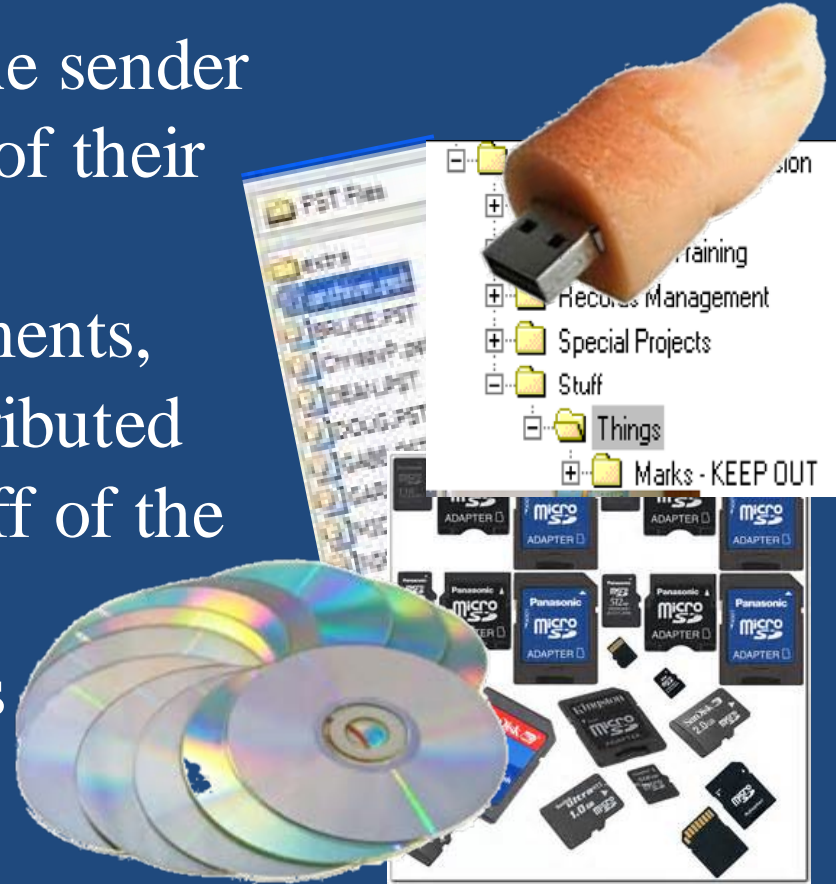
Questions?

Contact the Records Manager, Laurie Sletten, 510-987-9411, for information.

<http://ucop.edu/information-technology-services/initiatives/records-retention-management/index.html>

Electronic Non-Records

- Most broadly distributed informational e-mail messages
- Some e-mail messages where the sender has “.com” or “.org” at the end of their e-mail address
- Drafts of reports or other documents, after the final one has been distributed
- Things you have downloaded off of the Internet for reference purposes
- Copies stored in different places



Sorting out E-mail

- E-mail
 - Non-Record E-mail- Delete
 - Personal E-mail - Delete
 - Work-Related E-mail
 - Informational/Reference E-mail - FYIs, CCs, and BCs) - Delete when no longer needed

☐	Lisa Maxwell	Archives building	Thu 5/6/2004...
☐	Laurie Slet...	RE: Fiscal Year 2004-05 County Budget Forms	Thu 5/6/2004...
☐	Laurie Slet...	RE: Fiscal Year 2004-05 County Budget Forms	Thu 5/6/2004...
✦	Mark Ferg...	RE: ERk slides - again	Wed 5/5/200...
☐	📧 Laurie Slet...	RE: ERk slides - again	Wed 5/5/200...
☐	MktgSite@s...	Your registration on www.mondaq.com	Wed 5/5/200...
✦	📧 Mark Ferg...	ERk slides - again	Tue 5/4/2004...
☐	📧 shayna-del...	Journal #224	Tue 5/4/2004...
✦	Jones, Virg...	ICRM Exams - May 2004	Mon 5/3/200...
✦	Mark Ferg...	Re: Thoughts on regional raco	Tue 4/27/200...
☐	📧 Laurie Slet...	Thoughts on regional raco	Tue 4/27/200...
☐	Jim Mullen	RE: Are you stirring up the waters again? ~(:~)	Fri 4/23/2004...
☐	Laurie Slet...	RE: Are you stirring up the waters again? ~(:~)	Fri 4/23/2004...
✦	Jim Mullen	Are you stirring up the waters again? ~(:~)	Fri 4/23/2004...
☐	registratio...	Mondaq User Registration	Wed 4/21/20...
☐	Laurie Slet...	RE: How are you?	Wed 4/21/20...
☐	Eileen Bolger	How are you?	Wed 4/21/20...
☐	Laurie Slet...	Fw: GCN Daily Updates Story: GPO and its Collection of Last Reso...	wed 4/21/20...
✦	lsletten@li...	GCN Daily Updates Story: GPO and its Collection of Last Resort	Wed 4/21/20...
☐	Laurie Slet...	RE: GIS presentation	Tue 4/20/200...
✦	📧 Mark Ferg...	GIS presentation	Tue 4/20/200...

Typical E-mail “In Box” - Most of the messages shown are NOT Records!

From: "jbrand@darwinmag.com" <cio@UPDATE.CIO.COM>
To: Mark Ferguson
Date: Wednesday - April 17, 2002 4:17 PM
Subject: Darwin Observer: Tele-immersion, maps, taxes and more
 Mime.822 (4348 bytes) [\[View\]](#) [\[Save As\]](#)

Typical Non-Record, “Spam” E-mail

April 17, 2002

The Darwin Observer: Your guide to the latest on Darwinmag.com.

Tele-immersion: The Virtual Meeting

Listen and watch as scientist and visionary Jason Lanier (coiner of the phrase "virtual reality") describes how the newest melding of virtual you-are-there with videoconferencing might just save you the cost of a lot of business trips in the future.

<http://www2.cio.com/conferences/january2002/lanier.html>

-----ADVERTISEMENT-----

This Darwin Observer is sponsored by Satmetrix

Another example of “Spam” E-mail



For those of you who have been anxiously waiting, my newly published book, *Spirit of the Red Horse* has arrived!!


I have ordered a limited number of hard-bound copies for my special friends and will have them available for sale tomorrow at lunch time at Union 3.

Come on up, meet the author and get your own autographed copy (\$28.00 – cash, check or money order) and share my excitement!!

If you prefer a paperback edition, it is available at Amazon.com for \$15.99. Go here:
http://www.amazon.com/Spirit-Red-Horse-Cindy-Birko/dp/1419686690/ref=sr_1_1?ie=UTF8&s=books&qid=1203020918&sr=1-1

Non-Record message

Subject: Rogue River Float Guide

Attachments:  Rogue_River_Middle_Section_map.jpg (2 MB)

Reference Sources;

- <http://www.blm.gov/or/resources/recreation/rogue/index.php>
- <http://www.blm.gov/or/resources/recreation/rogue/files/FloatGuide04.pdf>
- <http://en.wikipedia.org/wiki/Whitewater>

Rapid Class Designations;

- **Class 1:** Very small rough areas, requires no maneuvering. (Skill Level: None)
- **Class 2:** Some rough water, maybe some rocks, small drops, might require maneuvering. (Skill Level: Basic Paddling Skill)
- **Class 3:** Whitewater, medium waves, maybe a 3-5 ft drop, but not much considerable danger. May require significant maneuvering.
(Skill Level: Experienced paddling skills)

River Guide with **Camp** & **Ramp** Locations;

Whitehorse Park (right bank) is a Josephine County facility with fee camping at 44 campsites, eight with full hookups. The park features restrooms, showers, a playground, a picnic area, **a boat ramp**, fishing access, and a short hiking trail through a wetland birding area. **Contact:** Josephine County Parks Department, **541/474-5285**, 125 Ringuette, Grants Pass, OR 97527 www.co.josephine.or.us/parks/index.htm (26.3 miles upriver from Grave

Non-Record message


Subject: FW: Sad News

With all the sadness and trauma going on in the world at the moment, it is worth reflecting on the death of a very important person, which almost went unnoticed.

Larry LaPrise, the man who wrote "The Hokey Pokey", died peacefully at the age of 93.

The most traumatic part for his family was getting him into the coffin. They put his left leg in. And then the trouble started.

From: Laurie Sletten Sent: Tue 4/7/2015 12:12 PM
To: Aaron McCoy; Al Course; Alina Tejera; Aliya Dibrell; Allen Meacham; Amal Smith; Amelia Regacho; Amy Liao; Angela Hom; Anne Shaw; Anne St. George; Annette Mora; Arthur Barker; Barbara Clark; Bea Deering; Benjamin Wong; Benjamin Zhou; Bill Freire; Brad Niess; Candace Jones; Carlos Arias; Carlos Lemos; Carol Lee; Carrie Gatlin; Catherine Montano; Cathy Foster; Cathy O'Sullivan; Charles Barragan; Chris Hornbeck; Chris Orr; Christopher Simon; Colleen Connor;
Cc:
Subject: Non-Records Purge week April 20-24, Webinar April 14

Message  Flyer for event 2015 vo10.pdf (892 KB)

Hi, Everyone,

I wanted to let you know that we will be having another Non-Records Purge April 20-24, 2015. This one, called Non-Records D-TOKs [Delete, TOss, or KeeP stuff] Purge Week, will be for paper and electronically stored non-records.

There will be a webinar with more information on Tuesday, April 14 from 2:00-3:00 pm. The topic is called "D-TOKs: Getting rid of paper and electronic records that are no longer needed" and will include some tips and tricks.

The session will be available via ReadyTalk:

Call in information:

Number: 1-866-740-1260

Access code: 9879411

Online portion:

www.readytalk.com


Access code: 9879411

**Reference "FYI-
only" for you**


For anyone who will not have the opportunity to attend the webinar, it will be recorded through Ready Talk and will be accessible shortly after at this web-page:

<http://www.ucop.edu/information-technology-services/initiatives/records-retention-management/training-materials.html>

I have attached a flyer for more information about the Non-Records D-TOKs purge week and webinar.

 Retention Policy: UCOP E-Mail Management Policy - Inbox (1 year) Expires: 4/6/2016

From: Laurie Sletten
To: Aaron McCoy; Al Course; Alina Tejera; Aliya Dibrell; Allen Meacham; Amal Smith; Amelia Regacho; Amy Liao; Angela Hom; Anne Shaw; Anne St. George; Annette Mora; Arthur Barker; Barbara Clark; Bea Deering; Benjamin Wong; Benjamin Zhou; Bill Freire; Brad Niess; Candace Jones; Carlos Arias; Carlos Lemos; Carol Lee; Carrie Gatlin; Catherine Montano; Cathy Foster; Cathy O'Sullivan; Charles Barragan; Chris Hornbeck; Chris Orr; Christopher Simon; Colleen Connor;
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A "Record" message for me

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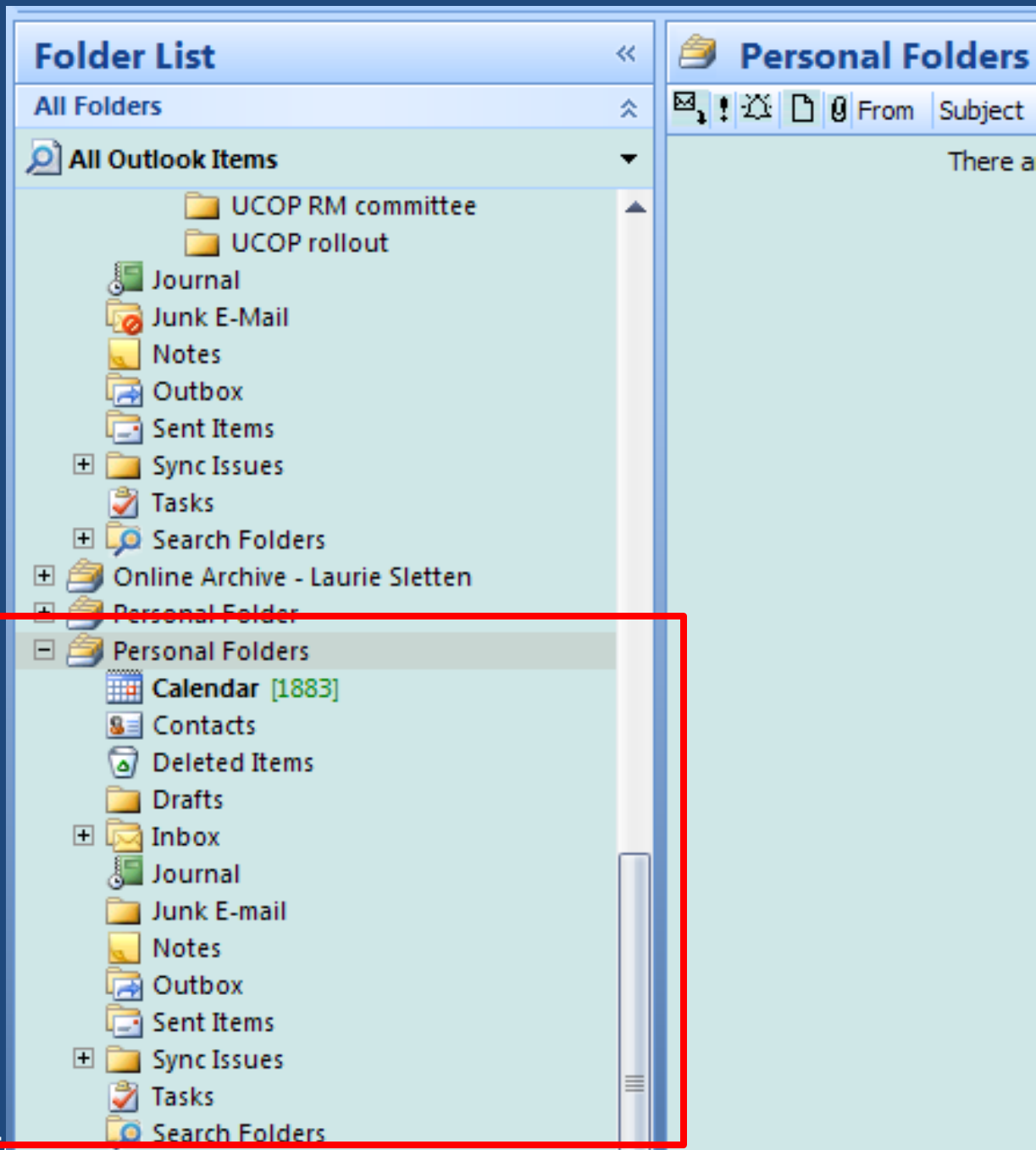
Questions you should ask when reviewing messages

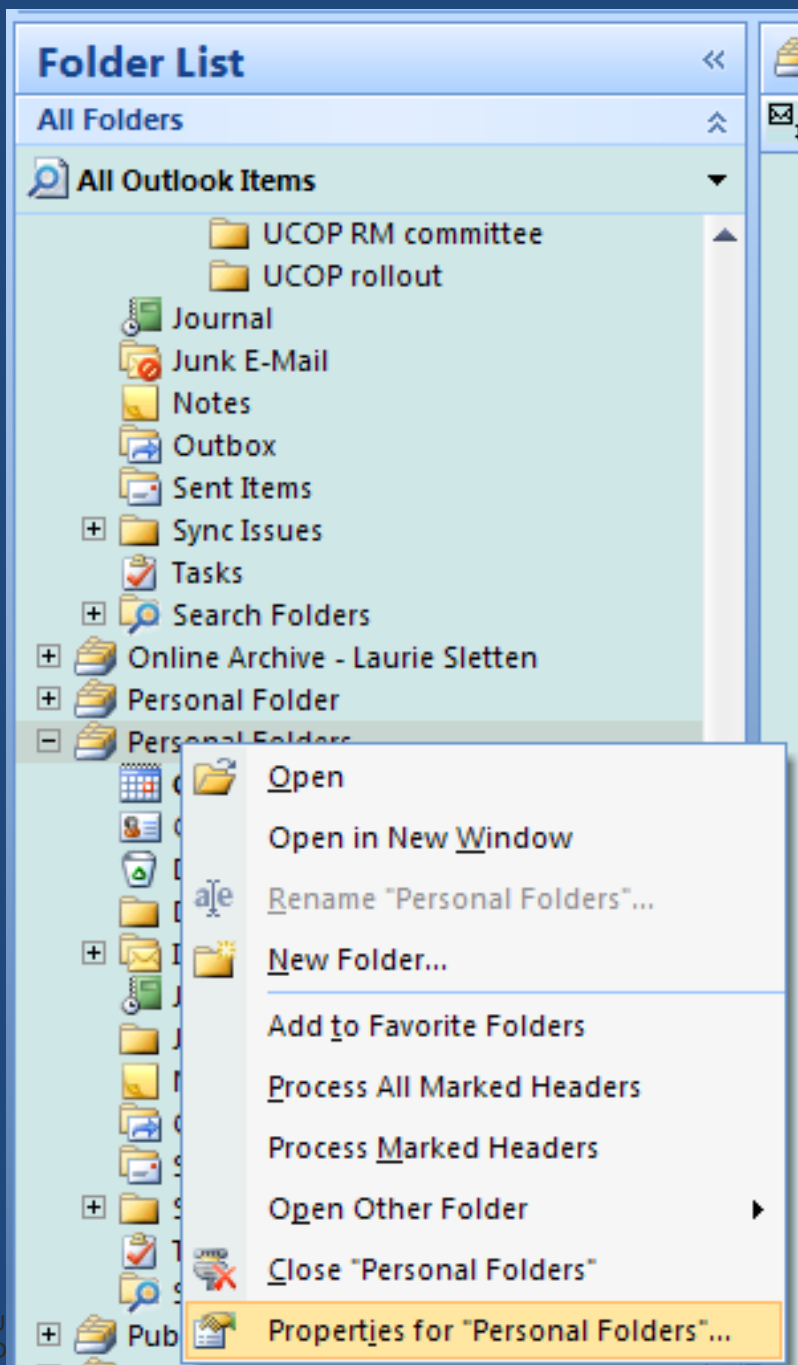
- ☐ Am I the originator of the message?
- ☐ Is it a substantive message or just routine ‘chit-chat’?
- ☐ If so, does the message have to do with the work of my office?
- ☐ Is the content of the message something that I will need in future years to do my job?

Questions you should ask when reviewing messages

-  Does the message support decisions that were made in my program area?
-  If I am the recipient, is the message “information only”?
-  Does it require me to take action?
-  Will someone need the message for operational, fiscal, or legal purposes?

Use the same thought processes as you do when taking action on other documents that cross your desk! BE SELECTIVE ABOUT WHAT YOU KEEP!






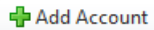
Right click at root folder.
Click on last option for
“Properties for . . .


Or . . .

- Save As
- Save as Adobe PDF
- Save Attachments
- Info**
- Open
- Print
- Help
- Options
- Exit

Account Information

 **UCOP**
Microsoft Exchange




Account Settings ▾

Account Settings

Modify settings for this account, and configure additional connections.


- Access this account on the web.
<https://owa.ucop.edu/OWA/>




Automatic Replies


Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.


Cleanup Tools ▾

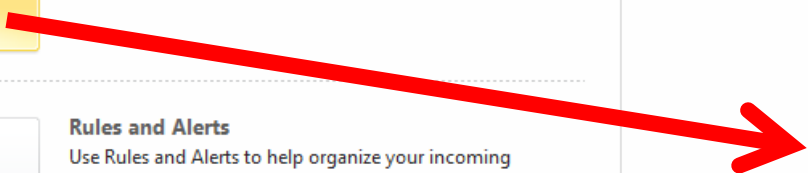
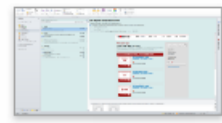
Mailbox Cleanup




Manage the size of your mailbox by emptying Deleted Items and archiving.


Manage Rules & Alerts

Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.



-  **Mailbox Cleanup...**
Manage mailbox size with advanced tools.
-  **Empty Deleted Items Folder**
Permanently delete all items in the Deleted Items folder.
-  **Archive...**
Move old items to Archive Folders in the folder list.

Folder List

All Folders

All Outlook Items

- UCOP RM committee
- UCOP rollout
- Journal
- Junk E-Mail
- Notes
- Outbox
- Sent Items
- Sync Issues
- Tasks
- Search Folders
- Online Archive - Laurie Slette
- Personal Folder
- Personal Folders
- Calendar [1883]
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Junk E-mail
- Notes
- Outbox
- Sent Items
- Sync Issues
- Tasks
- Search Folders
- Public Folders
- SharePoint Lists

Personal Folders Properties

General



Personal Folders

Type: Folder containing Mail and Post Items

Location: Microsoft Office Outlook

Description:

Show number of unread items

Show total number of items

When posting to this folder, use: IPM.Post

Automatically generate Microsoft Exchange views

Display reminders and tasks from this folder in the To-Do Bar

Folder Size...

Advanced...

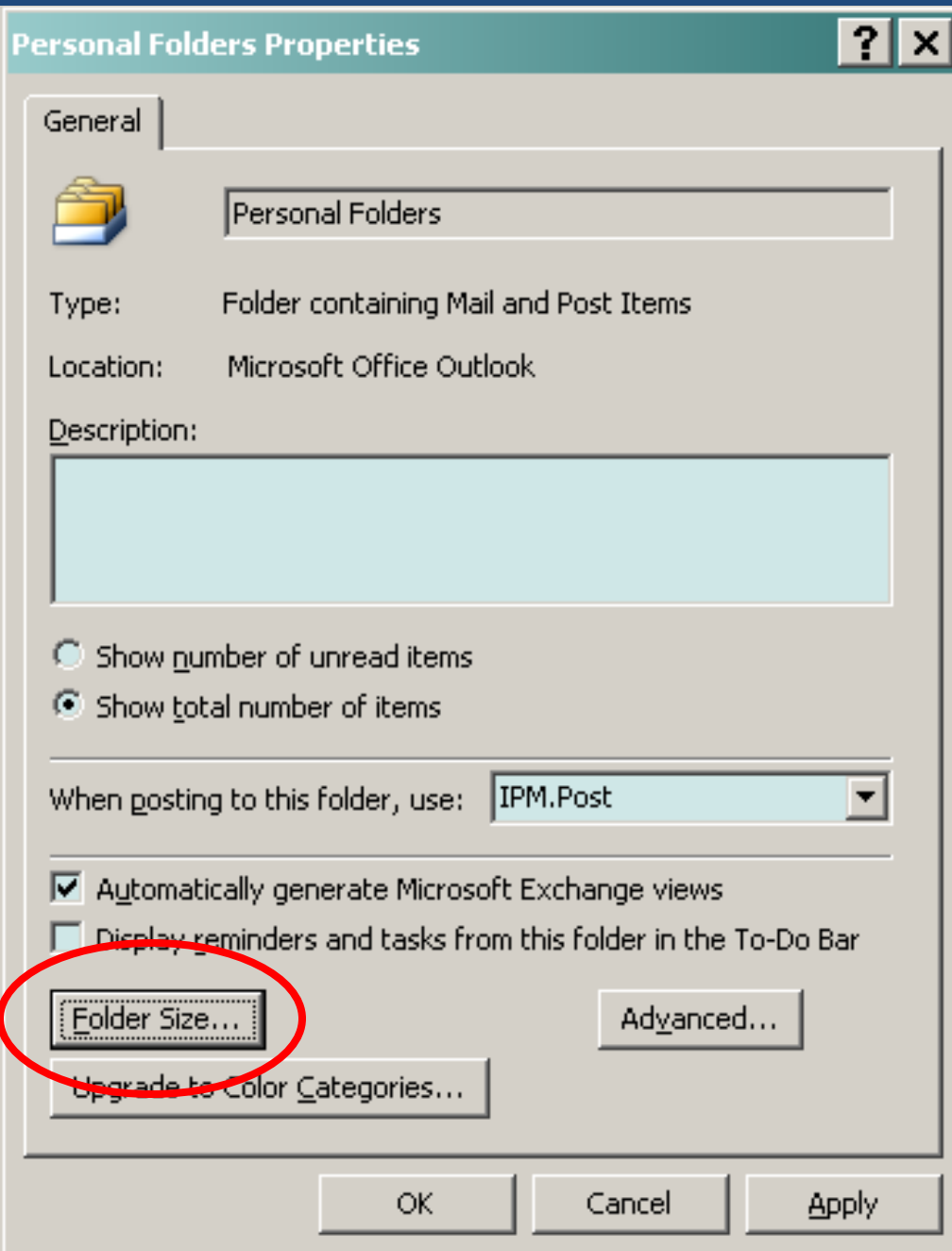
Upgrade to Color Categories...

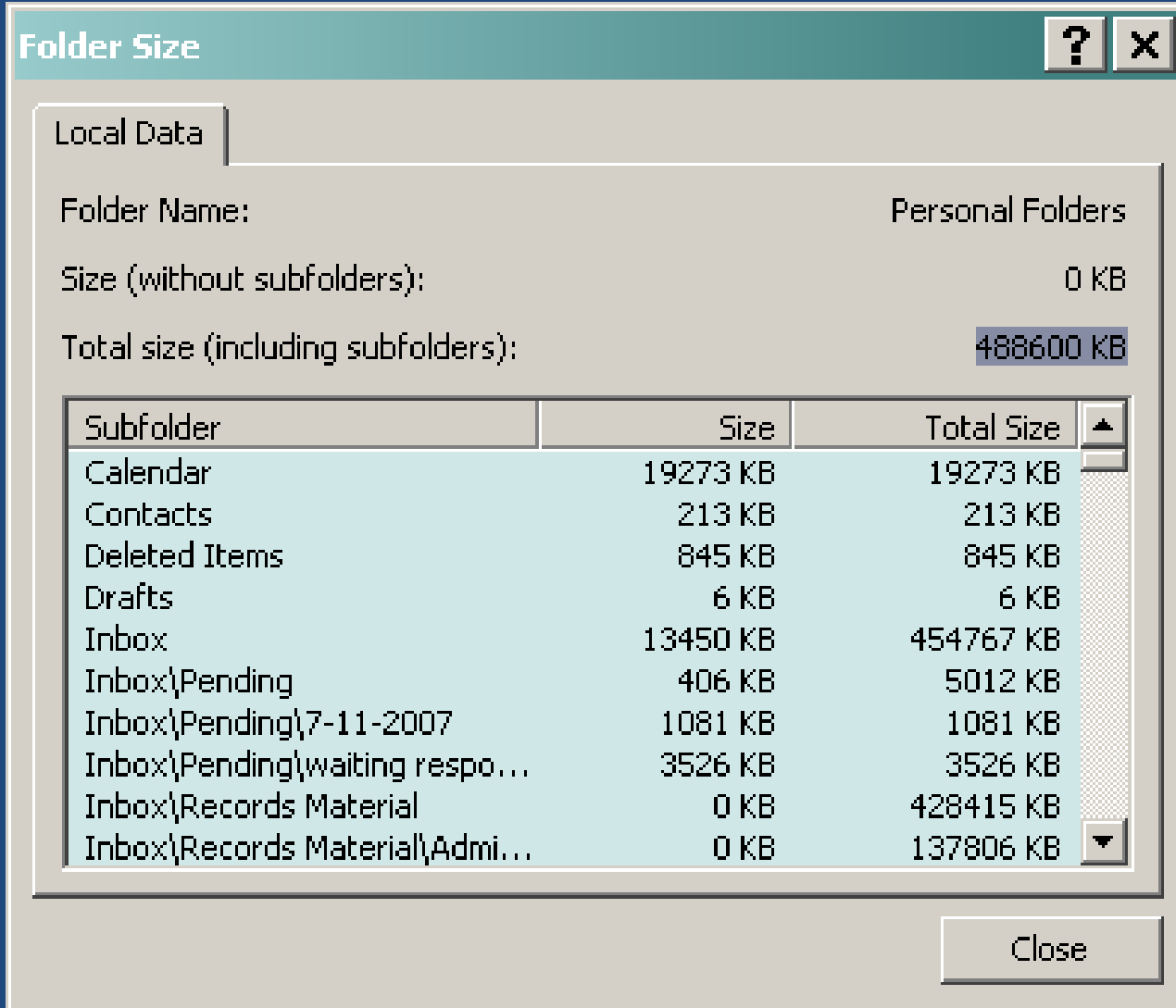
OK

Cancel

Apply

IES





“Microsoft recommends never, ever letting your PST file get above 1.6 gigs, because of the likelihood of corruption and the difficulty in restoration.”

Calendar in Personal Folders - Microsoft Outlook

File Edit View Go Tools Actions Help

New [Print] [Close] [Refresh] [Today] Search address books [Advanced Find...] [Help]

Calendar

Day Week **Month**

January 2014

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

All Calendar Items

My Calendars

- Calendar
- Calendar in Personal Folders [1883]

People's Calendars

- Yvonne Tevis
- Stephen Lau

How to Share Calendars

- Open a Shared Calendar...
- Share My Calendar...
- Send a Calendar via E-mail...
- Publish My Calendar...

Add New Group

January 24, 2014

24

From Jan 23

8 am

9⁰⁰

10⁰⁰

11⁰⁰

12 pm

1⁰⁰

2⁰⁰

3⁰⁰

4⁰⁰

5⁰⁰

Tasks: 0 Active tasks, 0 Completed tasks

Calendar - lauri

File Home Send / Receive Folder View Adobe PDF

New Appointment Meeting Items Today Next 7 Days Day Work Week Week Month Schedule View

Go To Arrang

April 2015

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

- My Calendars
- Calendar - laurie.sletten@
 - Calendar - ITS-RecordsCom

Advanced Find

Look for: Appointments and Meetings In: Calendar

Appointments and Meetings More Choices Advanced

Search for the word(s):

In: subject field only

Organized By...

Attendees...

Time: none Anytime

Find Now Stop New Search

Advanced Find

File Edit View Tools

Look for: Appointments and Meetings In: Calendar

Appointments and Meetings More Choices Advanced

Only items that are: unread

Only items with: one or more attachments

Whose importance is: normal

Only items which: are flagged by me

Match case

Size (kilobytes) doesn't matter 0 and 0

Browse Find Now Stop New Search

Step 1

Step 2

Step 3

Look for: Appointments and Meetings In: Calendar

Appointments and Meetings More Choices Advanced

Categories...

Only items that are: unread

Only items with: one or more attachments

Whose importance is: normal

Only items which: are flagged by me

Match case

Size (kilobytes)

doesn't matter 0 and 0

Subject	Location	Start	End	Recurrence	Categories	In Folder
@ Laurie - NAGARA Local Arrangements Folks, Here's information for local arrangements. We're going to need to get moving on some of this asap. -- RPM	DO Conference room (te...	Thu 2/19/2004 9:30 AM	Thu 2/19/2004 10:30 AM	(none)		Calendar
@ Museum Lunch Bunch	ACM Visitors Lounge	Wed 3/17/2004 12:15 PM	Wed 3/17/2004 12:45 PM	(none)		Calendar
@ Policy & Procedure Review	Records Center Conferen...	Wed 4/7/2004 1:30 PM	Wed 4/7/2004 3:00 PM	(none)		Calendar
@ Web Preservation Project I'd like to go over the UIUC/OCLC project to let you know what we've been talking about. I've touched on some of this in bits and pieces, and it's in the white paper that I've passed around (most recent version attached ov...		Mon 9/27/2004 11:00 AM	Mon 9/27/2004 12:00 PM	(none)		Calendar
@ Meeting w/DES DBME Tempe Office Meeting with DES Division of Benefits and Medical Eligibility (DBME) to tour facility, observe imaging pilot, and discuss imaging implementation. The meeting is scheduled to begin at 1:00. When: Monday, January 31, 2005 1:00 PM-3:00 PM (GMT-07:00) Ari...		Mon 1/31/2005 11:30 AM	Mon 1/31/2005 2:00 PM	(none)		Calendar
@ Email guidelines Laurie, My meeting ended a bit earlier than I expected yesterday, so I spent some time in the airport working on the email guidelines. I was reading through your draft to see what I missed. I found several things and worked th	RPM's office	Fri 3/25/2005 11:00 AM	Fri 3/25/2005 12:00 PM	(none)		Calendar
@ FW: Meeting Confirmation: April 5th with MPC Computers MPC Info, also lets meet at 9:30A in RMC if possible. Larry some RMC staff make want to attend also, let them know about it. ===== Tom Martin / Chief Technology Officer Arizona State Library, Archives and Pub...	RMD Conference Room	Tue 4/5/2005 9:30 AM	Tue 4/5/2005 11:00 AM	(none)		Calendar
@ Meeting with Victoria Regens, Senate Research Staff Director	Basement of the Senate, ...	Fri 6/3/2005 3:00 PM	Fri 6/3/2005 4:00 PM	(none)		Calendar
@ Laurie - A11M Panel teleconference Looks like everyone is on board for tomorrow's call. The call will take place 2 PM EDT, 11 AM PT. The call in information is below: 888-742-8686		Tue 6/21/2005 11:00 AM	Tue 6/21/2005 12:00 PM	(none)		Calendar

26 Items

Calendar in Personal Folders - M

File Edit View Go Tools

New [Printer] [Close] [Refresh] [Grid] [Help]

Calendar

January 2014

S	M	T	W	T	F
29	30	31	1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

February 2014

S	M	T	W	T	F
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
2	3	4	5	6	7

All Calendar Items

My Calendars

- Calendar
- Calendar in Personal Folders

People's Calendars

- Yvonne Tevis
- Stephen Lau

Advanced Find

File Edit View Tools

Look for: Appointments and Meetings In: Calendar [Browse...]

Appointments and Meetings | More Choices | Advanced

Find items that match these criteria:

<Add criteria from below to this list>

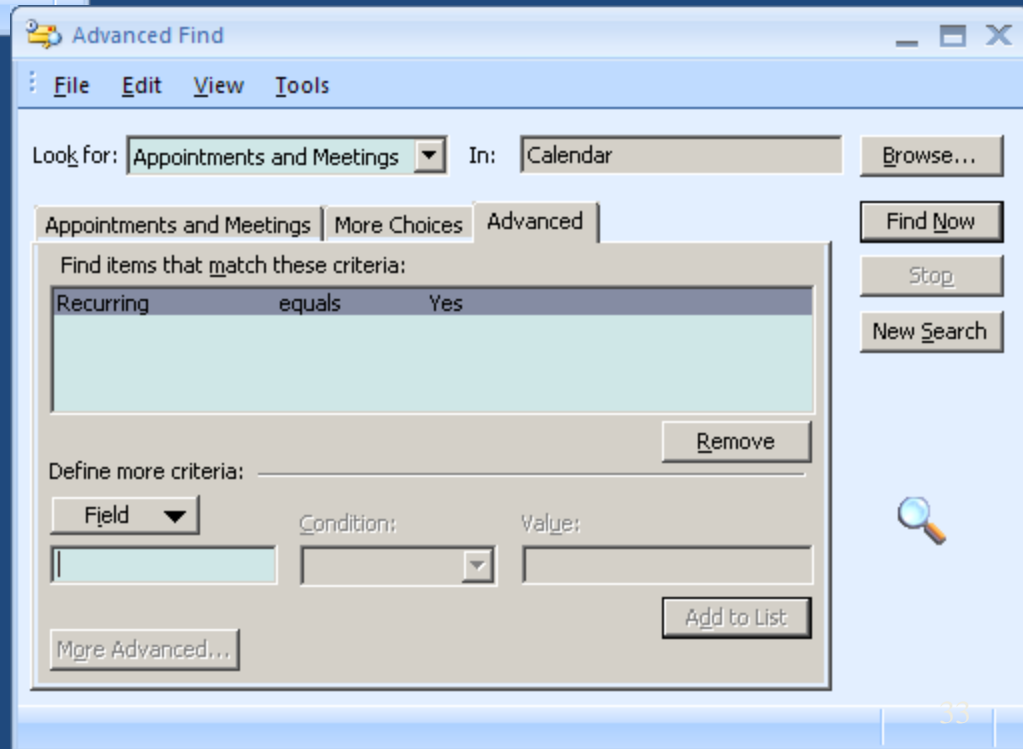
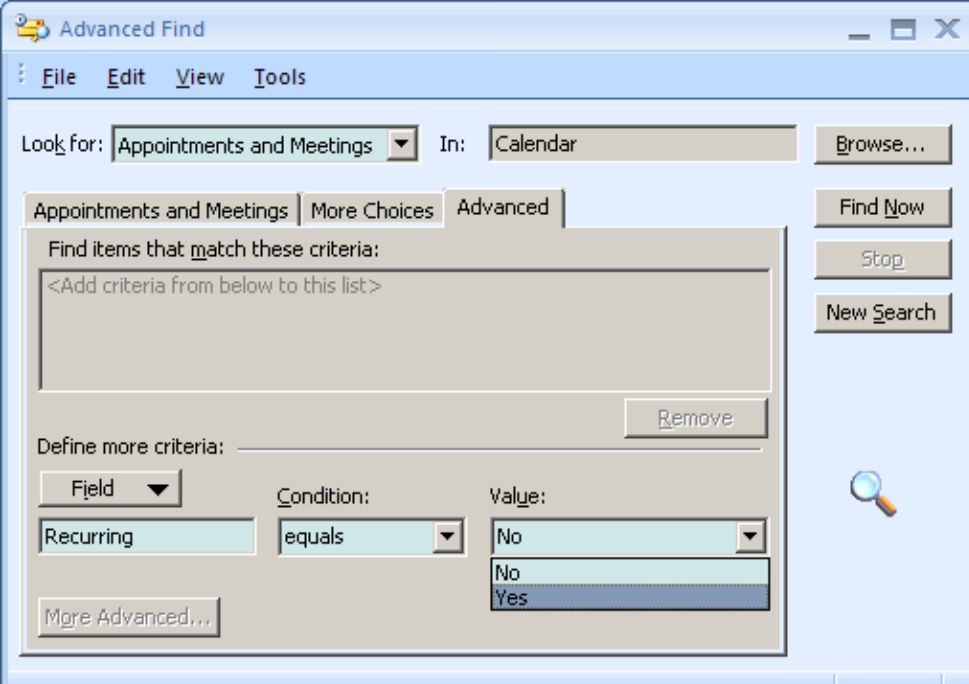
[Remove]

Define more criteria:

Field	Condition	Value
Frequently-used fields		All Day Event
Date/Time fields		Auto Forwarded
All Document fields		Categories
All Mail fields		Contacts
All Post fields		Created
All Contact fields		Due By
All Appointment fields		Duration
All Task fields		End
All Journal fields		Label
All Note fields		Location
User-defined fields in folder		Meeting Status
Forms...		Meeting Workspace URL
		Message
		Optional Attendees
		Recurrence
		Recurrence Pattern
		Recurrence Range End
		Recurrence Range Start
		Recurring
		Reminder
		Required Attendees
		Resources
		Sensitivity
		Show Time As
		Start
		Subject

[Add to List]

Tasks: 0



Look for: Appointments and Meetings In: Calendar

Browse...

Appointments and Meetings More Choices Advanced

Find Now

Find items that match these criteria:

Recurring equals Yes

Stop

New Search

Remove

Define more criteria:

Field

Condition:

Value:

Add to List

More Advanced...

Subject	Location	Start	End	Recurrence	Categories	In Folder
Updated: Digital Government Cluster monthly meeting[DO c... Folks, Let's try meeting on the third Monday of each month in the afternoon. We can reschedule individual meetings as necessary. Please confirm by accepting this meeting.		Mon 4/19/2004 2:00 PM	Mon 4/19/2004 3:30 PM	(none)		Calendar
NAGARA		Wed 7/14/2004 12:00 AM	Thu 7/15/2004 12:00 AM	(none)		Calendar
Convocation		Sat 3/4/2006 11:00 PM	Sun 3/5/2006 11:00 PM	(none)		Calendar
Laurie - out?		Wed 8/2/2006 12:00 AM	Thu 8/3/2006 12:00 AM	(none)		Calendar
Updated: Building Evaluation Capacity Folks, Sorry about the original appoint stretching into Saturday. MS Outlook was being a little too helpful. The correct dates are Thu and Fri, 12-13 October	Phoenix (details forthco...	Thu 10/12/2006 8:30 AM	Thu 10/12/2006 11:59 PM	(none)		Calendar
Karen and Laurie - Arizona Digital Government Summit	Hyatt Regency, 122 Nort...	Wed 5/30/2007 12:00 AM	Thu 5/31/2007 12:00 AM	(none)		Calendar
AIM training		Tue 7/24/2007 12:00 AM	Wed 7/25/2007 12:00 AM	(none)		Calendar
State Bar meeting is this week		Mon 9/17/2007 12:00 AM	Tue 9/18/2007 12:00 AM	(none)		Calendar
Lisa - vacation Approved by LFS 4-10-2007 <end>		Mon 9/17/2007 12:00 AM	Tue 9/18/2007 12:00 AM	(none)		Calendar
ARMA Conference	Baltimore	Sat 10/6/2007 12:00 AM	Sun 10/7/2007 12:00 AM	(none)		Calendar
MER in Chicago		Mon 5/19/2008 12:00 AM	Tue 5/20/2008 12:00 AM	(none)		Calendar
ARMA Conference - Las Vegas		Sat 10/18/2008 12:00 AM	Sun 10/19/2008 12:00 AM	(none)		Calendar
MER in Chicago		Mon 5/18/2009 12:00 AM	Tue 5/19/2009 12:00 AM	(none)		Calendar

32 Items

Look for: Appointments and Meetings In: Calendar

Browse... Find Now Stop New Search

Appointments and Meetings More Choices Advanced

Find items that match these criteria: <Add criteria from below to this list>

Remove

Define more criteria:

Field

Condition:

Value:

Add to List

- Frequently-used fields
 - Date/Time fields
 - All Document fields
 - All Mail fields
 - All Post fields
 - All Contact fields
 - All Appointment fields
 - All Task fields
 - All Journal fields
 - All Note fields
 - User-defined fields in folder
 - Forms...
- All Day Event
 - Auto Forwarded
 - Categories
 - Contacts
 - Created
 - Due By
 - Duration
 - End
 - Label
 - Location
 - Meeting Status
 - Meeting Workspace URL
 - Message
 - Optional Attendees
 - Recurrence
 - Recurrence Pattern
 - Recurrence Range End
 - Recurrence Range Start
 - Recurring
 - Reminder
 - Required Attendees
 - Resources
 - Sensitivity
 - Show Time As
 - Start
 - Subject

10



Look for: Appointments and Meetings In: Calendar Browse...

Appointments and Meetings More Choices Advanced

Find items that match these criteria:

Optional Attendees	contains	Sletten
--------------------	----------	---------

Remove

Define more criteria:

Field

Condition:

Value:

[Empty field]

[Empty dropdown]

[Empty field]

Add to List

More Advanced...

Find Now Stop New Search



Look for: Appointments and Meetings In: Calendar

Browse...
Find Now
Stop
New Search

Appointments and Meetings | More Choices | Advanced

Find items that match these criteria:

Optional Attendees contains Sletten

Define more criteria: Remove

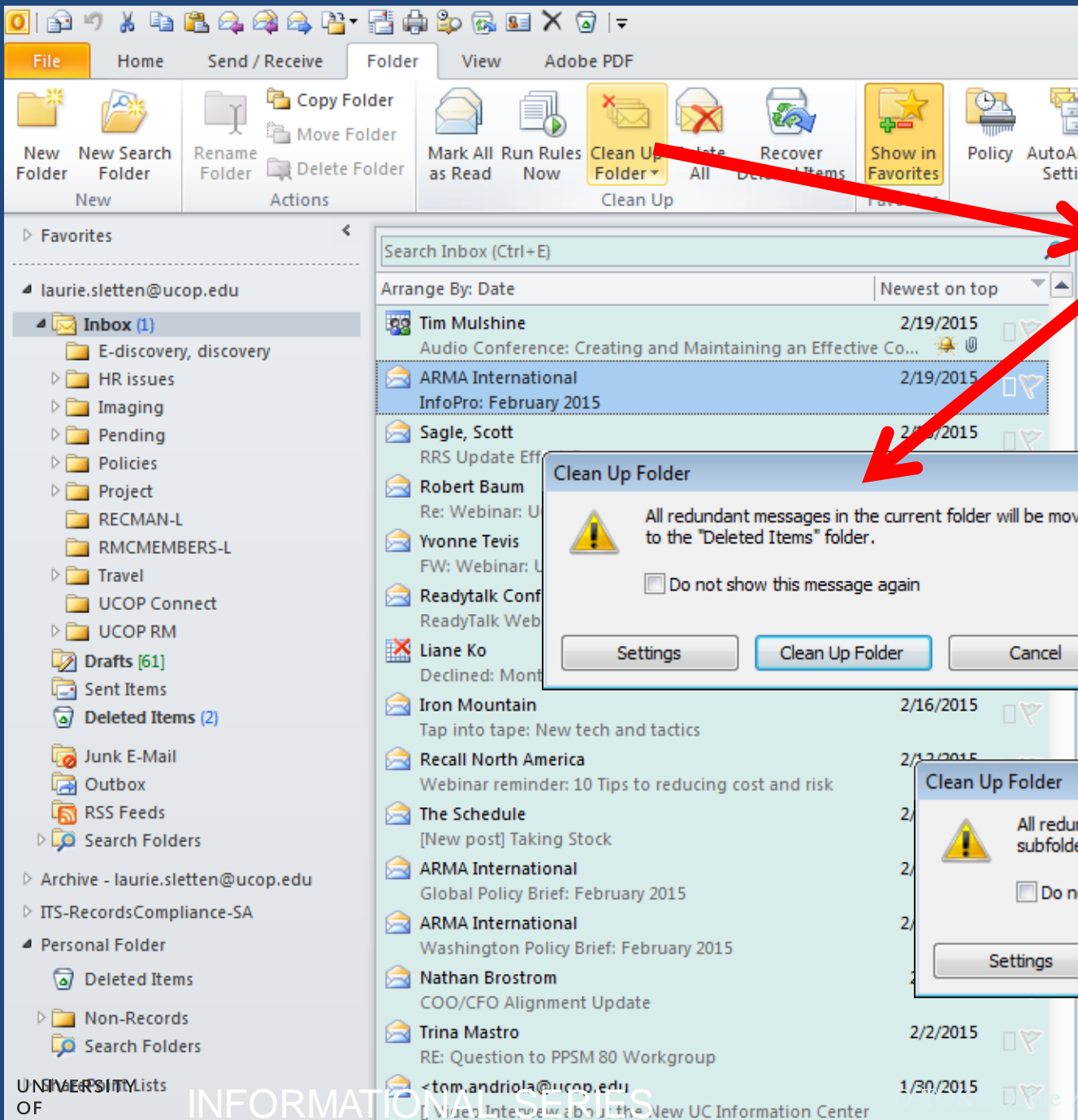
Field Condition Value

More Advanced...

Add to List


Subject	Location	Start	End	Recurrence	Categories	In Folder
May A-Team Meeting	2nd Floor Conference Rm	Tue 5/23/2006 10:00 AM	Tue 5/23/2006 12:00 PM	(none)		Calendar
Exec Team meeting There are a couple more big projects that will impact the IT Priorities in the next 1 1/2 months. Some of these projects are in conjunction with outside institutions. We need to discuss and possibly renegotiate the IT priorities. Specific projects th...	Main Conference Room ...	Tue 6/20/2006 3:00 PM	Tue 6/20/2006 5:00 PM	(none)		Calendar
Updated: Technology Cluster meeting - CANCELLED (will resc... Due to current IT issues, this meeting will be cancelled for today. <end>	Conference Room Capito...	Wed 7/26/2006 10:00 AM	Wed 7/26/2006 10:30 AM	(none)		Calendar
A-Team	DO Conference Rm	Wed 8/23/2006 10:00 AM	Wed 8/23/2006 12:00 PM	(none)		Calendar
Dig Cluster Lunch Bunch School is back in session, and so is the Dig Cluster lunch bunch. Since I've been designated to coordinate, let's revive our informal brown bag lunch bunch - this will give us a chance to get to know each other better as well as talk about our latest p...	Museum Parlor (1st floor ...	Tue 9/5/2006 12:00 PM	Tue 9/5/2006 1:00 PM	(none)		Calendar
SAAC mtg If you have any agenda items let me know. The meeting will be over at LDD. <end>	Conference Rm LDD	Mon 9/25/2006 9:00 AM	Mon 9/25/2006 10:30 AM	(none)		Calendar
Exec A & B Discuss GladysAnn's suggestion of a fulltime web person <end>	large conference room	Tue 11/21/2006 8:00 AM	Tue 11/21/2006 9:00 AM	(none)		Calendar
Discussion of IT projects and other topics	Large conference room	Tue 3/20/2007 8:30 AM	Tue 3/20/2007 10:00 AM	(none)		Calendar
Technology Cluster Meeting Agenda to follow <end>	Conference Rooms - Mai...	Thu 1/13/2005 9:30 AM	Thu 1/13/2005 10:30 AM	Monthly		Calendar
Updated: IT Staff Meeting I plan on using these monthly meetings to bring in various vendors and have seminars on new technologies Meeting location changed... Program will be by Custom Storage Solution, a NetApp VAR. NetApp is recommended by Mobius, another e-Document Managem...	Carnegie	Tue 5/10/2005 9:30 AM	Tue 5/10/2005 11:00 AM	Monthly		Calendar

53 Items



Clean Up Folder
Clean Up Folder & Subfolders


Clean Up Folder

 All redundant messages in the current folder will be moved to the "Deleted Items" folder.

Do not show this message again

Settings Clean Up Folder Cancel

Clean Up Folder

 All redundant messages in the current folder and its subfolders will be moved to the "Deleted Items" folder.

Do not show this message again

Settings Clean Up Folder Cancel

Look for: Messages

In: Inbox

Browse...

Messages | More Choices | Advanced

Find Now

Stop

New Search

Search for the word(s):

In: subject field only

From... .com

Sent To...

Where I am: the only person on the To line

Time: none anytime



Select Folder(s)



Folders:

- Personal Folders
- Calendar [1883]
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Junk E-mail
- Notes
- Outbox
- Sent Items
- Sync Issues

OK

Cancel

Clear All

Search subfolders

Searching in 2 folders:
Inbox; Sent Items

Messages: From .com - Advanced Find

File Edit View Tools

Look for: Messages In: Inbox;Sent Items Browse...

Messages More Choices Advanced

Search for the word(s): In: subject field only

From... .com

Sent To...

Where I am: the only person on the To line

Time: none anytime

Find Now Stop New Search

From	Subject	Received	Size	Categories	In Folder
O'Brien, Amy...	RE: Moving on	Mon 7/30/200...	27 KB		Inbox
Edward Dabr...	RE: Moving on	Mon 7/30/200...	29 KB		Inbox
Doucet, Chuck	RE: Moving on	Mon 7/30/200...	22 KB		Inbox
Ian Thomas	RE: Moving on	Mon 7/30/200...	25 KB		Inbox
Shannon Sav...	Re: Moving on	Sun 7/29/2007...	18 KB		Inbox
Cothorn, Lea...	New Contact Info - Leah	Sun 7/29/2007...	42 KB		Inbox
Joe Devinney	RE:	Sun 7/29/2007...	47 KB		Inbox
O'Brien, Amy...		Wed 7/25/200...	263...		Inbox
BNA	Electronic Evidence Update 07-25-07	Wed 7/25/200...	46 KB		Inbox
O'Brien, Amy...	Agenda: 7/23 Transition Core Team Meeting	Thu 7/19/2007...	165...		Inbox
O'Neil Softw...	[BULK] Latest News... Hints and Tips...	Thu 7/19/2007...	91 KB		Inbox
BNA	Electronic Evidence Update 07-18-07	Wed 7/18/200...	46 KB		E-records
O'Brien, Amy...	Notes 7/17 Core Team Meeting	Wed 7/18/200...	138...		Move-planning

542 Items

Messages: From .org - Advanced Find

File Edit View Tools

Look for: Messages In: Inbox;Sent Items Browse...

Messages More Choices Advanced

Search for the word(s): In: subject field only

From... .org

Sent To...

Where I am: the only person on the To line

Time: none anytime

Find Now Stop New Search

From	Subject	Received	Size	Categories	In Folder
Mark Joraans...	Re: Records	Tue 3/9/2004 ...	8 KB		School Districts
Nancy May	April 29, 2004	Thu 4/29/2004...	7 KB		School Districts
Barry, Evie	FW: Analysis of State Records law Work Group August 23, V11.0	Mon 8/23/200...	209...		NECCC Workgroup on records ...
director@acl...	RE: [SPAM] HB 2427 and California's law of replevin	Wed 3/2/2005...	18 KB		HB 2427 - 2005 session
Dee.Ann.Mic...	RE: E-Mail Management	Wed 5/18/200...	199...		E-mail guidelines issues
Tracy Corman	RE: Document imaging application	Fri 5/20/2005 ...	99 KB		Imaging requests
Gary.Mannin...	RE: Retention schedule	Thu 1/19/2006...	56 KB		City of Mesa
S ònia Oliver...	Re: CD Formats	Fri 1/27/2006 ...	19 KB		Cluster - Digital Government
Jack Confer	Notice of Agency Records Officer	Mon 3/6/2006...	10 KB		Records Officers
Mary.Dellai@...	RE: Retention schedule	Tue 3/7/2006 ...	15 KB		City of Mesa
Suzanne Pease	RE: State Bar Meeting on Friday	Wed 5/3/2006...	22 KB		State Bar meetings
Scott Leonard	Re: Model Assurance Statement	Wed 5/17/200...	12 KB		Cluster - Digital Government
Klein, Patricia	Request for Document Imaging Implementation form	Fri 5/12/2006...	45 KB		Valley Metro Rail

42 Items

Inbox in Personal Folders - Microsoft Outlook

File Edit View Go Tools Actions Help Adobe PDF

Send/Receive Instant Search Address Book... Ctrl+Shift+B Organize Rules and Alerts... Out of Office Assistant... Mailbox Cleanup... Empty "Deleted Items" Folder Recover Deleted Items... Forms Macro Account Settings... Trust Center... Customize... Options...

Folder List

All Folders

All Outlook Items

- Journal
- Junk E-Mail
- Notes
- Outbox
- Sent Items
- Sync Issues
- Tasks
- Search Folders
- Online Archive - Laur...
- Personal Folder
- Personal Folders
 - Calendar [1883]
 - Contacts
 - Deleted Items
 - Drafts
 - Inbox
 - Pending
 - Records Material
 - Reference - Nonrecord messages
 - Journal
 - Junk E-mail
 - Notes
 - Outbox
 - Sent Items
 - Sync Issues
 - Tasks
 - Search Folders
 - Public Folders
 - SharePoint Lists
- Folder Sizes
- Data File Management...

189 Items

Start [Taskbar icons]

Mailbox Cleanup

You can use this tool to manage the size of your mailbox. You can find types of items to delete or move, empty the deleted items folder, or you can have Outlook transfer items to an archive file.

View Mailbox Size...

Find items older than 90 days **Find...**

Find items larger than 250 kilobytes

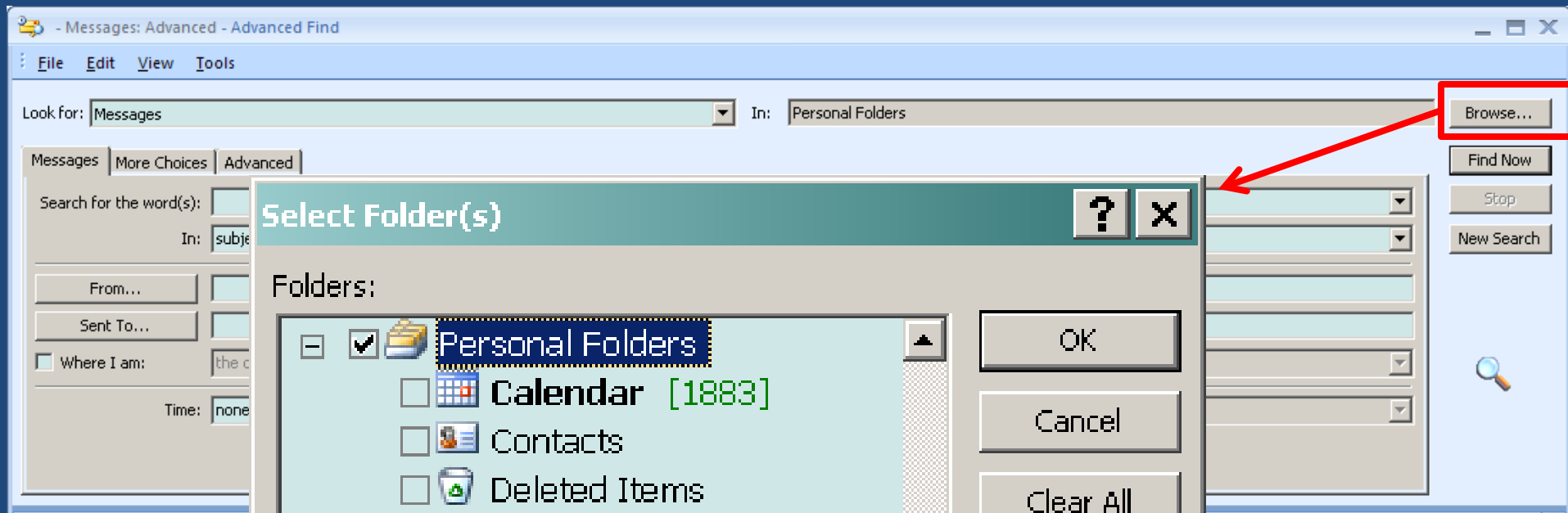
Emptying the deleted items folder permanently deletes those items. Empty

View Deleted Items Size...

Delete all alternate versions of items in your mailbox. Delete

View Conflicts Size...

Close



- Messages: Advanced - Advanced Find

File Edit View Tools

Look for: Messages In: Personal Folders Browse...

Messages More Choices Advanced

Search for the word(s): In: subject field only

From... Sent To... Where I am: the only person on the To line Time: none anytime


Find Now Stop New Search

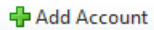
From	Subject	Received	Size	Categories	In Folder
Ann Uglietta	AWP Litigation/Document Retention	Tue 3/13/2007 1...	11 MB		Client-Attorney privilege
Nancy Linssen	Fwd: ASRS CCB Minutes and Imaging Desk Procedures	Tue 4/18/2006 4:...	6 MB	Sort by: Size	ASRS
Ann Uglietta	Review of Archives Spreadsheet "Irrelevant"/AWP Litigation	Wed 2/28/2007 ...	3 MB		Client-Attorney privilege
Macaulay, James	COOP & Vital Records Contact List	Mon 5/7/2007 8:...	3 MB		Vital Records - Disaster Recovery
Laurie Sletten		Fri 10/6/2006 11:...	3 MB		Optometry
Russ Savage	records retention	Fri 6/1/2007 4:48...	2 MB		Inbox
Laurie Sletten	FYI, ASRS PU	Tue 4/10/2007 9:...	2 MB		ASRS
Laurie Sletten	Septic Tanks	Mon 6/6/2005 1:...	2 MB		Septic Tank records
Laurie Sletten	RE: DRAFT Minutes - Image User Group	Fri 6/1/2007 5:46...	2 MB		Image users group
Macaulay, James	FW: COOP/Vital Records Conference Call July 10th	Mon 7/9/2007 7:...	2 MB		Vital Records - Disaster Recovery
Macaulay, James	FW: For Your Review: Initial Draft Continuity Planning Guide and Continuity To...	Tue 7/10/2007 1...	2 MB		Vital Records - Disaster Recovery
Bill James	article Capitol Times	Wed 6/6/2007 9:...	2 MB		Inbox
Laurie Sletten	FW: Rdocs screen prints continued	Thu 6/16/2005 8:...	2 MB		Software project
Laurie Sletten	RE: DRAM Litigation	Fri 3/23/2007 6:2...	2 MB		DRAM Hold
Laurie Sletten	What is a record - the e-mail issue	Wed 10/11/2006...	2 MB		City of Scottsdale
Laurie Sletten	follow-up from the Compliance Seminar 9-12-2006	Thu 9/21/2006 4:...	2 MB		Maricopa County
GladysAnn Wells	FW: Vendor Registered Notification	Mon 11/13/2006...	2 MB		Budget
Laurie Sletten	Follow up from our conversation yesterday	Fri 6/17/2005 11:...	2 MB		Revenue


337 items

- Save As
- Save as Adobe PDF
- Save Attachments
- Info**
- Open
- Print
- Help
- Options
- Exit

Account Information

 UCOP
Microsoft Exchange





Account Settings ▾

Account Settings

Modify settings for this account, and configure additional connections.


- Access this account on the web.
<https://owa.ucop.edu/OWA/>




Automatic Replies


Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.


Cleanup Tools ▾

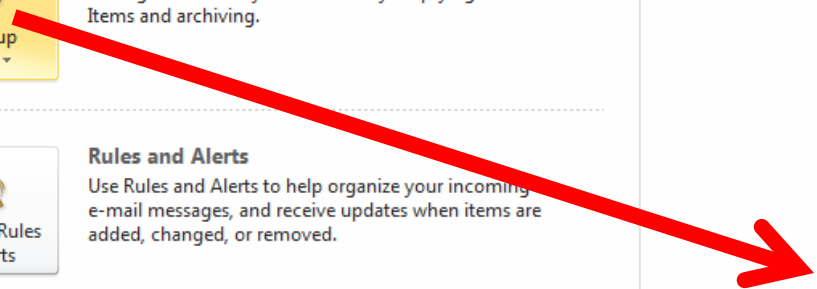
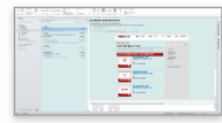
Mailbox Cleanup




Manage the size of your mailbox by emptying Deleted Items and archiving.


Manage Rules & Alerts

Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.



-  **Mailbox Cleanup...**
Manage mailbox size with advanced tools.
-  **Empty Deleted Items Folder**
Permanently delete all items in the Deleted Items folder.
-  **Archive...**
Move old items to Archive Folders in the folder list.

Things to think about for the future

- Do you need to hit reply all?
- Do you need to reply at all?
- Do you need to send a message to multiple people with an attachment? Can you send them a link instead?
- Do you need to retain the message at all?
- E-mail messages can be subject to the Public Records Act, investigations, and e-discovery.

Things to think about for the future

- Once an e-mail leaves your outbox, you have lost control over its distribution. Be careful about sending information (proprietary, confidential, trade secrets, etc.) that should not be seen by everyone.
- Proof read your message before sending.
- Ask permission before forwarding someone else's message.
- Use a descriptive subject line.

Sorting out other types of E-files

- Non-Records- Delete
 - Personal Files – Delete
 - Informational/Reference Files (not considered record material) - Delete
when no longer needed
- Work-Related Documents

What to purge....

- Those non-records that are no longer needed for reference; ones you thought you'd refer back to but never did.
- Duplicates of things already stored and officially filed somewhere else
- Duplicates of things on Inter-, Intranet sites.
- Extra versions of final documents, and extra versions of drafts that are no longer needed.

What to purge....

- Those records with lapsed retention periods and are no longer required to be kept.
- All records holds for the records have been lifted.

What to keep

- Those things still needed for reference (that you really will use)
- Things used for creating or updating other things: Photos, PowerPoint Slides, etc.
- Duplicates that you use differently from the “original”
- Anything that you still need that is best left in electronic form so that it can be updated and/or shared
- Consider moving these reference things into a central place where they can be easily identified as non-records that are used for reference and easily purged when no longer of value

What to keep and how

- Things that are still required to be kept
- Use naming conventions for titles of documents and other objects that have been agreed upon by all users
- Set up a framework that allows items to have the proper security measures in place so they can be protected from unauthorized access
- Avoid storing duplicate copies
- This framework should also allow for easy purging
- Move the items to specific filing locations that have been agreed upon by all users

What else do you need to know about our D-TOKs Non-Records Purge Week?

- It is April 20-24, 2015. Our Records Compliance Week will be in August.
- There will be recycle barrels available.
- Please work with your manager to coordinate the purging of your department's paper and electronic Non-Records.
- If you need help, I will be available to help:
 - Phone before event, ext. 7-9411
 - laurie.sletten@ucop.edu
 - Phone during event, ext. 7-3823

What else do you need to know about our D-TOKs Non-Records Purge Week?

Do not discard anything that is the subject of a litigation hold or other records freeze or has been requested pursuant to the California Public Records Act, an investigation, an ongoing audit or other legal process.

If you have any questions about whether something is required to be preserved for legal reasons, please contact the Office of the General Counsel.

Important Websites

- ❖ [UC Records Retention Schedule](http://recordsretention.ucop.edu/) (<http://recordsretention.ucop.edu/>)
- ❖ [UC-Office of the President Records Retention Management](http://www.ucop.edu/information-technology-services/initiatives/records-retention-management/index.html) (<http://www.ucop.edu/information-technology-services/initiatives/records-retention-management/index.html>)
- ❖ [Email Management at UCOP](http://www.ucop.edu/information-technology-services/units/e-mail-management-at-ucop.html) (<http://www.ucop.edu/information-technology-services/units/e-mail-management-at-ucop.html>)
- ❖ [Shredding Records](http://www.ucop.edu/building-administrative-services/services/records-shredding.html) (<http://www.ucop.edu/building-administrative-services/services/records-shredding.html>)
- ❖ [UCOP Central Records Collection Guidelines for Submission of Materials](http://www.ucop.edu/information-technology-services/services/ucop-it-services/records-management/ucop-central-records-collection-guidelines-for-submission-of-materials-.html) (<http://www.ucop.edu/information-technology-services/services/ucop-it-services/records-management/ucop-central-records-collection-guidelines-for-submission-of-materials-.html>)
- ❖ [UC-Wide Records Management](http://www.ucop.edu/information-technology-services/initiatives/records-management/index.html) (<http://www.ucop.edu/information-technology-services/initiatives/records-management/index.html>)

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