

## **What's Happening Now –March 2014**

Records and Information Management Services (RIMS) is wrapping up information gathering meetings with stakeholder groups for an email preservation project called “Preserving Email Messages of Enduring Value” that involves all three campus archives and a broad range of senior administrators.

In addition, the group will be launching an interactive campaign to create awareness about digital clutter in the summer of 2014. The campaign is designed to inform, educate and engage University employees about managing email and scanning documents in ways that reduce the storage of unnecessary digital content.

Last year, RIMS collaborated with UIS on their first “Email Footprint Challenge,” which resulted in 42.6 GB of saved email storage space. At the same time, RIMS supported the successful efforts of the OBFS “Skinny Foot Challenge,” reducing the unit’s overall information footprint by .645 TB. The team also worked with 45 departments at Urbana, Springfield and Chicago to eliminate the burden of filing directly with the state of Illinois for approval of over 1,000 cubic feet of paper records, leading to a comparable increase in building space.

RIMS created State-approved general retention schedules for student records in September 2013 and for HR-related records in January 2014. This effort replaced several hundred individual department level retention schedules and created a process for record compliance.

The group continues to work with the State defining acceptable file formats for long-term preservation as well as providing a decision tree used to make decisions about scanning. For additional information, contact [RIMSGroup@uillinois.edu](mailto:RIMSGroup@uillinois.edu).

See the [feature archive](#) for previous monthly updates.