



The banner features the University of California logo and the text "Electronic Records Day 10.01.20 10:00 a.m." Below this, the title "ELECTRONIC RECORDS MANAGEMENT – NOW, MORE THAN EVER" is displayed. To the right is a circular graphic containing various cloud-based service logos like SharePoint, Office 365, Zoom, Slack, Box, Microsoft Teams, OneDrive, Outlook, Google Docs, and Dropbox, with a large red question mark in the center.

Are you concerned about all of the things you are using to create and receive records while you are working from home? Do you know what you need to manage and how?

The [UC Records Management Committee](#) is celebrating Electronic Records Day by hosting the event “Electronic Records Management – Now, More Than Ever!”

The hour-long event will take place October 1, 2020 at 10:00 am. Panelists will include experts in Archives, Records Management, Privacy and Information Security. There will be tools to help people with management of their electronic records. After the presentations, there will be time available to address questions from the audience.

The experts will focus on their areas of expertise in electronic records management. Each area will provide a 10-minute presentation:

#### **You are making history today!**

Beyond newsletters, minutes, and reports, it's recorded in your email, texts, webpages, chats, and much more. The University Archives strives to collect and preserve this information for tomorrow's researchers and historians. Marlayna will share tips and strategies for managing and preparing your records for the archives.

- ***Marlayna Christensen*** has been with the UCs since 1999 and the University Archivist at UC San Diego since 2016. As University Archivist, she coordinates with offices and organizations across the campus to collect analog and digital records documenting the achievements, challenges, events, and people at UC San Diego, ranging from top administrators to student organizations.

## **What is Electronic Records Management and what is in it for you?**

Members of the UC Records Management Committee will provide some thoughts and tools to help you.

- **Kelley Walker** is Information Practices Coordinator and Campus Records Manager, UC Davis Office of the Campus Counsel and concurrently serves as Interim Chief Administrative Officer for the Vice Chancellor's Office of Diversity, Equity and Inclusion since September 2019.
- **Carolyn Tuft** is the Assistant Director for Business Intelligence, UCSF Real Estate. She promotes good information governance practices to better manage one of UCSF's most valuable assets, information. Prior to this role, she was the Senior Digital Project Manager. As a PM, she facilitated moving to paper lite work processes in preparation for moving to open plan workspaces.
- **Laurie Sletten** is the UCOP Records Manager. She convenes the UC Records Management Committee, which by policy coordinates the ongoing systemwide development and management of policies and procedures that promote sound, efficient, and economical records management in alignment with current laws and industry best practices for the university.

## **Privacy issues of the day**

The rapid development of large-scale programs to address the pandemic and attendant alterations to daily life and work prompts the need for careful consideration of the use and protection of personal data along the way. Join us to discuss the privacy issues of the day and learn about the practices that should guide program design.

- **Pegah K. Parsi**, is the Campus Privacy Officer for UCSD where she manages a portfolio of privacy initiatives related to employees, students, applicants, alumni, and research participants.

## **Protecting our digital resources**

Protection of records is fundamental to supporting the UC mission. With growing threats from cyber-espionage, cyber-crime, hacktivism, and insider threats, it's important the UC community is vigilant in the protection of our data assets.

- **David Rusting** is the Chief Information Security Officer at the University of California, Office of the President, where he leads the collaboration, development, and implementation of information security strategy and initiatives across the UC system.

## **Register in advance for this meeting:**

<https://UCOP.zoom.us/meeting/register/tJYld-oqzgjGNGkd4pwjGBLYsLZuQFDmoAp>

After registering, you will receive a confirmation email containing information about joining the meeting.