

ELECTRONIC RECORDS

Guidelines and Tips



UNIVERSITY of
DENVER
RISK MANAGEMENT

Electronic Records

- As mentioned in the DU Records Management Policy we are “committed to managing the most authentic, sustainable, complete, and useful version of a University record, regardless of format”
- Federal law provides that electronic records are in general just as good as their paper equivalents as long as they are authentic reproductions or representations

Pros and Cons of Electronic Records

Pros

- ❑ Requires less physical space
- ❑ Information may be password protected or encrypted, which increases security
- ❑ Files may be easier to access since they would be stored in a shared drive or software
- ❑ Reduced amount of moving documents back and forth from storage areas

Cons

- ❑ In order for the document to replace a hard copy, it must be legible, accessible and stored in a manner which allows for quick access
- ❑ Labor intensive to scan all of the documents
- ❑ Organizing scanned documents into searchable formats may be challenging

Transfer Options

- Paper Documents
 - Can be scanned and converted to electronic formats using various file conversion tools
- Media Files
 - There are certain media files that may be uploaded and converted to JPEG, MP3, AIFF, etc.
 - Any media that is transferred to an electronic format must be as reliable and accessible as the original format



Information Transfer Procedures

- Ensure that the document can be stored in a manner that preserves its integrity
- A consistent process will help create uniformity and promote organization
- The electronic file should be accessible to common platforms, systems and technologies

Records Contact Information



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