Electronic Records

- As stated in the University Records Management Policy, we are “committed to managing the most authentic, sustainable, complete, and useful version of a University record, regardless of format.”

- Most paper records can be converted to electronic format, so long as the electronic records are authentic reproductions that can be printed to paper format and, when printed, are legible and approximately the same size as the original paper document.

- Some laws and regulations specify that certain records must be retained in their original forms.
  - e.g., 34 CFR § 674.19, requiring IHEs to retain Perkins Loan original paper promissory notes

- Records that contain a seal, certification, or other mark required to validate authenticity may need to be retained in their original formats.
## Pros & Cons of Electronic Records

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<th>Pros</th>
<th>Cons</th>
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<td>- Requires less physical space</td>
<td>- In order to replace a hard copy, the electronic record must be accessible and capable of being legibly converted to paper format</td>
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<td>- Information may be password protected or encrypted, which increases security</td>
<td>- Labor intensive to scan all of the documents, especially if converting to searchable formats</td>
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<td>- Files may be easier to access since they would be stored in a shared drive or software</td>
<td>- Electronic records are more susceptible to data breaches</td>
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<td>- Reduced amount of moving documents back and forth from storage areas</td>
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Tips

- Ensure that the document can be stored in a manner that preserves its integrity
- Comply with IT’s Requirements for Secure Computing Policy to help guard against data breaches
- When converting to electronic format, use a consistent process to help create uniformity and promote organization
- Make retrieval easier by creating and implementing a naming convention for electronic records
- Ensure that electronic records are accessible to common platforms, systems, and technologies
Records Contact Information

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