


A graphic featuring a dark grey circle with a white dashed arrow border. The year '2016' is written in white inside the circle. A yellow ribbon banner is superimposed over the circle, containing the text 'DISPOSITION DAY' and 'SUMMARY' in black.

2016

DISPOSITION DAY

SUMMARY



Each year, the Records and Information Management office sponsors DISPOSITION DAY to encourage the safe and secure destruction of confidential university records and promote the university's records management program: the records retention schedule, records and information management policies, and best practices in records management. Last year, 10 departments participated. This year, 32 offices participated.

Confidential records recycled:

8021 pounds

(4.01 TONS)

COMPLIANCE



Records collections were assessed for disposition in accordance with UC Policies.

SPACE



Recycling 8021 lbs of paper is the equivalent of clearing out 30 filing cabinets.

BUDGET



Annual lease payment savings for 30 filing cabinets is \$7698.00.

ADMINISTRATIVE OUTCOMES:

Participating departments became more familiar with classifying documents under the UC Records Retention Schedule.

Individuals learned how to identify what IS and what IS NOT an administrative record.

The legal, privacy and discovery cost risks were reduced.

Those who handle records were given the opportunity to discuss best practices in records management.

Increased employee productivity.

Records collections are more usable and more easily searched.

Confidential records were securely shredded.

ENVIRONMENTAL SAVINGS:

Recycling paper records instead of storing them in offices contributes to the post-consumer waste production line. Reusing 8021 pounds of existing paper saves:



1644.31 gallons
of fossil fuel



16844.1-kilowatt
hours



13.34 cubic yards
of waste



68.18 trees



28,073.5 gallons
of water



240.63 lbs of air
particulates

Source: <http://www.statepaperandmetal.com/calculator.php>

THANK YOU

to the participating departments:

Academic Senate Office
Art Department
BAS ORM
Baytree Bookstore
CASFS
Chancellor's Office
CP/EVC Office
Ecology & Evolutionary Biology
Educational Partnership Center
Enrollment Management
Feminist Studies/Interdisciplinary
Studies
ITS Billing Office
ITS LITS
ITS Physical Security
Merrill Advising Office

Microbiology & Environmental
Toxicology
McHenry Library
Office of Diversity, Equity, and
Inclusion
Philosophy Department
Physical & Biological Sciences
Physical Planning & Construction
Physical Plant Business Office
Physical Plant Work Management
Risk & Safety Services
Student Housing Services
Summer Session Office
Transportation & Parking Services
Undergraduate Education Office
Workers' Compensation Office