

```
<li><a href="index.html">Home</a></li>
<li><a href="home-events.html">Home Events</a></li>
<li><a href="multi-col-menu.html">Multiple Column Menu on Larger Viewports
<li class="has-children"> <a href="#" class="current">Header Options</a>
  <ul>
    <li><a href="tall-button-header.html">Tall Button Header</a></li>
    <li><a href="image-logo.html">Image Logo</a></li>
    <li class="active"><a href="tall-logo.html">Tall Logo Image</a>
  </ul>
</li>
<li class="has-children"> <a href="#">Carousels</a>
  <ul>
    <li><a href="variable-width-slider.html">Variable Image Width Slider</a></li>
    <li><a href="testimonial-slider.html">Testimonial Slider</a></li>
    <li><a href="featured-work-slider.html">Featured Work Slider</a></li>
    <li><a href="equal-column-slider.html">Equal Column Slider</a></li>
    <li><a href="video-slider.html">Video Slider</a></li>
    <li><a href="mini-bootstrap-carousel.html">Mini Slider</a></li>
  </ul>
</li>
```

ELECTRONIC RECORDS

Guidelines & Tips

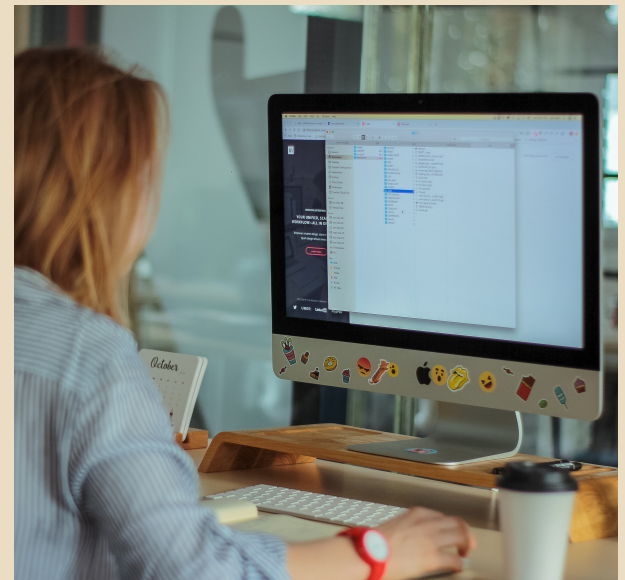


UNIVERSITY of DENVER

RISK MANAGEMENT

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

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 to replace a hard copy, the electronic record must be accessible and capable of being legibly converted to paper format
- Labor intensive to scan all of the documents, especially if converting to searchable formats
- Electronic records are more susceptible to data breaches

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



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