

Managing Records While Teleworking

As King County employees, we all have a duty and obligation to manage our records. Managing records periodically is always good for business because it helps us to **respond to public records requests, reduce financial liability**, and helps each of us **do our jobs more efficiently**. Spending time on managing electronic records **now** is also beneficial as it will help to prepare for KCIT's project to **migrate the content of all shared network drives**.



Although records management should be a part of every employee's daily work, it is also a great activity to do while teleworking. Most records management tasks can be accomplished away from the office with access to the internet and the county's network (AnyConnect or VPN).

The following tasks can be accomplished by **all employees** while working remotely:

- Take online training including [Basic Records Management](#) and [Content Manager courses](#) (courses can be retaken)
- [Install Content Manager](#) from the Software Center
- [File inactive electronic records to Content Manager](#) from Outlook and network/shared drives
- Submit a [records destruction form](#)
- [Review resources](#) on the Records Management website
- **Manage emails in Outlook** – delete [transitory emails](#) and sort and organize emails to retain
- **Manage digital records in One Drive and shared drives** – delete [transitory records](#) and sort and organize other records to retain
- [Contact the Records Management Program](#) with questions or for virtual consultations (available from 8:00am to 4:30pm Monday-Friday).

The following tasks can be accomplished by [Records Management Leads](#) while working remotely:

- Submit a [Content Manager agency onboarding request form](#)
- [Do box data entry in Content Manager](#) for boxes that need to be sent to the Records Center.
- [Submit box pickup or retrieval requests in Content Manager](#) (if someone else is physically in the office to meet Records Center Staff)
- Fill out a [records management self-assessment](#) form
- Work with the Records Management Program to develop a [records retention schedule](#)

