

# UMSL | ITS

University of Missouri–St. Louis

## ITS UPDATE NEWSLETTER

March 2022

### Spring Cleaning: Email Sweep

#### What is a record?

Records are defined as those that provide:



Administrative or operational value



Fiscal Value



Historical, informational or research value



Legal or evidential value

**Note:** If you are unsure if an email qualifies as a record, review the university's Records Retention Authorizations or contact [umrecordsmanagement@umsystem.edu](mailto:umrecordsmanagement@umsystem.edu) for assistance.

University of Missouri System  
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Beginning **June 30, 2022**, UM System Office of Information Technology will begin the process of conducting daily sweeps of all active university mailboxes for emails older than five years in your Inbox or Sent Items folders.

We ask that you begin to prepare for this change now to avoid loss of emails you need to keep as well as important business records. For many of you this means managing your inbox by:

- Using the Conversation Clean-Up tool in Outlook to delete redundant emails. This tool does not work on Outlook for Mac.
- Moving important emails to a sub folder or some other system of record for a required period of time based on the university's Records Retention Authorizations. User-created sub-folders in Outlook **will not** be swept.

As you manage your inbox, please keep in mind that records are defined as those that provide:

- Administrative or operational value
- Fiscal value
- Historical, informational or research value
- Legal or evidential value
  - Do not delete records that are part of a litigation hold or pending legal action. Move these records to a sub folder.

# IT Security Tip

**Turn off cookies and auto-fill options.** If your mobile device automatically enters passwords and login information into websites you visit frequently, turn this feature off. While convenient, these options pose privacy threats.

Source: UMSYSTEM.EDU

## Spring Break Lab Hours

### TJ Research Commons

3/26-3/27 Closed

3/28-3/31 8AM-7:30P

4/1 8:00A-4:30P

4/2 8:00A-3:30P

4/3 12:00P-7:30P

**SSB 103, SSB 222, SSB 452**

**E. Desmond Lee T.LC.**

**Benton 232**

CLOSED 3/26-4/3

# Faculty & Staff: Software Requests

In Case You Missed It :To provide sufficient testing time and quality control, the deadline to submit requests for software in the Labs and Classrooms for the Academic Year 2022-23 is **May 1, 2022.**

Users may begin the process by submitting a request via the ISS Software Request Cherwell portal page. New software will also require a BPM12004 Approval. If you have previously requested specialized software in the Classrooms that is no longer needed, please let us know.

For more information, please visit:

<https://www.umsl.edu/technology/iss/Software/index.html> or email [ic@umsl.edu](mailto:ic@umsl.edu).

ITS wishes you a safe spring break!