Suggestions for changes to managing LCPT/PTTR files
Geoff Husic (LCPT Chair, 2013-2104)
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Addendum to LCPT 2013-2014 Annual Report

Assumptions:

The University has been moving, albeit with fits and starts, to convert the P&T file handing to digital manifestations. These documents are currently stored on Hawkdrive during the PT/PTTR processes. So the idea of having one secure set of documents is now moot, as virtual copies can be stored on Hawkdrive, on the drives of work or home computers, or even in the cache files after being deleted. It would behoove KU to offer more guidance to those given access to such files, but since that guidance is lacking, we must rely on those concerned to understand some of these technical points to make sure the files are never compromised.

The Libraries also give access to a number of the candidates’ documents to external viewers and thus no longer have complete control over those documents once they are sent out;

LCPT members generally prefer to print off their own copies of many of the documents for the ease of adding notes and find it easier to work on files at home or other locations where there is better privacy and better conditions for concentrating;

Watson 503 Room B has traditionally been used to store files for LCPT’s inspection, but this room can be very noisy if Room A is also occupied, and due to increased meetings it has be a burden to release Room B for LCPT's exclusive use during the months of October and November, and later during the PTTR process.

Neither UCPT nor the Provost’s office receive the paper files any longer.

Suggestions:

We suggest that, following the now current University process, that the digital files on Hawkdrive (or future equivalent) be consider the "file of record" for Libraries PT/PTTR files.

When all paper and digital files have been finalized, HR should alert the LCPT chair and request him/her to compare both sets and confirm that they are identical in content. This double check will help assure that important documents are not missing from Hawkdrive (this has in fact happened several times, which is why we are making this suggestion).
The paper files would then be kept secure but accessible in the Admin Office in case LCPT would like to retrieve the paper files for use in a meeting, or a LCPT member would like to view the paper files (this would have to be during the normal working hours). Other special arrangements could be worked out if ever necessary.

The Chair will remind committee members of the importance of keeping secure any documents they chose to print off; ideally also computer caches should also be cleared regularly if documents are read online; and documents stores on PC’s should be securely deleted when no longer needed. Tech Support can advise the best way to accomplish these if this is not something a member is comfortable with.