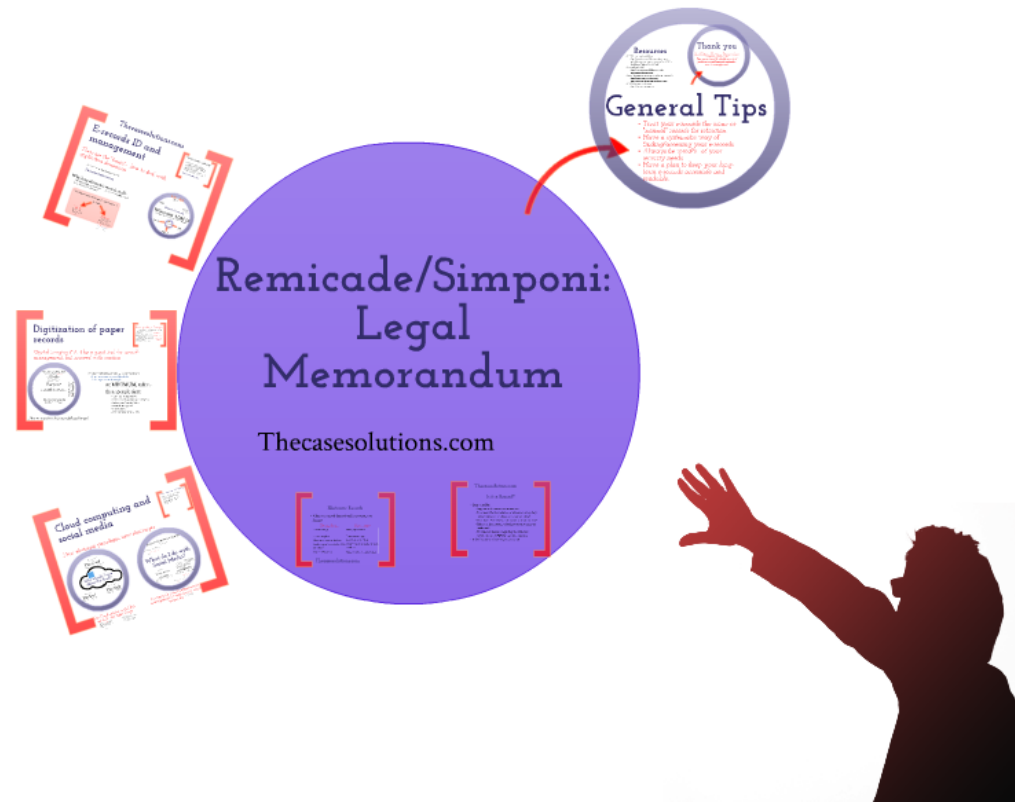


Thank you for your attention!



# Remicaade/Simponi: Legal Memorandum

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- Always be mindful of your security needs
- Have a plan to keep your term e-records accessible and readable.

Management - ID and com

the "basics" -- how to deal with documents

Wisconsin ADM 12

paper

At MINIMUM, talk to these people first:

- Your unit IT department
- UITS (high-level bandwidth process)
- Information Security Office
- Records Management
- Legal Affairs
- Purchasing if using a CMS

Computing and media

paradigm, new challenges

What do I do with Social Media?

Social media poses are recorded

Social media enterprise

Social media management

Most people won't notice records management for day-to-day social media use

Electronic Records

- Value of a record determined by content, not format!

Electronic Record	Paper Analog
E-mail message	Memorandum letter
E-Firm template	Form master copy
Witness accounts database	Witness card catalog
Stroke paper (e-read or PDF)	Stroke paper submitted in-class or via mail
Instant message log	Memorandum of conversation

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Is it a Record?

- Does your file:
  - Support or document a transaction?
  - Document the formulation or execution of a policy, interpretation of a policy, or change of policy?
  - Document Actions taken in response to an inquiry?
  - Relate to the substantive business of your office or work unit?
  - Provide information regarding the historical development of UW/M programs or people?
- If "yes" to any of the above, it is a record!



# Electronic Records

- Value of a record determined by content, not format!

## *Electronic Record*

## *Paper Analog*

E-mail message	Memo, typed letter
E-Form template	Form master copy
Museum accessions database	Accession card catalog
Student paper (e-mailed or D2L-submitted)	Student paper submitted in class or via mail
Instant message log	Memorandum of conversation

## Is it a Record?

- Does your file:
  - Support or document a transaction?
  - Document the formulation or execution of a policy, interpretation of a policy, or change of policy?
  - Document Actions taken in response to an inquiry?
  - Relate to the substantive business of your office or work unit?
  - Provide information regarding the historical development of UWM programs or people?
- If “yes” to any of the above, it is a record!

## E-records ID and management

But first, some vocabulary:

- Electronic Record: any record created/ maintained in a computer-readable format.
- Born-Digital: Records that were originally created in electronic format.
- Application document: a document created by a desktop application (e.g. Word or Acrobat).

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*These are the "basics"-- how to deal with application documents.*

It's easier to access and share your records.

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### Why keep electronic records at all?

The physical space requirements for storage are MUCH lower.\* It's easier to find older records.

What happens once I don't need an e-record anymore?

Two Paths:

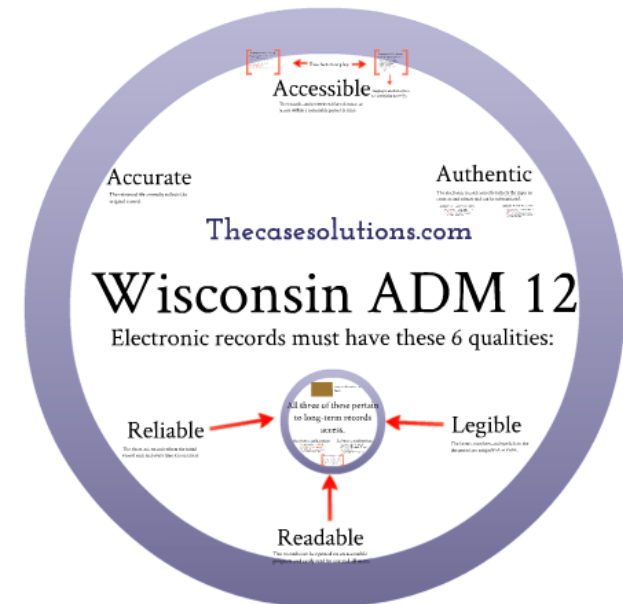
#### Disposition

- The final office of application Review and Disposition Authority (RD/DA) will determine records.
- If a record belongs in a public domain, it will be placed in electronic form to put it in a public domain. Just being "able" to see it is not enough.

#### Archiving

- If a record has been created or received directly by the USPTO, it is not a public domain record.
- If a record is received by a member of the public, it is not a public domain record.
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As of October 2012, you have some additional information on records. <http://www.uspto.gov/patents>



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# application documents.

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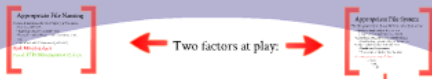
# Physical s

\*That said, robust electronic storage is neither free nor infinite.

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# Storage are





**Accessible**  
 The records can be retrieved for reference or access within a reasonable period of time.

**Accurate**

The retrieved file correctly reflects the original record.

**Authentic**

The electronic record correctly reflects the input of creators and editors and can be substantiated.

Solution A: Legal Preservation  
 Solution B: File Protection

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# Wisconsin ADM 12

Electronic records must have these 6 qualities:

**Reliable**

The electronic record reflects the initial record each and every time it is accessed.

All three of these pertain to long-term records access.

Hardware considerations      Software considerations

**Legible**

The letters, numbers, and symbols in the document are uniquely identifiable.

**Readable**

The records can be opened on an accessible program and easily read by any and all users.