



# Manage Paper Records with RecordLynx

RecordLynx has been developed by the Information and Privacy Office to assist units in managing their paper records in accordance with York University's Common Records Schedule.

## RecordLynx Features

Built on Microsoft Excel, RecordLynx is simple to use. Add, edit, retain and dispose of individual files/records with ease. RecordLynx can be accessed by multiple users simultaneously and modified by one user at a time. The setup can be customized by each unit's designated RecordLynx administrator from lists of available options.

### ① Searching

- Search the entire records inventory by keyword or phrase to find all occurrences of the search term(s)

### ① File Check In/Out

- Track who has checked out a record, where it is, and when it was returned

### ① Printing

- Print the entire index from the home screen
- Print labels for folders and binders in various formats

### ① File Retention & Disposition

- Each record in the database is linked to the retention and disposition requirements in the Common Records Schedule (CRS)
- Automatically populate forms for records destruction or transfer to Archives once a record's retention period has expired and it has been closed

### ① Reporting & Logs

- Generate reports on file class, record location, closed records, checked out records, or create a custom report
- RecordLynx creates its own backup file and logs changes made to the inventory -- and the administrator can list records deleted from the database



## RecordLynx Assistance

The IPO will assist units that want to use RecordLynx by providing a copy of the software, helping with the initial application setup and configuration and by providing guidance on organizing and structuring unit files and records.

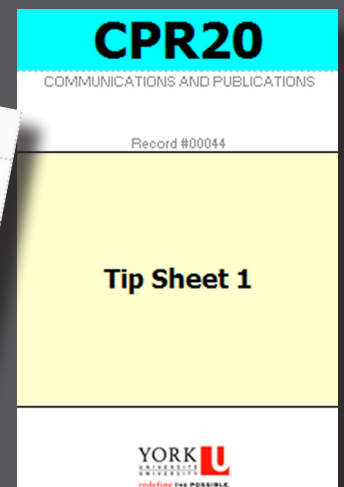
And... get help while you work. RecordLynx has built-in assistance for most of its functions. Simply move your mouse pointer over the area and a help message will give you more information on what you're trying to do.

## Want to know more about RecordLynx?

- Contact the IPO at [info.privacy@yorku.ca](mailto:info.privacy@yorku.ca) for a demonstration or consultation!



file and binder labels created in RecordLynx



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