

WaSERV Information Sessions

DIS has developed a variety of informational sessions for agencies preparing to migrate, or in the process of migrating, to the Washington State Electronic Records Vault (WaSERV, commonly referred to as the Vault). Customer agencies are encouraged to schedule any, or all, of these information sessions as they are needed.

Records Retention Policies and the Vault

This session covers best practices for developing your records retention policies based on state and federal requirements, and how you will incorporate your agency's retention policy for use with the Vault tool. Remember, a record is a record regardless of the format.

Target Audience: Records Officers

Timing: Agencies should begin preparing six months to one year before migrating to the Vault.

Vault – First Look

This session provides general information about the Vault. Topics include Vault basics, best practices, technology, and business use. Customers have the opportunity at this meeting to view the Outlook Client with the Vault options installed, and the ASK SharePoint site.

Target Audience: IT staff, legal, finance, HR, Records Officers

Timing: Customer's convenience

More of what you want to know about the Vault

This session lets YOU choose the topic of interest. This meeting could be used as a First Look for additional team members, or for techies who want to know about servers, connections, and software, and what they may need to do to support the client software. You can even schedule time to drive the tool in Outlook and perform searches in the DIS test account.

Target Audience: IT staff, legal, finance, HR, Records Officers

Timing: Customer's convenience

How do I schedule a session?

DIS has reserved every Wednesday afternoon from 1:00 to 3:00 p.m. for these sessions. To schedule your session(s), please email your request to Michelle Tuscher (Michelle.Tuscher@dis.wa.gov) and provide the following details:

1. Session of interest
2. Number attending (maximum of 15)
3. Several Wednesday dates that work

Michelle will contact you to finalize your session and schedule.