

**Records Management Committee
November 11, 2010**

Present: Terry Berg, Diane Brice, Lee Colaw, Bruce Cotgreave, Mary Dodson, Mark Hanna, Rhonda Higgs, Mike Jager, Sara Long, Kay Mooney, Brenda Sadler, Vickie Shelton, Lynn Thornton

Absent:

The meeting was held at 2:00 p.m. in L112.

Vickie thanked the members for their attendance, and stated their attendance was extremely important to approve the disposition.

Vickie asked the members to review the minutes from the May 5, 2010 meeting. Mark Hanna moved, seconded by Diane Brice to approve minutes as distributed of the meeting of May 5, 2010. The motion carried unanimously.

Old Business

Disposition Waivers: The issue of Disposition Waivers is on hold until a later date. An online form has been created for the purpose of authorizing the disposal of high volume, low risk records such as tests. This form could be used to document the shredding material that finds its way to the Financial Aid office.

Electronic Records Management Software: HR has been chosen as the test department for AC's first Electronic Records Management software implementation. The goal of this project is to bring the digital copies of our public records under the control of a fully compliant digital record keeping system. Once that has been accomplished we can lawfully abandon the microfilm and paper, with a few exceptions, and rely completely on those digital copies which reside within this software application.

RM Software demo update: On October 28th Hyland Software, creator of OnBase, and Perceptive Software, creator of Retention Policy Manager, met with college staff to demonstrate their software. This was strictly an informational demo. Each company had one hour to highlight their key features and advantages. Both companies emphasized the value of the DOD 5015.2 software certification. The meeting was informative and left us with an appreciation of the technical complexity of electronic records management.

New Business:

Disposition: The committee members were asked to review the disposition list. Vickie reviewed the following key parts of the process up to this point:

-All disposition procedures are compliant with our AC Policy for Records Management and the Texas Local Government Records Act. (The members were provided with a copy of the disposition procedures as well as the dates each step was accomplished.)

-This year's disposition follows the same format and same procedures this committee adopted in 2007.

-Each listing has been reviewed by the Department Head and the Records Management Officer. This review is confirmed by a signature from both parties. (Mike Jager has those documents.)

-315 boxes or 391 cubic feet of records are included in this year's disposition.

-Vickie Shelton, the Board appointed Records Management Officer, has randomly audited 5% of the 315 boxes. On November 9th Vickie tested the accuracy of the list as it relates to the contents of the boxes. She also verified the boxes as they are stacked and palletized are those on the list. Zero discrepancies were found during the audit.

-Again this year we'll use Document Storage & Shredding, they are a nationally certified vendor for records and information disposal.

Vickie asked, prior to the vote, if anyone on the committee was aware of any type of legal request for information, through a freedom of information request, audit, lawsuit, or information review of any kind? No legal action was identified.

Lynn Thornton moved, seconded by Terry Berg to approve the disposal of the documents listed. The motion carried unanimously.

New Records: Housing Contracts/Leases will be retained for AC+5 years. AC is defined as: after closed, expired, terminated. In other words, once the lease is over and the tenant has met all obligations, the Housing Contract will be held for 5 years then disposed of.

Fidelity Bonds will be held for the life of the bond + 5 years. This bond is related to employment of the college Police officers.

Terry Berg motioned, seconded by Bruce Cotgreave that the new record retention periods be approved. The motion carried unanimously.

Strategic Plan requires a Records Management Master Plan before the June 30th deadline. The Master Plan is described as a “plan consistent with the college’s Records Management Policy and SACSCOC accreditation requirements.” Vickie and Mike are pleased that Records Management has been included in the Strategic Plan, and expressed appreciation to Mark Hanna for his efforts.

New Record Center: Vickie stated she was pleased to announce that Amarillo College will have a new Records Center included in the renovations at the Business and Industry Center. This is an achievement that has exceeded expectations. The facility will meet the highest State and Federal standards within our means. She said this is something of lasting value to the community, and she hopes it’s something this committee is proud of once it’s operating.

Bruce said he will need any records facility standards from Mike and Vickie.

Vickie and Mike wanted to know from the committee if the space being allocated in the new Record Center was large enough. They do not want to outgrow the space quickly. After discussion, all agreed enough space has been allocated.