

**Records Management Committee  
May 5, 2010**

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

**Absent:** Lee Colaw

The meeting was held at 2:00 p.m. in L113.

Vickie thanked the members for their attendance.

**Old Business**

Mike reported the project in Ordway Hall went smoothly. He shared the following information regarding this project:

- The initial contact took place on 1-26-10.
- We began unloading the lockers on the morning of 2-9-10.
- Material going back to the late 70's.
- Held the material in Central Receiving for 43 days.
- Took the boxes to DSS shredding on 4-23-10.
- Report that no issues have surfaced as of 5-4-10.
- There were nine large boxes of record copies; 2,400 pounds and 60+ hours of work.
- The boxes contained confidential information; hundreds of Social Security numbers, graded course work, credit card numbers, a variety of account numbers, etc.

Mike stated the following new records have been approved by the State:

- Actuarial Studies with a retention period of US (Until Superseded) + 6 years. This ensures that Amarillo College has the two prior studies on file. Information from the study is retained in Board minutes permanently.
- Disability Student Files with a retention period of 10 years.

Mike showed the committee the actual document approved by the State with the signature.

Mike said as far as Faculty Performance & Tenure Records, the AC Rank & Tenure Committee recommended following State Guidelines, which are "Two years from date of grant or denial of promotion in the tenure track." Mike stated we should not go less than the State recommends to remain legal. This issue will be presented to the Faculty Senate this Friday, May 7.

## **New Business**

**Mike discussed the concept of Disposition Waivers. Tests and test masters are examples of high volume records with low risk of legal consequences. Since they are listed on the Retention Schedule, they should not be disposed of until they are approved by this committee. An approved Disposition Waiver would help the faculty member dispose of the information.**

**Mike gave the following benefits:**

- **Gives the faculty and their department the opportunity to work within the Records Management Program.**
- **Keeps the Records Management policy viable (compliance).**
- **Reduces handling of physical records.**
- **Reduces exposure to accidents.**

**He then gave the following risks:**

- **Exception to the policy (may require legal review).**
- **Must be understood by those using the procedure.**
- **Procedure must be responsive to legal hold notices, Open Records requests, etc.**
- **Unanticipated consequences.**

**He then discussed the conditions the Disposition Waiver would operate within:**

- **Applies to a predetermined set of records.**
- **Only Department Heads can submit the disposition waiver form.**
- **Training a requirement.**
- **Can be denied.**
- **Form must be re-submitted for each disposal occurrence.**
- **Must be approved by the Records Management Committee.**
- **Form must be reviewed and signed by the Records Management Officer.**

**He then said the following regarding the Disposition Waivers and Policy:**

- **The AC Records Management policy is specific.**
- **It takes the Records Management Officer, Records Management Committee, and Department Heads to dispose of records.**
- **We are required by law to maintain reliable records on the disposition.**

**Mike stated no action was required today regarding the Disposition Waivers.**

**Mike informed the committee that Open Records Requests are now called Public Information Requests.**

**Mike discussed Alienation of Records. (LGRA) Section 202.004 states: A records management officer or custodian may temporarily transfer a local government record to a person for the purposes of microfilming, duplication, conversion to electronic media, restoration, or similar records management and preservation procedures. He stated we do not have the authority as an individual to give records to any other individual; if this happens, we request they be returned.**

**Related to the previous citation, Mike reported copy machines now have hard drives and save a copy of each document scanned or printed. Terry Berg stated the copiers don't save information if the machine is used only as a copier. Terry noted we are discussing this, and we may have to compose a policy or procedure to address it. Mike said copiers seem to be in the same category as a computer hard drives in terms of cleaning them of data before disposal to prevent information loss.**

**Mike shared a memo received from the State which shows Amarillo College is compliant due to the following:**

- Records Management policy approved by our Board;**
- Designation of a Records Management Officer; and**
- Retention Schedule.**

**He said we are compliant with our policy primarily because of the ongoing paper records running through the program. As we continue to move to digital media we risk moving further from compliance.**

**Mike then stated the importance of Records Management compliance being incorporated into the Strategic Plan. He said it is important for each member of this committee to support the purchase of Electronic Records Management (ERM) software within the Strategic Plan. At some point in the future we may be unable to demonstrate compliance without electronic records management software. One thing this software will do is save a document in an unchangeable format then begin the countdown to a timed disposition. This feature is auditable and is necessary to comply with AC policy and State RM regulations.**

**A short video was then viewed about Houston Metro, who is classified as Local Government by the TSLAC. This video is a vivid example of how Records Management programs get pulled into a legal inquiries by secondary issues. Their main error is they're disposing of information outside the legal State guidelines. Without a Records Retention Schedule on file with the TSLAC, Houston Metro was not allowed to dispose of any records, ever.**

**The Annual Report to the Board was then discussed. The following will be addressed:**

- **Policy requires the Records Management Officer report to the Board of Regents.**
- **261 cubic feet of records destroyed FY 09-10.**
- **TSLAC reports that AC is in compliance.**
- **Two new records approved by TSLAC are:  
disAbility Student Files  
Actuarial Studies.**

**Vickie suggested drafting some of the information to reflect trends.**

**Meeting adjourned.**