

Records Management Committee

November 4, 2011

Present: Terry Berg, Bruce Cotgreave, Lynn Thornton, Sara Long, Diane Brice, Mark Hanna, Camille Nies, Brenda Sadler

Not Present: Kay Mooney, Lee Colaw

Others Present: Vickie Shelton, Ellen Patterson, Mike Jager

The meeting was held at 11:00am in L113

Vickie thanked the members for their attendance.

Announcement

Vickie welcomed new faculty committee member, Camille Nies. She thanked Camille for accepting the committee assignment. This will begin a two year term.

Old Business

Vickie asked the members to review the minutes from the May meeting. Terry Berg suggested moving the non-voting members into a separate heading, "Others Present". Lynn moved and Mark seconded to approve the minutes with changes. The motion carried unanimously.

Mike gave an update on the Electronic Records Management Software. The Perceptive Software quote is good as of today, the price is \$39,875.00. Mike said the price includes an administrative license, one year support, installation, and training for 20 AC staff. A TRTF software request was submitted for the 2012-2013 budget. Last May, the meeting minutes quoted a price of \$75,000.00. This was an estimate based on Hyland Software's offering. Lynn asked if the purchase could be reconsidered due to the reduced price. Vickie asked Ellen to check with Lee Colaw and report back at the spring meeting.

Mike updated the committee on the college wide record schedule recertification. Mike said about three-fourths of the forms have been returned. We appear to be on track to file an updated Record Retention Schedule with the Texas State Library & Archives Commission next spring 2012.

New Business

Vickie commented the records disposition had been finalized for year 2010-2011. Three hundred sixteen cases of records have been approved for disposal by the Department heads and the Records Management Officer. Each step of the disposal procedures have been carried out and an audit of ten percent of the boxes had been performed on October 20th. Vickie asked the committee if anyone was

aware of a pending legal request for records information, including Open Records Requests at Amarillo College. No one on the committee responded with a reason to suspend the disposal. Vickie then asked for a motion to dispose of the information listed on the 2010-2011 disposition list. Terry moved and Mark seconded the motion to proceed with the disposal. The motion passed.

Mike mentioned the recent Microsoft Access upgrade disabled key features in our software. This made the disposal process more difficult and time consuming with the compromised software.

Mike commented that State contract vendor, WesTex Document Storage, was selected to perform this year's disposal. All 9643 pounds will be shredded, pulped and recycled.

Vickie presented an update of the college records management policy. She said several job titles had changed and the policy needed to reflect the changes. The committee reviewed their job titles and it was agreed to be accurate. The changes were noted with a revision date at the bottom of the policy. A vote was not needed because this was not a functional change to the policy.

Mike handed out a draft for Imaging Guidelines for records information. Mike said with more records information moving digital, a standard is necessary for consistency. It was requested each member take the document to their departments and note what standards they're currently using. Members were asked to bring this information back to the next committee meeting.

Vickie asked the committee for more time to review our Archiving responsibilities with the State Archives. She asked that we table the issue until next spring, no one objected.

Meeting was adjourned at 11:47