

**Records Management Committee
November 1, 2012**

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

Not Present: Lee Colaw, Kay Mooney, Camille Nies

Others Present: Vickie Shelton, Ellen Patterson, Rhonda Higgs, Mike Jager

Announcement

Vickie welcomed the Committee members and thanked them for attending.

On October 9th the Texas State Library & Archives Commission led a training session at the Polk street campus on Electronic Records Management & Records Emergency Preparedness. AC was well represented at the training with 13 department staff in attendance. Mike said his take away was the TSLAC is hard at work updating schedules, forms, and policies for Texas Local Governments, and evidence shows the laws and regulations for records information management are not relaxing or going away.

Old Business

Vickie asked the committee for a motion to accept the minutes from the last meeting on November 4, 2011. Terry Berg moved, seconded by Mark Hanna to approve the minutes as distributed of the November 4, 2011 meeting. The motion carried unanimously.

There was discussion on the proposed Digital Imaging Guideline for AC. Mike added that Terry Kleffman informed him that we are currently using TIFF IV. With Terry's change, the guidelines have become the standard for all college imaging programs. These guidelines must be used if a department wishes to declare the images the official record copy.

Vickie reported on the Registrars digitization project. She stated this is an incremental, multi-year project. The funding source is TRTF. Work is performed by state contract vendor, HOV Services. AC Registrar, Diane Brice, added that she has received the first installment of microfilm back from HOV.

The Retention Schedule recertification is ongoing. Mike said the data has been collected and is being converted to the new TSLAC's forms. Filing is anticipated spring of 2013.

The disposal hold on AC's Dental Patient Records has been released. Next year this committee will see around 150 cases of expired Dental Hygiene patient files eligible for disposal. Dental Faculty, Legal Counsel, and Records Management all

reviewed the applicable requirements then carried out our due diligence which has been documented in a compliance summary.

New Business

Vickie announced this year's disposition consists of two bulk containers plus an additional 439 cases of college records. This material has been approved for disposal by the records management officer and the appropriate department head. Each step of the approved disposal procedures was carried out and an audit of 7% of the boxes performed on October 24, 2012.

Section 6 of the College Records Management Policy states the RM Committee shall give final approval to the destruction of records in accordance with an approved control schedule. Vickie asked the committee if anyone was aware of a pending legal request or Public Information request for the records listed on this year's disposal list. No objections were made. Vickie asked for a motion to proceed with the disposal. Lynn Thornton moved, seconded by Sara Long to proceed with the disposal. Motion carried unanimously.

Mike said AC uses NAID (National Association for Information Destruction) certified WesTex Document Inc. to shred, pulp and recycle our paper records. WesTex is a State contract vendor and is also a Green Certified Business.

Vickie noted that Perceptive Software's Records Policy Manager is our Electronic Records Management solution. The software is scheduled to undergo testing against the DOD 5015.2 RM standard in spring 2013. Lee Colaw is discussing the details of the purchase with Perceptive. Thank you to Lee for that help. At this time we're looking at the beginning of 2013 as the order date.

Mike showed a slide of the Records Management Programs' PET form. One result of the Bond construction and remodeling projects was, many departments were forced to temporarily relocate and lost their box storage areas. These departments asked to transfer their box storage to the record center. The result was a 108% increase in storage inventory over last year. Also noted, our disposal volume is up 42% over last year. We're on track to see yet another increase in disposal volume next year. In the next two to four years we'll see a decrease in paper records inventory and disposal.

Vickie spoke on the new paper recycling program on campus. She pointed out the recycling program is a valuable AC program, and that the Records Management Program is not affiliated with it. Discussion started over a bi-annual or quarterly email reminding staff the appropriate use of the receptacles.

Mike spoke about Vickie's yearly duty to report to the BOR on the RM program's progress. Mike mentioned our compliance is based on work that was done in the early 90's. The committee read a new electronic compliance statement the RMO will be required to sign. The committee discussed the desire to share the

responsibility with the RMO by signing the statement as well. The matter will be reviewed at the next meeting.

Mike brought up a request for the committee to develop an “audit criteria” to use for judging compliance in the area of Electronic Records Management. Both the Texas DIR and the TSLAC have published audit criteria which can be tailored to fit our purpose. Mike mentioned the need for IT information systems audit when they handle state records. The committee agreed to review this at the spring 2013 meeting.

Meeting was adjourned at 2:50.