Records Management Committee
November 19, 2013

Present: Terry Berg, Lynn Thornton, Diane Brice, Bruce Cotgreave, Sara Long, Mark Hanna, Lee Colaw, Kelly Prater,

Not Present: Camille Nies, Brenda Sadler

Others Present: Vickie Shelton, Rhonda Higgs, Mike Jager

Announcement
Vickie welcomed new committee member Kelly Prater, Director of Financial Aid, and noted returning faculty Member, Camille Nies, had signed up for an additional three-year term. Vickie also thanked all committee members for attending.

Old Business
Vickie asked the committee for a motion to accept the minutes from the last meeting on November 1, 2012.   Sara Long moved, seconded by Mark Hanna to approve the minutes from the November 1, 2012, meeting. The motion carried unanimously.

Mike reported the Retention Schedule recertification is waiting on a final approval meeting with the Academic Affairs area. The rest of the college departments have completed their work; their data has been collected and converted to the new TSLAC forms. The filing is anticipated Spring of 2014. According to the policy, the Committee will need to: "(c) review and approve records control schedules submitted by the Records Management Officer." Terry Berg proposed setting up a folder on the Public drive allowing committee members access to review the retention schedule. It was decided that members would have three weeks to review the retention schedule and make recommendations for changes. A vote via email will follow the review period.

Perceptive Software's *Records Policy Manager* is our electronic records management solution. The software was purchased last spring, and work is in progress to begin implementation. Two of three departments have completed their preparatory work. When completed, Perceptive Software's technicians will write a script to convert the data over to the Records Policy Manager format. Implementation and use will begin after that.

Mike asked if the committee would table last year's proposal to work on an "audit criteria" for judging compliance in electronic records management. The committee allowed work on the audit standard to be postponed until further notice.

New Business

Vickie announced this year's disposition consists of 458 cases of college records, plus an additional three bulk containers of convenience copies. This material has been approved for disposal by the records management officer and the appropriate department head. The committee was reminded that each step of the disposal procedures has been initialed and dated upon completion and that all preparatory documentation saved in the Disposition Log. Lastly, an audit for accuracy and compliance of 6% of the boxes was performed on November 4, 2013, by Vickie Shelton, Records Management Officer. No irregularities were found during the audit.

As noted last year the internal hold on the disposal of AC's dental patient records was released after a review by the College legal counsel.

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

For the third year in a row, AC will use 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.

Section 6 of the College RM policy lists the committee duties. The committee shall:

(a)   assist the Records Management Officer in the development of policies and procedures governing the records management program;

(b)   review the performance of the program on a regular basis and propose changes and improvements if needed;

(c)   review and approve records control schedules submitted by the Records Management Officer;

(d)   give final approval to the destruction of records in accordance with approved records control schedules; and

(e)   actively support and promote the records management program throughout the Amarillo Junior College District.

The committee reviewed a few slides of the Records Management Programs' PET (performance evaluation tracking) form. Slide one listed the percent of change in key program objectives. Records Series In Use increased 18% over last year and increased 206% since FY09-10. Liaisons Participating increased 8% over last year and increased 96% over FY09-10. Inventory Total increased 5% over last year and

increased 118% over FY09-10. Boxes Disposed increased 3% over last year and increased 75% over FY09-10. Slide two showed text from the Strategic Plan listing the need for an electronic records management application. This application will bring compliance to our imaged records.

Discussion

On November 5, Mike attended the e-Records Conference 2013 hosted by the TSLAC. There were 375 attendees from 69 agencies and 25 counties. A list of topics, speakers, and notes from the conference are available at https://www.tsl.state.tx.us/slrm/blog/?p=5736. State Representative Larry Gonzales opened the conference with a keynote address on technology in Texas government. Just a few observations:

-Heavy emphasis on Public Private Partnerships at the State Agency level.
-State agencies are working to effectively manage compliance within their records programs.
-Microfilm once contaminated will deteriorate much faster than advertised.
-As storage becomes "more dense" the charge that holds data in storage becomes weaker and is more easily disrupted.

The solutions offered:

-Build a culture of preservation and a culture of data security
-store only what's necessary
-Implement a cycle of refresh for data
-Maintain your data standards

Notes from the speakers: https://www.tsl.state.tx.us/slrm/blog/?cat=25 .

The committee reviewed a slide indicating the location of additional information regarding our record keeping obligations, including Public Information Requests and Public/Private Partnerships can be found. Go to the OAG Public Information Handbook: http://www.oag.state.tx.us/ag_publications/pdfs/publicinfo_hb.pdf

Terry Berg brought to our attention the increasing frequency of Public Information Requests that target employees email communications at AC. He mentioned the need to be professional at all times in our email communications, and to be aware that even personal email communications are not guaranteed to be outside the scope of an information request. Lee Colaw followed up with details on the amount of email storage space staff have available and the importance of efficient email management, the need to delete those transitory messages once they've outlived their usefulness.

Next topic was Social Media as a business tool. Mike presented a few slides from the Texas DIR (Department of Information Resources) website offering Guidelines, Strategies, and Content for Social Media within State agencies.   A few examples from the DIR pages were highlighted and quote, *"As online conversations increase, the question of whether or not social media is appropriate for government use is being answered with a resounding "Yes!" by*

both government and the public. However, before an organization becomes an active participant, there are several considerations that should be addressed. Those key issues are outlined in this guide." Mark Hanna asked for the link to be sent to his office so he could use the information as a resource for planning services at the Library. Lee Colaw offered to review the DIR site and would consider posting the link on the web portal for faculty and others in need of guidance. Lee also asked that the Document vs. Record handout be supplied to him for the portal.

Link: http://www.dir.texas.gov/management/socialMedia/Pages/resourceguide.aspx

Meeting was adjourned at 3:35.

End