

**Records Management Committee
November 6, 2014**

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

Not Present: Kelly Prater

Others Present: Vickie Shelton, Carolyn Leslie, Mike Jager

Announcement

Vickie Shelton welcomed all committee members.

Old Business

Approval of the minutes from the November 19, 2013, Records Management Committee meeting: Lee Colaw made a motion to approve the minutes, and Terry Berg seconded the motion. The minutes were approved unanimously by the committee.

The AC record retention schedule was certified by the Texas State Library & Archives Commission on Sept. 27, 2014. Two documents used in the certification process; the AC record retention schedule and the SLR 540. Both documents are available as a PDF on the network shared P:drive. Mike stated that there are instances in every department of records being retained too long. He said that if departments need to keep records longer than required, due to requirements from governing agencies, they need to notify Mike so changes can be made to the retention schedule. Changes can be made as long as the time requested is not less than what the state requires.

It was noted that the newly added “electronic compliance statement” in section three on form SLR 540 was signed by Vickie. This statement requires the college to follow the administrative rules established for electronic records in Local Government Code 205.003(a). Amarillo College’s compliance with the statement depends on our use of the Records Policy Manager software. Mike said this software functions as a digital records manager for AC’s imaged paper records. Not only will this software function as a compliance tool, it will also help further efforts to reduce Amarillo College’s need for paper records and reduce the cost of storing digital information.

Congratulations to the Records Committee for their hard work assembling this data. Mike mentioned the TSLAC had retained a reference copy of AC’s schedule in Austin.

Mike gave a status report on the software implementation timeline. He went through the timeline and gave an update on how each step was handled. The AC computer system passed the test given by Perceptive so the process of

implementing the software will continue. Several departments are waiting to begin using the system for records retention.

New Business

Section 6 of Amarillo College's records management policy states, "The committee shall review and approve record control schedules submitted by the Records Management Officer." The committee voted on changing the faculty performance and tenure retention period. To be consistent with the Faculty Handbook, the committee voted to increase the retention period from three years to five years, which is published in the Records Retention Schedule. Camille Nies has paperwork signed by the VPAA and Vickie has the signed SLR540 which will be sent to the TSLAC. Lynn Thornton made a motion to change the retention period, and Mark Hanna seconded the motion. The motion was carried by a unanimous vote.

The next item discussed on the agenda was the yearly records disposal. This year's disposal consists of 322 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 has been completed, and an audit of 9% of the boxes was performed on October 29, 2014. The audit went well because departments labeled the boxes accurately.

It was reported that this year's disposal is about 30% lower than the previous year's. The committee has been anticipating a downward turn as more records are born digitally or are converted digitally for storage or distribution. Mike told the committee that five boxes of records were withheld from this year's disposal by department heads. This report demonstrates that Amarillo College's internal hold process works as designed. Three boxes were withheld because of changes in retention periods, one box was withheld because of changes in reporting requirements, and one box was withheld due to a pending program review. There were no other disposition issues to mention outside those documented in the disposal checklist.

Section 6 of the College Records Management Policy states the Records Management 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 on this year's disposal list. No objections were made. Vickie asked for a motion to proceed with the disposal. Lee Colaw made a motion to proceed with the disposal of the records in accordance with the control schedule. Brenda Sadler seconded the motion. The motion carried unanimously.

AC will use WesTex Document Inc. to shred, pulp, and recycle paper records. WesTex is certified by NAID (National Association for Information Destruction) and is a State contract vendor as well as a Green Certified Business.

Mike discussed the new State records storage facility requirements listed in Bulletin F. These requirements take effect April 7, 2015, and can be found in Texas Administrative Code, Title 13 Chapter 7 as the Records Storage Standards. Planning is underway to comply with this new set of standards. Terry Berg reported on the status of AC's compliance progress. He stated that the plan to accommodate the new edict for the state is to move records storage to a new facility. Currently, building 3500 on East Campus houses the records. Building B on West Campus is being considered for records storage. Racks will be placed in the building as well as a fire suppression system according to code. The building will not be ready by April 7, 2015, to house the records. The records will be moved to a storage facility until building B is remodeled. Storage units will be recycled for use in building B, but some cost will be involved to prepare the bay area for storage of the records. This will be a line item in the A & I budget for 2016.

The discussion began regarding cost savings for departments that use a shred tub or bins for disposal of confidential/sensitive information. Contract # 962-M4 is available from the State with a new vendor and lower cost now offered to AC. The details are listed in the contract. The discussion focused on a new vendor, Iron Mountain. It was decided that each department needed to evaluate the cost and benefits individually. Specifics concerning the use of Iron Mountain were discussed. Vickie suggested using this company for the president's office and nursing department as a pilot. Vickie wanted to make sure that a change in vendor did not happen suddenly because of good relationships the college has established with other vendors. Terry suggested finding out the minimum number of bins that Iron Mountain would require to establish business with Amarillo College.

Mike showed a slide comparing the size of a relational database file with an imaged file. A cost comparison was offered to show the break-even point for imaged records vs. paper records.

Mike Jager will attend an E-Records Conference in Austin, TX on November 18th.

Lynn Thornton commented on how advanced AC's records retention is compared to agencies he previously worked for.

Mike was commended for his hard work and dedication to records retention.

Vickie thanked the Committee for their attendance.

The meeting adjourned at 3:30 p.m.