

**Records Management Committee Minutes
November 5, 2015**

Present: Brenda Sadler, Bruce Cotgreave, Sarah Long, Mark Hanna, Terry Kleffman, Ray Newberg, and Kelly Prater

Not Present: Terry Berg, Lyndy Forrester, and Diane Brice

Others Present: Vickie Shelton, Carolyn Leslie, Mike Jager, Ina Fiel

Announcement

Vickie Shelton welcomed all committee members. Three new members were named to the Records Management Committee: Lyndy Forrester, Terry Kleffman, and Ray Newburg.

Old Business

Vickie Shelton asked for approval of the minutes from the November 4, 2014, Records Management Committee meeting. Mark Hanna made a motion to approve the minutes, and Sara Long seconded the motion. The minutes were approved unanimously by the committee.

Mike Jager introduced the new committee members to a few program details. The Texas State Library & Archives Commission (TSLAC) is the regulating agency for records management; they are responsible for writing our current policy. The Amarillo College Board of Regents adopted the policy in 1990 as a requirement of the Local Government Records Act (LGRA) of 1989. The Board established “by resolution, an active and continuing records management programs to be administered by a Records Management Officer.”

The TSLAC evaluate compliance on the following three elements:

- 1) An approved “Policy” coupled with an “Active and Continuing Records Management Program.” This requirement is supervised by the Records Management Committee.**
- 2) An “Appointed Records Management Officer.” Vickie Shelton was appointed to this position, June 27, 2006, and now Kimberly L Carlile is serving as the current RMO.**
- 3) A “Current Records Control Schedule” This schedule is on file at the TSLAC. The schedule was approved on September 12, 2014.**

Mike gave a review of Old Business from last year: the newly added “electronic compliance statement” in section three on form SLR 540 was reviewed. 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 software like the Records

Policy Manager which is specifically designed to manage digital information not as data but as a unique record's.

Mike reported on the new shredding vendor, Iron Mountain. The committee agreed in 2014, to change vendors as a cost cutting measure. At this time, Amarillo College has eight shred tubs operating. Amarillo College is on track to save \$2453.00 this year on shredding with no loss in service. Iron Mountain is providing this service at one-fourth the previous vendor's costs. Mike thanked the committee for pursuing this.

Vickie asked Terry Kleffman to give a status report on the implementation of Amarillo College's Records Management software. Terry stated that the newly purchased Retention Manager software works with Image Now. A script will be loaded and run in February, it will code documents for electronic retention and disposal. IT will work on one area at a time, which will take several months. By the end of the calendar year, classifications can be used to dispose of documents to meet the retention requirements. A report will be able to be run to show what has been disposed of. Eventually, documents currently in Image Now dating back to 2000, can be disposed of which will free up a great deal of space. Vickie said she appreciated Tommy Morrison's work on this project with his other responsibilities. The software is also available to use for disposal on shared drives.

The Texas Administrative Code, Title 13, Chapter 7 established standards for records storage and went into effect on April 7th, 2015. We moved 312 boxes of permanent records to the Document Shredding and Storage facility on Georgia Street (DSS) to be compliant with the standards. Given the timeline and budget constraints, this was the least expensive way to meet the standards in the short term. DSS had the best facility for what Amarillo College needed. Vickie has a list of fees which will be charged to access documents, and will make this available to whoever needs the information. Every box is identical with an identification number, and boxes are retrieved by number with the contents listed on the box. It costs 35 cents per box per month for storage. Mike will send the cost information to Bruce Cotgreave as requested.

New Business

The yearly records disposal was discussed. This year's disposal consisted of 360 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 dated when accomplished. An audit of 9% of the boxes was performed on October 28, 2015. The RMO's audit found one box with an inconsistent date range; it was pulled from the disposal list.

This year's disposal is slightly higher than the previous year's. Mike reported to the committee that seven boxes of records were withheld from this year's disposal by department heads because of a Grant extension that might require

some of the material. When we receive requests to pull boxes from the disposal process, it demonstrates that Amarillo College's internal "hold procedures" work as designed and that communication is occurring.

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. Bruce Cotgreave 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 DSS to shred, pulp, and recycle this year's paper records. DSS is certified by NAID (National Association for Information Destruction) and is a State contract vendor as well as a Green Certified Business. DSS reported that all material would be shredded within three days of receipt.

Mike reported to the committee that approximately 221,000 pounds of paper has been recycled through the records management program since 2005.

Megan Carey at the TSLAC reported that Amarillo College is in compliance with the LGRA, and AC is doing a great job with records management. She asked that we update the college policy to state specifically that the Purchasing Director / Records Management is to be the appointed RMO. The committee was asked to put the changes to a vote. Amarillo College was also asked to file a signed SLR 540. The policy changes were displayed in a power point, and the committee was asked for a motion to approve the changes. Mark Hanna made a motion to approve the changes. Ray Newburg seconded the motion. The motion passed unanimously. Mike also encouraged committee members to subscribe to the TSLAC blog.

Talk concerning the need to post the college procedures for Public Information Requests onto AC's website as they keep getting covered by other material on the CUB bulletin board. Posting the PIR procedures is a requirement by Texas regulation.

The committee discussed rank and tenure records. The records are currently on flash drives and will be kept on flash drives until they can be stored as the Maser digital record. IT will look into the storage of these documents. Mike will help store the flash drives in a labeled box and put into inventory.

Vickie thanked the committee for their attendance. The committee may meet in the spring if needs warrant a meeting.

The meeting adjourned at 2:30 p.m.