

**Records Management Committee
June 7, 2007**

Present: Terry Berg, Bill Bowen, Diane Brice, Bruce Cotgreave, Victor Fite, Mark Hanna, Rhonda Higgs, Mark Hutson, Mike Jager, Sara Long, Kay Mooney, Brenda Sadler, Vickie Shelton, and Lynn Thornton

Absent:

The meeting was held at 3:00 p.m. in L112.

Vickie thanked everyone for coming and introduced herself, Mike Jager, and Terry Berg. She then gave an overview of the history of records management at AC. She did have a Records Management Guide available, and stated all departments would eventually have this guide in their areas. Vickie informed the group that the Control Schedule is available on the P Drive, and this document is the same as when Linda Reed was the Records Manager. She stated training will be available on storing and retrieving vital records.

Terry stated those in attendance were chosen because their areas generate a great deal of records, and they can learn about records retention.

Mike Jager then reviewed a PowerPoint presentation which gave the group a great deal of information.

The following came up in discussion after the PowerPoint presentation:

- We have guidelines, but no set rules, for electronic records. This is partially due to the fact that the state is not sure about the set rules.
- Why should we scan documents and then keep the paper copy? We scan for convenience of access.
- A great deal of thought needs to go into each department's records retention schedule. There is not a cut and dried solution. Lots of questions need to be answered.
- Victor stated IT backs-up incrementally every night and completely every weekend. These back-ups are stored in a fireproof vault in another building.
- Any document which is listed on the Control Schedule cannot be destroyed without going through the records management system, per our Board Policy Manual.
- When determining to follow state regulations or federal regulations, meet the higher obligation, per the state.
- Concern was expressed by Kay about documents brought to Financial Aid to be shredded. It is okay to shred these documents if

they are not the official record. The department liaison is responsible for making this determination. Mike will send an email with these specifications. Also, if a record is not on the retention schedule, it can be destroyed at any time.

A sub-committee was appointed to update policy and the Control Schedule. The members are: Diane Brice, Victor Fite, Mark Hanna, Mark Hutson, Kay Mooney, and Lynn Thornton.