

**Records Management Committee
February 14, 2008**

Present: Diane Brice, Bruce Cotgreave, Mark Hanna, Linda Hendrick, Rhonda Higgs, Mark Hutson, Mike Jager, Sara Long, Kay Mooney, Brenda Sadler, Vickie Shelton, and Lynn Thornton

Absent: Terry Berg and Victor Fite

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

The Resolution from the November 20, 1990 Amarillo College Board of Regents Minutes, establishing a Records Management Program, had been previously distributed to committee members. Vickie and Mike explained the only modification to this document was in Section 6, and reflected current titles. Vickie asked everyone to let her know if any titles were not correct. Mike said this document has already been approved by the Board of Regents and the state. Mike stated this document will be available on the P Drive.

The Disposition Procedures for Paper Records was reviewed. This document is also available on the P Drive. The record copy cannot be destroyed without committee approval. Vickie said all steps through #7 are drawn from policy. Mike said #8-#12 is things we have learned through the years. Since this document is based on policy, there is not a lot of room for deviation. This procedure is only for paper records, and allows us to back up what we have done with our records. Lynn Thornton moved that the Disposition Procedures for Paper Records be approved; Mark Hutson seconded. The motion carried unanimously. Mike stated these procedures will become mandatory, and will allow continuity from year-to-year in the database.

Kay expressed concern about the documents being brought to Financial Aid to be shredded. She was informed they should not be shredding documents which appear on the Records Retention Schedule; they should be shredding convenience copies only. She stated no one is responsible for "policing" these documents to enforce these issues. Vickie feels this could raise some potential problems if we are ever audited. The group agreed that communication is the key. The group also agreed that committee members should let their department people and liaison officers know this information. Kay was reminded that Financial Aid records should come before this committee prior to being destroyed.

The Disposition List form was reviewed. Mike stated with this form, we have the capability to generate reports with a great degree of certainty that they are correct.

Four new record series were considered; External Learning Experience, ACcess Learning Center, and two for Dental Hygiene. Sara questioned if the YE should be FE under "Retention Period" on the second page of External Learning Experience. Mike agreed this should be corrected. Bruce Cotgreave made a motion to approve the four new record series presented; Mark Hanna seconded the motion. The motion carried unanimously.

The Records Management Sub-Committee Report was reviewed. This Sub-Committee brought the following recommendations to be considered:

- 1) Give departments the ability to declare an "electronic/digital record" the (official) record copy for Scheduling and Retention purposes.

Mike stated, as everyone knows, computers have really taken the office by storm. Documents are created digitally and, often, they are not in any other format. We need to investigate ways to meet compliance with electronic records.

- 2) Update the Amarillo College Retention Schedule to accurately reflect our Records Management Program.

Mike said our retention schedule is grossly inaccurate. We need to invest the time, manpower, equipment, etc. to bring our schedule current.

Mark Hanna recommended Mike proceed to develop a plan to change the Records Retention Schedule to reflect reality based on the ability of the college and the committee to complete that work. Mike will report back periodically. Mark also recommended Mike and Linda investigate the electronic records issue.

Mike stated the next meeting will be held sometime in June. He will have a list of records at that meeting to approve for disposal.