

**Records Management Committee
February 3, 2009**

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

Absent: Laura Grandgenett

The meeting was held at 2:00 p.m. in L112.

Vickie welcomed everyone, stated Mike has been working diligently, and all departments have signed off on their paperwork.

Mike stated there are five exceptions to the scheduled destruction of a local government record per LGC, section 202.002:

- 1. if the subject matter is known to be in litigation;**
- 2. if the subject matter is pending a request under the Open Records Act;**
- 3. if there is an outstanding request to inspect or review under federal FERPA;**
- 4. if the subject matter is subject to a pending audit by federal, state, or sub-grantor agency;**
- 5. if questions remain unresolved from a conducted audit.**

Mike cited the following:

Section 6. AC RMC Duties (d.)....."to give final approval to the destruction of records in accordance with the approved control schedule."

A list (and sample photo) of boxed records eligible for disposition as of September 1, 2008 was provided to members. Each box has followed the Disposition Procedures this committee approved in February of 2008. (A reminder: The disposition procedures are based on AC Policy for Records Management, a policy which was authored by the State and adopted by Amarillo College Board of Regents on November 20, 1990.)

As required, a signature has been obtained from the department head and the RMO for each box, and will remain part of the college's permanent record. If, after the destruction, an open records request is received (and the only copy in existence is the paper copy in the box) we will be legally exempt from producing the information.

Lynn Thornton moved that the items on the Disposition List for 2008 be disposed of; Terry Berg seconded. The motion carried unanimously.

Mike cited the following:

Section 6. AC RMC Duties (c.)....."to review and approve record control schedules submitted by the RMO"

Forms SLR #540 & 520 have been prepared to file with the TSLAC regarding:

#3725-27 Faculty Grant Selection Records: Minutes. By recommendation of Dr. Matney this record will be removed from the schedule. The faculty grants committee no longer exists. The State does not require AC to create a process simply to create documentation unless the record is specifically required by state or federal law.

#3725-22 Student Evaluation Forms of Faculty will become Student Evaluation of Course Instructors. The retention period is not changing. The format is now both paper and electronic. This is not a State mandated record. The name change was at the recommendation of Danita McAnally.

Terry Berg moved that the proposed changes to #3725-27 and #3725-22 be approved; Linda Hendrick seconded. The motion carried unanimously.

Mike reported that discussion has taken place with HR, VPDI, and the Rank and Tenure Committee, regarding #3850-06 Promotion and Tenure Records. This record is included on the state's JC Schedule by Federal Regulation, 29 CFR 1602.49 (labor records). At this time, AC does not have this listed on our retention schedule as a record series. HR & VPDI already retain several of the documents commonly associated with Promotion and Tenure Records, so they are meeting the obligations. What remains for review – a notebook prepared by the faculty and submitted to the R&T Committee.

Vickie suggested that Mike and Mark Hutson discuss further, and that this item be presented at the next meeting of this committee for a vote.

Record #3725-13 Tests are defined as "test that students took during a course" is under review per the AC Schedule. It's a vague description and possibly outdated due to the way tests are handled in the testing centers. We are trying to clarify that definition and help faculty with procedures for application of the retention schedule.

Mark Hutson remarked many students are taking exams online, even in the traditional classroom courses; this should be factored into the discussion.

Vickie suggested that Mike follow-up on this item with Dr. Wetzel.

Mike mentioned the following:

- **Next fall Dental Hygiene will have the first of their patient records moving into the disposition process. These records are regulated by Public Safety and Health Record guidelines.**
- **Housing will have their records added to the retention schedule at our next committee meeting.**
- **Respiratory Care has requested help with a records inventory to help with their accreditation.**

Mike discussed archives. He reported AC has 93 records currently marked with Permanent Retention. This is far more than the State actually requires. We need to re-evaluate the tendency to cling to the records for longer than the state requires, as well as the practice of batching or filing records of shorter retention along with records of permanent retention.

If we look at the Record Life Cycle diagram, we see the storage phase of the RLC is not intended to be indefinite. All records should be moved into the Disposition Phase at some point - if the records do not consistently re-enter the Use Phase of the RLC. Disposition takes two forms; one is destruction and the other is archiving. This is why we will be adopting procedures for disposing records of lasting value to the archives. Mark Hanna suggested this group, at some point, come up with a recommendation for the President's Cabinet regarding archives.

Vickie explained that open records requests are becoming a more common event. These requests should be forwarded to Terry Berg or Vickie.

Mike stated training for supervisors on Records Management Procedures has been added to the November schedule.