

**Records Management Committee
October 29, 2009**

Present: Terry Berg, Mary Dodson, Lynn Thornton, Vickie Shelton, Brenda Sadler, Kay Mooney, Sara Long, Mark Hanna, Bruce Cotgreave, Mike Jager

Absent: Diane Brice, Lee Colaw

The meeting began at 2:00 p.m. in L113.

Vickie thanked the members for their attendance.

Procedural Items:

The first item on the agenda was the Records Disposition for fiscal year ending 2009. The committee members were asked to review the disposition list presented to them and to vote in favor of accepting or denying the disposition for fiscal year 2009. Mike read the following information to the committee:

- This year's disposition followed the same format, same procedures adopted in 2007.
- All disposition procedures are compliant with AC Policy and the Texas Local Government Records Act.
- Every box of records has been reviewed by the department head and the Records Management Officer, and confirmed with a signature from each.
- 261 cases of records are staged for pickup at the East Campus facility pending today's vote.
- Vickie has audited the palletized boxes for accuracy and eligibility on 10-27-2009.
- We will be using the same shredding company, Document Storage & Shredding, in Amarillo.

Mike asked if anyone had questions or comments?

Terry asked why the Dental Hygiene Patient records were pulled from this year's disposition. Mike said the Texas Board of Dental Examiners advised us, until each dentist signs a consent form, the patient records would remain the "sole property of the dentist." Vickie mentioned that she will be talking to legal counsel to have a consent form created for this purpose.

Lynn moved that we accept this year's disposition of records as presented to the committee. Terry seconded. The motion passed unanimously.

Next item on the agenda was a recommendation for two new record series, Actuarial Studies for Sharon Doggett and Student disAbility Record Files for Brenda Rossnagel. Mike said Sharon and Brenda each require a new series to be established for these documents already being retained in their departments. Mike said AC Policy requires the Committee to review and approve records control schedules submitted by the RMO. We are bringing this to the Committee for review.

There were no questions.

Terry moved that we accept the new record series to be added to the record schedule. Mark seconded the motion. Vickie announced the motion passed unanimously.

Current Issues:

Vickie mentioned the Records Management Program has been assigned a slot in the November 10th Supervisors Training. Each participant will be given a Records Management Guide. The training will consist of a review of the guide, a demonstration on how and where to access the college record schedule, and a chance to ask questions. Training is a key element in the success of a record management program, and this is an opportunity for us to reach a new audience.

The software company, Image Now, has announced they will be releasing a 5015.2 certified RM software application to use with their imaging software. DOD 5015.2 certification means the software will be compliant with Texas regulations as well as AC Policy.

Progress Report:

Mike gave a summary of last year's activity:

- There are 1185 boxes of documents listed in the current inventory, up from 712. This is a 66% increase.
- There are 56 different record types in the database, up from 35 last year
- Twenty seven individuals are using the database to track their records.
- Number of boxes destroyed is up 17% over last year; 223 vs. 261.
- Records Retention is tracking activity on the PET Form.

Mike gave more details as to why the Dental Hygiene Patient records were pulled from this year's disposal. A concern regarding ownership of the records will result in the use of a consent form to obtain the dentists permission to destroy the patient records. Counsel at the TSBDE recommends the form as part of an employment or service agreement between the dentist and the college.

Mike gave an update on the status of the scheduling of the college promotion & tenure records. The Texas State Library & Archives Commission requires that Amarillo College schedule Promotion & Tenure records for a mandatory minimum of "two years from the date of approval or denial of promotion in the tenure track." The TSLAC also references the need to retain this documentation as a federal requirement because they impact employment. HR already has the records related to 29 CFR 1602.49 (employment documentation) included in their schedule. Mike mentioned we need to thank our faculty representative, Mary Dodson, for her quick review of the issue. Mary's work resulted in the Rank and Tenure committee's decision to recommend the college accept the State's description as written. She will present it to the Faculty Senate on Nov. 6th.

Question & Comments:

A concern for cleanup and organization of storage areas was brought up. A couple new locations were discussed. Mike and Vickie will be assigning time to begin work on this before the Thanksgiving break.

Vickie adjourned the meeting at 3:05