I. POLICY and PURPOSE

A. The policy and purpose for Records Management is to

2. Establish an efficient University-wide records management system for maintaining, identifying, retrieving, preserving and destroying records through the use of best practices and standards and according to North Dakota Century Code and all applicable federal laws.
3. Ensure that records are adequately protected and/or preserved.
4. Ensure that all records that are no longer needed or of no value are destroyed at the appropriate time.
5. Preserve University history.
6. Limit liability to the University.

II. SCOPE

This policy applies to all records, including all University information and University resources, regardless of format, whether in paper, electronic, (e.g., microfilm, microfiche, magnetic tapes, USB flash drive, CD/DVD ROM), electronic mail, or other electronic medium. The North Dakota Century Code (NDCC 54-46-02) defines a record as a "document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business." A “State Record” is further defined as “a record of a department, office, commission, board, or other agency, however designated, of the state government.

III. OBJECTIVE

The objective of the Records Management policy is to assist and provide guidance to the University entities in managing records throughout the lifecycle of the record, i.e., from creation or receipt, during use, the maintenance stage and final disposition. Records produced in the course of University business must adhere to federal and state laws/regulations including access, storage, retention and disposal.

IV. APPLICABILITY

This policy applies to anyone who creates, disseminates, stores, manages, destroys and/or has access to NDSU records of any type, classification or description. This includes all NDSU employees
and students who have access to records and external entities, such as vendors whose purpose may be to provide storage space or destruction services for records.

V. RELATED POLICIES AND APPLICABLE STATE LAW

Standards, guidelines and procedures will follow and adhere to all policies and laws listed but not necessarily limited to:

1. North Dakota Century Code 54-46;
2. NDUS Policy 1901.2.1, Data Classification Standard;
4. NDUS 1912.2, Student Records – Directory Information
5. NDUS 1912.3, Employee Personal Information;
6. NDSU Policy 713.1, Litigation Hold; and

VI. RECORDS MANAGEMENT PROGRAM OVERSIGHT

A. The Records Management Advisory Committee will be responsible for Records Management policy, standards, guidelines, processes and procedures. The advisory committee is comprised of:

1. The NDSU Chief Information Security Officer who serves as the Director of Records Management (co-chair):
2. Associate Director for the NDSU Library (co-chair);
3. A faculty member appointed by the Faculty Senate Executive Committee;
4. Two unit records coordinators appointed by the Staff Senate Executive Committee;
5. The University provost and the vice presidents or their designees
6. An archivist from the University Archives;
7. An attorney appointed to NDSU or a designee; and
8. A Student Government member appointed by the Student Government President.
9. If any Advisory Committee member is unable to attend a scheduled meeting, a proxy may be sent in their place.

B. The NDSU Director of Records Management reports to the Vice President for Information Technology. The role of Director of Records Management will include:

1. Coordinating retention, preservation and destruction processes for University records in accordance with this Policy and University Records Management procedures and practices;
2. Assisting with efforts to comply and respond to any issued Litigation Hold Notices and public records requests in a timely manner;
3. Ensuring that all Unit Records Coordinators (URCs) appointed by University units receive ongoing training and education;
4. Collecting and compiling annual disposal records as submitted by the URCs and reporting those metrics/statistics to the State’s Records Management office;
5. Investigating and reporting on any potential non-compliance to the Unit Administrator and the Vice President for Information Technology if applicable, and where appropriate and needed, recommend and require remediation to ensure compliance;
6. Maintaining an up-to-date list of URCs and their contact information;
7. Sharing information as needed and relevant to the Records Management Task Force, and the URCs, and;

C. The NDSU Records Management Coordinator:

1. Is appointed by the Vice President for Information Technology;
2. Assists the Director of Records Management and Records Management Advisory Committee as needed;
3. Serves as the liaison between the URCs and the Director of Records Management.

D. NDSU Unit Records Coordinators are appointed by their respective department heads and their role includes:

- Providing assistance to faculty, staff and administrators in their units for retention, preservation and destruction of their unit’s records in accordance with this Policy’s procedures and practices, institutional requirements, and state and federal laws.
- Serve as the liaison between their unit and the Director of Records Management and the Records Management Task Force
- Completing continuing education and training on annual basis
- Submitting records disposal forms to the Director of Records Management as required by policy and state law

HISTORY:

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