NDSU Records Management Advisory Committee Meeting  
Monday, Oct. 1, 11 a.m.  
Quentin Burdick Building 206E

MEETING NOTES

Present: Wendy McCrory, Travis Aho, Matt Hammer, Becky Hellman, Heather Higgins-Dochtermann (new Provost’s Office representative), Ann Marschke, Amy Ochoa, Andrew Parsons, Hallie Pritchett, CeCe Rohwedder

Unable to attend: Barbara Nilles, David Ruhland

1. Members were welcomed, and introductions were conducted.

2. **NDSU Records Management program updates:**
   A. Records disposal data entered online:
      o Reason for this change: state now requires disposal data to be reported per record series, not just as a cumulative sum of inches/MB per institution/agency
      o Wendy provided a short demo of the resource developed by NDSU IT staff
      o We’ve been asked by ITD to help them establish similar resources for other NDUS institutions, following a demonstration to the state’s records management staff
   B. Record management at NDSU Extension Offices
   C. NDSU’s Records Management website continuously updated and enhanced
   D. Records Management Awareness Month (April) will again be observed at NDSU

3. **Policy updates:**
   A. Revisions being considered for Policy 713.1, “Litigation Hold”
      https://www.ndsu.edu/policy/section_7_general_administration/:
      o Section III, A, that reads, “When an employee is made aware of a threat of litigation or when an employee believes that litigation is reasonably foreseeable, the employee will immediately inform his/her supervisor who will contact the director of records management. The Director of Records Management will contact the attorney assigned to NDSU. The attorney assigned to NDSU will determine if the situation warrants a Litigation Hold,“ will be revised to reflect that supervisors are to contact the attorney assigned to NDSU directly.
      o Subsequent sections in this policy will be similarly revised.
      o Records subject to such a hold cannot be disposed of until the hold has been removed; URCs will notify NDSU’s records management leadership that no disposal of specific types of
records can take place at a point in time for that reason. It is not necessary to reference this process in this policy.

B. Policy 151, “Code of Conduct,” https://www.ndsu.edu/policy/section_1_general_employment/, addresses in item 10, “Privacy, Confidentiality and Open Records,” the requirement that, “Employees must at all times comply with applicable laws, regulations and SBHE and NDSU policies concerning privacy, confidential records, access to open records and records retention.”

4. Records management training:
   A. The training curriculum required of URCs is available on the Records Management Website
   B. The quiz to satisfy the annual training completion required of Unit Records Coordinators is delivered through Moodle; attendance at face-to-face events will now be considered as completion of the required annual training
   C. Records Management information/training for the general NDSU community is available on the Records Management Website, along with an optional quiz
   D. Training delivered in person and via webinar to Extension staff in April and August of 2018

5. NDSU Archives:
   - Included are the Institute for Regional Studies and the NDSU Archives.
   - A group at NDSU Libraries is considering current staffing situations, including the head of Archives position, as well as types of records and other items of historical significance to the area to be archived.
   - The Library would be open to discussing collaborating on records management coordination for the university.
   - The institutional repository needs more space for some of the big data that must be archived.
   - A new program is being implemented to help with the archiving process.
   - Input on the vision and long-term planning for NDSU’s Archives programs will be welcome.
   - An educational session on archiving is a good idea, and could be conducted in conjunction with records management sessions/communications; the April Records Management Awareness Month campaign is an option for this, as well.