

NDSU INFORMATION TECHNOLOGY

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NDSU Records Management Task Force Meeting
Thursday, Sept. 24, 2015, 11:30 a.m. – 1 p.m.
Memorial Union Room of Nations

MEETING NOTES

Present: Marc Wallman, VP for IT; Ramona Adams, Canan Bilen-Green, Tran Brunsberg, Carol Cwiak, Preston Gilderhus, Matthew Hammer, Becky Hellman, Ann Marschke, Mimi Monson, Barbara Nilles, Terri Porter, Trista Raezer-Sturza, Mike Robinson, David Ruhland, Theresa Semmens, CeCe Rohwedder

1. Introductions were conducted
2. Marc Wallman, VP for IT, welcomed the members, thanked them for their service and provided an overview and background of NDSU's records management program, noting the complexity involved given the need to coordinate with various government laws and requirements regarding records management.
3. Theresa provided a report of the history and first year of NDSU's Records Management program, as well as plans for the future, via a PowerPoint presentation (attached).
 - A change to ND law will require all email messages of non-student employees to be retained for two years. Our O365 client will now automatically delete messages after two years, so messages that should be retained longer, should be converted to pdf documents and saved in separate folders so they may be disposed of as required.
 - Records Management information and education specific to faculty will be developed.
4. Policy 713: "Records Management" www.ndsu.edu/fileadmin/policy/713.pdf
 - update of latest revisions: housekeeping changes were submitted.
5. Policy 713.1: "Litigation Hold" www.ndsu.edu/fileadmin/policy/713_1.pdf . This policy needs to be updated.
6. Policy 718: "Public/Open/Restricted Records" www.ndsu.edu/fileadmin/policy/718.pdf
 - review and updating needed

7. Responsibilities of Task Force members were reviewed as posted on the Records Management website. The new make-up of this group does now include faculty representation. The raw data from the May survey of the Unit Records Coordinators will be shared with the Task Force, and it will be referenced in the October training sessions, as well.
8. Upcoming Records Management activities:
 - Training sessions scheduled for Oct. 20, 3 p.m., and 21, 10 a.m., both at the Memorial Union's Arikara Room; Task Force members are invited, and they are welcome to invite others from the campus community.
 - Three "Lunch & Learn" opportunities will be offered in the current academic year.
9. In conclusion, Marc pointed out that the job of this group is very important but is not the type that will usually gain a lot of recognition; its efforts are, however, very much appreciated.
10. Other