“For the Record” email
2016 08-10

[Attach: URCs’ key roles document, records used by faculty document]

Subject Line: For the Record: URCs’ key roles and responsibilities

Good morning, Unit Records Coordinators,

“For the Record” is a series of monthly communications that highlight a topic of interest and usefulness to your records management responsibilities.

This month, For the Record, we are sharing with you the URCs’ key roles and responsibilities, attached.

Suggested tips for you to consider as you communicate within your units about records management and disposal standards and best practices, are:

• Your understanding of records management and its guidelines is key when sharing information with your unit. Please review the information on the Records Management Website and share it with your faculty and staff as needed, keep up to date with your annual records management training, and ask questions as needed –and as often as needed.

• Identifying the Record Category Number (RCN) for each of the records managed in your unit is an important first step. The faculty and staff in your unit look to you for assistance with such identification, which you can provide by utilizing the resources at www.ndsu.edu/recordsmanagement/records_retention_schedule . If you need help determining the correct RCN for a particular record, please contact us - we are happy to help you do your work expertly and efficiently.

• The attached list of records commonly used by NDSU faculty may prove helpful to your unit’s faculty. Please share it with them. This list is also available on the “Resources” page of NDSU’s Records Management Website.

• The deadline for you to email your unit’s disposal report to ndsu.recordsmanagement@ndsu.edu is the end of May; however, you can submit your report any time prior to that. Please establish an annual time frame that will work best for your faculty and staff to provide their reports to you to compile into your comprehensive unit report. Please communicate in advance that deadline to them.

• As the liaison between your unit and NDSU’s records management leadership, your questions, feedback and suggestions are welcome. Addressing issues and implementing your recommendations will continue to enhance our university’s records management program. You know best your unit’s records management needs and challenges, and we depend on you to tell us what works, what doesn’t, and what can be improved.

Information about NDSU’s records management program is available at www.ndsu.edu/recordsmanagement/ .
We welcome and encourage your suggestions for future “For the Record” topics.

Thank you,
CeCe
Record Series Commonly Used by NDSU Faculty

Following, in numerical order by Record Category Number, are Record Series that are used most commonly by NDSU faculty, to serve as a quick reference and to facilitate records management and required records disposal.

020204: COURSE LECTURE NOTES/ HANDOUTS/ MASTER COPY OF EXAMS
This record series contains faculty lecture notes, handouts, master copy of exams, and miscellaneous instructional materials.
- The Office of Record Retention normally is the course instructor (Faculty Member), who must keep the record until updated.
- The Disposal Method is Recycling.
- Records are not confidential.

020410: STUDENT COURSE WORK
This record series contains records of the exams, homework, papers, and projects completed by students that the instructor does not return to the student after grading or review. This includes, but is not necessarily limited to, internship summaries, term papers, homework, quizzes, tests, and minor projects.
- The Office of Record Retention (Faculty Member) must keep the record for one year after the current fiscal year.
- The Disposal Method is Shredding.
- Records are confidential per FERPA (20 USC 1232g; 34 CFR Part 99).

020601: GRADE BOOK (CLASS RECORD)
This record series contains a record of grades, kept by the professor, received by each student in an academic course. This includes both electronic and paper varieties.
- The Office of Record Retention (Faculty Member) must keep the record for five years after the current fiscal year.
- The Disposal Method is Shredding.
- Records are confidential per FERPA (20 USC 1232g; 34 CFR Part 99).

601301: GRIEVANCES
This record series contains information relating to the filing of grievances and records of all proceedings in the settlement of disputes on the campus of faculty, staff, and students. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be shred when the file is closed.
- Active status ceases with the resolution of the grievance.
- The Office of Record Retention normally is the final reviewing authority and must keep the record while active plus six years.
- The Disposal Method is Shredding.
- The records are confidential. Student information is confidential per K168 Legal value per NDCC 28-01-16(1).

Records Series in the Record Retention Schedule at https://www.ndsu.edu/recordsmanagement/records_retention_schedule/ are listed by Record Category Number, Record Series Title, Records Series Description, Record Retention Period, Disposal Method, Confidentiality, and Legal Reference, if applicable.

12/14; rev. 3/15 as per NDUS guidelines; rev. 9/15; rev. 1/16; rev. 2/16
NDSU Records Management Program

Unit Records Coordinators’
Key Roles and Responsibilities

• Provide assistance and oversight to faculty, staff and administrators in their units for management and disposal of their records in compliance with federal, state and institutional requirements.

• Serve as the liaisons between their units and NDSU’s Director of Records Management and the Records Management Task Force, regarding the dissemination of information about records management practices and records disposal processes.

• Provide their units’ records disposal information to NDSU’s Records Management office.

• Complete annual training so as to adequately advise their units on the standards and best practices for records management at NDSU.

NDSU’s Information Technology Division is responsible for oversight of NDSU’s Records Management Program.

For additional information on NDSU’s Records Management Program and related questions, please contact Theresa Semmens, Director, and CeCe Rohwedder, Records Management Coordinator, at NDSU.recordsmanagement@ndsu.edu, or visit the Records Management website, www.ndsu.edu/recordsmanagement.