FOR THE RECORD
RECORDS UPDATE

BACKGROUND
Pima County Community College District is committed to establishing and maintaining information and records management practices that meet College accountability and compliance requirements as set by the Arizona State Library, Archives and Public Records Division of the Secretary of State and other agencies that establish compliance guidelines. Records and information management includes areas such as inactive records, vital records, electronic records, microfilming, records repositories, and records retention.

RECORDS AND INFORMATION MANAGEMENT’S OBJECTIVE
To create a strategic framework comprised of standards, processes, roles, and metrics that holds Pima Community College and individuals accountable to create, organize, secure, maintain, use, and dispose of information in ways that align with and contribute to the College’s goals by adhering to the eight principles of record keeping: Accountability, Transparency, Integrity, Protection, Compliance, Availability, Retention, Disposition

COLLEGE RECORDS OFFICER
Part of the College-wide records plan includes designating a Records Officer who will have the authority to report concerns directly to the Executive Vice-Chancellor of Finance and Administration as necessary. The Records Officer will serve as Chair of the Records Workgroup and Record Liaison Team.

DIRECTOR’S UPDATE (College Records Officer)
Records and Information Management Accomplishments 07/01/14 - 05/25/15:
- Developed Board Policy 1403 for records and information assets.
- Developed Administrative Procedure 2.15.01 for records and information assets.
- Developed the College Records and Information Management Handbook
- Developed the Record Liaison Handbook
- Developed the College General Record and Information Management Training
- Developed the College Record Liaison Training
- Designed and Developed content for records and information management for use on the Intranet.
- Secured contract with Iron Mountain for a dedicated physical records center that complies with all State, Federal and regulating authority’s standards as well as increased our ability to deliver on records requests within a few hours.
- Created the College’s official retention schedules where vital information will be added to these schedules. They currently reflect the same information that the State Schedules contain.
- 34 Record Liaisons have gone through training as of this writing in multiple College units and have begun the record inventory for their respective units. Every College unit/department is required to select a record liaison to begin the inventory process.
- 564 inactive record boxes have been migrated over to the Record Center for lifecycle management.
- 2500 record boxes are currently being reviewed for destruction with 900 record boxes already destroyed in accordance to State Statute.
- Worked with the Provost Office and the Department of Public Safety to develop Clery and Code of Conduct records retention schedules.
**Records and Information Management Best Practices:**

1. Adhere to state and federal records retention schedules and guidelines regardless of the format of your records, i.e., paper or electronic. *The official College retention schedules are located on the intranet under Finance and Administration/Records and Information Management*
2. Organize both your paper and electronic records by using a filing and naming convention that accurately reflects the documents purpose, scope and year created.
3. Organize your email. *Use Gmail's labeling system.*
4. Move inactive records into a secure storage area. *Use the new and improved Record Center, ask your liaison about it or give RIM a call about moving your inactive records into lifecycle management.*
5. Only keep information that is relevant to your official responsibilities and in accordance with the College Retention Schedules.
6. Keep your workspace secure by being aware of various threats to information security such as unlocked computers, tablets, and mobile phones; file cabinets, desk drawers, and doors; papers left out in the open; papers left in copy and/or fax machines, etc.
7. Be aware of various threats to electronic information security such as viruses, spyware, malware, etc.
8. Prevent the disclosure of any and all confidential information. You minimize risk to the College, your colleagues and the public we serve by doing so.
9. Secure all paper and electronic documents that contain confidential information (FERPA, HIPAA).
10. Properly dispose of paper and electronic documents that contain confidential information when they are no longer needed. *See the intranet guide on the Records and Information Management page/Secure Destruction of Sensitive Information Document*
11. Make it a policy in your office to shred all paper documents, regardless of their classification or the type of information they contain. *Use the Beacon bins available throughout the College. See the location of all of these bins on the Intranet/Records and Information Management page.*

**A Few of Next Steps for the Record Team and Records Officer:**

- Complete the record inventory for all College units – this project may take over a year to complete
- Implement mandatory records training to all College staff and faculty with different modalities of training depending on individual role at the College.
- Begin work in collaboration with Information Technology on developing a domain-wide email retention policy and implement using software tools the College has purchased.
- Begin development of a College-wide records calendar for disposition days of convenience copies
- Begin RFP for the College enterprise information management software that will assist with the management of records in all formats in every College approved repository.
- Launch and Deploy information governance system with the assistance of both the Records Workgroup and Liaison Team.
- Meet with campus leadership in October(ish), conduct Records Training for Cabinet level staff.
- Begin development of establishing procedures for public records requests to be coordinated through RIM and Legal.
- Release quarterly records tips, topics and updates via Pimanews.