INTRODUCTION

Idaho State University employs a full-time University Records Manager (RM) to maintain a comprehensive records management program. The RM facilitates institutional compliance with Idaho public records laws.

II. POLICY STATEMENT

An effective records management program will help the University be successful and responsive to the people it serves, and be legally defensible. Accomplishing those objectives requires the RM and other University leaders to have current information pertaining to the development and management of University Records.

An established and supported records program is in the University’s best interest in order to adhere to federal and state laws, rules, regulations, and University policies. In addition, the University must adhere to the record-keeping policies of several external, non-government organizations including, but not limited to: Northwest Commission on Colleges and Universities (NWCCU), the National Collegiate Athletic Association (NCAA), and the Association of University Programs in Health Administration (AUPHA).

The University must adopt policies and procedures to direct and guide the University records program when such laws, rules, and regulations require, and when such laws, rules, and regulations do not provide specific guidance, procedures, or directives necessary for the effective and efficient operations of the University records program.
III. **AUTHORITY AND RESPONSIBILITIES**

The records department is responsible for Records Management of all University Records. The RM will coordinate the development of the records management program. The RM shall implement standard procedures for managing Records according to the provisions of the Idaho Public Records Act and all other federal and state statutes, rules, and regulations that govern University records management practices. The RM shall:

1. Ensure records system integrity and accessibility
2. Transfer historically valuable records to the University/State Archives
3. Remove non-current records from active office storage
4. Protect and backup records essential to University operations
5. Be prepared for disaster with a Records Emergency Action Plan
6. Systematically identify and dispose of records that have reached the end of the retention period as specified in the *Idaho Records Manual* and other applicable retention guidelines
7. Serve as primary liaison for the University with the state of Idaho, with other government agencies, and private industry on records and information management matters that affect the University.
8. Attend University meetings/discussions pertaining to record-related issues

IV. **DEFINITIONS**

A. **Record**—Document produced during the routine course of business that notes the occurrence of an event or activity of the University. A record can exist in a number of formats, including various sizes of paper (original or photocopy), microfilm or any microform, electronic media, optical disk media, Mylar, photographs, audio and video tape, punched cards, books, and maps

B. **Record Coordinator**—Individual responsible for coordinating Records Management activities within a department and acting as liaison between the department and the RM

C. **Records Emergency Action Plan**—Written, approved, implemented, and periodically tested plan that includes all actions taken to reduce risk to Records should an emergency arise

D. **Records Management**—Systematic control of all Records from their creation, or receipt, through their processing, distribution, organization, storage, and retrieval to their ultimate disposition

E. **Records Manual**—Manual containing all information necessary to manage the records management program at the University, e.g., policy statement, retention schedules, procedures, vital records, records inventories, etc.

F. **Records Manager**—Employee who is responsible for systematically managing the Records generated and received by the University
V. PROCEDURES TO IMPLEMENT

A. In the 2001 SBOE Records Management Plan, the Idaho State Board of Education directed the University to conduct a physical inventory of the Records of the University. The RM will oversee this function.

B. To ensure a successful program the RM shall ensure that the following record management processes are performed:
   1. Meetings with staff and administrators to set-up procedures for inventories, storage, and destruction; implement procedures to ensure compliance
   2. Records training for all Record Coordinators within ninety (90) days after initial appointment and refresher training every three (3) years
   3. Oversight and monitoring of record storage services
   4. Maintain a contact directory of the designated department Record Coordinators assigned for the University departments
   5. Conduct periodic inspections and assistance visits to departments
   6. Investigate and evaluate Records Management concerns and resolve local issues

VI. RELATED LAWS

A. Idaho Public Records Act

PRESIDENTIAL CERTIFICATION

_________________________________________ Date:____________________

Approved by Arthur C. Vailas
President, Idaho State University