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To: Mr. Charles Lee
Vice President, Business & Finance

From: Linda Heide 
Chair, Public Records & Forms Standing Committee

Subject: FY 2008 Annual Report

Date: August 21, 2008

The Public Records & Forms Standing Committee continued to meet quarterly during FY 2008. Action/discussion items included:

- The majority of the committee's efforts included reviewing the current University Policy UM1365 University Records Management Program and identifying differences between it and TBR's Guideline G-070 Disposal of Records – RDA 2161 and the University policy. Differences were discussed and changes were identified to ensure compliance with G-070.
- Compliance with TBR's Guideline G-070 Disposal of Records – RDA 2161 includes original documents being destroyed after the document has been imaged and the image verified. This is not current practice in most units but the committee will continue to address this next FY.
- The committee also discussed the implications to the University regarding Federal law which requires parties to a lawsuit pending in federal court to preserve electronic data and documents pertaining to the lawsuit in conformance with the *Federal Rules of Civil Procedure*. This pertains to Electronically Stored Information ("ESI") which refers to all forms of electronic data and documents including, but not limited to, metadata, electronic mail, word processing documents, calendars, voice messages, videos, digital photographs, information in personal digital assistants (PDA) in any location where data may be stored.
- There is a need for campus training regarding records retention. The Legal Office did conduct a training session covering this topic during FY 2008. The committee will continue to identify other training opportunities.

During FY 2009, the committee plans on completing its review of the policy and making recommendations for changes prior to December, 2008.