



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CIA-1

Records Management

APPROVED: December 6, 2006

REVISED: January 15, 2010

Year of last review: 2021

AUTHORIZING BOARD POLICY: CIA

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Director of Records Management

OBJECTIVE: The purpose of this procedure is to establish the requirements for the responsible management of El Paso Community College (EPCC or "College") institutional and student records.

This procedure applies to all records created by College personnel. For the purposes of this procedure, "EPCC records" shall be defined as material in any format -- including, but not limited to, paper, photographs, film, audio and video tapes, drawings, and electronic records -- that are generated and received by administrative and academic offices of the College in the conduct of business. Records that are produced or received by any agency or employee of EPCC, in the transaction of EPCC business, are the property of El Paso Community College.

RESPONSIBILITIES:

The Chief Information Officer (CIO) is the responsible authority for this program and the proponent of this procedure. The CIO has designated the Director of Records Management as the primary developer and operator of the EPCC Records Management Program. The CIO is charged with establishing overall policy and guidelines for management and access to the information resources of El Paso Community College.

Director, Records Management: The EPCC Director, Records Management, a position in the Office of the Chief Information Officer, is authorized to develop and enter into the approval and implementation process of standards, procedures and techniques for the effective management and use of EPCC records. This position is also responsible for preserving the College's documents and records of historical value.

Maintaining and providing access to records over time is a shared responsibility. Operating and improving the effectiveness of EPCC recordkeeping systems and practices require active participation by all who create, use, maintain, and dispose of records. Departments and programs should consult with the Director, Records Management to make effective use of expertise available in disciplines such as archives and records management, information technology, data and information management, business system analysis and design, auditing, risk management, and law. Sound records management practices and procedures results in a number of benefits: fulfilling legal mandates, reducing costs for retrieval of records, identifying strategies for the preservation of records, reducing the costs of storing obsolete records, and ensuring the creation and management of accurate and reliable records.

Departments, programs, and administrative offices designing or modifying recordkeeping systems or developing new programs, institutionally or externally-funded, should consult with the Director, Records Management at the start of these projects to discuss archival and records management requirements.

Release of College Records and/or Information:

- A. General College Records or Information: The release of general College records and/or information shall be in accordance with the Texas Public Information Act. The Employee Relations Department is responsible for the release of public information.
- B. Student Records: The release of student records must be in accordance with the Family Education Rights and Privacy Act (FERPA). The Employee Relations Department and the Office of Admissions and Registration are responsible for the release of student information and records.

PROCEDURE:

- I. Records shall be created and captured for all defined EPCC business functions and activities.

For the purposes of this procedure, records shall be defined as recorded information in any form created or received and maintained by the College, a department, a program or a person in the transaction of business or the conduct of affairs and kept as evidence of such activity.
- II. EPCC records shall be maintained in reliable recordkeeping systems.
 - A. Recordkeeping systems shall meet legal and administrative requirements, national and international standards, and best practices for recordkeeping.
 - B. Recordkeeping systems shall have written procedures, assigned responsibilities, and formal methodologies that fully and accurately document the overall management of the system.
 - C. Recordkeeping systems shall include adequate system controls, such as audit trails, guidelines for classifying and filing records, and procedures for measuring the accuracy of data input and output.
- III. Records shall be retained or disposed of in accordance with authorized and approved records retention schedules.
 - A. Recordkeeping systems shall include an approved disposition plan.
 - B. When creating new records, design the retention schedule for them.
- IV. Work processes and associated business procedures and tools should be capable of supporting the creation and management of EPCC records.
 - A. Recordkeeping shall be built into the defined business processes and the work environment thereby ensuring that records are captured, understandable and usable.
 - B. Whenever possible, a department or Records Management, IT, shall create models of business processes to determine where and when records are created, used and stored in the course of completing business transactions.
- V. EPCC records shall be protected and secure.
 - A. Records shall be protected from accidental or intentional alteration and from destruction while stored in the Records Warehouse.
 - B. Only authorized personnel shall be permitted to create, capture or destroy EPCC records.
- VI. EPCC records shall be preserved without loss of any vital information for as long as required by law, policy or best practice.
 - A. Records shall be stored in a controlled environment that preserves the record for as long as required.
 - B. The future usability of records with long-term value shall be ensured through the development of reformatting strategies for copying records to a more stable medium and conversion strategies designed to update hardware, software and storage media.
 - C. Recordkeeping systems shall manage and preserve for the useful life of the record both the content of the record as well as the associated metadata that defines or documents the record's content, context and structure.
- VII. Records shall be accessible and retrievable in a timely manner throughout their retention period.
 - A. Records shall be accessible and retrieved in a timely manner for the user upon request.
 - B. EPCC records shall be searchable and retrievable for reference and secondary uses including audits, legal proceedings, and historical research.
 - C. Training and user support in proper records management processes shall be available to ensure that users access and retrieve records properly.