

Managing Student Records

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Agenda

Review best practices for managing essential records of your institution and student records

Discuss proper storage (both digital and physical)

Records destruction

Emergency Preparedness

Introduction

The Oklahoma Department of Libraries (ODL) houses the state library and state archives, provides support to public libraries, and serves as the records management authority for agencies, boards and commissions.



Is it a record if it's online? **YES!**

"Record" means document, book, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record or other material,

regardless of physical form or characteristics

made or received pursuant to law or ordinance or in connection with the transaction of official business the expenditure of public funds, or the administration of public property.

[OK Records Management Act, 67 O.S. § 203](#)



Using the State Universities & Colleges General Records Disposition Schedule

Schedule Name	U&C GRDS
Date of last revision	Oct 21, 2021
Division/Dept	Personnel
Series Number	9-1
Series Title	Institutional Personnel Files
Description	This file contains...
Disposition	Retain for...

ARCHIVES AND RECORDS COMMISSION

STATE UNIVERSITIES AND COLLEGES
Consolidated General Records Disposition Schedule

* April 21, 2022 *

Personnel

9-1 **Institutional Personnel Files** File is subject to 51 O.S., §24

Description: Individual personnel file for faculty and staff. Each file may include application, resume recommendations, personnel actions, job descriptions, correspondence, awards, disciplinary actions, retirement enrollment cards, insurance enrollment cards, yearly goals and objectives, performance evaluations, professional information such as publications, grants, and tenure information, and other records relating to an individuals employment history.

Disposition: Retain in office until faculty or staff terminates, then transfer to Inactive Institutional Personnel File (Series 9-2).
Amended January 12, 2000

9-2 **Inactive Institutional Personnel File** Confidential Record 51 O.S., §24A.7

Description: Same information as in Series 9-1.

Disposition: For permanent faculty and staff who did not become members of the Oklahoma Teachers Retirement System or another state agency retirement system, transfer files to the Institutional Archives for permanent preservation. For temporary, part time and permanent faculty and staff who did become members of the Oklahoma Teachers Retirement System or another state agency retirement system, destroy files after five (5) years.
Amended April 12, 2000

Know the Records

Records Inventories

Which records are where and in what format?

Records Retention Schedules

What is the minimum retention period for the records?

Relevant Statutes, Regulations, and Standards

What federal or state statutes and/or regulations apply to the records?

What professional or industry standards offer guidance?



Identifying Essential Records

“Essential record” means a state or local record necessary to the operation of government during an emergency created by a disaster, or necessary to protect the rights and interests of persons or to establish and affirm powers and duties of governments in the resumption of operations after a disaster.

Oklahoma Statutes, Records Management Act, Title 67, Section 203 (e)

Consider the organization’s essential functions

Stakeholders

Who depends on you?

Who do you depend on?

Who provides support?

Information Technology, Human Resources, Legal and Accounting

Relevant statutes, regulations, and standards

Disaster Preparation

1) Prevention

2) Preparedness

3) Response

4) Recover

Hazards to record storage

Natural:

Tornado

Severe Storm

Winter Storm

Flooding

Wildfire

Earthquake

Human Made:

Power failure

Server failure

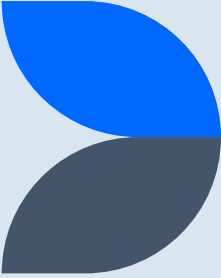
Theft/vandalism

Hazardous Materials Incident

Bomb or bomb threat



From above or below!



Risk Assessment



Identify possible risks



Implement mitigation strategies



Continuously monitor and reassess

Control the physical environment

Is your shelving strong and secure?

Avoid storing heavy boxes too high

Avoid storing boxes directly on the floor

Are your storage containers labeled?

Is your location secure?



Preventing Problems

Create backup copy of essential records

Monitor temperature and humidity

65 degrees +5/-5

45% relative humidity +5/-5

Watch for signs of roof leaks, rodents, or insects

Train staff on fire safety, maintain fire extinguishers



Be prepared

Write a plan

Records Inventory
(including physical location)

Floor Plans

Contact Lists (staff, management, key suppliers)

Plans and Procedures

Have supplies

[Emergency preparedness supplies](#) for small incidents

Store supplies at alternate location

Include gloves, masks and other PPE for staff

Call in the experts

[Salvage and restoration vendors](#)

Facility maintenance

Insurance Providers



**If an emergency happen
stay calm! Remember...**

**The safety of you and your
staff ALWAYS comes first!**



Thank you

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