

# Records Commission Annual Report

May 2010

The Commissioners had a meeting and agreed on the timeline for the month of July to update the Records Inventory. It was agreed that a general announcement would be made to the campus electronically, followed by specific notices to each office which would include pertinent sections of the Inventory, instructions via a PowerPoint presentation, and electronic copies of the forms to be used for updates. The timeline would be explained as follows:

June 28	Notice to campus
	Notice to individual offices
July 12	First reminder, with copy to Commissioner for respective division
July 19	Second reminder, with copy to Commissioner for respective division
July 26	Third reminder, with copy to Division VP and Commissioner for respective division
August 2	Final reminder, with copy to Division VP and Commissioner for respective division, and person phone call reminder
August 6	Last day to submit updates

In 2008 the Records Inventory was created in an electronic version that was then made into pdf files and placed on the Institutional Research & Assessment web site. The Group and corresponding Retention Period for every record on the Inventory was identified. All of that information is now available on the web site, in sections by division, then department and office (<http://www.shawnee.edu/off/ri/RI%20list.html>). Now the update has become thorough and comprehensive and makes the job of updating the Records Inventory each year much easier. A PowerPoint presentation on Institutional Research & Assessment website is developed to campus, providing valuable information and defining the terminology used for records retention. Records Commissioners should work within their constituencies to help ensure timely response to the call for updating.

All updates made and the finished Records Inventory should be available on-line by August 31<sup>st</sup> each year.