

ASCUS General Meeting 11/30/12

Retirees: Tom Boatman – Mesa School District and Bob Johnson – Alhambra School District

Managing Government Records In Any Format

Jerry Lucente-Kirkpatrick – Records Management Specialist, Records Management Division

- What is a record? A.R.S 41-151.18 Definition of records defines it as any documentary material regardless of physical form or characteristics made or received by any governmental agency as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government...
- What is Not a Public Record? Library or museum material, extra copies of documents preserved only for convenience of reference, stocks of publications or documents and intended for sale or distribution to interested persons.
- Who owns the records? They are the property of the state.
- Are disciplinary records public? All records that are reasonably necessary or appropriate to maintain an accurate knowledge of disciplinary actions, including the employee responses to all disciplinary actions. The records shall be open to inspection and copying.
- Why can't we keep records electronically? Historic records must be kept for 500 years. Currently, there is not an electronic system capable of ensuring access to records this long.
- What is a historically significant record? It is historically significant if it documents a controversial issue, results in a significant change, involves prominent people, places or events, or results in a lot of media attention.
- Birth Certificates ARE NOT permanent student records.
- Can the Disposition form currently posted on the website be changed to be fillable? They are working on that.
- Immunizations have to be filled out on the AZ Health Card? Phoenix Union has an email from Dept of Health detailing that it does not have to be on this card.
- What about SPED records? They follow the same 4 year schedule. SPED cannot be destroyed unless the parent/guardian is notified that they are being destroyed. There is not a specific way specified to notify parents. Some districts send letters, some post on website, some post in the newspaper, some districts have it printed on the SPED enrollment paperwork so that the moment the student enrolls, the parent is notified that in 4 years that paperwork will be destroyed.
- 44-0741 Electronic Records – LEAs can go electronically but must still abide by the specific statutes for permanent records (printed).
- There are differences between Backups (SMS systems) and Records.
- If LEAs choose to keep records longer than the AZ Retention schedule, a custom schedule should be created. LEAs can work with the State Library of Archives to create this.

- Email as a Record
 - Email requires all Government employees to be Records Managers because they are creating and receiving records.
 - Email records retention is based on the content and intent of the email.
 - When sending/receiving emails:
 - Is this a record?
 - What type of record is this?
 - What is the retention for this record?
 - Keep or delete?
 - Meet for lunch? NO
 - Memo re: new travel policy? YES
 - Committee meeting minutes? YES
 - New policy on vacation leave? YES
 - Email attachments should be kept with the original email.
- Social Media is not set up for records retention but must be considered. Once a user clicks on “Agree”, they are creating a contract for the public body/entity.
 - Facebook – Jurisdiction is in California
 - New option in 2011 strikes jurisdiction in CA.
 - Must select GOVERNMENT when setting up the type of site. Do NOT click “Education” or “Organization”. Link the school district site to the Facebook site.
 - Executives should not discuss anything on Social Media that would be considered a record. (Policy, etc..)
- Videos can be considered records. Tweets, LEA Website, YouTube, Facebook, etc...
 - Make sure your only copy of the video is NOT online at a social media site.

STCC: – Lori Ventura Product Manager

- Getting Started Guide – Very helpful information! If you haven’t looked at it yet DO! A revised version will be posted soon.
- STC File Specs made easy – [STC Collection Connection addendum.01.01](#)
- SRM Submission Process
- Error Reporting
- [Sample Data – Course Sections](#)