

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Records Management at Metropolitan Community

DATE: June 12, 2023

PURPOSE: To establish procedures for consistently managing and documenting the use, storage, and disposal of College records according to Nebraska law.

SCOPE: These procedures apply to all faculty and staff of the College who work with records.

1. Nebraska Records Management

As a local agency of the State of Nebraska, the College follows State law concerning records management practices.

- A. A summary of and links to the statutes that constitute Nebraska's Records Management Act are available from the [Nebraska Secretary of State website](#).
- B. Two retention schedules provide MCC legal authority to dispose of records. These are numbers 24, General Records for Local Government, and 151, MCC's unique schedule. They are both available from the [Nebraska Secretary of State website](#).

2. Definition of Records

- A. Per [Revised Statute 84-1202](#), 'Record means any book, document, paper, photograph, microfilm, sound recording, magnetic storage medium, optical storage medium, or other material regardless of physical form or characteristics created or received pursuant to law, charter, or ordinance or in connection with any other activity relating to or having an effect upon the transaction of public business.'

Essentially, if any piece of information, regardless of its medium, details in any way the business of MCC, it is likely a record. Records are created by individuals in every department at MCC, and are the property of MCC and possibly the State of Nebraska—not of the individuals responsible for their creation, retention, and destruction.

- B. During the regular course of business, many non-records are created as well, like:

- Working/draft copies of documents, unless otherwise noted as a record in a retention schedule
- Copies of material that the department did not originate, like memos from other departments that have been kept as reference
- Blank forms
- Material that exists solely as a reminder, like to-do lists
- Material that documents activities that are not directly related to that department's core business, like party planning notes

The retention and disposal of non-record material is a matter of departmental procedure, whereas the same for records, including digital ones like emails, is determined by consulting retention schedules. Privacy laws like FERPA and HIPAA must be respected with regards to both records and non-records.

### 3. Retention Schedules

- Retention schedules are officially approved documents that govern the retention and disposal of records. Retention schedules [151](#) and [24](#) apply to MCC and give the College legal authority to dispose of records. The schedules contain detailed information about record types, the departments responsible for them, and their retention periods. A record's retention period is how long it should be kept, after which it can be disposed of. Record types with a permanent retention are kept indefinitely.
- When determining any given record's retention period, 151 is consulted first, and 24 is consulted if the record type cannot be located in 151. In cases where these two schedules contain contradictory information with regards to any given record type, these contradictions should always be resolved in favor of 151.
- College Archives staff are responsible for periodically updating 151, and will require the cooperation of all MCC departments to do so. Retention schedule 24 is maintained by the Nebraska Secretary of State.

### 4. Life Cycle of Records

Records, including digital ones, exist in one of three life stages: active, inactive, and dead.

- Active records are those that may need to be accessed by staff on a frequent basis. They should be stored according to a documented, consistent, and efficient filing schema that respects privacy laws like FERPA and HIPAA. Active records have not yet met the end of their retention period.
- Inactive records are those that may only need to be accessed infrequently. Like active records, they have not yet met the end of their retention period and should be stored according to a considered and secure filing schema; unlike active records, departments or individuals may opt to transfer them to the College Archives or some other less accessible departmental storage area for the remainder of their retention period.

- C. Dead records are those that have reached the end of their retention period. Regardless of where they are stored, they should be destroyed, following the procedures for disposal of records in this procedure memorandum (section 6).

## 5. Transferring Records to the College Archives

- A. Only inactive records are eligible for transfer to the College Archives. (Exceptions for non- or dead records of potential historical interest may be made at the discretion of College Archives staff.) The College Archives accepts physical and digital records; the former in Bankers R-Kive® boxes, and the latter on USB drives. For records for which neither of these storage options are appropriate (for example, framed documents or other objects too large to fit in a box, or singular small items that may be able to be stored with other material already in the College Archives), the department should contact College Archives staff to discuss the storage and transfer of these records.
- B. If sending physical records, any records stored in hanging folders or binders should be removed into clearly labeled manila folders, and rubber bands and metal paper clips replaced with staples, binder clips, or coated paper clips. Media like tape, film, and discs should be clearly labeled with their content and date of creation.
- C. All non-records stored with the material being sent should be removed, and the records organized in a logical way (typically alphabetically, by subject, or chronologically), bearing in mind that College Archives staff who may be unfamiliar with these record types will still need to be able to search them effectively. Records with similar retention periods may be intermingled, though records that contain any personal, confidential, or private information should only be kept with like records. For example, student records should only be kept with other student records.
- D. For each box or USB drive being sent to the College Archives, a Records Transfer Form, available from the Forms Bank, will need to be filled out and included with the item, in addition to being sent as an attachment to [collegearchives@mccneb.edu](mailto:collegearchives@mccneb.edu) in advance of the records being delivered. This form contains fields for important information like the disposal date (using the latest end-date of the retention period for records in this item), the schedule number(s) of the records contained within, a Special Instructions field that can be used to impart information like who may or may not access these records, and fields for describing the types of records and the timeframe they cover.
- E. For further guidance on the records transfer process, faculty and staff can consult the [MCC Archives webpage](#) or contact College Archives staff.

## 6. Disposal of Records

Individuals and/or departments are responsible for disposing of dead records that are in their care.

- A. A Records Disposition Report – Schedule 151 form, available from the Forms Bank, needs to be completed and sent to [collegearchives@mccneb.edu](mailto:collegearchives@mccneb.edu). This form contains fields for important information like the schedule number(s) of the record types to be disposed, how the records will be destroyed (noting that paper records that contain personnel, confidential, or private information must be shredded), details about the records, and the volume or file size of the records. Volume of physical records should be expressed in approximate cubic feet. Only once receipt of this form has been acknowledged can disposal proceed.
- B. College Archives staff will use the provided Records Disposition Report to disclose the destruction of records to the Nebraska Secretary of State, and will maintain records of these disposed materials, as is required by state law.
- C. For further guidance on the process of disposing records, faculty and staff should contact College Archives staff.

#### 7. Care of and Access to Records in the College Archives

- A. Records in the College Archives are kept in a secure, organized, and climate-controlled environment configured to promote the longevity of the various formats stored there and allow ease of access to College Archives staff. Records are continuously inspected in order to make sure they have been identified and handled correctly, are protected from dust, and contain no non-records. Damaged storage material, including worn boxes and folders, decaying or rusting binding material, and paper/board storage that fail pH tests are replaced as able. With the cooperation of departments like Facilities, the College Archives is equipped to handle water and fire damage.
- B. College Archives staff routinely dispose of records per the retention schedules and disposal date information provided to them by other departments. As is required by state law, the destruction of records is reported to the Nebraska Secretary of State, and records of disposed material are maintained. Once their retention period has been met, College Archives staff will provide the originating department a list of the records to be destroyed (via the associated Records Transfer Form, if available), and require explicit acknowledgement from designated members of the department to proceed with destroying the records.
- C. Research requests are accepted from the public and MCC faculty and staff, though may not always be able to be honored. Appointments to access archived records in-person must be made with College Archives staff. Many records within the College Archives are confidential and can only be viewed with both the permission of College Archives staff and the originating department. Copies can be made of records, as appropriate and if possible.
- D. Archived records may be borrowed by MCC faculty and staff at the discretion of College Archives staff and the originating department. Requests for archived records to be permanently transferred back to the originating department can be granted at the

discretion of College Archives staff, and require a letter listing the records involved and stating the reason for the transfer.

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