



**MIDWESTERN**  
STATE UNIVERSITY

# Account Managers Group

[mwsu.edu](http://mwsu.edu)



# Account Managers Group

**Welcome**

**Valarie Maxwell**

MIDWESTERN  
STATE UNIVERSITY

# Account Managers Group

## Records Retention

Cindy Ashlock

MIDWESTERN  
STATE UNIVERSITY

# What is Records Management?



Basically, records management is the systematic control of records from the time they are created until their final disposition.





# Legally Speaking


MSU is required to adhere to State of Texas laws and regulations as well as *MSU Policies and Procedures* #4.125 for the management of its state records.

Texas Government Code 441.180 defines state records as any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of the state business or use of public resources. Each university department head is responsible for proper retention and disposition of their files.

# Why Records Management?

- To comply with legal requirements.
- To destroy records that no longer have value to the university.
- To retain records of permanent or historical value.
- To improve protection of vital records.
- To provide security for records with confidential or sensitive information.
- To use office space for access to active records.
- To release equipment and reusable media for other productive uses.

# Records Retention Schedule

 <p>Texas State Library and Archives Commission</p>		<b>STATE OF TEXAS</b> <b>Records Retention Schedule</b>						SLR 105 Form SLR 105C must accompany this form.	
								Page 1 of 77	
2 Agency Code 735		3 Agency Name <b>Midwestern State University</b>							
4 Records Series Item No	5 Agency Item No	6  Record Series Title	7 Retention Period			8 Archival  9 Remarks	10  106 No	11 TSLAC ONLY Amend No	
			Agency	Storage	Total				
1.0.000		<b>Administrative Records</b>							
1.1.000		<b>General – Administrative Records</b>							
1.1.002	001	Audits: Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC+7		AC+7	AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.			
1.1.004	002	Legislative Appropriation Requests: Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC+6		AC+6	AC = September 1 of odd-numbered years.  ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentations submitted to the Legislative Budget Board are archival.			
1.1.006	003	Complaint Records: Complaints received by an agency and records pertaining to the resolution of the complaint.	AC+2		AC+2	AC = Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to University Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by University Archivist			

# Retention Schedule Table of Contents

## Series Item No. 1.0.000 Administrative Records

1.1.000 General Administrative

1.2.000 Records Management

1.3.000 State Publications

## Series Item No. 2.0.000 Electronic Data Processing Records

2.1.000 Automated Applications

2.2.000 Computer Operations and Technical Report

## Series Item No. 3.0.000 Personnel Records

3.1.000 Employee

3.2.000 Payroll

3.3.000 Personnel Administration

3.4.000 Time and Leave

## Series Item No. 4.0.000 Fiscal Records

4.1.000 Worksheets, Detail Information on Financial Event/Transaction

4.2.000 Documents of Original Entry

4.3.000 Journals or Registers

4.4.000 Ledger

4.5.000 Reports

4.6.000 Documents Showing Compliance with System of Internal Control

4.7.000 Other

## Series Item No. 5.0.000 Support Services Records

5.1.000 General

5.2.000 Facility Management

5.3.000 Purchasing

5.4.000 Risk Management

5.5.000 Telecommunications

5.6.000 Vehicles



# Retention Schedule Table of Contents

## Agency Records

Admission and Assessment	No. 243-246	Career Management Center	No. 320-321
Academic	No. 247-250	Counseling	No. 322
Grade and Course Credit	No. 251-260	Copyright Information	No. 323
Financial Aide Application and Awards	No. 261-269	Course Equivalencies	No. 324
Financial Aid Disbursement and Repayment	No. 270-281	Endowment and Gift Income	No. 325
Family Educational Rights and Privacy Act	No. 282-290	Graduate and Teaching Assistant Contracts	No. 326
Accreditation	No. 291-292	Grants	No. 327-328
Financial	No. 293	Housing	No. 329-331
Financial Aid Fund Accounting	No. 294-298	ID Card Requests	No. 332
Personnel	No. 299-303	Library	No. 333-337
General Education Development Testing	No. 304-307	Pesticide Applications	No. 338
Curriculum Development	No. 308	Police	No. 339-365
Student Disciplinary Records	No. 209-310	Residency Questionnaire	
Enrollment Census	No. 311	Students	No. 366
Parking Decal and Permit	No. 312	International Studies	
Student Recruitment	No. 313	Student Files	No. 367
Room Scheduling	No. 314	Dental Hygiene Clinic Patient Medical Files	No. 368
Statistical	No. 315	Student Health Center Patient Medical Files	No. 369
Athletics	No. 316-318		
Calendars, Academic	No. 319		

# Records Disposition Request



## Records Disposition Request

Send via E-Mail to [cindy.ashlock@mwsu.edu](mailto:cindy.ashlock@mwsu.edu)

**TO:** Cindy Ashlock  
Executive Assistant to the President and  
Records Management Officer  
397-6202

**FROM:** \_\_\_\_\_  
Name (Person completing request)  
\_\_\_\_\_  
Department  
\_\_\_\_\_  
Office Phone

**DATE:** \_\_\_\_\_

Record Series Item No.	Agency Item No.	Record Series Title	Retention Time-Total	Dates of Records	RMO Comments

- I certify that these OFFICIAL RECORDS COPIES have met or are past the retention period specified by Midwestern State University's Records Retention Schedule.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records and all administrative requirements have been satisfied.

Required Approval		Departmental Destruction
Department Contact	Date	Date of Records Destruction:
Department Head	Date	Destruction Method: <input type="checkbox"/> Bulk Distribution <input type="checkbox"/> Recycle <input type="checkbox"/> Shred
Records Management Officer	Date	
RMO Approval #		

# Record and Convenience Copies

Record copy is the original or official document that is kept on file and is subject to the requirements of the retention schedule. The record copy must be listed on the disposition log upon destruction or transfer to the University Archive.

Convenience copy is a document that is not the record copy and they do not need to be listed on the disposition log. Convenience copies may be destroyed at any time within the retention period but must not be kept longer than the record copy.

***At no time should a convenience copy be kept longer than the record copy. If this happens, the convenience copy becomes the record copy and is subject to the requirements of the retention schedule.***

# You can have more...

Records management practices reduce legal liability, result in more efficient use of office space, more efficient use of employees' time, and quicker response to public information requests.

More? Yes, you can have a larger office because less files will take up the space.



# This is How We Do It

(cue Montell Jordon)



- Before a document is filed, place the Records Series Item # and retention period in the top right corner of the document. Having the date already on the document helps when reviewing files for their retention times.
- At least once a year go through your files and pull the documents that have reached their disposition date.
- Complete a Records Disposition Request for those documents that have reached their disposition date.
- Remember to obtain proper approvals before disposing of files.
- Dispose of the files as instructed on the disposition request.
- Email/fax a copy to Cindy Ashlock. Be sure to keep a copy for your records.



# “Filing” Method

## Ideas:

- Set up folders as you would a file cabinet.  
By year, subject, professor, department, etc.
- Develop a document naming system and stick with it. (example – author.recipient.subject.date)
- Dispose of paper document after scanning.
- Budgeting uses a stamp so others can scan and save documents:

Budget Information
FY _____
Folder _____
Name _____

# Account Managers Group

## Scanning Initiative

### Purchasing's Efforts

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# Scanning Initiative

## Question:

How many sheets of copy paper are purchased each year by Midwestern State University?

## Answer:

- >8,400,000 Sheets
  - This does not take into consideration what the print shop buys, or what is being purchased via the procurement credit card.

# Scanning Initiative

## Question:

How many dollars does MSU spend each year on toner and ink cartridges for our printers?

## Answer:

– > \$75,000 per year

This does not include the copy machines located on campus. This cost is built into your lease cost of the copier.

# Scanning Initiative

Scanning of current paperless transactions in Purchasing:

- ✓ Purchasing, Accounts Payable, Receiving, Purchase Orders Change orders, Contracts, Miscellaneous—  
>80,000 copies per year - **NOW SCANNED** savings of  
~\$550 per year
- ✓ Scanning results in **no copy charge**
- ✓ Copy charges = about ~\$0.0064 per copy
- ✓ 8.4 million copies would = a savings of >\$50,000 per year
- ✓ If copier has no scanner, you can update your copier for about \$4-5 per month increase



# Scanning Initiative

## Purchasing Pros

- ✓ Easy access to information
- ✓ Fewer file cabinets needed
- ✓ Easy to send info as emails
- ✓ Less copy charges
- ✓ Less paper needed

# Scanning Initiative

## Store data

- ✓ “I” Drive (has plenty of space)
- ✓ “F” Drive (personal departmental data)
- ✓ Both drives backed up every night by Information Tech.

# Account Managers Group

## Software Tips of the Month

### **Adobe (PDF)**



- Print straight to Adobe
- Edit with Adobe Acrobat Pro 9

NEW WESTERN  
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File Home Insert Page Layout Formulas Data Review View Developer Add-Ins

Normal Page Layout Full Screen Workbook Views

Page Break Preview Custom Views

Ruler Formula Bar Gridlines Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Split Hide Unhide Window Save Workspace Switch Windows Macros

I21 fx

A B C D E F G H I J K L M N O P Q R S T

**Department:** Business Affairs and Finance

**Month:** September **Year:** 2014

**Overtime Accrual Status:** Exempt

For additional information, place your cursor on the heading descriptions (red triangles)

The work week begins at 12:01am SUNDAY and ends at 12:00pm SATURDAY. Round to the nearest quarter hour.

Day	On-Duty Hours			Off Duty Hours										Compensatory Time Used		Docked Time
	Regular	Non-Exempt		Holidays	Leave Time Used			Emergency Leave					Fed.	State	LWOP	
		Fed. Over Time	State Over Time		Sick	Sick Leave Pool	Vacation	Closed	Birthday	Funeral	Jury Duty	Wellness				Other
Mon 01	8															
Tue 02	8															
Wed 03	8															
Thu 04	8															
Fri 05							8									
Sat 06																
Sun 07																
Mon 08	8															
Tue 09	8															
Wed 10	8															
Thu 11	8															
Fri 12	8															
Sat 13																
Sun 14																

- Save
- Save As
- Open
- Close
- Info
- Recent
- New
- Print**
- Save & Send
- Help
- Options
- Exit

**Print**

Copies: 1

Print

**Printer**

HP Color LaserJet CP2020 Serie... Ready

**Adobe PDF** Ready

HP Color LaserJet CP2020 Series PCL 6 Ready

Microsoft Office Live Meeting 2007 Document Ready

Microsoft XPS Document Writer Ready

PrimoPDF Ready

Send To OneNote 2010 Ready

Xerox WorkCentre 7556 PCL6 Ready

Add Printer...  
Print to File

**Midwestern State University**  
Employee's Time Sheet and Leave Record

Name: Debbie Vaughn CWID: M20005878

Department: Business Affairs and Finance Month: September Year: 2014

Overtime Accrual Status: Exempt For additional information, place your cursor on the heading descriptions (red triangles)

The work week begins at 12:00am SUNDAY and ends at 12:00pm SATURDAY. Round to the nearest quarter hour.

Day	On-Duty Hours				Off-Duty Hours										Compensatory Time Used	Docked Time			
	Regular	Non-Exempt	Fed. Over Time	State Over Time	Holidays	Sick	Sick Leave	Prod.	Vacation	Classroom	Bethel	Funeral	Jury Duty	Workers			Other	Fed.	State
Mon 01	8																		
Tue 02	8																		
Wed 03	8																		

**Save PDF File As**

Save in: My Documents

- 2009
- 2010
- 2011
- 2012
- ARRA
- Assessment-Mission
- Auditors Office
- Backups
- Bills
- Board of Regents
- Budget Access Databases
- Christmas
- Correspondence
- CUPA
- Debbie
- delete later
- Downloads
- Evaluations
- Financial Report-Inves
- Goals and Objectives
- Graduate Studies
- Journal Entries
- LAR
- Logos
- Master Lease Projects
- Monthly budget report
- Move to Flash drive
- Museum
- My Data Sources
- My Music

File name: **2014 Time Sheet Debbie.pdf**

Save as type: PDF files (\*.PDF)







# Account Managers Group

## Next meetings:

- ✓ April 24, 2014 – 10:00 AM
- ✓ May 29, 2014 – 10:00 AM



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## Open For Questions and Answers



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