

SUMMARY OF ITEM FOR ACTION,  
INFORMATION OR DISCUSSION

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**TOPIC:** Policy review: VI-6.10 – Policy on Records Management

**COMMITTEE:** Committee on Organization and Compensation

**DATE OF COMMITTEE MEETING:** November 21, 2016

**SUMMARY:** The USM BOR has bylaws and policies that provide guidance for BOR, USMO, and USM institutional operations. The bylaws address overall operations of the BOR including the charges for each standing committee. The policies provide broad policy guidance to the BOR, USMO, and the USM institutions and also cover technical and operational requirements.

To ensure that bylaws and policies are kept up-to-date, are appropriately implemented, and reflect current operational requirements, the guidance for the review of BOR bylaws and policies, as approved by the BOR in 2016, should be followed.

The policy to be discussed by the Board of Regents at this meeting:

- VI-6.10: Policy on Records Management

The Committee will review and recommend any necessary updates to the policies.

**ALTERNATIVE(S):** Policies will not be changed.

**FISCAL IMPACT:** Minimal fiscal impact.

**CHANCELLOR'S RECOMMENDATION:** The Chancellor recommends updating this policy.

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COMMITTEE ACTION: Recommend approval

DATE: November 21, 2016

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BOARD ACTION:

DATE:

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SUBMITTED BY: Janice Doyle, [jdoyle@usmd.edu](mailto:jdoyle@usmd.edu), 301-445-1906

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153.0 VI-6.10 - POLICY ON RECORDS MANAGEMENT

(Issued by the Chancellor, January 6, 1992; Amended [MONTH DAY, YEAR])

1. The President of each institution shall establish a Records Management Program and shall develop and maintain a Records Management Plan consistent with the requirements of State Government Article, ~~Title 10, Sections 10-60932 through 10-61033,~~ and COMAR 14.18.02.01 through 14.18.02.16.
2. The Vice President for Administration at each institution will be responsible for records management at that institution, unless the Chancellor is notified otherwise.
3. Each President shall prepare and shall submit to the Chancellor for approval a Records Retention and Disposal Schedule(s), which will be in compliance with standards set by the Chancellor consistent with COMAR 14.18.02.01 through 14.18.02.16. The Schedule must be reviewed and updated every ~~ten~~two years and may be amended as necessary following the steps outlined in COMAR 14.18.02.01 through 14.18.02.16.
4. Each President will provide for the periodic transfer of records to the University Archives, State Archives, or State Records Center, as appropriate, or may otherwise dispose of records in accordance with the approved Records Retention and Disposal Schedule(s) and in compliance with applicable laws and USM policies. The Chancellor may require periodic Records Retention and Disposal reports in the format and according to the schedule provided by him.

**Commented [BE1]:** These sections have been renumbered since the policy was first implemented.

**Commented [BE2]:** These are the statute's implementing regulations.

**Commented [BE3]:** See COMAR 14.18.02.04(B). Schedules must be reviewed and updated at least once every two years.

**Commented [BE4]:** See COMAR 14.18.02.07(C)(7).