
Library, Media, and Information Services Committee

Meeting Notes for 2/6/2018 (Approved)

Present: Jane Carlin, Kate Cohn, Sue Hannaford (Chair), D. Wade Hands, David Latimer, William Kupinse, Ann Gleason, and Lisa Wood (Note-taker)

The meeting was called to order at 8:04 a.m.

Minutes: The minutes from 1/23/2018 were approved with minor corrections.

New Business:

The committee continued its discussion of the “Best Practices Document on Confidential and Sensitive Information”

1. The committee addressed minor changes in language per recommendations by Jane Carlin.
2. After a brief discussion, members agreed not to include the hyperlink to UCSB document, to instead credit UCSB in a footnote.
3. The committee accepted the additional guideline to limit retention of official records. The length of retention remained an unresolved issue, with the understanding that we will consult with varied groups to determine an appropriate guideline. One member suggested that official student records should not be retained by individual faculty given the availability in the university record system should a need arise in the future.
4. The committee discussed formatting and organization of the opening section of document on best practices. Several members endorsed the idea of listing document categories and subcategories with brief definitions. The main categories would cover:
 - a. Confidential Documents
 - b. Potentially Sensitive Documents

Under these categories the committee considered listing subcategories such as:

- a. Student materials covered by FERPA,
- b. Faculty evaluation and disciplinary documents,
- c. Service related documents from committees on and off campus
- d. Professional materials such as evaluations of non-campus personnel,
- e. Research data, or clinical/health data and documentation (IRB and HIPAA).
- d. Personal materials belonging to faculty and staff

5. The committee discussed electronic storage methods, the need for a glossary defining each method, and the value of creating a table that lists document types, recommended storage practices, and links to storage locations.

6. The committee considered the role of Email for storing and sharing documents. In preparation for a meeting with Michael Judd (Information Security Manager in Technology Services), we generated a list of questions regarding security and best practices regarding email.

The meeting adjourned at 9:55

Submitted by Lisa Fortlouis Wood