

~~DRAFT REVISIONS~~

**Milwaukee Public Schools
Records-Management Advisory Committee**

1. COMPOSITION

A Records-Management Advisory Committee to the Milwaukee Board of School Directors (MBSD) shall be created, consisting of the following individuals or their designees:

- ~~a) a.—the Superintendent or a designee at the level of Director;~~
- ~~b. —one member of the Milwaukee Board of School Directors, to be appointed by the Board's President;~~
- ~~b) e.—the Board Clerk or his/her designee, who shall be the Chairperson of the Committee;~~
- ~~c) d.—the Chief Financial Officer or a designee, at the level of Director or above, who is well versed in risk managementthe Chief Financial Officer;~~
- ~~e. —the Chief Operations Officer;~~
- ~~d) f.—the Senior Director of the Department of Student Services or a designee at the level of Director or abovethe Chief of Family Services;~~
- ~~e) g.—the Chief School Administration Officer or a designee who is a member of the Regional system of supportthe Chief Academic Officer;~~
- ~~f) h.—the Chief Human Resources Officer or a designee at the level of Director or abovethe Chief of Human Resources;~~
- ~~i. —the Director of the Office of School Administration;~~
- ~~g) j.—a member of the a management of the Office of Accountability and Efficiency
the Chief Accountability and Efficiency Officer;~~
- ~~h) k.—the Director of the Division of Technology, or a designee who is well versed in —electronic storage and retrieval methods, who shall serve as Executive Secretary of the committee; and~~
- ~~l. —the Director of Benefits and Insurance, or a designee well versed in risk management; and~~
- ~~i) m.—the Director of Facilities and Maintenance, or a designee from the Office of Operations who is well versed in the State of Wisconsin building codes.~~

2. DEFINITIONS

a. “Record” means any material in which written, printed, drawn, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created by, kept in custody of, under control of, or filed with any department, agency, board, commission, officer, or employee of the Milwaukee Board of School Directors, except library materials kept for public use or examination. “Record” includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings,

tapes (including computer tapes), computer printouts, and any machine-readable record. A record also includes records produced or collected under a contract agreement entered into between the District and an independent contractor.

b. “Archive” means records over two years old with permanent administrative or historical value.

c. “Committee” means the Milwaukee Board of School Directors’ Records-Management Advisory Committee.

3. ADMINISTRATION

a. The Committee shall meet on an as-needed basis.

b. The Board Clerk shall be responsible for the administrative support for the Committee and any of its sub-committees, including but not limited to, calling meetings, preparing and distributing meeting agendas and meeting notes, and arranging for meeting space.

c. Because the Committee was established by Board action, this Committee is subject to Wisconsin Open Meetings Law. Public notice of its meetings shall be served.

d. Decisions of the Committee will be made by consensus, either in person or via e-mail.

4. DUTIES

The Committee shall:

a. make recommendations on matters pertaining to the Records and Information Management Program;

b. analyze the District’s current records-management practices and provide guidance in the creation of a Records and Information Management system for the preservation, retention, and disposition of district records;

c. provide guidance for development and maintenance of the District’s records and information management program, including standards for creation, access, distribution, documentation, organization, maintenance, security, use, and disposition of all district records;

d. ~~a. promote a district wide vision for records management;~~ promote district-wide sharing of information resources;

e. steer the development of a disaster recovery program as it relates to district records;

f. review future requests for changes to the approved record-retention schedule or changes to Administrative Policy 9.13, Records Management and make recommendations to the Board for final approval;

g. create an Administrative policy on records destruction and make recommendations to the Board for approval;

h. disseminate records-management information to district departments and create professional development opportunities relative to records management;

- i. collaborate with procurement staff in order to make recommendations relative to the use of outside vendors who many provide records management services to the district;
- j. assist the Director of Technology in the implementation of his/her information management responsibilities by:
 - 1. reviewing and making recommendations relative to the information technology section of the district-wide Information Technology Strategic Plan, which is submitted by the Director of Technology;
 - 2. assisting the Director of Technology in the analysis of and recommendations on information-technology issues related to records management, including but not limited to the selection of electronic records management systems.

~~b. assist the Director of Technology in the implementation of the Division of Technology's information technology and management responsibilities;~~

~~b 1. promote a district wide vision for information and technology management through the coordination and effective management of information technology resources;~~

~~b 2. review and recommend approval of the section of the district wide Information Technology Strategic Plan submitted by the Director of Technology;~~

~~b 3. review the Director of Technology's reports on progress toward achieving the goal's established in the Strategic Plan related to records management; and~~

~~b 4. assist the Director of Technology in analysis of and recommendations on information-technology issues related to records management;~~

~~e. promote district wide sharing of information resources;~~

~~d. promote the use of the District's information resources to improve the policymaking process and administration of district business;~~

~~e. promote public access to the District's information resources;~~

~~f. provide guidelines for development and maintenance of the District's records-management program, including standards for creation, access, distribution, documentation, organization, maintenance, security, use, and disposition of all district records;~~

~~g. promote implementation and maintenance of records management programs within district departments, including development of safeguards against unauthorized use or removal of district records;~~

~~h. analyze the District's current records management practices and set up systems for the preservation, retention, and disposition of such records;~~

~~i. disseminate records management information to district departments to facilitate training of department personnel in records management;~~

~~j. oversee the transition to Administrative Policy 9.13, review future requests for changes to the approved record retention schedule or changes to Policy 9.13, and make recommendations to the Board for final approval; and~~

k. provide guidelines for the operation of the District's records-management program, which shall provide the following services for all district departments: storage, retrieval and disposition of district records; central imaging and microfilming services; and maintenance of secure and non-secure structure plans.

4. LENDING OF DISTRICT RECORDS

All requests to borrow district records shall be vetted through this Committee and are further subject to approval by the Board. All loans shall be governed by written agreements negotiated by the District and the borrowing entity. All such agreements ~~shall be approved by the Board and~~ shall indemnify and hold the District harmless for any loss, liability, damage, or destruction of MPS property lent under the agreement.

5. RECORDS TO REMAIN DISTRICT PROPERTY

All records shall remain the property of the Board and shall be preserved, stored, transferred, destroyed, disposed of, or otherwise managed in accordance with district policies and procedures ~~this section~~ and the laws of the State of Wisconsin. ~~No records shall be destroyed, transferred out of the control of the District, or otherwise disposed of without final approval, as mandated under the regulations put forth in district policies and procedures.~~

6. STAFFING

The Board Clerk, or designee, shall be the Chair of the Committee. The Director of Technology, or designee, shall serve as its executive secretary. The City Attorney shall designate an Assistant City Attorney to be present at all meetings of the Committee.

7. CHANGES TO POLICY

The Administration, the Office of Board Governance, or the management of the Office of Accountability and Efficiency ~~shall may~~ bring any necessary amendments of district policies related to records management ~~to this policy~~ to the Board for approval only after they have been vetted through this Committee.

8. SUB-COMMITTEE

The Committee may create sub-committees to address specific records management issues if and when they arise. ~~recommend policy issues for the Committee's action, review policies proposed by the Committee, assist the Director of Technology in the implementation of policies established by the Board, and coordinate the development and use of related information resources.~~