<table>
<thead>
<tr>
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<th>Description – Describe the Team’s purpose.</th>
<th>The purpose of the project is to create a comprehensive Data Retention Policy that will specify the storage, archival, and purging requirements for EMU information on all media (e.g., paper, central storage, hard drives, etc.) used to maintain that information. This Policy will comply with legal requirements for retaining data and will direct EMU personnel to implement procedures that adhere to the University’s data retention policy. This policy will set data retention standards and practices that all divisions of the University will follow.</th>
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<tr>
<td>1.</td>
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<td>The scope of the project is limited to University information for which regulations/statutes or industry best practices have been established. For each category of information for which a regulation or industry best practice applies, the team will recommend durations for retaining data and then purging the information from whatever media is used to store it. The team is not responsible for implementing procedures that units will have to take to adhere to the University’s policy.</td>
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<td>2.</td>
<td>Project Scope – Describe the Beginning and End to this process</td>
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<td>3.</td>
<td>The project link to the Strategic plan or Objectives – Why is this important?</td>
<td>The project directly supports the following strategic initiative: Ensure financial stability (EMU is at risk without a data retention policy, procedures and employees who adhere to that policy; this project deals with the development and adoption of the policy per se) Without this policy, vast amounts of information and data will continue to accumulate, online and batch processes will take longer and longer to run, system response time will degrade, and the costs to store all of this data will continue to rise. In addition, if EMU fails to adhere to regulatory requirements for retaining categories of information, the University may be penalized for non-compliance.</td>
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| 4. | Deliverables – Describe the deliverables of the team. | The creation and approval of an overall Data Retention Policy
The creation and approval of a detailed data/information matrix that shows categories (e.g. student information) of data, specific instances (e.g. student directory information) within each category, a list of regulations/industry best practices that apply to the specific instances, EMU’s retention period for those data, the unit of the University responsible for retaining and purging the data in whatever format the data are maintained.
Dissemination to representatives from each unit responsible for retaining/purging EMU data
Recommendation to Executive Council on implementation |
| 5. | Team Leaders | One co-leader from Student Affairs & Enrollment Management (Chris Shell)
One co-leader from Business and Finance (Mike Hague) |
| 6. | Team Leaders Responsibilities | Propose an agenda for each meeting using input from the team membership.
Ensure that the meeting agenda and any relevant materials are distributed to all members of the team at least two working days prior to the meeting.
Ensure that the team members have an equal opportunity to be heard regarding all issues.
Maintain the focus on meeting topics and the team mission.
Ensure the meetings begin and end on time.
Update CIOC
Prepare and generate report for Higher Learning Commission |
| 7. | Team Facilitator | Gretchen Ward |
| 8. | Team Facilitator Responsibilities | Develop charter with sponsor.
Obtain team input on charter.
Identify team leadership with sponsor.
Work with Office of Continuous Improvement and Planning to establish team.
Facilitate team meetings. |
Meet with team to monitor team and ensure success.

| 9. Team Members | Members will come from these units:  
|                 | - Student Affairs & Enrollment Management (Chris Shell, Brian Kulpa)  
|                 | - Business & Finance (Doris Celian, Mike Hague)  
|                 | - University Library (Elaine Logan)  
|                 | - Institutional Research & Information Management (Mark Byrd)  
|                 | - Human Resources (Karyn Jones)  
|                 | - Academic Human Resources (Bonnie Emrick)  
|                 | - Foundation/Advancement (Cathy Cart)  
|                 | - Information Technology (Lynn Dorendorf, John Gelsomino)  
|                 | - Legal Affairs (Larry Barkoff)  
|                 | - Health Services (Jerry Vidis)  
|                 | - Academic Affairs (Bill McMillan)  
|                 | - Department of Public Safety (Jeff Nesmith)  
|                 | - Athletics (Jim Streeter)  
|                 | - Physical Plant (Todd Ohmer, Sean Braden) |

| 10. Team Members Responsibilities | Represent your constituency.  
|                                 | Maintain confidentiality regarding sensitive or controversial topics.  
|                                 | Attend planned meetings; members should contact Team Leadership prior to the meeting if attendance is not possible.  
|                                 | Contribute to the achievement of the goals and objectives.  
|                                 | Ask questions for clarification.  

| 11. Team Recorder | Cathy Cart  

| 12. Team Recorder Responsibilities | Maintain minutes from all meetings in hard copy and in an appropriate electronic format.  
|                                   | Provide a list of action items. For each action item, identify the description, who is responsible and the estimated completion date.  
|                                   | Distribute the minutes and action items for all meetings within two business days after the meeting.  

### 13. Requirements – What will Team need to do to accomplish its objectives?

- Review and document state/federal compliance rules and industry best practices for data retention
- Create a comprehensive inventory of all EMU data that are affected by state/federal regulatory requirements and industry best practices
- Establish policy rules and stewards of official repository of data
- Complete a matrix that specifies the state/federal requirements, industry best practices and recommended retention durations, etc., for EMU data (see bullet 2 in Section 4: Deliverables)
- Establish the wording and structure of the EMU Data Retention Policy

### 14. Team Ground Rules – How will the team operate to accomplish its tasks?

- Agendas will be set and distributed at least one day before the scheduled meeting
- Set a consistent meeting time and location.
- Open, honest, respectful communication
- Honor the past, but don’t be bound by it.
- Communicate with co-chairs if you need to miss a meeting.
- Be open to guests when needed for agenda items.
- Come prepared to meetings
- Co-chairs will be mindful of time
- Group needs to be flexible if all agenda items cannot be covered.
- Respect decisions of group in order to move forward
- Be consistent with data – create templates where appropriate.
- Judge ideas not people – assume positive intentions.

### 15. Time Line

- Start Date: 10/15/09
- Target project completion date: 8/31/10

### 16. Review Council

Continuous Improvement Operating Council (CIOC)

### 17. Champions – Authority to remove barriers or provide resources

- Bernice Lindke, Student Affairs and Enrollment Management
- John Lumm, Business and Finance
- Connie Schaffer, Information Technology