

Compliance Tips for the Month – July 2020

Reopening of Records Management Database and Annual Records Destruction Days – 2020

The MTSU proprietary Records Management/Retention Database (“Database”) is now reopen for records input and records destruction requests.

The Annual Records Destructions days for this year will take place on the following dates and times:

- October 26 from 9:00am – 1:00pm
- October 27 from 9:00am – 1:00pm

Instructions for Records Coordinators regarding the logistics for arranging pick-up of destruction items will be provided in late September during the annual Records Management training, which will be delivered virtually. Please ensure that any records scheduled for destruction have been entered into the Database and submitted for approval prior to the scheduled destruction days.

Additional information on the Records Management annual, virtual training in September is forthcoming.

Fraud, Waste, and Abuse Prevention During the COVID-19 Pandemic

To continue to secure and safeguard MTSU’s student educational records, data, and financial information, please remember the following:

- Avoid saving student educational records on unsecured, external, portable drive, which could be lost or stolen and/or that are not approved by MTSU’s ITD Security Department.
- Pay close attention to COVID-19 phishing and spoofing emails regarding “COVID-19 Relief payments” or emails requesting financial account information related to COVID-19.
- Remember to keep sensitive financial information secure.

- Prior to providing financial information to a vendor, verify that the vendor is on MTSU's approved list of vendors.
- When sending sensitive or personal identifying information over email, including medical information, please utilize ITD's Secure Send (Kiteworks) platform. If you need to obtain, and be trained on, the Secure Send platform, please contact ITD at help@mtsu.edu.
- To report incidences or issues of fraud, waste, or abuse at MTSU, please contact the following resources:
 - ❖ Audit and Consulting Services, reportfraud@mtsu.edu, or call (615) 898-2914
 - ❖ A Senior Management Team member (Division Vice President)
 - ❖ A supervisor or department head

Department Webpage: [CAERM](#)

Department Email: Caerm@mtsu.edu

Compliance and ERM Hotline: 615-898-5772



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