



MIDDLE TENNESSEE STATE UNIVERSITY
Office of Compliance and Enterprise Risk Management

Compliance Tips of the Month:

I. Identifying and Assessing Risk in Daily Operations

The following are questions to consider when assessing risk to the University within one's division, department, and daily operations:

1. What, if anything, are the potential liabilities to the University?
2. Could the arrangement, procedure, or operation in which my department is involved cause reputational risk to the University? How would such reputational risk be mitigated, and by whom?
3. What, if anything, is the positive return on investment in the arrangement for the University (i.e. does the investment return exceed the University's acceptable risk and investment)?
4. Is the risk necessary to improve the University's operations?
5. Does the risk accepted advance the University's academic mission, goals, graduate research, or operations?
6. Are the controls to mitigate the risk effective?
7. How do the controls of my department align with the University's Financial and Audit requirements and policies? How do the controls address the SACSCOC's principles of accreditation?
8. If a conflict of interest exists within my department or operations, how can the conflict be managed?

II. Electronic Records and Records Categorizations

As we approach the date on which our Records Retention Database will be locked (March 31, 2018), remember the following tips:

- For electronic folders on University computers, consider categorizing the folders by RDA or SW number along with the title of the folder. As an example, an electronic folder on

someone's Z drive might contain budget and financial papers. Consider naming the electronic folder with the following naming convention – "Budget Papers 2018 – SW18." Naming your folders by both subject matter, as well as by RDA or SW number will help you to record the folder in the Records Retention Database.

- To determine the size of an electronic folder, as well as the date the folder was created, highlight the folder and right-click on it. Next, select "Properties." A pop-up box should appear that provides the size of the folder (in TB, MB, KB, etc.) and the date the folder was created. This information can then be provided in the Records Retention Database.
- Electronic Records can also be Temporary Records. This is particularly true for material that does not have a particular value or material that is only needed for a short period of time. For example, if you have a group of emails that would be considered Temporary Records under the State's definition (refer to the [State's RDA/SW](#) list), you can complete one (1) Certificate of Records Destruction (CRD) for the group of emails and upload the CRD into the Records Retention Database with a record entry type of "Temporary Records – SW16."
- Do the best you can to include as many records in the Records Retention Database as possible. Remember that the information is needed for our Records Holding Report to the State, as well as for the State's review of our process and procedures this year.

Have a great month of March, and happy Spring.

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I AM *true* **BLUE**.

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