

Compliance Tips for the Month – May 2020

FERPA and COVID-19

The following is a presentation from the U.S. Student Privacy and Policy Office that has provided additional guidance and information on protecting student privacy during the COVID-19 pandemic. The presentation can be accessed [here](#).

As a reminder, please ensure that final grades for virtual classes are distributed to individual students, regardless of class size, to protect the FERPA privacy rights of students.

Records Management Database Closure in June - Reminder

To prepare for the annual submission of the University's Records Holding Report to the State Records Management Division, the Records Retention Database ("Database") will be closed on June 1, 2020 through July 1, 2020. For questions regarding the Database or other Records management, retention, and/or destruction needs, please contact RDARetention@mtsu.edu.

Critical Asset List and Freezer Audit – Information Needed by May 29, 2020

As the University prepares to submit requested information to the State's Claims and Risk Management Division regarding critical freezer assets, as well as other assets of value for claims payment and claims management purposes, please provide any assets of value that are held in freezers, vaults, or other areas for which an asset or assets must be maintained at certain temperature levels. You can email the list of assets, with asset values, to caerm@mtsu.edu.

Also, please provide the Critical Freezer Register Excel spreadsheet information to EHS and Facilities if you have not already done so, as EHS continues to work with faculty and staff on the list of freezers.

For additional information or questions on this topic, please contact the Office of Compliance and Enterprise Risk Management at caerm@mtsu.edu.

Department Webpage: [CAERM](#)
Department Email: Caerm@mtsu.edu
Compliance and ERM Hotline: 615-898-5772

