

## Compliance Tips for the Month – June 2020

### Records Management Database Closure – June through July 1

The MTSU Records Management Database will be closed at the close of business on June 1 through July 1 for records and data review in preparation for the annual, State Records Holding Report submission. A notification will be sent to Records Coordinators once the Database has officially reopened.

Separately, MTSU's annual destruction days will take place this year on October 26 – 27, 2020. Details regarding the procedures for the annual destruction days will be provided in early September, as well as during an annual, virtual Records Management training. Additional information regarding the virtual, online training is forthcoming.

### FERPA

#### 1. D2L

As some classes may continue to be provided online or remotely, please keep the following FERPA compliance tips in mind:

- a. When uploading documents to D2L, please ensure that grade documents are sent to individual students. If your uploaded document is for distribution to all students in a particular class, and the document contains the grades of all students in the class, please do not upload the document.
- b. Check D2L to ensure automatic grade percentage distributions are turned off, which will help mitigate the risk of an accidental, or improper, disclosure of students' educational records.

#### 2. FERPA Training

The annual FERPA training for 2020 will be distributed in early October. The current training from 2019, which is required of all full-time, part-time, adjunct, temp hourly, and student employees, is available on the following video training platform:

[MTSU Video Training Page](#)

A number of trainings are listed on the above training landing page. Trainings can be viewed from directly from the page, and there is a button to the right under each video that reads, “[Continue](#)” to allow the employee to advance to the Certificate of Completion (“Certificate”) page, on which you can input your name, as well as print out your Certificate.

## Summer Camps and Risk Management

While Summer camps have been canceled due to the COVID-19 pandemic, a Summer Camp Safety and Risk Management video training is still available. The video provides information on MTSU Policy, as well as state and federal regulations from the [Office of University Counsel](#); ADA accessibility information and guidance from the [Office of Institutional Equity and Compliance](#); police services and public safety information from the [University Police Department](#); and information on risk management protocols, documentation, record keeping, notifications, and resources from the [Office of Compliance and Enterprise Risk Management](#).

The training is available at the landing page below.

### [MTSU Video Training Page](#)

Should you have questions on any of the above items, please contact the Office of Compliance and Enterprise Risk Management at [caerm@mtsu.edu](mailto:caerm@mtsu.edu) or call the Compliance and ERM Hotline at (615) 898-5772 to leave a message.

Department Webpage: [CAERM](#)

Department Email: [Caerm@mtsu.edu](mailto:Caerm@mtsu.edu)

Compliance and ERM Hotline: 615-898-5772



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