



INFORMATION TECHNOLOGY COUNCIL
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April 3, 2008 (10-4pm; UAA Commons Room 107) – Notes & Action Items

<u>MAU/Department</u>	<u>Represented By</u>	<u>Guests</u>
CITO	X Steve Smith	Mike Hostina, General Counsel
UAS – IT	X Mike Ciri	Roger Brunner, General Counsel
UAS – Egan Library	X Carol Hedlin	Mike O’Brien, General Counsel
UAF – IT	X Karl Kowalski	Russ O’Hare, Records & Information
UAF – Rasmuson Library	X James Huesmann	Julie Larweth, OIT
UAA – IT	X Rich Whitney	Jim Durkee, OIT
UAA – Consortium Library	<i>Not Present</i>	Fred Smits, OIT
SW – Controller	X Myron Dosch	David Bantz, OIT
SW – Student & Enrollment	X Saichi Oba	Rich Greenfield, OIT
UA Faculty Alliance	X Ann Bridges, Bogdan Hoanca	
UA Staff Alliance	<i>Not Present</i>	

<u>Topic</u>	<u>Lead/Guest Speaker</u>	<u>Attachment</u>
1. Data Storage: Costs/Methods	Brunner, Hostina, O’Brien	

Discussion on the preservation of records, as they relate to litigations and copyright infringement notification from RIAA and MPAA. Currently, there is no defined length of time for record preservation by OIT; preservation generally depends on the number of tapes on hand (tapes are recycled whenever possible). Kowalski added that there are no controls on data storage for departmental data and email not hosted centrally by OIT. Brunner suggested that decisions should be based on the university’s business need (if UA doesn’t need it for business purposes, we shouldn’t keep data). UA’s primary business purpose for record retention is to recover from a disaster. Litigation holds are the exception to the general business process. Brunner asked if UA is over-preserving records. New standard (per a recent conference attended by Russ O’Hare) for data storage is 30 days. Agreement that 45 days is a reasonable amount of time to retain university records for a RIAA preservation request. **ACTIONS:** When a preservation request is received, IT will identify whether or not the machine is used by a student or employee or university owned machine. IT will notify General Counsel if user is an employee or if machine is UA-owned. Hostina will draft a process for IT staff to follow. Fred Smits will lead a cross-MAU team to create a matrix documenting what the preservation procedures are for each data type and MAU, coordinating with Russ O’Hare. OIT to examine current record preservation and cut down wherever possible to contain cost of data tapes.

2. HB 353 (added 4/3)

Update provided by James Huesmann. The university is now included in this draft legislation that would require filtering. **ACTION:** Librarians to coordinate response with Pete Kelly.

3. Statewide External Administrative Review	Steve Smith	1 & 2
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Steve Smith provided background and timeline for responses. ITC discussion on each of the responses drafted by OIT.

4. Email Service Recommendation from GFC - Update	Saichi Oba
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This has been discussed by other councils, to be discussed at President’s Cabinet. GFC is now making a second pass at trying to get feedback from councils on their recommendations. UA VC’s would like, from the ITC, the pros and cons of going to a single email such as the GFC is requesting for their next meeting (4/24). Discussed whether or not GFC is asking for a single email address or a single email account. Per Saichi, GFC looking for a single account that stays with them no matter where they migrate within the University system. **ACTION:** Ciri will draft response on behalf of the CIOs. Smith will forward to GFC with cover memo.

5. FERPA Non-Disclosure Confidentiality Hold – Update	Saichi Oba
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Brief update on FERPA from Saichi. Tutorial available through new MyUA channel. Discussed use of UA username and UA id number.

6. Legislative Audit of Distance Education at UA	Steve Smith
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Brief overview from Smith. ITC members may be contacted by auditors.

Lunch provided in Anchorage for ITC Members and invited guest speakers.

Next ITC Meetings

May 1, 2008
June 5, 2008
July 10, 2008

August 7, 2008
September 4, 2008
October 2, 2008

November 6, 2008
December 11, 2008

Board of Regent's Meetings

April 16-17, 2008 (Ketchikan)
June 18-19, 2008 (Anchorage)
September 17-18, 2008 (Anchorage)
November 5, 2008 (Fairbanks)
December 3-4, 2008 (Fairbanks)

Business Council Meetings

May 6, 2008 (Video)
June 10, 2008 (Anchorage)
July 9, 2008 (Video)
August 5, 2008 (Video)
September 2, 2008 (Fairbanks)
October 1, 2008 (Video)
November 11, 2008 (Video)
December 9, 2008

Automated Projects Executive Group (video)

May 28-29, 2008
July 9, 2008
September 3, 2008
November 11, 2008