

Committee Building Block	
Name	Electronic Data/Document Policy and Procedure Committee
Sponsoring Division	Information Technology
Charge	The Data/Document Policy and Procedure Committee is to develop institutional policies and best practices for data and document classification, management, retention, and security.
Membership	Karen Drickamer (Archives) Christine Hartman (F&A) Christine Benecke (D&APR) Jim Duffy (Provost) Sal Ciolino (EES) Carolyn Sautter (Library) Gavin Foster (IT) (Chair) Jeff Foster (College Life) Ivaylo Ilinkin (Faculty) Regina Campo (HR/Risk) College lawyer as needed Information Risk Consultant as needed Gail Sweezy (EES)
Decision & Policy making parameters	Develop policies associated with electronic
Budget One-Time	Supported by Information Technology
Budget Enrichment	Supported by Information Technology
Membership time commitment	2 hours a month
Committee life cycle	Initial: 2 year
Information gathering & dissemination expectation	Yearly report to President's Council, Monthly report to divisions by divisional representatives, Feedback from divisions by divisional representatives
Potential institutional & divisional impacts	Work with campus individuals and groups to enable them to perform their business processes while at the same time adhering to electronic data/document policies and procedures, Campus individuals and groups will need to align their business processes with the electronic data/document policies and procedures
Assessment and effectiveness plan	biennial institutional electronic information risk assessment (improvement?)
Policy enforcement & infraction parameters	Inform President's Council of their options in managing information risks.
Authority parameters	Inform President's Council of their options in managing information risks.