

## Compliance Tip for the Month – March 2021

### Conflict of Interest Reporting

As a reminder, if you believe you have a conflict of interest (COI) to report, you may do so by utilizing the COI Disclosure Statement under University Policy 12, which is now in dynamic, fillable format within the [Policy](#) and can be accessed by clicking COI Disclosure link and entering your MTSU username and password. Please be advised that the COI Checklist for Educational Materials written or authored by faculty is still a required submission if the faculty member wishes to utilize their authored or published works in a course they teach and for which royalties are received. The COI Checklist for Educational Materials is available [here](#).

### Records Management

Two additional Records Disposition Classification numbers (RDA numbers) were issued by the State Records Management Division for use by MTSU Records Coordinators. The RDA numbers are as follows:

1. University Accreditation Records – RDA number SW-U18. Retention period = permanent. Applies to University records and department files documenting accreditation review by accrediting agencies including, but not limited to, reports, questionnaires, guides, and related documentation and correspondence.
2. Historic Disaster Records – RDA number SW47. Retention period = permanent. Applies to records documenting the effects of the State's response to historic disaster events in Tennessee history. Examples of such events include major floods, damaging earthquakes, pandemics, violent/damaging tornadoes, and major wildfires. For additional information on this RDA number, please see the State Records Management Division's description [here](#).

For questions regarding the University's Records Management procedures, please email [RDAretenion@mtsu.edu](mailto:RDAretenion@mtsu.edu).

