

The Compliance Catch Up

(615) 898-5772 / CAERM@mtsu.edu / Sam H. Ingram Building, Suite 101

Records Refresher

Question:

Is there records management training?

Answer:

Yes! We have training available on our website, as well as a Frequently Asked Questions (FAQ)! Both are listed under the resources section and can be found [here](#).

Additionally, we will be offering records training throughout the year. We will send out emails to announce any upcoming trainings. If you are the Records Coordinator for your area and are concerned you aren't on the email list, please send an email to recordsretention@mtsu.edu and we'll be sure you're included on future emails.



FERPA Forum

Family Educational Rights and Privacy Act of 1974

Question:

Who is responsible for knowing about and following FERPA?

Answer:

YOU! All employees of MTSU are expected to maintain the privacy of student education records, as well as any student's personal identifying information (PII).

For more information, visit our FERPA page ([here](#)).

You may also visit the Department of Education's FERPA site ([here](#)), complete with FAQ's, training, and FERPA regulations.

Responsible Reporting

Responsible reporters keep the University compliant!

Conflict of Interest (COI)

Review MTSU's COI information page [here](#).

Review the Conflict of Interest policy [here](#).

Need to submit a COI Disclosure Form? Find it [here](#) (first link).

Have further questions? Email us at CAERM@mtsu.edu

Fraud, Waste, and Abuse (FWA)

Report suspected FWA by calling (615) 898-2914, or email reportfraud@mtsu.edu

Contact the State of Tennessee Comptroller's Hotline at 1-800-232-5454 or at comptroller.tn.gov/hotline

Have further questions? Email audit@mtsu.edu