

# Electronic Records and Document Imaging - Xtender

**Version 1 (Current Version)**

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<b>Policy</b>	REG08.05.09
<b>Title</b>	Electronic Records and Document Imaging - Xtender
<b>Category</b>	Information Technology
<b>Sub-category</b>	Security and Compliance
<b>Authority</b>	Chancellor
<b>History</b>	Approved April 23, 2018, edited June 12, 2023
<b>Contact</b>	Information Technology and Computing Services - Xtender Team, 252-328-9051 Academic Library Services, Records Management, <a href="mailto:recordsmanagement@ecu.edu">recordsmanagement@ecu.edu</a> (mailto:recordsmanagement@ecu.edu), 252-328-6601 Director of Compliance Management, 252-328-5629
<b>Related Policies</b>	Data Governance Regulation ( <a href="https://policy.ecu.edu/01/15/06">https://policy.ecu.edu/01/15/06</a> )  Litigation Hold Notices: Preservation of Potentially Relevant Evidence in Anticipation of Litigation ( <a href="https://policy.ecu.edu/08/05/07">https://policy.ecu.edu/08/05/07</a> )  ECU Family Educational Rights and Privacy Act (FERPA or Buckley Amendment) ( <a href="https://policy.ecu.edu/02/40/01">https://policy.ecu.edu/02/40/01</a> )  University General Records Management Regulation ( <a href="https://policy.ecu.edu/01/15/09">https://policy.ecu.edu/01/15/09</a> )

**Additional  
References**

Xtender Electronic Records and Imaging Regulation and Procedures ([https://cdn.ecu.edu/docs/prr-uploaded-docs/ECU\\_Xtender\\_2018\\_-\\_signed\\_policy\\_March\\_2018.pdf](https://cdn.ecu.edu/docs/prr-uploaded-docs/ECU_Xtender_2018_-_signed_policy_March_2018.pdf))

ITCS Technology Requirements and Guidelines Website (<https://ecu.teamdynamix.com/TDClient/1409/Portal/KB/ArticleDet?ID=67412>)

ITCS Xtender Document Imaging Website (<https://ecu.teamdynamix.com/TDClient/1409/Portal/Requests/ServiceDet?ID=12115>)

N.C. General Statutes Chapter 121 - Archives and History Act ([https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByChapter/Chapter\\_121.pdf](https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByChapter/Chapter_121.pdf))

N.C. General Statutes Chapter 132 Public Records ([https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByChapter/Chapter\\_132.pdf](https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByChapter/Chapter_132.pdf))

NCDNCR Government Records Section of the State Archives (<https://archives.ncdcr.gov/government>)

Guidelines for Managing Trustworthy Digital Public Records (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/guidelines-managing-trustworthy>)

Public Records Requiring Human Readable Preservation Duplicates (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/human-readable-preservation>)

45 CFR 164 Subpart E: Privacy of Individually Identifiable Health Information (HIPAA) (<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-C/part-164/subpart-E>)

Family Educational Rights and Privacy Act Regulations (FERPA) (<https://www.ecfr.gov/current/title-34/subtitle-A/part-99>)

**1. Introduction and Background**

North Carolina General Statutes Chapters 121 and 132 direct the North Carolina Department of Natural and Cultural Resources (NCDNCR) to administer records management services to public colleges and universities. NCDNCR fulfills this mandate through the Government Records Section of the State Archives (Government Records) and is the approving authority for records retention and disposition schedules and for the use of document imaging systems for retention purposes. Government Records is responsible for approving a document imaging system which may allow for the destruction of original non-permanent documents one year after digitization in accordance with the University's records management policies.

**2. Document Imaging System**

East Carolina University (ECU or University) requires efficient methods of creation, storage and retrieval of records, including the adoption of information technology systems for creating, managing, and storing records in a digital format. ApplicationXtender is a document imaging system chosen by the University for this purpose. Government Records approved the University's Xtender Electronic Records and Imaging Regulation and Procedures for ApplicationXtender on March 21, 2018. This approval allows the University to use ApplicationXtender for digital records surrogacy for retention purposes.

**3. Application and Requirements**

This regulation applies to all University departments, employees, agents and others with access to or supervisory roles related to University's ApplicationXtender. Users are required to adhere to the record and imaging procedures and applicable standards provided by University's Xtender Electronic Records and Imaging Regulation and Procedures implementing this Regulation. The implementing procedures may be subject to periodic updates. Any such revisions will be conducted in consultation with the Office of University Counsel.

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**East Carolina University**

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