

Texas A&M University-San Antonio

61.99.01.00.01 Records Management

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Procedure Statement

Texas A&M University-San Antonio is committed to maintaining a viable state records management program in compliance with federal and state laws. The records management program applies only to state records and does not include convenience copies.

Reason for Procedure

This Procedure defines the duties of the Records Officer and the method for the retention, disposition, and security of state records in compliance with the law and System Regulations, including records of a historical nature.

Official Procedure

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1. The President's designated Records Officer (RO), who manages the retention and disposition of state records, is listed on the Presidential Delegations of Responsibility.

 2. RECORDS OFFICER RESPONSIBILITIES
 - 2.1 Ensure that The Texas A&M University System Records Retention Schedule lists all the records series created, received and/or maintained by the University.

 - 2.2 The RO will periodically survey state records at the University and provide the System Records Management Officer with a written list of proposed changes to the retention schedule, if any.

 - 2.3 Upon notice, the RO will work with relevant Records Coordinators and custodians of documents to identify University records subject to internal, state, or federal audits and ensure that the University is in compliance with auditing requirements.

 - 2.4 The RO will work in cooperation with the President to identify records with historical

significance to the University and ensure that they are preserved.

- 2.5 Validate procedures for the retention, disposition, and security of state records at the University. Special attention will be given to vital, archival and electronic records and litigation holds.
- 2.6 The RO will conduct employee training on compliance with records management and procedures as necessary.

3. RECORD RETENTION

- 3.1 The record copy of state records maintained by the University, including electronic formats, should be readily accessible for any purpose, such as University business, public information requests, audits, or litigation.

4. DESTRUCTION OF STATE RECORDS

- 4.1 State records may not be destroyed or otherwise disposed of without the written approval of the RO using the records destruction form. This requirement does not apply to duplicates, convenience copies or transitory information which can be destroyed when the purpose of the document has been fulfilled. Copies should not be kept longer than the official record copy.
- 4.2 State records will be maintained in accordance with the Texas A&M University System Records Retention Schedule and will not be destroyed until the designated retention period has expired and the RO has approved the destruction. The retention periods on the schedule apply only to the record copy of state records. A state record cannot be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.
- 4.3 State records not listed on the records retention schedule will not be destroyed until the System Records Management Officer obtains written approval from the Texas State Library and Archives Commission.
- 4.4 Destruction of state records must be done in a manner that ensures protection of sensitive or confidential information.
- 4.5 The final disposition of state records must be documented by the University RO.
- 4.6 The first week in February and the first week in August will be deemed as Records Retention Awareness Weeks. All Records Coordinators will verify status for records

destruction and proceed as required.

5. TRAINING

- 5.1 Department heads shall appoint a Records Coordinator using the Records Coordinator Designation Form. This designation form shall be sent to the RO in order to assign the person to complete the required training. Departmental Records Coordinators will be required to take the System TrainTraq course # 11015 Retention of State Records every two years. Departmental Records Coordinators can recommend that additional departmental personnel take the TrainTraq course # 11015 Retention of State Records,.
- 5.2 Annual training classes shall be scheduled. Additional training can be arranged by contacting the RO. This training does not substitute for the online training for those individuals required to take that training.

Related Statutes, Policies or Requirements

[Texas Government Code Chapter 441.182](#)

[Texas Government Code Chapter 552](#)

[TAMUS Regulation 61.99.01 Retention of State Records](#)

[TAMUS Regulation 61.01.02 Public Information](#)

[Texas State Library and Archives Commission: Resources for Records Managers](#)

Definitions

Archival state record – state record of enduring historical value that will be preserved on a continuing basis

Texas Gov't Code § 441.180(2)

Convenience copies – other copies of a record held by other offices in the University. These copies should not be retained after the destruction of the record copy.

Electronic state records – records created or received and maintained in electronic formats, including electronic mail and the product of computer processing

Texas Gov't Code § 441.189; 13 Texas Administrative Code § 6.91(5)

Record copy – the official copy of a state record that must be retained for the retention period designated on the retention schedule and destroyed at the end of the specified amount of time.

Records management – the application of management techniques to the creation, use, maintenance, retention, preservation, and disposition of records for the purpose of improving the efficiency of recordkeeping, ensuring access to public information under the Public Information Act, and reducing costs

Texas Gov't Code § 441.180(7)

Records series – groups of related state records that are normally used and/or filed together, and are evaluated as a group for retention scheduling purposes.

13 Texas Admin. Code § 6.1(13)

State records – any written, photographic, machine-readable, or other recorded information created or received by or on behalf of the University that documents activities in the conduct of state business or the use of public resources.

Texas Government Code § 441.180(11)

Transitory information – records of temporary usefulness that are not an integral part of a records series, that are not regularly filed within a recordkeeping system and that are required only for a limited period of time for the completion of an action by an employee or in the preparation of an on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of University functions.

13 Texas Administrative Code § 6.91(8)

Vital record – any state record necessary to the resumption or continuation of University operations in an emergency or disaster, for the re-creation of the legal and financial status of the University, or the protection and fulfillment of obligations to the people of Texas

Texas Government Code § 441.180(13)

Contact Office

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