



## 61.99.01.H0.01 Records Management

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### Procedure Summary

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Texas A&M University-Texarkana (A&M-Texarkana) will maintain an active and continuing state records management program in compliance with state and federal laws. All University units will work in cooperation and coordination with University Records Management to manage and retain state records.

The university recognizes the need for all units of the university to manage and retain state records according to The Texas A&M University System (System) Records Retention Schedule and applicable laws.

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### Procedures and Responsibilities

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1. APPOINTMENT OF RECORDS OFFICER (RO)
  - 1.1 The President will designate an individual as the Records Officer (RO) to manage the retention and disposition of state records. The RO for A&M-Texarkana is the Dean of University Libraries.
2. RECORDS OFFICER RESPONSIBILITIES
  - 2.1 Develop procedures for the retention, disposition, and security of state records at the University, including the identification of state records that are eligible for destruction or other disposition.
  - 2.2 Ensure that the System Records Retention Schedule lists all the records series created or received by and maintained by A&M-Texarkana. The RO will periodically survey records at A&M-Texarkana and provide the System Records Management Officer with a written list of proposed changes to the retention schedule.
    - 2.2.1 The RO will work with individuals within each university division to identify records subject to internal, state, or federal audits in addition to those listed on the records retention schedule, if any, and ensure that A&M-Texarkana is in compliance with auditing requirements.

- 2.2.2 The RO will work in cooperation with the President to identify records with historical significance to the University and ensure they are preserved.
  - 2.3 The RO, in coordination with the System Records Management Officer (RMO), will recommend employee training on compliance with records management procedures. Such training may be in an online module or record retention workshops or individualized training sessions.
  - 2.4 Special attention will be given to vital state records, archival state records, electronic state records and litigation holds.
3. RECORD RETENTION
  - 3.1 The record copy of University records, 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 or designee using the records destruction form.
    - 4.1.1 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 listed on the retention schedule cannot be destroyed until the designated retention period has expired and the RO or designee has approved the destruction. The retention periods on the schedule apply only to the record copy of university records.
    - 4.2.1 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 cannot be destroyed until the RMO 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 or designee.
5. RECORDS COORDINATORS

- 5.1 Department heads must appoint a Records Coordinator using the Records Coordinator Designation Form. This designation form will be sent to the RO in order to assign the person to required training. This is an important position within a department, requiring a full-time employee who has familiarity with all records created and received by the department. Records Coordinators will serve as the contact between a department and the RO.
- 5.2 Records Coordinators will be required to take the System online course for records management every two years.

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## Related Statutes, Policies, or Requirements

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[Texas Government Code Chapter 441.182](#)

[The Texas A&M University System Records Retention Schedule](#)

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

[System Regulation 61.01.02 Public Information](#)

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## Definitions

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- **Archival state record** – state record of enduring historical value that will be preserved on a continuing basis. See Texas Government 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. See Texas Government Code § 441.189; 13 Texas Admin. 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. See Texas Government 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. See 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. See 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. See 13 Texas Admin. 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. See Texas Government Code § 441.180(13).

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## Appendix

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[Records Destruction Form and Instructions](#)  
[Records Coordinator Designation Form](#)

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## Contact Office

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Dean of University Libraries  
903.223.3088