



- **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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## Procedures and Responsibilities

### 1. APPOINTMENT OF RECORDS OFFICER (RO)

The president shall designate an individual as the records officer (RO) to manage the retention and disposition of state records. The RO for Tarleton is the director of University Compliance.

### 2. RECORDS OFFICER RESPONSIBILITIES

2.1 Ensure that the system Records Retention Schedule lists all the records series created or received by and maintained by the university. The RO will periodically survey records at the university and provide the system Records Management Officer with a written list of proposed changes to the retention schedule.

2.1.1 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 the university is in compliance with auditing requirements.

2.1.2 The RO will work in cooperation with the university archivist to identify records with historical significance to the university, and ensure that they are preserved.

2.2 The RO will recommend, when appropriate, employee training on compliance with records management procedures. Such training may be in an online module or conducted through the Department of Human Resources as well as through record retention workshops and individualized training sessions.

### 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](#) (located on the University Compliance web site).

- 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 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 or designee.

### 5. RECORDS COORDINATORS

- 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 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 “Retention of State Records” every two years. The training is available through TrainTraq.

## **Related Statutes, Policies, or Requirements**

[Texas Government Code Chapter 441.182](#)

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

[Records Destruction Form](#)

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

[System Regulation 61.01.02 Public Information](#)

## **Additional Resources**

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

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## **Contact Office**

Office of University Compliance  
254.968.9415