



- 2.3 Collaborates with university faculty and staff to identify records subject to internal, state, or federal audits in addition to those listed on the Schedule, if any, and ensures that the university is in compliance with auditing requirements.
- 2.4 Collaborates with the university archivist to identify records with historical significance to the university, and ensures they are preserved.
- 2.5 Recommends, when appropriate, employee training on compliance with records management procedures and retention of state records. Such training may be in an online module or conducted through the Department of Employee Services as well as through record retention and management workshops and individualized training sessions.
- 2.6 The RO will maintain all final disposition records.

### 3. RECORD RETENTION AND ACCESSIBILITY

- 3.1 The record copy of university state records, including records in electronic formats, should be maintained according to records retention requirements and 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 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.
- 4.3 State records not listed on the Schedule cannot be destroyed until the system RMO obtains written approval from the Texas State Library and Archives Commission.
- 4.4 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. The RO will coordinate with the university public information officer, the RMO and, as necessary, the Office of General Counsel, to ensure compliance.
- 4.5 Destruction of state records must be done in a manner that ensures protection of sensitive or confidential information.

- 4.6 The final disposition of state records must be documented on the university's *Records Destruction Form*.

## 5. RECORDS COORDINATORS

- 5.1 Department heads shall appoint a department records coordinator to serve as a liaison between the department and RO by submitting a completed [Records Coordinator Designation Form](#). This position should be held by a full-time employee who has familiarity with all records maintained by the department.
- 5.2 Records Coordinators are required to complete *Retention of State Records* training every two years through TrainTraQ.

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## Related Statutes, Policies, or Requirements

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[13 Tex. Admin. Code Part 1, Ch. 6, State Records](#)

[Tex. Gov't Code Ch. 441, Subch. L, Preservation and Management of State Records and Other Historical Resources](#)

[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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## Definitions

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Archival state record – a state record of enduring historical value that will be preserved on a continuing basis. *See* Tex. Gov't Code § 441.180(2).

Convenience copies – other copies of a record that are held by other offices in the university. These copies should not be retained after the destruction of the records.

Electronic state records – state records as defined in this regulation that are maintained in electronic format, including electronic mail and the product of computer processing. *See* Tex. Gov’t Code § 441.189; 13 Tex. Admin. Code § 6.91(5).

Record copy – the official copy of a state record that must be maintained for the retention period designated on the Schedule and destroyed at the end of the specified amount of time, along with all convenience copies, including electronic records.

Records management – the application of management techniques to the creation, use, maintenance, retention, preservation and destruction of state records for the purposes of improving the efficiency of recordkeeping, ensuring access to public information under the Public Information Act and reducing costs. *See* Tex. Gov’t Code § 441.180(7).

Records series – groups of identical or related state records that are normally used and/or filed together and are evaluated as a group for retention scheduling purposes. Such groups of state records are in the same records series, regardless of the span of years covered. *See* 13 Tex. Admin. Code § 6.1(13).

State records – any written, photographic, machine-readable or other recorded information created or received by or on behalf of a member that documents the university’s activities in the conduct of state business or use of public resources. *See* Tex. Gov’t Code § 441.180(11).

Transitory information – records of temporary usefulness that are not an integral part of a records series, are not regularly filed within a recordkeeping system and are required only for a limited period of time for the completion of an action by an official or 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 Tex. Admin. Code § 6.91(8).

Vital state record – any state record necessary to the resumption or continuation of university operations in an emergency or disaster; the re-creation of the legal and financial status of the university; or the protection and fulfillment of obligations to the people of the state. *See* Tex. Gov’t Code § 441.180(13).

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## Contact Office

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