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ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

SUBJECT

RECORDS MANAGEMENT & RETENTION

SUB-TOPIC

POLICY ON RECORDS MANAGEMENT AND RETENTION

STATEMENT RELATED TO AN INSTITUTIONAL RECORDS AND INFORMATION MANAGEMENT AND RETENTION POLICY:

The University of Texas at Dallas recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule congruent with all state and federal laws and related regulations. All official records (paper, microform, electronic, or any other media) will be retained for the minimum periods stated in the institutional Records Retention Schedule as approved by the Texas State Library and Archives Commission and the Texas State Auditor's Office in compliance with *Texas Government Code*, Chapter 441. After a specified period of time, official records must be disposed of in a manner that is consistent with, and systematically carried out in accordance with, prescribed records and information management guidelines and procedures.

Duplicate files, duplicate copies, library materials, and stocks of obsolete forms or pamphlets originally intended for distribution are not considered to be official records or record copies. Duplicates or non-record convenience copies should be destroyed when they cease to be useful and should never be kept longer than the official record copy.