



ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

DATE ISSUE

2/7/00

REVISION

2

PAGE

A1-105.0

SUBJECT

RECORDS MANAGEMENT & RETENTION

SUB-TOPIC

RECORDS RETENTION SCHEDULE

The institutional Records Retention Schedule (Exhibit A1) provides a list of official records for each department on the campus and prescribes the periods of authorized retention. The schedule may be revised periodically to include a newly created record series, to change retention periods, or to delete a record series no longer useful. Appropriate approval procedures must be followed and completed before any revisions would become effective.

All records are to be kept for the minimum periods listed in the Records Retention Schedule. Notwithstanding such minimum retention periods, all records must be maintained until all required audits are completed and should be retained beyond the listed retention periods where there is a probability of litigation either involving records or requiring their use.

Documents may be maintained for the prescribed minimum retention periods in microform if the microform reproduction is accomplished pursuant to a procedure that complies with *Texas Government Code* Section 441.188; 13 *Texas Administrative Code* Sections 6.21-6.35.

Official records kept only in electronic format must be identified in the Retention Schedule and must comply with the administrative rules of the Texas State Library (13 *Texas Administrative Code* Sections 6.91-6.99).

Vital Records should be identified in the Retention Schedule and protected in accordance with *Texas Government Code* Section 441.183. State law defines a vital state record as any state record necessary to the resumption or continuation of state agency operations in an emergency or disaster; the recreation of the legal and financial status of the agency; or the protection and fulfillment of obligation to the people of the state.

Archival documents should be identified in the Retention Schedule and maintained in accordance with *Texas Government Code* Section 441.181. An archival state record is any state record that is retained permanently for lasting historical value and is used for research and reference by university offices and the general public. Archival or historical records are to be preserved in the archives of the institution.