

61.99.01.R0.01 Retention of State Records
Approved September 8, 2009
Next Scheduled Review September 8, 2014



Procedure Statement

Texas A&M University-Commerce is committed to maintaining a viable state records management program in compliance with federal and state law. The records management program applies only to state records and does not include convenience copies.

Reason for Procedure

This procedure defines the duties of the records officer and the method for the retention, disposition, and security of state records in compliance with law and system regulation, including records of a historical nature.

Procedures and Responsibilities

1. RECORDS OFFICER

- 1.1 The president will appoint the records officer who will be knowledgeable about the stipulations of federal and state law and the system regulation regarding the retention and disposition of state records.
- 1.2 The records officer in consultation with the system records management officer (RMO) will develop procedures for the retention, disposition, and security of state records at A&M-Commerce. The procedures will give attention to vital state records, archival state records, electronic state records, and litigation holds. The records officer will coordinate with the ROM to develop a records destruction form.
- 1.3 The records officer will make available to the university community access to the records management program through the university's website and will coordinate with the RMO to develop and provide employee training on the records management program.

2. RECORDS RETENTION SCHEDULE

- 2.1 The records management program at A&M-Commerce will follow the Schedule as submitted by the RMO to the Texas State Library and Archives Commission. The

retention periods on the Schedule apply only to the record copy of state records as defined in system regulation. State records maintained in electronic format or microfilm must comply with the Commission's administrative rules. (See links in system regulation 61.99.01). The records officer will ensure that the Schedule lists all records series maintained by A&M-Commerce.

2.2 The records officer will periodically survey the state records and provide the RMO with any proposed changes to the Schedule. Any recommended changes to this Schedule must be submitted in writing by the records officer to the RMO. The record copy of state records or electronic state records will be readily accessible.

2.3 The president and records officer will identify any state records that are subject to audit by internal, state, or federal auditors and will ensure that A&M-Commerce is in compliance with the audit requirements. State records subject to audit must be retained until the expiration of the audit period or the period specified in the Schedule, whichever is later. The Schedule identifies some of these state records; however, it is the responsibility of the records officer to identify any additional state records that are subject to internal, state, or federal audit and ensure that they are retained accordingly.

2.4 State records may not 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 records officer will coordinate with the public information officer, the RMO, and, as necessary, the System Office of General Counsel, to ensure compliance.

3. RECORDS OF HISTORICAL SIGNIFICANCE

3.1 The president is responsible for identifying state records, in addition to those within the Schedule, that are of historical significance and that should be preserved as archival state records.

3.2 Any recommended changes to the Schedule relative to these records will be submitted according to Section 2.2.

Related Statutes, Policies, or Requirements

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

Contact Office

Records Retention Officer
903.886.5666