

# 61.99.01.E0.01      **Records Management**

Approved November 25, 2009  
Revised July 31, 2015  
Next Scheduled Review: July 31, 2020

Supplements System Regulation 61.99.01

## **Standard Administrative Procedure Statement**

The Texas A&M Engineering Experiment Station (TEES) will maintain an active and continuing state records management program, in compliance with federal and state law.

## **Reason for Standard Administrative Procedure**

TEES recognizes the need for divisions to manage and retain records according to The Texas A&M University System (System) Records Retention Schedule (Schedule) and applicable law.

## **Procedures and Responsibilities**

### 1. GENERAL

The Agency Director shall designate an individual as records officer (RO) to manage the retention and disposition of state records and shall notify the system records management officer (RMO) of such designation.

### 2. RECORDS OFFICER RESPONSIBILITIES

2.1 Ensure that The Texas A&M University System Records Retention Schedule lists all the records series created or received by and maintained by TEES. The RO will periodically survey records and provide the System Records Management Officer with a written list of proposed changes to the retention schedule.

2.1.1 The RO will identify records subject to internal, state, or federal audits in addition to those listed on the records retention schedule, if any, and ensure that TEES is in compliance with auditing requirements.

2.1.2 The RO in cooperation with the division records coordinator and division head will identify records with historical significance and ensure that they are preserved.

2.2 Develop procedures for the retention, disposition and security of records. These can be found at EPIK Portal→TEES Administration→Risk and Compliance→Record Retention.

2.2.1 Special attention will be given to vital, archival and electronic records, and litigation holds.

### 3. RECORD RETENTION

3.1 The record copy, including electronic formats, should be readily accessible for any purpose, such as business purpose, public information requests, audits, or litigation.

### 4. DESTRUCTION OF RECORDS

4.1 Records may not be destroyed or otherwise disposed of without the written approval of the RO using the records destruction form located on the Risk and Compliance website and at EPIK Portal→TEES Administration→Risk and Compliance→Record Retention. Note that all records related to a research project must be maintained in accordance with the retention period for the research project.

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.

4.2 Records listed on the retention schedule cannot be destroyed until the designated retention period has expired and the RO has approved the destruction. The retention periods on the schedule apply only to the record copy.

4.2.1 A 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 records must be done in a manner that ensures protection of sensitive or confidential information.

4.5 The final disposition of records must be documented by the RO.

## 5. TRAINING

5.1 A records coordinator for each division shall be appointed and this designation shall be communicated to the RO. Required training will be assigned to the division records coordinator.

5.1.1 Division records coordinators will be required to take the System online course "Retention of State Records". This training is available through TrainTraQ. Division records coordinators can recommend that additional personnel take the online class, or they can require others to take the class by contacting the RO and having these individuals assigned to the class.

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

[System Regulation 61.01.02, Public Information](#)

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

[Texas Administrative Code Title 13, Chapter 6](#)

[Texas Government Code Chapter 441](#)

[Texas Government Code Chapter 552](#)

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

[Texas State Library and Archives Commission State Agency Bulletins 1-4](#)

### **Definitions**

Unless otherwise stated, all terms used in this SAP shall have the meaning assigned by System Regulation 61.99.01.

### **Contact Office**

Office of Risk and Compliance  
(979) 458-7476