



TEXAS A&M

HEALTH SCIENCE CENTER

Designation of Department Records Management Liaison

The Texas A&M University System Health Science Center must adhere to the System's official Records Retention Schedule <http://www.tamus.edu/assets/files/records/pdf/2008%20Recertification.pdf> . A state record 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 for a record in this schedule, 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. Section 441.187(b), Government Code. This schedule has identified many of these records. It is the responsibility of each member records management liaison to identify any additional records that are subject to federal audit and ensure they are retained accordingly.

To assist Health Science member records management liaisons with records retention and disposition for their respective units, departmental records management liaisons may be appointed to closely monitor departmental records. Each department/unit head may indicate a primary Departmental Records Management Liaison responsible for records retention and disposition. Please forward the completed form to your member records management liaison as listed below:

- President: Robin Arnold, Exec. Assistant to the President
- Academic Affairs: Lucy Rodriguez, Administrative Asst.
- Finance and Administration: Willie Hobbs, Asst. to the Vice President
- HSC School of Graduate Studies: Mary Pipkin, Asst. to the Vice President
- Information Technology: Angie Erskine, Asst. to the Vice President
- Institutional Advancement: Lisa Rodriguez, Asst. to the Vice President
- Research: Julie Bishop, Asst. Director for Sponsored Programs

- Baylor College of Dentistry: Juanna Moore, Associate Dean
- College of Medicine: Joey Wylie, Business Coordinator I
- College of Nursing: Shirley Ellison, Assistant Dean
- College of Pharmacy: Ramey Benfield, Assistant Dean
- CBHEC: Betty Whittaker, Administrative Coordinator
- Institute of Biosciences & Technology: Sherrie Cravy, Business Coordinator III
- School of Rural Public Health: Tammy Turner, Business Administrator I

The Departmental Records Management Liaison is responsible for monitoring the department's records disposition and notifying the Member Records Management Liaison of any documents which need to be added to the schedule.

DESIGNATION OF DEPARTMENTAL RECORDS MANAGEMENT LIAISON:

Name of Liaison: _____
First
Middle Initial
Last

Phone Number _____ Email _____

Signature of Departmental Records Management Liaison _____

Department/Unit _____

Name of Department/Unit Head _____

Signature of Department/Unit Head _____

Date form completed _____