

THE TEXAS A&M UNIVERSITY SYSTEM HEALTH SCIENCE CENTER INTERNAL POLICIES

61.99.01.Z1.01 Records Management

Approved February 18, 2009

Supplements System Policy 61.99.01

1. OVERVIEW

According to System Policy 61.99.01, “The Texas A&M University System will maintain an active and continuing state records management program in compliance with federal and state law.” The President has been delegated authority to identify an individual to serve as the Texas A&M University System Health Science Center (HSC) Records Officer (RO) to manage the retention and disposition of state records. The RO for the HSC reports to the President through the Vice President for Finance and Administration. Further, due to the disbursed nature of the HSC, each dean or director shall designate member records management liaisons. Department heads shall appoint a department records management liaison using the form at:

<http://www.tamhsc.edu/departments/finance-admin/forms/departmental-records-management-liaison.pdf>

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 the HSC. The RO will periodically survey records at the HSC and provide the System Records Management Officer with a written list of proposed changes to the retention schedule.
- 2.2. The RO will be notified by the Vice President for Finance and Administration, the Vice President for Communications and Program Development or the Chief Legal Officer to identify and disseminate to HSC member records management liaisons any information on records subject to “any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record. 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)
- 2.3. The RO will work in cooperation with the Office of the President and member records management liaisons to identify records with historical significance to the HSC, and ensure that they are preserved.
- 2.4. Develop procedures for the retention, disposition and security of state records at the HSC.

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

2.6. The RO will conduct employee training on compliance with records management procedures.

3. RECORD RETENTION

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

4. DESTRUCTION OF RECORD

4.1. State records may not be destroyed or otherwise disposed of without the written approval of the RO or member records management liaison using the records disposition form found at:

<http://www.tamhsc.edu/departments/finance-admin/forms/Records%20Disposition%20Form.pdf>

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. Copies should not be kept longer than the official record copy.

4.2. State records listed on the retention schedule cannot be destroyed until the designated retention period has expired and the RO or member retention management liaison has approved the destruction. The retention periods on the schedule apply only to the record copy of HSC records.

A state 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 RO obtains written approval from the Texas State Library and Archives Commission, through the System Records Management Officer.

4.4. Destruction of state records must be done in a manner that ensures protection of sensitive or confidential information.

4.5. The final disposition of state records must be documented by the RO or member records management liaison.

5. TRAINING

5.1. Member records management liaisons and departmental records management liaisons

will be required to take the System online course “Retention of State Records” annually. This training is available through HR Connect. Compliance with this requirement will be monitored by the RO using TrainTraq.

5.2. Additional training will be provided as requested.

OFFICE OF RESPONSIBILITY

Vice President for Finance and Administration