

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Records Retention

**Regulation and Procedure
Number: URP: 01.310**

Policy Owner: Office of General Counsel

POLICY STATEMENT

This policy will ensure that necessary records and documents are adequately protected and maintained and will ensure that records that are no longer needed or of no value are discarded at the appropriate time.

APPLICABILITY

This policy is applicable to TWU Faculty and Staff.

DEFINITIONS

None

REGULATION AND PROCEDURE

- I. Administration
 - A. The University Records Retention Officer will be appointed by the President and will represent the University in all aspects of proper records retention efforts and will manage adherence to the University Records Retention Policies and Procedures. The Records Retention Officer will provide necessary training for unit administrators in proper storage and destruction of records, documents and transitory material.
 - B. Each department head will prepare a listing of major documentation used and maintained by the department and will adhere to storage and destruction requirements as minimally established by the Texas State Records and Retention Schedule. In addition, each department head will periodically review current-used records and forms to determine whether these records and forms are adequate and appropriate for each department's requirements.

- C. Each department head will periodically review the policy to determine any special circumstances that necessitate changes in the retention periods. Requests for changes in retention periods or deviations from specified retention periods should be made to the Records Retention Officer, and may be implemented only after approval.
- D. In the event of a governmental audit, investigation, or pending litigation, record disposal may be suspended at the direction of the General Counsel. In addition, the General Counsel would be informed of any situation that might give rise to legal action as soon as the situation becomes apparent.
- E. The University Records Retention Officer must submit a complete records retention schedule to the State and Local Records Management Division of the Texas State Library and Archives Commission.

II. Applicable Records and Documents

This policy applies to all records and documents generated or received by the university in the course of the University's operation, including both original documents and reproductions. It also applies to records stored on computers and microfilm as well as paper records.

III. Retention Periods

The retention periods for University records and documents are established as a minimum by the Texas State Library and Archives Commission in the current version of the Texas State Records Retention Schedule. This retention schedule indicates the minimum length of time listed records series must be retained by a state agency before destruction or archival preservation. If federal or state statute or regulation specifies a longer retention period for any records series received, created or maintained by an agency, the statute or regulation overrides the agency retention schedule.

IV. Destruction Schedule

- A. All University records and documents will be destroyed or reviewed for archival purposes according to the retention schedule, except as stated in the Texas State Records Retention Schedule:
 - 1. "A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administration review, or other action involving the record is initiated before the expiration of a retention period for the record set by the Texas State Library and Archives Commission or in the approved records retention schedule of the agency 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."

- B. The Records Retention Officer will notify the appropriate department head of any deviation from the approved records destruction schedule; in the event of litigation, the General Counsel.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

<p>Publication Date: 07/02/2021</p> <p>Revised: 07/02/2021</p>
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