

# 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 disposed of at the appropriate time.

## **APPLICABILITY**

This policy is applicable to TWU Faculty and Staff.

## **DEFINITIONS**

1. "Final disposition" means the terminal treatment of a University record, either by destruction or permanent storage in the University Archives.
2. "Records series" means groups of identical or related records that are normally used or filed together and are evaluated as a group for retention scheduling purposes.
3. "Transitory material" means records of temporary usefulness that are not an integral part of a records series, are not regularly filed within a recordkeeping system, and are required only for a limited period for the completion of an action by an official or employee or in the preparation of an ongoing records series.

## **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 disposition 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 disposition 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 in writing 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 for recertification in accordance with the Commission's established timeline and must also submit any amendments to the schedule as required.

## 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 disposition 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. Final Disposition Schedule

- A. All University records and documents will be disposed of 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 disposition schedule; in the event of litigation, the General Counsel.
- C. Final disposition of records must ensure that records scheduled for destruction are disposed of in a manner that ensures protection of any sensitive or confidential information.

## 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

[TWU Records Retention Schedule](#)

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