

# **An Introduction to Records Management**

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# Basics of Records Management

- The application of management techniques to the creation, use, maintenance, retention, preservation, and destruction of state records for the purpose of improving the efficiency of recordkeeping, ensuring access to public information under Chapter 552, and reducing costs.
- The term includes:
  - The development of records retention schedules
  - The management of filing and information retrieval systems
  - The adequate protection of state records that are vital, archival, or confidential
  - The economical and space-effective storage of inactive records
  - Control over the creation and distribution of forms, reports, and correspondence
  - Maintenance of public information in a manner to facilitate access [by all stakeholders]

Preservation and Management of State Records and Other Historical Resources  
Government Code, Chapter 441, Subchapter L  
Section 441.180.

# What exactly is a Record?

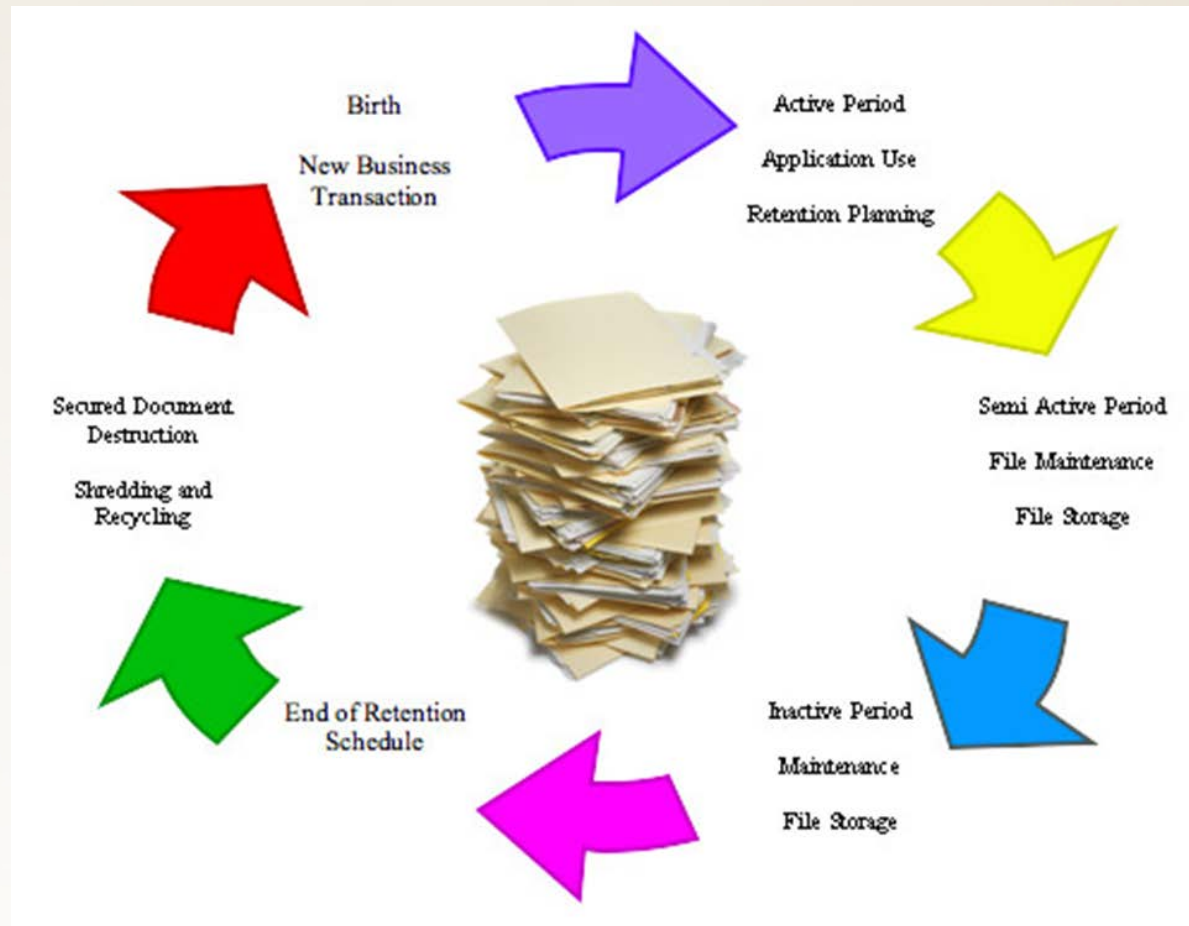
- Any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency that documents activities in the conduct of state business or use of public resources.

Preservation and Management of State Records and Other Historical Resources  
Government Code, Chapter 441, Subchapter L  
Section 441.180.

# Characteristics of a Record

- **Authenticity**
  - Record is what it says it is
- **Reliability**
  - Record is a full and accurate representation of the business transaction
- **Integrity**
  - Record is complete, unaltered, and protected from unauthorized access and alteration
- **Usability**
  - Record can be located, retrieved, and used

# Life Cycle of a Record



# Records Management at A&M




# Records Management at A&M

- Surveying records within a department
- Provide secure records storage, destruction, and information retrieval
- Authorize the destruction of eligible state records
- Maintain Records Retention Schedule
- Records Retention Research
- Offer Instructional Classes



# Records Retention Schedule

<div>  <div> <div>THE TEXAS A&amp;M UNIVERSITY SYSTEM</div> <div>RECORDS RETENTION SCHEDULE</div> </div> </div>					
Records Series Item No.	Agency Item No.	Record Series Title	Retention Period	Archival	Remarks
3.1.014	03.106.10	Employment Selection Records - Hired Includes notes of interviews with candidates; audio and videotapes of job interviews; background check consent forms and previous injury checks; pre-employment physical examinations; polygraph examination results; and all other records that document the selection process. See 3.1.026 for security clearances on hired applicants.	AC+5		AC=Termination of Employment  CAUTION: Does not include criminal history checks. See item number 3.1.026
	03.106.20	Employment Selection Records – Not Hired Includes notes of interviews with candidates; audio and videotapes of job interviews; background check consent forms and previous injury checks; pre-employment physical examinations; polygraph examination results; and all other records that document the selection process.	5		
3.1.018	03.107.10	Grievance Records – Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC+5		AC=Termination of Employment  CAUTION: Does not include formal complaints filed by an employee with the Equal Employment Opportunity Commission. See Item Number 1.1.048
3.1.019	03.108.10	Performance Appraisals	AC+5		AC=Termination of Employment. See Agency item number 03.108.20 for Faculty performance evaluations.
<div> <div>Retention Codes:</div> <div> <div>AC – After Closed, Terminated, Completed, Expired, Settled</div> <div>AV – Administrative Value</div> <div>CE – Calendar Year End</div> <div>FE – Fiscal Year End</div> <div>LA – Life of Asset</div> <div>MO – Months</div> <div>PM – Permanent</div> <div>US – Until Superseded</div> </div> <div>Archival Codes</div> <div> <div>I – Transfer to university archives</div> <div>O – Review by university archives</div> </div> </div>					



## Storage & Destruction Forms

[illegible]

# http://library.tamu.edu/records

**TEXAS A&M UNIVERSITY LIBRARIES** Chat/Questions

Search Services Help About

University Libraries → Services → Additional Services → University Records Management Log in

## University Records Management

### ABOUT

**Location**  
Purchasing and Stores Building  
330 Agronomy Road, Suite 160  
MS 5000

**Contact:**  
Phone: 979-458-1470  
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**Staff:**  
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Philip Shuler

### MISSION

**Mission**  
The mission of University Records Management is to support Texas A&M University vision and goals to ensure access to past, present, and future records by applying records management principles to all University records. Through collaboration with the legal, compliance, risk management, finance, technology, and business functions of the University, we will seek to manage and deliver records throughout their life cycle.

**The goals of University Records Management are to:**  
Implement an active and continuing program for the economical and efficient management of University records, regardless of format, in all University departments  
Promote the use of progressive and innovative technologies to provide records creation, access, retention, and disposition  
Minimize risks to University records  
Provide effective records management training and service to all University departments  
Exercise leadership for the advancement of records management at Texas A&M University and the profession

### SERVICES

**What is a Record and Other Definitions**  
[Records Management](#)  
[Electronic Records](#)  
[Records Retention Schedule](#)  
[Departmental Records Coordinators Forms](#)  
[Workshops and Training](#)  
[Records Management Links](#)  
[Frequently Asked Questions](#)  
[Using the Records Center](#)  
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# Records Storage

- Determine what records you have
- Pack in 1.2 cu. ft. boxes
- Fill out the Records Storage Form
- Call to make a pickup appointment
- Label with a unique box number (e.g. ENG-2012-01)



# Records Destruction

- 3 varieties of destruction:
  - Records Center Destruction
    - Records
    - Convenience Copies
  - Departmental Destruction
  - Post-Retention Destruction Authorization

# Other Resources

- Principles of Records Management (Quarterly, through EOD)
- Fundamentals of Managing Departmental Records (TrainTraq #2111143)

# Texas A&M University Records Management

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