



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.09, **Records Retention**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to define the steps involved in the legal destruction of records which have ceased to have sufficient value to warrant retention.

REVIEW: This HSC OP will be reviewed on May 1 every four years by the TTUHSC Executive Director of Libraries, with recommendations for revisions forwarded to the President by May 15.

POLICY/PROCEDURE:

1. Yearly, an appointed individual of each department should review records on hand to determine whether departmental documents should be retained or destroyed.
2. The department should comply with the TTUHSC Records Retention Schedule (Attachment A) prepared by TTUHSC and approved by the State and Local Records Management Division of the Texas State Library. The retention times apply to the record copy, as provided by Article 5439a, V.A.T.S. and in Chapter 441, Texas government Code. These include paper, micro-media, electronic records or other material that is involved in the transaction of official state business. Convenience copy should not be kept any longer than necessary.
3. Once the retention period for certain records has expired, the Office of Audit Services shall be notified. Additional filing instructions will be given at that time. All records de-accessioned, disposed of, or destroyed shall be listed on the office/department log.
4. Records should be destroyed within the fiscal year that approval is obtained by the appropriate department personnel.
5. The assigned individual responsible for destroying the records should observe the destruction process to completion.