1. PURPOSE AND SCOPE
1.1. Texas Southern University is committed to maintaining a continuing and active state records management program in compliance with federal and state laws.

1.2. The purpose of this document is to establish principles and policies necessary to preserve the state records of Texas Southern University and to implement a program to store, access, and destroy these records in accordance with state guidelines.

2. POLICY STATEMENT
The Texas Government Code, Chapter 441, §441.183 requires state agencies to establish and maintain a records management program on a continuing and active basis, and to manage and retain state records according to the Texas Southern University Record Retention Schedule (Schedule) and applicable laws. This MAPP applies only to state records, which does not include convenience copies, library or museum materials, and certain stocks of publications or forms.

3. DEFINITIONS
3.1. “Archival State Record” means any state record of enduring value that will be preserved on a continuing basis by the institutional archives until its archivist indicates that, based upon a reappraisal of the record, it no longer merits further retention.

3.2. “Certification” means the process, inclusive of recertification, by which a records retention schedule or amendments to a schedule are approved for use by a state agency during a certification period.

3.3. “Certification Period” means the period of time during which a records retention schedule, including certified amendments to the schedule, may be used by a state agency in the final disposition of state records without additional authorization from the director and librarian.

3.4. "Commission" means the Texas State Library and Archives Commission.

3.5. “Confidential State Record” means any state record to which public access is denied under Government Code, Chapter 552, or other state or federal law.
3.6. "Final Disposition" means the final processing of state records by either destruction or archival preservation by the Commission, by a state agency, or by an alternate archival institution as permitted by Government Code, Chapter 441, Subchapter L.

3.7. "Record Management" means 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: (a) the development of retention schedules; (b) the management of filing and information retrieval systems in any media; (c) the adequate protection of state records that are vital, archival, or confidential according to accepted archival and record management practices; (d) the economical and space-effective storage of inactive records; (e) control over the creation and distribution of forms, reports, and correspondence; and (f) maintenance of public information in a manner to facilitate access by the public under Chapter 552.

3.8. "Records Series" means a group of identical or related records that are normally used and/or filed together, and that permit evaluation as a group for retention scheduling purposes.

3.9. "State Record" means any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of state business or use of public resources. The term does not include library or museum material made or acquired and preserved solely for reference or exhibition purposes; an extra copy of recorded information preserved only for reference; a stock of publications or blank forms; or any records, correspondence, notes, memoranda, or other documents.

3.10. "Vital State Record" means any state record necessary to the resumption or continuation of the state agency operations in an emergency or disaster; the recreation of the legal and financial status of the agency; or the protection and fulfillment of obligations to the people of the state.

4. RECORDS MANAGEMENT PROGRAM

4.1. The Record Management Officer (RMO) will coordinate the University’s record management program, as required by law, and will ensure that University personnel have current information on record management laws and procedures, including providing or making available necessary employee training.

The RMO shall submit the Schedule, including any amendments for certification to the Texas State Library and Archives Commission (Commission). The Schedule will be available on the University’s website.

4.2. RECORDS RETENTION SCHEDULE

The Records Retention Schedule provides a list of state records for each department on
the campus and prescribes the periods of authorized retention. The schedule may be
revised periodically to include newly created records series, to change retention periods,
or to delete records series no longer held. Appropriate approval procedures must be
followed and completed before any revisions would become effective.

Documents may be maintained for the prescribed retention periods in microfilm if the
microfilm reproduction is accomplished pursuant to a procedure that complies with Texas
Government Code §441.188; 13 Texas Administrative Code §6.21-6.35.

State records kept only in electronic format must be identified and must comply with the
administrative rules of the Texas State Library (13 Texas Administrative Code §6.91-6.97).

Vital records should be identified and protected in accordance with Texas Government
Code §441.183.

Archival documents should be identified in the Retention Schedule and maintained in
accordance with Texas Government Code §441.181. Archival or historical records are to be
preserved in the archives of the institution.

4.3. DESTRUCTION OF STATE RECORDS

A state record may be destroyed by a state agency if:
(1) the record appears on a records retention schedule approved under §441.185 and
the record’s retention period has expired;
(2) a records destruction request is submitted to the state records administrator and
approved by the director and librarian, or the designee of the director and librarian,
for a state record that does not appear on the approved records retention schedule
of the agency; or
(3) the record is exempted from the need to be listed on a records destruction request
under rules adopted by the Commission.

A state record may not 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 a retention period for the record set by the 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 the action, or until the expiration of the
retention period, whichever is later.

5. REVIEW AND RESPONSIBILITY

Responsible Party:    Chief Operating Officer

Review:    Every three years, on or before September 1
6. APPROVAL

Approved: [Signature]
Chief Operating Officer

[Signature]
President

7/22/10
Date of President’s Approval