[New policy, May 14, 2012]

Angelo State University
Operating Policy and Procedure

OP 02.07: **Records Retention**

DATE: May 14, 2012

PURPOSE: This Operating Policy/Procedure (OP) defines the steps involved in the legal destruction of records that have ceased to have sufficient value to warrant retention.

REVIEW: This OP will be reviewed by the executive director of library services and the university archivist of Angelo State University in May of every third year with recommended revisions forwarded through the provost and vice president for academic affairs to the president. This OP will be reviewed again in May 2014.

POLICY/PROCEDURE

1. Yearly, an appointed individual in each department should review records on hand to determine whether departmental documents should be retained or destroyed. The department chair is ultimately responsible for compliance.

2. Each department shall comply with the *Angelo State University Records Retention Schedule* approved by the Texas Tech University System and the State and Local Records Management Division of the Texas State Library. The retention times apply to the master copy, as provided 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. The convenience copy should not be kept any longer than necessary.

3. Master copy refers to the one original or "master" version of a document. Convenience copy refers to all duplicate copies of a document. Convenience copies can be disposed of at any time and should not be kept longer than the master copy's retention time.

4. The retention time of a record applies regardless of the record's format, be it electronic, micro-media, or paper.

5. All records de-accessioned, disposed of, or destroyed shall be listed on a records disposition log. The department should retain a copy of this disposition log for the appropriate time as listed on the university's records retention schedule. Currently, this is 10 years.

6. Once a record's retention time has expired and it is no longer needed, the record should be disposed of in the appropriate manner. Records with no personal or protected information can be recycled or thrown away. Records containing personal or protected information should be shredded.

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7. The assigned individual responsible for destroying the records should observe the destruction process to completion.

8. Records listed on the university's records retention schedule as "archival" have potential historical value and should be transferred to the University Archives for review. The university archivist will make the final decision on whether to keep or dispose of the record.

ASU Records Retention Website:
https://www.angelo.edu/services/library/wtcoll/univrecretprg.php