

Texas A&M Veterinary Medical Diagnostic Laboratory Procedures

61.99.01.V0.01 | Retention of State Records

Approved: July 7, 2010

Revised: August 25, 2016

Next Scheduled Review: August 25, 2021



PROCEDURE STATEMENT

Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) will maintain an active and continuing state records management program in compliance with The Texas A&M System (A&M) Policies and Regulations, and federal and state law.

REASON FOR PROCEDURE

TVMDL recognizes the need to manage and retain state records according to the A&M System Regulations, Records Retention Schedule, and applicable laws.

PROCEDURES AND RESPONSIBILITIES

1.0 PROCEDURES AND RESPONSIBILITY

- 1.1 Requirements for the maintenance, retention, and disposition of public records are established by the State and Local Records Management Division of the Texas State Library and published by the Records Management Officer with the A&M System.
- 1.2 The Director of TVMDL will designate an individual as the Records Officer (RO) to serve as the official records representative for the agency.

2.0 RECORDS OFFICER RESPONSIBILITIES

- 2.1 Ensure that the A&M System Records Retention Schedule lists all the records series created or received by and maintained by TVMDL. The RO will serve as the official records representative for all sections and locations of TVMDL. The RO will periodically survey the state records of TVMDL, and provide the A&M System Records Management Officer with a written list of proposed changes to the Schedule based upon the survey.
- 2.2 Identify records subject to internal, state, or federal audits, and ensure that TVMDL is in compliance with the audit requirements and coordinate a records inventory for all sections and locations consisting of identifying vial and archival records and identifying official records and records series.
- 2.3 Work in cooperation with the A&M System Records Management Officer, the A&M Office of General Counsel, and Texas A&M AgriLife (AgriLife) Units for any litigation holds.
- 2.4 Develop procedures for and coordinate the retention, disposition, management, and security of state records, including the identification of those eligible for destruction or other disposition.
- 2.5 Provide employee training on compliance with records management procedures.

3.0 RECORDS RETENTION

The record copy of TVMDL records, including those in electronic format, should be readily accessible for any purpose such as TVMDL business, public information requests, audits, or litigation.

4.0 ELECTRONIC RECORDS

- 4.1 TVMDL records that are maintained in an electronic format will be managed in the same manner as those in paper or other format and in accordance with the State Standards and Procedures for Electronic Records, 13 TAC §§ 6.91-6.99.
- 4.2 Electronic Document Management Systems
- A. The AgriLife Laserfiche Electronic Document Management System (Laserfiche), TVMDL's laboratory information management system (USALIMS), and TVMDL's quality assurance document management system (Qualtrax) are used for the storage of TVMDL State Records. Records in these systems will be retained until the end of the retention period or other period if the record is a part of any litigation, audit, open records request, administrative review, or other such action.
 - B. Programs will be surveyed periodically to ensure that the systems meets the requirements of 13 TAC §§ 6.91-6.99 for hardware and software, and the capability to retain records for the full retention period, capability to migrate records to another system if necessary, and that records are maintained in a standard interchange format.
 - C. Management of these programs will be provided by the TVMDL RO and TVMDL information technology professionals.
 - D. Laserfiche, Qualtrax and USALIMS whenever possible, will be incrementally backed-up nightly during the normal work week, and have a full back-up weekly. Approximately every fourth full backup will be partially restored to a temporary repository which should be validated by three to five units. This validation should include an examination of selected documents to ensure that they are retrievable, and usable as a record.
 - E. Backup copies of Laserfiche Qualtrax and USALIMS will be maintained off-site, away from the main hardware, and be secured in accordance with information technology procedures for off-site storage.
 - F. Documents that contain 6 point or smaller type that are scanned or otherwise placed into one of the three document management systems or retained as an official record in electronic format must be at a resolution of 300 DPI.
 - G. Records considered archival or vital will be so annotated in Laserfiche, Qualtrax and USALIMSs.

5.0 DESTRUCTION AND DISPOSITION OF STATE RECORDS

- 5.1 State records may not be destroyed or otherwise disposed of without the written approval of the RO or designee using an AG-703, Records Destruction Form. This requirement does not apply to duplicates, convenience copies, or transitory information which can be destroyed when the purpose of the document has been fulfilled. Copies should not be retained longer than the official record copy.
- 5.2 State records listed on the retention schedule cannot be destroyed until the designated retention period has expired, and the RO or designee has approved the destruction. The retention periods on the schedule apply only to the record copy of TVMDL records. A state record cannot 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 the retention period. The record must be retained 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.
- 5.3 State records not listed on the records retention schedule cannot be destroyed until the RO obtains written approval from the Texas State Library and Archives Commission through the A&M System Records Management Officer.
- 5.4 Destruction of state records must be done in a manner that ensures protection of sensitive or confidential information.
- 5.5 The AG-703, Records Destruction Form, will be filed in Qualtrax when the destruction is completed.
- 5.6 Records that are historical in nature and which are sent to the State Library and Archives Commission must be in paper or microfilm format.

6.0 TRAINING

Training for employees will be offered on an as needed basis, but no less than once per fiscal year.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[Texas Government Code Chapter 441](#)

[13 Texas Administrative Code Part 1, Chapter 6](#)

[A&M System Regulation 61.99.01, Retention of State Records](#)

[A&M System Records Retention Schedule](#)

[AG-703, Records Destruction Form](#)

[AG-703, Records Destruction Form Instructions](#)

[AG-705, Records Coordinator Designation Form](#)

DEFINITIONS

See A&M System Regulation 61.99.01 for Records Management definitions.

CONTACT OFFICE

Records Retention Officer, 979-845-3414.