

Texas A&M AgriLife Extension Service Procedures

61.99.01.X0.01 | Retention of State Records

Revised: November 29, 2022

Next Scheduled Review: November 29, 2027

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PROCEDURE SUMMARY

Texas A&M AgriLife Extension Service (AgriLife Extension) will maintain an active and continuing state records management program in compliance with The Texas A&M University System (A&M System) policies and regulations, and federal and state law. All AgriLife Extension units will work with the AgriLife Research/Extension Records Retention Officer (RO) to manage and retain state records.

AgriLife Extension recognizes the need for all units to manage and retain state records according to A&M System regulations, Records Retention Schedule, and applicable state and federal laws.

Click [here](#) to view **Definitions**

PROCEDURES AND RESPONSIBILITIES

1.0 DESIGNATION OF RECORDS RETENTION OFFICER

1.1 The Director of AgriLife Extension will designate an individual as the RO to manage the retention and disposition of state records. The RO reports to the Director through the Assistant Vice Chancellor for Administrative Services.

1.2 Records Retention Officer Responsibilities:

- A. Ensure that the A&M System Records Retention Schedule lists all the records series created or received by and maintained by AgriLife Extension. The RO will periodically survey the state records of AgriLife Extension and provide the A&M System Records Management Officer with a written list of proposed changes to the schedule based upon the survey.
- B. Identify records subject to internal, state, or federal audits, and ensure that AgriLife Extension is in compliance with the audit requirements.
- C. Work in cooperation with the A&M System Records Management Officer, the A&M System Office of General Counsel, and AgriLife Extension units for any litigation holds.
- D. Develop procedures for the retention, disposition, management, and security of state records, including the identification of those eligible for destruction or other disposition.
- E. Provide employee training on compliance with records management procedures.

2.0 UNIT RECORDS COORDINATORS

2.1 Unit heads will appoint a unit records coordinator using an AG-705, *Records Coordinator Designation Form*.

2.2 Unit Records Coordinator Responsibilities:

- A. Serve as the official records representative for his/her unit.
- B. Coordinate with the designated Laserfiche Administrator to complete the AG-704 Laserfiche User Agreement form and receive related Laserfiche training.
- C. Coordinate a records inventory for the unit consisting of identifying vital and archival records and identifying official records and records series.
- D. Coordinate records retention for the unit by maintaining records in accordance with the A&M System Records Retention Schedule.
- E. Coordinate unit records destruction by preparing and submitting AG-703, Records Destruction Form, to the RO for approval.

3.0 RECORDS RETENTION

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

4.0 ELECTRONIC RECORDS

- 4.1 AgriLife 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 [Texas Administrative Code Standards and Procedures for Management of Electronic Records](#). These records need to be in the most unalterable format suitable for records retention.
- 4.2 Electronic Document Management System
 - A. The Texas A&M University (Texas A&M) Shared Services Laserfiche Electronic Document Management System (Laserfiche), which is managed by Texas A&M Computing and Information Services (CIS), should be used for the storage of AgriLife Extension State Records. Records in this system 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.

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 AgriLife Extension 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 will be filed in Laserfiche 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

- 6.1 Training for employees and records coordinators will be offered on an as needed basis, but no less than once per fiscal year.
- 6.2 Unit records coordinators will be required to take the A&M System online training course, *Retention of State Records*, annually.

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-704, *Laserfiche User Agreement Form*](#)

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

DEFINITIONS

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

CONTACT OFFICE

Questions concerning this procedure should be referred to the AgriLife Research/Extension Records Retention Officer — AgriLife Ethics and Compliance—at 979-314-0650.

REVISION HISTORY

Approved: July 12, 1998
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