





Overview TEXAS A&M AGRILIFE

- Document Life Cycle
- State Records/Types
- Electronic Records
- Destruction
- RM in Laserfiche


Records Management




Document Life Cycle TEXAS A&M AGRILIFE



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graph TD; A[Creation] --> B[Active Use]; B --> C[Storage]; C --> D[Retention]; D --> E[Disposition];
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A State Record is . . .



- a written, photographic, machine-readable or other recorded information
- created or received by the agency (Texas A&M University)
- that documents activities in the conduct of the state business or use of public resources

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Transitory Information



- But...it may be transitory information
- Transitory information is
 - Of temporary usefulness
 - Not an integral part of state agency records
 - Not essential to documentation of agency functions

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Convenience Copy



- An extra copy of recorded information maintained only for convenience or reference by an employee
- Keep at your own risk!

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Electronic Records



- Like any other paper record – focus on the SUBJECT of the electronic file or email
- Maintain records by either (1) printing a hard copy and filing accordingly or (2) file them electronically in the most unalterable format – preferably in Laserfiche
 - Formats not suitable for retention:
 - Word
 - Excel
 - Access
 - PDF
 - Other native formats

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Administrative Services

E-Records – E-mail



- Email generally falls into 3 categories:
 - Administrative Correspondence
 - General Correspondence
 - Transitory Correspondence
- Note: Normally the main area for retention is the attachments; however, some e-mails need to be retained.

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Administrative Services

Destruction?



- Can a state record ever be destroyed?
- Yes...
 - In accordance with the retention schedule and approved
 - A Special records destruction request is approved by TSLAC
- No...
 - If any litigation, claim, negotiation, audit, open records request, administrative review is pending

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Administrative Services

Destruction Procedures



- Complete AG-703
 - Agency Item Number Location
 - Records Retention Schedule or
 - File Plan
 - Description
 - E-Folders – First & last folder/record in series
 - Include Record Series Number
- Obtain Unit Approvals

Records Series Item No.	Agency Item No.
1.1.007	01.103.10

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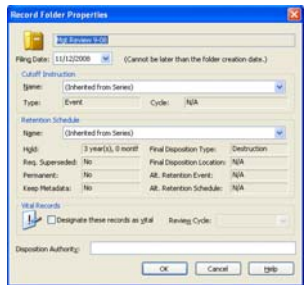
Destruction Procedures – cont.



- Obtain Records Officer approvals
- Destroy records
- Sign form indicating destruction
- File form in Laserfiche unit folder in 1.2.1.xxx
- Retain forms FE+3(substitute for log)

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Laserfiche RM



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Laserfiche RM – Cont.



Cutoff Instruction

Name: (Inherited from Series)

Type: AC or US

Retention Scl: AV or US

Name: CE

Hgld: FE

Req. Supersd: LA

Permanent: MO

Keep Metadata: PM

Vital Records

Designate these records as vital Review Cycle: [dropdown]

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Retention codes



Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent
	LA – Life of Asset	US – Until Superseded

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Retention Time



Retention Schedule

Name: (Inherited from Series)

Hgld: (Inherited from Series)

Req. Supersd: 1 year

Permanent: 2 years

Keep Metadata: 20 years

3 years

5 years

6 years

No Retention Period

Permanent

Vital Records

Designate these records as vital Review Cycle: [dropdown]

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Set Event Date TEXAS A&M
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Set Event Date – Cont. TEXAS A&M
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Cutoff TEXAS A&M
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Retention TEXAS A&M
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Destroy TEXAS A&M
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Time Series TEXAS A&M
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- Eligibility occurs according to the Cycle Period specified in the Record Series
- Every time the Cycle Period ends, every Record Folder within the Series (that is not already Cutoff) is automatically eligible for Cutoff

— Not Eligible
— Eligible

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Event Series **TEXAS A&M**
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- Eligibility is based on user manually specifying that an external event has occurred
 - Specified on the Record Folder
 - The Folder will automatically be closed when the event is set
- The Record Folder is eligible for Cutoff at any point following the event date

— Not Eligible

— Eligible

The diagram shows a horizontal timeline starting at 'Creation' and ending at 'Event'. A vertical dashed line marks 'March 1'. The segment from Creation to March 1 is red (Not Eligible). The segment from March 1 to Event is blue (Eligible). A legend on the right shows a red line for 'Not Eligible' and a blue line for 'Eligible'.

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Time-Event Series **TEXAS A&M**
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- First, the external event date must be indicated, closing the folder
- Second, the Series Cycle Period must end
- When a Cycle Period ends, only those Record Folders whose Event has occurred are made eligible for Cutoff

— Not Eligible

— Eligible

— Closed, Not Eligible

The diagram shows a horizontal timeline starting at 'Creation' and ending at 'Event'. A vertical dashed line marks 'March 1'. The segment from Creation to March 1 is red (Not Eligible). The segment from March 1 to Event is green (Closed, Not Eligible). The segment after Event is blue (Eligible). A legend on the right shows a red line for 'Not Eligible', a blue line for 'Eligible', and a green line for 'Closed, Not Eligible'.

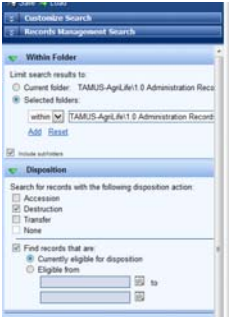
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RM Search **TEXAS A&M**
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The screenshot shows a 'Customize Search' dialog box with a list of search criteria: Record Series, Record/Folder Name, Permanent Record, Vital Record, Frozen, Cutoff, Cutoff Instruction Type, Disposition, Current Location, Event Type, Retention Schedule, Cutoff Instruction, Disposition Authority, and a Close button.

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RM Search TEXAS A&M
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Resources TEXAS A&M
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- System Regulation 61.99.01
- AgriLife Research Procedure 61.99.01.A1.01
- AgriLife Extension Procedure 61.99.01.X1.01
- AgriLife Records Management Website <http://agrifemrt.tamu.edu/record-mgt.htm>
- Document Management Website: <http://aglfdocs.tamu.edu>

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Contact Info TEXAS A&M
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- Bob Hensz – Records Officer AgriLife Research & Extension – [r- hensz@tamu.edu](mailto:hensz@tamu.edu) 979-845-4766
- Alyce Ghedi – Laserfiche Alternate Admin – anghedi@ag.tamu.edu 979-862-6307

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