

**TEXAS WOMAN'S UNIVERSITY**

Denton ★ Dallas ★ Houston

# Record Retention

## Compliance

### What is Records Retention?

This policy will ensure that necessary records and documents are adequately protected and maintained and will ensure that records that are no longer needed or of no value are discarded at the appropriate time.

~University Policy Manual, 2005

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## What is a Records Retention Schedule?

“Records retention schedules are, in fact, the critical component of all records management programs, since they identify records to be managed by the program as well as how long the records are to be retained. Records retention schedules are the primary tools that assist an organization in the management of its records because they provide the rationale behind retention policy as well as direction and guidance on other recordkeeping requirements and conditions.”

~"Condition Critical: Developing Records Retention Schedules", 2006

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## Texas Woman's University Records Retention Schedule

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Records Management


Archival Record

- Archives Transfer
- Trainings/Workshops
- Records Retention Schedule
- Texas State Library and Archives Commission

<http://www.twu.edu/library/records.asp>

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		STATE OF TEXAS <b>Records Retention Schedule</b>				<b>SLR 105</b> Form SLR 105C must accompany this form. 1 Page 5 of 31		
2. Agency Code 731		3. Agency Name TEXAS WOMAN'S UNIVERSITY						
Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.3.001	C.10	Audit Cards	PM		PM			
	C.11	University Catalog	AC+2		AC+2	I	AC=Until superseded or obsolete; Record copy maintained in University archives; <b>ARCHIVES NOTE:</b> The required copies of the catalogs should be sent to the State Publications Depository Program, Texas State Library and Archives Commission	
	C.12	Grade Changes/Grade Sheets	PM		PM			
	C.13	Add/Drop Class Forms	PM		PM			
	C.14	Commencement Programs	US		US	I	Record copy maintained in University archives	
	C.15	Degree Plan Audits	PM		PM			
	C.16	Student Files/Academic Records	PM		PM			
	C.17	Class Schedules	US		US	I	Record copy maintained in University archives	
	C.18	Course Changes	PM		PM			

Retention Codes (Field 7)  
 AC - After Closed, Terminated, Completed, Expired, Settled  
 AV - Administrative Value  
 CE - Calendar Year End  
 FE - Fiscal Year End  
 LA - Life of Asset  
 MO - Months  
 PM - Permanent  
 US - Until Superseded

Archival Codes (Field 8)  
 I - Retain in University Archives  
 O - Review by University Archivist

SLR 105 Rev. 06/05

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## TEXAS WOMAN'S UNIVERSITY

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### Records Disposal Log

1	Printed Name & Title	<i>Must be the name of an employee authorized to maintain and dispose of departmental records (cannot be a student worker)</i>						Phone
	Supervisor Name							Email
								Department
For each record series you wish to dispose, complete columns A-H.								
2	A Records Series No. <i>From the RRS</i>	B Record Series Title <i>Enter the title as it appears in the RRS</i>	C Retention Period <i>From the RRS</i>	D Start Date <i>Oldest record to dispose.</i>	E End Date <i>Must recent record to dispose.</i>	F Amount of Records <i>Measure paper records in inches or boxes. 1=boxes B=boxes</i>	G Disposition Method <i>SP=shred TR=trash RC=recycled UA=transfer to University Archives</i>	H Disposition Date <i>The date(s) the records were actually disposed.</i>
3. I certify that no litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record has been initiated or is pending for the above-referenced records. I certify that the records listed above were disposed by the method indicated above in accordance with the Texas Woman's University Records Retention Schedule.								
4	Supervisor Signature	_____ Date						
5	Records Retention Manager	_____ Date						
6	Institutional Compliance	_____ Date						
7	This step is required for compliance with State recordkeeping laws. Send the original signed document via campus mail to Shelia Bickle, Records Retention Manager, Blagg Huey Library * (940)898-3752 * sbickle@twu.edu							

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# Archives Transfer

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TWU Libraries  
 P.O. Box 425528  
 Denton, TX 76204  
 940-898-3701  
 940-898-3764 (fax)  
 866-385-5541 (toll-free)  
[Ask a Librarian](#)

TWU Libraries  
 Records Management

Records Management

The University's records management program is designed to ensure that we remain in compliance with State recordkeeping laws.

Archival Record

An original University Record that has permanent or historic value, is inactive, and is not required to be retained in the office in which it was received. Archival Records are retained and preserved indefinitely in the University Archives. The University Archives will work with a department concerning the preservation of records.

- [Archives Transfer](#)
- [Training/Workshops](#)
- [Records Retention Schedule](#)
- [Texas State Library and Archives Commission](#)

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# Archives Transfer

## Identify Records Eligible for Transfer

Consult the General Records Schedule or contact the University Archives to make sure that the records have passed their retention and are eligible for transfer to the Archives. The schedule retention statement will prompt you to Contact Archives or Transfer to Archives. The records should no longer be needed by your office for regular business purposes. Records are appraised for their content and historical value prior to their transfer. We may have some specific questions about your records, and may ask to see them prior to the transfer. If you have a deadline for removal of the boxes from your office, please let us know.

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## Archives Transfer

### Order Empty Boxes

Order standard record cartons by sending an email to [universityarchives@twu.edu](mailto:universityarchives@twu.edu). Include the number of boxes you will need and delivery location.

### Pack Records

Make sure boxes are packed and labeled correctly. Refer to our packing tips for guidance. You may use our label template to create labels for your boxes.

### Complete Transfer Form

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## Archives Transfer

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### Records Transfer Form

<b>Records Transfer Form</b>			
University Office:			
Requestor:		Date of Request:	
Records Series:			

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## Archives Transfer

### Arrange for Pick Up

Sign and scan the Archives Transfer Authorization and attach it to an email with the Archives Box/Folder List to [kjohnson27@twu.edu](mailto:kjohnson27@twu.edu). Once we have had a chance to review your documents, we will contact you to schedule a convenient time for pickup.

### Contact the University Archives for Questions about Transferring Records

If you have questions or are ready to order boxes, please call us at 940-898-3743 or email [universityarchives@twu.edu](mailto:universityarchives@twu.edu)

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## We are...

### Shelia Bickle

*Records Retention Manager*

940-898-3752

### Kimberly Johnson

*Director of Special Collections*

940-898-3473

### Blagg Huey Library

*The Woman's Collection*

Second Floor, Room 206

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## Resources

Condition Critical: Developing Records Retention Schedules. (2006). *The Information Management Journal*, 40(1), 26-34. Retrieved from <http://www.arma.org/bookstore/files/Fischer1.pdf>

*University Policy Manual - Records Retention Policy 2.06*. (2005). Denton. Retrieved from <http://www.twu.edu/policy/PolicyDocs/Policy%202.06%20Records%20Retention.pdf>

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