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| <b>Policies of the University of North Texas Health Science Center</b> | <b>Chapter 04 – Administration</b> |
| <b>04.311 Records Retention</b>  |                                    |

Policy Statement.

The University of North Texas Health Science Center recognizes, as described in the Texas State Records Management Manual, that the records of Texas state government are an important resource for citizens as well as public officials. State Records may provide proof of a particular action, contain evidence to protect the rights of the individuals or the government, and provide decision support or other information valuable to the progress of state business.

The purpose of this records retention schedule is to identify the length of time a records series must be retained in active or inactive status before its final disposition.

Application of Policy.

This policy applies to anyone who creates or maintains business records that are either required or would be normally maintained in the regular course of business.

Definitions.

1. **CFR - Code of Federal Regulations**  
Regulations of federal agencies adopted under authority of laws enacted by the U.S. Congress.
  
2. **A “state record”, “public record”, “official record”**  
Is defined as a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received according to law or ordinance or in connection with the transaction of official business.
  
3. **A “records series”**  
Is defined as a group of identical or related records that are normally used and filed as a unit.
  
4. **“Final disposition”**  
Is defined as the terminal treatment of the records series, either by destruction or permanent storage.
  
5. **A “state publication”**  
Is defined as information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed. The term does not include information the distribution of which is solely limited to contractors with or grantees of the agency, staff persons within the agency or within other government agencies, or member of the public under a request

made under the open records law, Government Code, Chapter 552. The term includes but is not limited to: a publication distributed in print, on microform, as audiovisual material, as interactive media or on electronic external storage device; an on-line publication which is an index to other on-line publications, one or more text, graphic, or other digital files, or a user interface to a computer database.

**6. TAC - Texas Administrative Code.**

Regulations of state agencies adopted under authority of laws enacted by the Texas Legislature.

Procedures and Responsibilities.

The University of North Texas Health Science Center Records Retention Schedule was prepared in response to the requirements of Chapter 441, Subchapter C, of the Texas Government Code. This University of North Texas Health Science Center Records Retention Schedule has been approved by the Texas State Auditor's Office and the State Library and Archives Commission.

Records series titles were based on an audit conducted by the health science center. Retention periods were assigned to record series based on their administrative, legal, fiscal, and historical values.

Questions concerning titles and final disposition of records series should be referred to the Records Manager, who is the health science center's designated records management officer. Questions concerning legal requirements for the retention and disposition of health science center records series should be referred to the General Counsel.

Procedure / Duty

Responsible Party

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| 1. Each Health Science Center office is responsible for the review of, and compliance with, the University of North Texas Health Science Center Records Retention Schedule. The final disposition of records must be documented. Please refer to the Records Management Disposition Policy. Offices should contact the Records Manager concerning the destruction of all state records and, records not listed in the retention schedule. All confidential records series must remain inaccessible to unauthorized personnel. | Department head |
| 2. Each office must ensure that the accuracy, completeness, and accessibility of information are not lost prior to its authorized destruction date because of changing technology or media deterioration, by converting electronic storage media and taking other action as required to provide compatibility with current hardware and software.   | Department head |

References and Cross-references.

Records Management Manual

\* Records Management Policies

\* Records Management Procedures

\* UNT Health Science Center Records Retention Schedule

Records Management Division Procedures Manual

Forms and Tools. (optional)

Approved: 9-3-2002

Effective: 9-3-2002

Revised: 4-27-2007