

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 04 – Administration</b>
<b>04.314 Records Management Exit Procedures for Employees</b>	

Policy Statement.

State records may not be removed from government custody and records must be destroyed according to the records retention schedule and records management disposition policy. Employees leaving the health science center must work with their supervisors to identify and reassign before exiting.

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.

None

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

- |  |                       |
|--|-----------------------|
| 1. Records and Information Management Employee Exit Procedures:<br>Prior to an employee leaving the health science center an employee and supervisor should: | Department supervisor |
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- 1) Identify all state records in that employee's possession.
- 2) Reassign records to another employee or records management custodian.
- 3) Return all records requested from Records Management and/or the Records Center.
- 4) Transfer or backup all state records before wiping the workstation hard drive.

A certification should be made that all state records have been identified and transferred to Records Management or reassigned to another employee.

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| 2. State records may not be removed from government custody and records must be destroyed according to the records retention schedule and records management disposition policy. | Department supervisor |
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3. The University of North Texas Health Science Center holds State agency ownership and title to all records and information created, received, acquired, or maintained in the normal course of business by any employee or organizational component. These records are the property of The University of North Texas Health Science Center.

References and Cross-references.

**Statutory Requirements**

The University of North Texas Health Science Center recognizes, as described in the Texas State Records Management Manual, the statutory responsibility to identify and take adequate steps to protect confidential and vital state records according to Texas Government Code 441.

*Government Code, Chapter 441, Subchapter L, Section 37.10. Tampering With Governmental Record.*

Forms and Tools.

Records Management Manual

\* Records Management Policies

\* Records Management Procedures

\* UNT Health Science Center Records Retention Schedule

Records Management Division Procedures Manual

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