

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. GA 1.5.1	Page 1 of 5	Effective Date: 3/14/2019
DIVISION:	General Administration	
SUBJECT:	Records Management	
AUTHORITY:	Texas Government Code, Section 441.183	
PROPOSED BY:	Jerry Sorrells	
TITLE:	Manager of Records Administration	Date: 3/14/2019
RECOMMENDED BY:	Ray Rushing	
TITLE:	Vice Chancellor/Chief Legal Officer & General Counsel	Date: 3/14/2019
APPROVED BY:	Mike Reeser	
TITLE:	Chancellor	Date: 3/14/2019

STATUS: Approved by LT 3/14/2019

HISTORICAL STATUS: Approved by Chancellor 8/31/15
 Revised 02/2015
 Approved by MR 03/01/14
 Revised 2/28/2014
 Approved by 4/30/98
 Revised 03/30/98
 Reviewed 06/21/94
 Approved 11/20/92
 Revised 10/29/92
 Exec. Staff Approval 05/13/85
 Approved by MC 05/09/84

I. STATEWIDE STANDARD

COMPLIANCE: Texas State Technical College (TSTC) shall comply with [Chapter 441, Subchapter L](#), which stipulates that each state agency must establish and maintain a records management program on a continuity and active basis resulting in the efficient, cost-effective management of records in compliance with the Texas government code.

II. PERTINENT INFORMATION

Records management in state government involves the efficient and systematic control of recorded information from its creation to its final disposition. The records that TSTC employees create and maintain are important to the overall operation of the College and must be managed in an efficient, cost-effective manner. A Records Management Program is required by the Texas Government Code, [Chapter 441, Subchapter L](#). A Records Retention Schedule (RRS) must be submitted and approved by the State Auditor's Office and the Texas State Library and Archives Commission.

According to the Texas Government Code, [Section 441.183](#), the agency head of each state agency shall:

1. Establish and maintain a records management program on a continuing and active basis in compliance with federal and state law;
2. Create and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency designed to furnish information to protect the financial and legal rights of the state and any person affected by the activities of the agency;
3. Make certain that all records of the agency are passed to the agency head's successor in the position of agency head;
4. Identify and take adequate steps to protect confidential and vital state records;
5. Cooperate with the commission in the conduct of state agency records management surveys; and
6. Cooperate with the commission, the director, the librarian, and any other authorized designee of the director and librarian in fulfilling his or her duties under the subchapter.

III. GENERAL GUIDELINES

The College's policies and procedures outlined in this SOS shall ensure that all TSTC records are maintained in accordance with a certified uniform Records Management Program resulting in the efficient, cost-effective management of records in compliance with the Texas Government Code.

IV. DEFINITIONS

None Applicable

V. DELEGATION OF AUTHORITY

The Chancellor, as a state agency head, has the authority and responsibility to ensure TSTC complies with state law in regards to records management and delegates administration of the College's Records Management Program to the designated Records Management Officer (RMO) according to the Texas Government Code, [Section 441.184](#). Further, the Chancellor authorizes each Vice Chancellor to designate a contact person to act as Records Management Liaisons (RML) to serve as a liaison between the College and the RMO regarding matters relating to Records Management.

VI. PERFORMANCE STANDARDS

1. Campus procedures regarding records management have been implemented in compliance with this Statewide Operating Standard.
2. Departments have copies of and are using the approved RRS.
3. Departments prepare and properly file a [Records Destruction Authorization Form TSTC-0-GA-033 \(02-19\)](#) when disposing of TSTC records.
4. The College maintains all approved forms in a centralized location that allows access by authorized TSTC employees.
5. The RMO plans, coordinates, and tracks in-service training for the College's Records Management Program.
6. All TSTC employees receive annual training on management of state records.

APPENDIX

VII. RELATED STATEWIDE STANDARDS. LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[Records Destruction Authorization Form TSTC-0-GA-033 \(02-19\)](#)
[Texas Government Code, Chapter 441, Subchapter L](#)

VIII. OPERATING REQUIREMENTS

1. The Records Management Officer (RMO) must collect and disseminate the requirements of the approved TSTC Records Management Program and must administer the program for TSTC. In administering the program, the RMO must:
 - a. Establish, present for implementation, and maintain a uniform file coding system;
 - b. Establish procedures for implementing the filing system;
 - c. Establish, submit for certification, and maintain a [Records Retention Schedule](#) (RRS) which meets the state's legal requirements and fulfills the needs of TSTC;
 - d. Establish procedures for microfilming records - [Procedures](#);
 - e. Establish procedures to dispose of state records - [Procedures](#);
 - f. Establish and maintain a Records Disaster Recovery Plan - [Procedures](#);
 - g. Maintain archival records;
 - h. Establish procedures for creating, revising, or deleting TSTC forms - [Procedures](#); and
 - i. Maintain TSTC forms in a centralized location that allows authorized access to TSTC employees, all certified TSTC Forms are located on the TSTC Portal.
2. The RMO shall disseminate information concerning state laws, administrative rules, and agency policies and procedures relating to the management of state records to appropriate College personnel.
3. The designated RMO shall serve in that capacity until:
 - a. The officer ceases employment with TSTC;
 - b. The Chancellor chooses to act as the RMO for TSTC; or
 - c. The Chancellor appoints another person as the RMO.
4. Per the Texas Government Code, [Section 441.185](#), the RMO, with the cooperation of any staff of TSTC that the officer considers necessary, shall survey the state records of TSTC and prepare and submit an RRS to the state records administrator. The RRS must list the state records created and received by TSTC, propose a period of time each record shall be maintained by TSTC, and provide other information necessary for the preparation of an effective Records Management Program. Once approved by the appropriate state officials, the RRS may be used by the College for the lawful disposition of state records.
5. Each TSTC Vice Chancellor shall ensure implementation of the uniform filing system

developed by the RMO in accordance with established procedures, to include submitting College-specific forms to the RMO for review and approval.

6. The RMO shall plan, coordinate, and track in-service records management training for College designated personnel.
7. College designated personnel who generate or store records will adhere to requirements of the RRS, including proper disposal of records when appropriate according to the RRS, you can find the RRS at [Records Retention Schedule](#)