Records are a basic tool of university administration. Records provide information for planning and decision-making, form the foundation for institutional accountability, and are often subject to specific legal requirements. Records are essential for effective and efficient administration, but if poorly managed they can become a liability, hampering operations and draining resources.

Records management helps UTMB get the most out of its records while limiting costs and risks that can come with poorly managed records.

All UTMB departments must manage information so that it is timely, accurate, complete, cost-effective, accessible and usable.

Not only is this state law, but better information, at the right time, makes better business. Records management programs are not a department’s primary business, and even though the UTMB records management program doesn’t generate income, the following reasons provide economic and legal benefits to the university when departments systematically manage their records.

For More Info Visit http://www.utmb.edu/compliance/records/rmdefault.asp or call 409-747-5900

Benefits of Managing the Records Life Cycle...

- Control the growth and creation of records
- Improve efficiency / productivity
- Reduce operation costs
- New Records Management Technologies
- Regulatory Compliance
- Minimize litigation risks
- e-Discovery
- Safeguard Vital Information
- Support better management decision making
- Preserve the university memory
- Professionalism
- Secured Recycling

Know when to hold’em, stow’em and throw’em
Let records management take you... from heap to harmony... from chaos to control

Records Management Celebrates Earth Day

- Keep it Clean

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