Five Steps To Managing Records & Information Life Cycle

1. **Creation**: When information and records are produced in a wide variety of formats using different equipment and technologies.
   - **Official record owner**: Responsible for any written, photographic, or machine readable information created or received by or on behalf of the agency documenting activities in the conduct of business
   - **Records Management**: Certify the Record Retention Schedule (the only document that gives UTMB legal authority to destroy records), Training

2. **Use**: When information and records are transmitted to those who need them and, upon receipt, are used in the conduct of business.
   - **Official record owner**: Manage, classify and file the record according to the Records Retention Schedule
   - **Records Management**: Assist and train

3. **Maintenance**: When information and records are filed or stored according to a logical scheme to permit subsequent retrieval, housed in some type of storage device, and protected and maintained so as to safeguard the integrity of the information. During this stage, the information is active; it is frequently referred to and is thus usually stored close to its users.
   - **Official record owner**: Manage the records active use
   - **Records Management**: Assist and train

4. **Retention**: When information and records decline in value, become inactive, and are then removed from active storage in prime office space, or are transferred to the university records center for the duration of their retention life.
   - **Official record owner**: Manage the records according to the Records Retention Schedule
   - **Records Management**: Manage the Records Center, assist and train

5. **Disposition**: When information and records reach the end of their retention and have no further legal, fiscal, or administrative value they are: (1) safely destroyed or (2) preserved permanently in an archive for on-going historical reference or research purposes.
   - **Official record owner**: The Department Records Coordinator assists employees with the management of all information and records in their department, when retention has been met, complete a Disposition Log and send it to Records Management for review and approval.
   - **Records Management**: Review and approve department Disposition Log or create a log for records stored at the Records Center, obtain official record owners’ approval before destroying the records, assist and train.

Records Management Compliance
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