Records Retention Schedules

Records retention schedules provide a systematic means of controlling the creation, storage and disposal of university records, paper and electronic. Under Texas law, no records of a state agency may be destroyed without the authorization of an approved Records Retention Schedule. This prohibition prevents the destruction of public information as the result of a single employee. Records Retention schedules must be approved by each UTMB department, Records Management Services, The Texas State Library and Archives Commission, and the State Archivist. Records Retention schedules have the force of law.

Department Records Coordinators (DRC) act as the liaison to Records Management services and assist in developing and maintaining the department’s records retention schedule. Each DRC has a Records Retention Manual that contains the certified retention schedule, policies and records center forms.

Learn More - Contact us by phone:

Records Retention
409.747.5900 or 409.747.5906

Records Center
409.747.5904 or 409.747.5907

Fax
409.747.5910

Business Hours
M-F 8am - 5pm

Location
1902 Harborside Drive
Suite 4.128
Galveston, Texas
77555-0918

Or Visit Us On-Line at:
http://www.utmb.edu/compliance/records/rmdefault.asp
The university records center is responsible for the storage and control of inactive UTMB department records (including paper, microfilm, photos, slides, video cassettes, disks, etc.). Storing records in the off site Records Center is significantly less expensive than using office space, approximately five times as many records can be stored per square foot in the records center as in equivalent office space. The cost for storage of inactive department records is funded through annual appropriations.

Records can only be retrieved by the creating department, and in many cases may be limited to authorized individuals within that department. You may view the file at the records center, or we will arrange for Delivery Services to deliver the entire box. Requests received before 10:00 am will be delivered within 48 hours. We do not deliver individual files, documents or fax record information.

All boxes in the Records Center are linked to their appropriate Records Retention schedule using a computer database system. The database controls the location of boxes, facilitates retrieval and calculates the records life cycle disposition dates.

The records center has thousands of boxes of records in storage. It is important to pack and label each box carefully and accurately and to make sure that you have captured the right information for every box you send to storage - See Instructions.

**Determine eligibility**
1. The Records Series must be listed on the current UTMB certified RRS.
2. The records must have at least one year of retention remaining.
3. The records must be inactive.
4. Records must be approved organized, packed, indexed, and labeled correctly.

**Complete a Storage Approval form**
1. One form, one time for each records series stored, indicate if access is limited
2. Mail to Records Management (Rt 0918)

**Prepare and assemble boxes**
Use only letter/legal storage boxes from Logistics Supply Management, (order # 60471). The use of alternate storage containers is limited and must receive prior approval from Records Management.

**Pack the records**
Determine how the records will be divided for placement in the records storage boxes. The records series can be divided monthly, quarterly, annually by fiscal or calendar year, closure date, or by any other logical subdivision. Contents in the records box must be the same records series, and eligible for final disposition at the same time. When packing records in the storage boxes, keep them in the original filing arrangement, provided it is a logical and systematic order, whether alphabetical, numerical or chronological.

- Numerical order, lowest number first
- Alphabetic order, begin with “A”
- Chronological order, by consecutive dates.

**Index Box Contents**
Each department is responsible for maintaining an index of files in each box. Attach a copy of the index to your copy of the Transmittal and place another copy inside the appropriate storage box.

**Identify the number of boxes**
Use a black felt-tip marker to write the records series Agency Item Number and the temporary box number.

**Stack boxes in one location**

**Prepare the Transmittal Form**
Complete all items according to the instructions for the Transmittal of Records.

- List only the first and last file in each storage box.
- Temporary box numbers on the form must agree with numbers on the boxes.
- Mail (Rt. 0918) or fax (409-747-5910).
- File a suspense copy of the form in your department Records Retention Manual.

A Records Specialist will visit the DRC on site to inspect each box to ensure that:

- Records are not packed too tightly.
- Boxes are only marked with agency item and temporary box numbers in the appropriate locations.
- Boxes are approved letter/legal boxes.
- Boxes are assembled properly.
- Box contents match the Transmittal.
- The contents have been indexed, where applicable.
- No inappropriate items are in the box, (non records, binders, hanging folders etc.).