



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: University
AREA: General

Records Management Policy

I. POLICY

- A. Lamar University is committed to maintaining University records in a manner that ensures their protection and accessibility. This policy sets forth general guidelines regarding management of University records.

II. PURPOSE AND SCOPE

- A. This policy addresses the University's obligations for records management as defined by the Texas Government Code, Chapter 441; the Texas Administrative Code, Title 13, Part 1; and the Texas State Library and Archives Commission (TSLAC).
- B. This policy falls under the authority of all additional federal, State, and Texas State University System (TSUS) statutes, rules, and regulations, including, but not limited to, the TSUS *Rules and Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.
- C. This policy addresses the management of University records to ensure accountability, transparency, and compliance with State and federal laws.

III. DEFINITIONS

- A. **Electronic Record.** See Lamar University glossary.
- B. **Record.** See Lamar University glossary.
- C. **Records Disposition Log (RDL).** See Lamar University glossary.
- D. **Records Management.** See Lamar University glossary.
- E. **Records Management Officer.** See Lamar University glossary.
- F. **Records Retention Schedule (RRS).** See Lamar University glossary.
- G. **Records Series.** See Lamar University glossary.
- H. **Retention Period.** See Lamar University glossary.

IV. POLICY ROLES AND RESPONSIBILITIES

- A. **Data Management Officer:** The Data Management Officer is responsible for leading the University's data governance program, ensuring that data is managed securely, accurately, and in alignment with institutional privacy policies and regulatory requirements.
- B. **University Archives:** The University Archives serves as the official Records Management office for Lamar University. The Records Management Officer is located within the University Archives office. The Archives is responsible for the University's records retention schedule, provides training and guidance to departments, and supports adherence to all applicable state and federal regulations governing University records. The Records Management Officer serves as the primary liaison to the Texas State Library and Archives Commission to ensure alignment with statewide records management standards and practices in compliance with the Texas Government Code, TAC requirements, and institutional policy. The University Archives is in the Mary & John Gray Library.
- C. **Associate Vice President Data and Compliance Systems:** The Associate Vice President, Data and Compliance Systems is responsible for overseeing and managing the University's data.

V. RESPONSIBILITIES-GENERAL

- A. Lamar University records are important assets that must be managed to ensure their protection, accessibility, and the mitigation of institutional risk, including potential exposure and liability.
- B. All records, regardless of format, must be properly created, maintained, retained, and disposed of in accordance with Lamar University's Records Retention Schedule (RRS).
- C. Each affiliated user is responsible for protecting University records and assuring the authenticity, utility, integrity, confidentiality, and availability of University records, from creation to disposition.
- D. The Lamar University Records Retention Schedule (RRS), as certified by the Texas State Library and Archives Commission (TSLAC) Records Management Assistance unit, is the official policy for retaining and disposing of University records (see State Agency Bulletin 4: State Records Management Laws).
- E. The current certified RRS, as well as related forms and information, is available on the Records Management webpage under the Services section of the Lamar University Library home page. Previous versions of the RRS are not valid and should be discarded.
- F. The RRS applies to all University records, regardless of format.
- G. The RRS is designed to accommodate changes in state and federal laws regarding records retention requirements. To avoid conflicting retention periods and outdated retention information, University policy and procedure statements should not specify retention periods and should instead refer only to the record series number and title as listed on the RRS. Should conflicts arise, the RRS is the authoritative source for records retention guidance.

- H. In the event of conflicting retention periods within the RRS, such as when a record serves more than one function or when multiple records are gathered to serve a single function, default to the longest retention period.
- I. The RRS is a dynamic document designed to accommodate the changing functions of the University. All records, regardless of format, must correspond to a record series on the RRS.
- J. The TSUS Office of the General Counsel (OGC) may issue a records hold notice, requiring recipients or IT to immediately stop disposing of specified records. The hold remains until officially lifted in writing by the OGC, after which normal records disposition can resume.
- K. Each affiliated user is responsible for maintaining the integrity of the records they manage, in accordance with the technical standards outlined in State Agency Bulletin 1: Electronic Records Standards and Procedures.
- L. Lamar University Information Technology and Records Management personnel are responsible and authorized for enforcing system-level compliance with the technical standards outlined in State Agency Bulletin 1: Electronic Records Standards and Procedures.
- M. When an employee separates, or in the event that a position or function of the University ceases, the supervising office shall contact the Records Management Office to ensure University records are retained and disposed of in accordance with the applicable Records Retention Schedule (RRS).

VI. RESPONSIBILITIES OF LAMAR UNIVERSITY RECORDS MANAGEMENT OFFICER

- A. The records management officer will comply with the requirement set forth by the State of Texas for all agencies including:
 - 1. following the instructions for the RRS certification and recertification process;
 - 2. submitting the University RRS for certification by the stated deadline; and
 - 3. communicating with the state records analysts during the review process.
- B. Prior to each recertification cycle, the records management officer will work with employees to identify any new records series and to revise any existing series to help ensure the RRS accurately represents all records created by the University.
- C. During the certification period, the records management officer can submit an amendment to the state to request certification of any necessary updates to the RRS. An amendment to the RRS is generally submitted in the middle of the certification period.
- D. The records management officer will research retention for any new or revised record series to ensure the proposed retention meets federal and state laws and best practices.
- E. The records management officer will maintain the certified RRS and the RDL in an online format that will be available to all University employees.
- F. The records management officer will provide training to promote University-wide compliance with the RRS through widespread understanding of retention requirements and procedures for the disposition of University records.

- G. Upon request, the records management officer may provide records consultations to individuals who have attended the basic records management training sessions and may provide customized training to departments and offices.
- H. The records management officer will work with the TSUS Office of the General Counsel to aid with any records hold notice, including reviewing RDLs to help identify any records involved with the hold notice to help prevent disposition of those records until the hold is lifted.

VII. REFERENCES

- A. Texas Government Code 441.
- B. Texas Administrative Code, Title 13, Part 1 (13 TAC 6.10).
- C. Texas State Library and Archives Commission (TSLAC). *State Records Retention Schedule (RRS)*.

VIII. REVIEW AND RESPONSIBILITY

Review Schedule:	Every three years on or before the date the policy was last revised and/or approved.
Responsible Party:	Provost and Vice President for Academic Affairs Records Management Committee
Oversight Responsibility:	Senior Associate Provost of Academic Affairs

IX. APPROVAL

Dr. Brett Welch
Provost and Vice President for Academic Affairs
Approved: 07/20/2026

Dr. Jaime R. Taylor
Lamar University President
Approved: 07/21/2026

POLICY LOG

Version 1

07/13/2026

Policy draft completed.

07/21/2026

Policy approved by Lamar University President.