

# LAMAR UNIVERSITY

## RECORDS MANAGEMENT POLICY

### I. PURPOSE

The purpose of the Records Management Policy is to (1) establish an efficient university-wide records management system for maintaining, identifying, retrieving, preserving and destroying records (2) ensure that records are adequately protected, (3) preserve university history, (4) ensure that records are no longer needed or of no value are destroyed at the appropriate time, and (5) comply with all applicable local, state, and federal laws and regulations.

### II. SCOPE

This policy applies to all records, including all university information and university resources, regardless of format, whether in paper, electronic, microform (e.g. microfilm, microfiches, magnetic tapes, floppy discs, and CD-ROM), or other media.

### III. APPLICABILITY

All employees and/or non-employee representatives who conduct business for or on behalf of the university.

## **Protection and Security of Confidential Information**

Departments must implement practices that protect confidential information contained in university records in accordance with relevant laws and university policies. Such protections must be applied in maintaining active records, the storage of inactive and archival records, and the destruction of expired records.

## **Responding to Records Requests**

Departments must implement practices that allow for efficient compliance and response to any litigation hold notice, internal or external investigation, court order, or other requests for university records in a timely fashion.

## **Physical Storage Facilities Practices**

A department's storage facility practices must ensure the preservation of all university records in their original condition while also insuring efficient retrieval of such records. Departments should secure any physical on-campus storage facility to avoid unauthorized access. In addition, such facility and set up should protect such records from possible physical damage such as: pest infestation, fire, water damage, and damage from magnets (e.g. digital data on magnetic storage media).

## **Retention Practices**

- University records must be retained in hardcopy form unless it is converted to electronic format (e.g. Xtender, etc.).

- Electronic records, such as e-mails, pdfs, and other electronic documents that are not retained in a university centrally managed system should be printed in a hard copy form in a manner that preserves their original content and form.
- Electronic records stored within a university centrally managed system must comply with the requirements under above and other applicable university policies.

## **Destruction**

If anyone on campus has a record they believe has historical value, please contact the university archivist. If the archivist agrees, it should be transferred to University Archives. Otherwise, all records should be destroyed after their retention period has expired.

## **Hardcopy Destruction**

Expired records in hardcopy form that do not contain confidential information should be recycled. Expired records in hardcopy form that do contain confidential information should be shredded in a manner that makes them unreadable and that would prevent them from being reconstructed. Security of the expired records should be maintained until proper destruction is actually performed.

## **Electronic Records**

Devices of other media that store electronic records (e.g. jump drives, CDs,) should be destroyed in a manner consistent with media sanitization methods which include disintegration, incineration, pulverization or melting. The type of sanitization required will depend on the device as well as the nature of the information contained in the

device. Such destruction methods require trained professionals and should be conducted by authorized personnel.

Overall, there are many benefits to participating in Records Management:

- Organized files
- Ability to find materials quickly and reliably
- More office space
- More efficient use of space
- Lower costs
- Security
- Compliance with Texas State law and TSUS rules
- Better decision making based on complete, reliable, and authoritative information
- Accountability and responsibility for maintenance of records at the appropriate levels.

Penny Clark, University Archivist, 6/1/17