

# RECORDS AND INFORMATION MANAGEMENT

WHAT EVERYONE NEEDS TO KNOW ABOUT  
UNIVERSITY RECORDS

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PART ONE: WHAT IS  
RECORD INFORMATION  
MANAGEMENT?

## Objectives



Define a Record

Define records management



Understand legal requirements for RIM

# RECORDS AND INFORMATION MANAGEMENT

## CONCEPTS



# What is a Record?

...any written, photographic, machine-readable, or other **recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of state business or use of public resources...**

Texas Government Code 441.180(11)

# But what does it mean?

- **Written, photographic, machine-readable, or other recorded information**  
– this means that a record can be in any format.
- It does not matter if it is a piece of paper, an email, or a video recording, **the rules are the same**
- If it can be **recorded and viewed again another day**, then it can be a record

Created or received by or on behalf of a state agency or an elected state official.

- For the purposes of the *Texas Government Code*, **LU is considered a state agency**.
- Many of the records we have will be created by **staff and faculty**, but others may be received from others, such as **universities, agencies**, even private citizens, like our **students** or their **parents**.
- Records received or created by **contractors** for LU are also state records if created while doing business for LU. Those records need to be managed accordingly.

# **Records document activities and use of public resources**

- **Evidence of our activities and our use of resources, including not only money but staff time, buildings, equipment, etc.**
- **Records show that we are fulfilling our responsibilities to the people of Texas and doing it according to state and federal law and our own policies and procedures.**

# Our Records are State Records



**Records created using state resources or conducting state business belong to the people**



**Records management law allows federal and state agencies to apply limits to the time that government records are available.**

# MANAGING RECORDS





## What is Records Management?

Records management means the application of management techniques to the creation, use, maintenance, retention, preservation, and destruction of state records for the purposes of improving the efficiency of recordkeeping, ensuring access to public information under [Chapter 552](#), and reducing costs.

# Simply put...



It's about having a system for knowing


what you have,  
where you keep it,  
how long you should keep it, and  
when (and how) you should dispose of it.



Consistency...the most important thing.



Leads to an effective records management program



# Who is responsible for records management?

As employees of the State of Texas we are ALL responsible for records management.

Who can help answer questions about records management, records retention and records disposal?

Records Management Officer



# Questions?

- Have questions about records management at Lamar?
  - Contact:
  - **Dr. Theresa Hefner-Babb**
  - Associate Dean of the Library
  - Records Management Officer
  - Email: [storey@lamar.edu](mailto:storey@lamar.edu)
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