

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.5	Information Management Client Support Services	Revised:	
Policy 5.5.7	Electronic Information Retention	Responsibility:	Vice President for Academic Administration

ELECTRONIC INFORMATION RETENTION

Overview

As a state institution, the University must maintain its informational records in accordance with record retention schedules filed via The University of Texas System with the Texas State Library and approved by the State Archives Commission and State Auditor's Office. These schedules apply to electronic documents in the same way they apply to paper documents. Employees must familiarize themselves with the retention periods that apply to the kinds of information they create or receive. The University's [Records Retention Schedule](#) establishes the retention requirements for University documents and specifies the official custodian of each type of document. The schedule establishes the minimum time period to retain records and authorizes the destruction of records at the end of the retention period, if there are no specific compelling reasons for further retention (e.g., an audit anticipated or in progress). The schedule gives the institution the right to dispose of University records; it is important that records are destroyed in a systematic way in conformance with the retention schedule. See [Section 2.2.1](#), "Records and Information Management and Retention", in the *Handbook of Operating Procedures*.
