Sec. 1. **Definitions**

A. “Custodian” means the appointed or designated UT Tyler University Academy official who is in charge of an office that creates or receives local government records.

B. “Essential record” means any UT Tyler University Academy record necessary to the resumption or continuation of operations of UT Tyler University Academy in an emergency or disaster, to the recreation of the legal and financial status of UT Tyler University Academy, or to the protection and fulfillment of obligations to the people of the state.

C. “Permanent record” or “record of permanent value” means any record for which the retention period on a records retention schedule issued by the Texas State Library and Archives Commission is given as permanent.

D. “Records” means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic media, or other information-recording media, regardless of physical form or characteristic, and regardless of whether public access to it is open or restricted under the laws of Texas, created or received by UT Tyler University Academy or any of its officers or employees, pursuant to law or in the transaction of public business. The term “records” does not include:

1. Extra identical copies of documents created only for convenience of reference or research by UT Tyler University Academy officers or employees;
2. Notes, journals, diaries, and similar documents created by UT Tyler University Academy officers or employees for the officer’s or employee’s personal convenience;
3. Blank forms, stocks of publications, and library and museum materials acquired solely for purposes of reference or display; or
4. Copies of documents in any media furnished to members of the public to which they are entitled under the Texas Public Information Act or other state law.

E. “Records control schedule” means a document prepared by or under the authority of a records management officer listing the records maintained by UT Tyler University Academy, their retention periods, and other records disposition information that the UT Tyler University Academy records management program may require.

F. “Records management” means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of record keeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographic and electronic and other records storage systems.
G. “Records Liaison Officers” means the persons designated under Section 9 of this policy.

H. “Records Management Officer” means the person designated in Section 4 of this policy.

I. “Records management plan” means the plan developed under Section 6 of this policy.

J. “Records Retention Schedule” means a document issued by the Texas State Library and Archives Commission under authority of Subchapter J, Chapter 441, Government Code, establishing mandatory retention periods for local government records retained by UT Tyler University Academy.

K. “Retention period” means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

Sec. 2. **RECORDS DECLARED PUBLIC PROPERTY**

All records as defined in Section 1-C of this policy are hereby declared to be the property of UT Tyler University Academy. No UT Tyler University Academy official or employee has, by virtue of his or her position, any personal or property right to such records, even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

Sec. 3. **POLICY**

As a department of The University of Texas at Tyler, the UT Tyler University Academy will abide by the university’s established records management policies as defined at [https://www.utttyler.edu/recordsretention/](https://www.utttyler.edu/recordsretention/)

Sec. 4. **RECORDS MANAGEMENT OFFICER**

The UT Tyler VP of Business Affairs will serve as Records Management Officer for UT Tyler University Academy as provided by law, and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

Sec. 5. **DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS AND PRINCIPALS**

In addition to other duties assigned in this policy, department heads and principals shall:
a. Cooperate with the Records Management Officer in carrying out the policies and procedures established by UT Tyler University Academy for the efficient and economical management of records and in carrying out the requirements of this policy;

b. Adequately document the transaction of government business and the services, programs, and duties for which the department head, principal, and his or her staff are responsible; and

c. Maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of UT Tyler University Academy and the requirements of this policy.

Sec. 6. DESIGNATION OF RECORDS LIAISON OFFICERS

Each department head and principal shall designate a member of his or her staff to serve as a Records Liaison Officer for the implementation of the records management program in the department and/or campus.

If the Records Management Officer determines that in the best interests of the records management program more than one Records Liaison Officer should be designated for a department or campus, the department head or principal shall designate the number of Records Liaison Officers specified by the Records Management Officer.

Persons designated as Records Liaison Officers shall be thoroughly familiar with all records created and maintained by the department.

In the event of the resignation, retirement, dismissal, or removal by action of the department head or principal of a person designated as a Records Liaison Officer, the department head or principal shall promptly designate another person to fill the vacancy.

A department head or principal may serve as Records Liaison Officer for his or her department or campus.

Sec. 7. DUTIES AND RESPONSIBILITIES OF RECORDS LIAISON OFFICERS

In addition to other duties assigned in this policy, Records Liaison Officers shall:

a. Conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;
b. In cooperation with the Records Management Officer, coordinate and implement the policies and procedures of the records management program in their department; and

c. Disseminate information to department staff concerning the records management program.

d. Bring to the attention of the Superintendent non-compliance by department heads, principals, or other UT Tyler University Academy personnel with the policies and procedures of the records management program or the Local Government Records Act.