



# Standard Administrative Procedure (SAP)

## 61.99.01.L0.01 Retention of State Records

**First Approved:** January 1, 2010  
**Revised:** April 26, 2018  
December 2, 2021  
October 28, 2024  
**Next Scheduled Review:** October 28, 2029

---

### Procedure Statement and Reason for Procedure

The purpose of this SAP is to establish guidelines for the retention and disposition of Texas A&M International University (TAMIU) state records in order to comply with [The Texas A&M University System \(System\) Records Retention Schedule](#) and state law.

---

### Procedures and Responsibilities

#### 1. GENERAL

- 1.1 The TAMIU President has designated the Director of Compliance or designee(s) as the TAMIU Records Officer. The TAMIU Records Officer shall manage the retention and disposition of TAMIU state records.
- 1.2 TAMIU state records must not be destroyed or otherwise disposed of unless approved by the TAMIU Records Officer or designee using TAMIU's [Records Destruction Form](#) available on the Office of Compliance webpage under the "Records Management" tab.
- 1.3 Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the [System Records Retention Schedule](#), whichever is later. It is the responsibility of the TAMIU Records Officer to identify any additional records that are subject to federal audit and ensure they are retained accordingly.

- 1.4 A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of a retention period set forth by the Texas State Library and Archives Commission or the [System Records Retention Schedule](#). The record must be retained until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

## 2. SHREDDING

- 2.1 Once a year, the Office of Purchasing & Support Services will coordinate with all TAMIU departments for the shredding of physical records which no longer need to be maintained in accordance with the [System Records Retention Schedule](#) and state law.
- 2.2 An independent and private company is contracted to come to the campus to destroy/shred physical records. All TAMIU departments should identify and maintain security controls over the records before releasing them for shredding.

---

## Related Statutes, Policies, Regulations, or Rules

---

[System Regulation 61.99.01, \*Retention of State Records\*](#)  
[System Records Retention Schedule](#)  
[Texas Administrative Code, Title 13, Part 1, Chapter 6, Subchapter A, §6.10](#)  
[Government Code, §441.187\(b\)](#)

---

## Contact Office

---

Office of Compliance, 956-326-2855