ECE Records Management Procedures - Staff

Management of Master Records

The ECE Record Retention Database will be developed to list master records managed in the department. The database is updated when the UT Records Retention Schedule (UTRRS) is recertified or amended. A review of retention requirements listed in the Departmental Records worksheet/database will be checked against the UTRRS online prior to the annual review and purge process. The database will be kept with the file and will be managed by ECE Staff.

Records Management Procedures

The ECE database will include all pertinent information relating to each record including:

b. UTRRS Code
c. Record Series Title
d. Retention Period
e. Archival Requirement
f. Vital Status
g. Master/Convenience Copy/Transitory
h. A “Notes” column to document retention information and disposition of each record.

Schedule for Annual Review of Records, UTRRS and Records Management

1. The worksheet/database will be conducted by ECE staff. A Request to Dispose of Records form will be completed by the Designated Department Record Management Contact and signed by the Designated Department Record Management Signee.

Master Records

- Master records will be managed according to the UTRRS retention requirements. The ECE Record Retention Database will contain the disposition of specific categories and classes of documents.

Quality Control of Master Records Stored or Created in a University Image Retrieval System

- ECE will keep a convenience copy of all records sent to the Image Retrieval System. These copies will be retained in the department for the length of time required for the original master record or until no longer administratively valuable.
- ECE staff will review the viability and irretrievability of all imaged records on an annual basis.
- The signed [Departmental Management of Imaged Master Records Acknowledgement](#) is included as part of this records management plan.

Master Records Created and/or Stored as Electric Copies in the Department

- Records Scanned and retained as images in the department: ECE will follow the guidelines set forth in the Departmental Management of Imaged Master Records Acknowledgement form.
- Disposition of specific categories and classes of documents are set forth in the ECE...
records inventory.

- **ALL** VP7’s, VP1’s, VP2’s, VPE’s, VE5’s VP5’s documents are all electronic and can be retrieved online.
- **ECE** will review the viability of all storage and retrieval technologies on an on-going basis and will transfer records to up-dated technologies when needed.

### Email Records

- All email correspondence containing administrative and general correspondence will be organized in separate outlook folders until retention requirements have been met or the correspondence is no longer administratively valuable.
- All email correspondence associated with a specific project or event will be organized in folders with other associated project records until all records in that series have met their retention requirements or are no longer administratively valuable.
- All correspondence containing transitory information will be deleted after the purpose of the correspondence has been fulfilled.
- All retained emails will be transferred to folders where they can be easily retrieved and organized until their retention requirements are met.
- When an ECE staff member leaves the department, their email master records will be transferred to a common folder where they can be managed by the department until the retention requirements are met.
- **ECE** will retain the emails in an electronic format that allows the retention of transmission data

### Transitory Information

- **ECE** will dispose of all transitory information once it has served its purpose.
- The person who creates or receives transitory information must determine when it has served its purpose.
- **ECE** staff will set a calendar reminder to purge all transitory information once a month.

### Confidential Records

- All confidential electronic records will be stored in a secure, password protected off network device or location.
- All confidential paper records will be stored in a secure locked location the department currently has in place to house documents that contain category one data.

### Procedures for Destruction of Records

- **ECE** will on an annual basis destroy any records that have met their retention requirements or no longer have administrative value.

### Destruction of Confidential Records

- **ECE** will destroy confidential records using the department shredder when feasible.
  - **ECE** will make sure any shredder purchased by the department is level 3 or higher.
  - Shredding will be performed by regular ECE staff member who is certified by the university as being in a position of special trust.
  - Shredded material will be placed in blue recycle bins
Destruction of records that do not contain confidential or sensitive information

- **ECE** will recycle all paper documents that do not contain confidential information.
- **ECE** will use Austin Task for large volumes of material.
- Electronic or email records will be deleted.