Standard Administrative Procedure (SAP)

61.99.01.L1.01 Shredding Expired Records

Approval Date: January 1, 2010
Next Scheduled Review Date: January 1, 2013

Standard Administrative Procedure Statement

The Standard Administrative Procedure will ensure compliance with A&M System Records Retention Schedule and state Law.

Procedures and Responsibilities

Once a year on or around August 31st, the Associate Vice President for Administration will coordinate with the departments of Finance and Administration for the shredding of records which no longer need to be maintained in accordance with the State of Texas records retention schedule.

An independent and private company will be contracted (i.e., Shred-It) to come to the campus to destroy/shred records at the TAMIU receiving dock. All finance and administration departments should identify and maintain security controls over the records before releasing them to the TAMIU receiving dock for shredding. All documents with security-sensitive information will be overseen by department personnel to mitigate risk until the shredding process is complete.

CAUTION: Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in this schedule, whichever is later. This schedule has identified some of these records. It is the responsibility of each A&M System Member Records Officer to identify any additional records that are subject to federal audit and ensure they are retained accordingly.

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 for the record set by the Texas State Library and Archives Commission or in the approved records retention schedule of the agency 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.

Related Statutes, Policies, Regulations, Rules or Requirements

System Regulation 61.99.01, Record Retention
Texas Administrative Code, Title 13, Chapter 6, Section 6.10
Government Code, §441.187(b)

Contact Office

For clarification or interpretation, contact the Office of the VP for Finance and Administration.