



# Standard Administrative Procedure (SAP)

## 61.99.01.L0.01 Shredding Expired Records

First Approved: January 1, 2010  
Revised: April 26, 2018  
Next Scheduled Review: April 26, 2023

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### Procedure Statement and Reason for Procedure

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The purpose of this SAP is to ensure compliance with the [Texas A&M University System \(TAMUS\) Records Retention Schedule](#) and state law.

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### Procedures and Responsibilities

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Once a year, the Office of Purchasing & Support Services will coordinate with all University departments for the shredding of records which no longer need to be maintained in accordance with the State of Texas or the [TAMUS Records Retention Schedule](#).

An independent and private company is contracted to come to the campus to destroy/shred records. All University departments should identify and maintain security controls over the records before releasing them for shredding.

University records must not be destroyed or otherwise disposed of unless approved by the University Records Officer or designee using the *University Records Destruction Form* available on the Public Relations, Marketing, and Information Services (PRMIS) webpage.

**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. It is the responsibility of the University 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 [TAMUS Records Retention Schedule](#) 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.

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## **Related Statutes, Policies, Regulations, or Rules**

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

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## **Contact Office**

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