



TEXAS A&M INTERNATIONAL UNIVERSITY

Office of Compliance

RECORDS RETENTION CERTIFICATION FORM

As part of The Texas A&M University System, Texas A&M International University (TAMIU) is committed to maintaining an active and continuing State Records Management Program in compliance with federal and state law. As defined in System Regulation 61.99.01, *Retention of State Records*, **records management** is “the application of management techniques to the creation, use, maintenance, retention, preservation and destruction of state records for the purposes of improving the efficiency of recordkeeping, ensuring access to public information under the Public Information Act and reducing costs.”


In commitment to the State Records Management Program, TAMIU requires that every 6 months, all employees at a level of department/unit head and above review, identify, and dispose records of their department/unit that are eligible for destruction.

Completing and returning this form to the TAMIU Office of Compliance provides your confirmation that the aforementioned has been conducted and that your department/unit is in full compliance with TAMIU’s State Records Management Program.

By checking this box, I certify that I have reviewed, identified, and disposed records of my department/unit that are eligible for destruction, in concert with the approved System Records Retention Schedule (<https://assets.system.tamus.edu/files/legal/pdf/System-Records-Retention-Schedule.PDF>). In doing so, I certify that my department/unit is compliant with TAMIU’s State Records Management Program.

Name (print)

Title (print) *Department (print)*

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Signature *Date*

**Please sign, date, and promptly submit this form
to the Office of Compliance
via email at RecordsManagement@tamiu.edu.**