

# RECORDS RETENTION AND MANAGEMENT BASICS

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What you need to know

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# WHAT YOU NEED TO KNOW

- Define and identify records and state records
- Discuss records management programs and record life cycle
- Briefly review regulations
- Explain retention schedule
- Review forms and procedures at A&M-Corpus Christi

“ Records management is knowing what you have, where you have it and how long you have to keep it. ”

# RECORDS ARE EVERYBODY'S BUSINESS

Records are retained because of various needs...

- Administrative
- Financial
- Legal
- Historical



# WHAT IS RECORDS MANAGEMENT?

Records management is the application of management techniques to the...

- Creation
- Use
- Maintenance
- Retention

of state records.

Records management also supports...

- Ensuring access to public information
- Reducing costs

<https://www.tamus.edu/legal/records-management/>



# WHAT IS A RECORD?

- The definition used by the Texas A&M System is “any written, photographic, machine-readable, or other **recorded information created or received by or on behalf of the university** that documents the activities of the organization.”
- Records include books, letters, documents, printouts, photographs, film, tape, microfiche, photostats, sound recordings, maps, drawings, and a voice, data, or video representation held in computer memory.



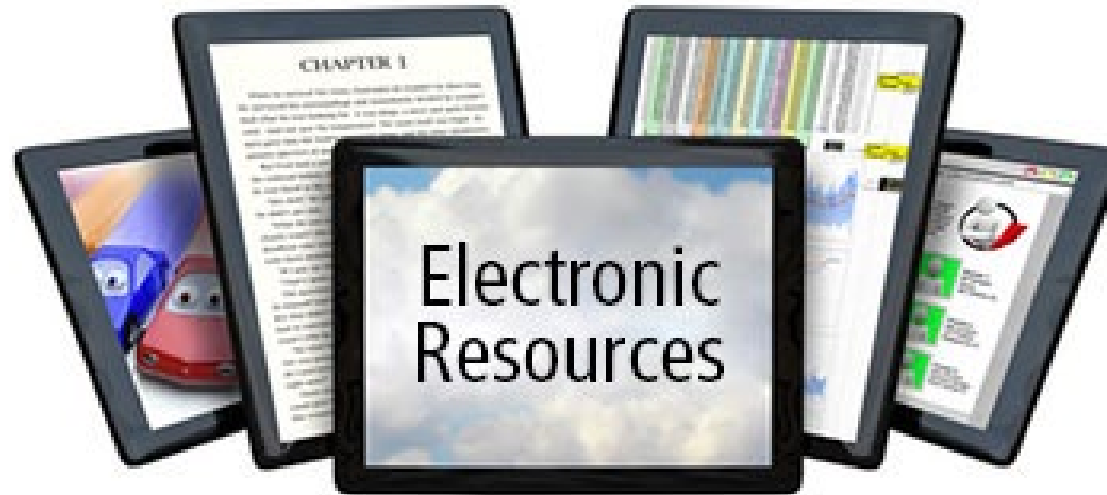
# DEFINITIONS OF RECORD TYPES

- **State Record:** Any written, photographic, or other recorded information created or received by or on behalf of a state agency . . . that documents activities in the conduct of the state business or the use of public resources.
- **Copies of Record:** The official state record kept on file as the original or master copy and maintained by the institution for the total retention period. These records are subject to the retention schedule and must be disposed of in a timely manner according to the retention schedule. Failure to do so results in non-compliance. Copies of record require approval prior to destruction or disposition.
- **Convenience Copies:** All other copies of the copy of record that were created for convenience, reference, or research. Convenience copies can be destroyed at any time but must be destroyed by the end of the retention period. They cannot be kept longer than the record copies. If a convenience copy is kept longer than the record copy it becomes a copy of record and results in non-compliance.
- **Transitory Records:** Records that have temporary usefulness and are needed only for a limited time for the completion of a particular action. These records are not essential to the documentation of an agency's functions, they are not a part of any record series, and they are not listed in the Records Retention Schedule. These records can be disposed of without approval. Examples include telephone messages, internal meeting notices, draft documents, etc.
- **Inactive Records:** Records that are referred to infrequently but must be maintained until the retention period is over.
- **Active Records:** Records that are needed to perform current operations or duties. They are accessed frequently and should be near the user.

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- **Active Records:** Records that are needed to perform current operations or duties. They are accessed frequently and should be near the user.

# WHAT ABOUT ELECTRONIC RECORDS?



- Electronic records should be managed exactly the same way you manage your paper files.
- Emails received on office computers fall under the definition of state record and must be treated as such according to the **content** of the email and based on the requirements of the retention schedule.



# BACK TO E-MAIL

## What Do I Need to Keep?

Ask yourself these three questions:

1. Is this a record?

2. Is it related to my job?

3. Am I the Custodian?

### These e-mails are NOT records:

- Personal e-mail
- Courtesy Copies (CC's)
- Unsolicited e-mail
- Convenience Copies
- Spam

### If the content is NOT related to your job:

- Delete the e-mail
- Forward the e-mail

### If you are the NOT custodian:

- Forward the e-mail to your manager
- Delete the e-mail

### If you ARE the custodian:

- Keep and File the e-mail

# ARCHIVAL STATE RECORD

- A state record of enduring value that will be preserved on a continuing basis for posterity. Examples include historical documents like university yearbooks, commencement programs, etc.
- See TAMU-CC procedure [61.99.01.Co.01](#): Collection of Archival State Records



# RECORDS MANAGEMENT IS MORE THAN FILING PAPERWORK

## The objectives of a records management program include

- Improved efficiency
- Identification and protection of confidential records
- Identification and protection of vital state records
- Preservation and protection of historical records for archival purposes
- Proper management of state records for efficient retrieval and disposal

## The benefits of a records management program include

- Compliance with legal requirements
- Avoidance of adverse consequences during litigation, investigation or audit
- Increases in efficient use of resources
- Protection, control and maintenance of state records
- Easy and accurate access to state records for open records requests
- Enhanced business continuity



# LEGAL HOLD

- A legal hold is a process to ensure that records are not destroyed or altered while a lawsuit or similar event is pending



# RECORD RETENTION CAUTION

- A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of action and the resolution of all issues that arise from it.
- A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

# RELEVANT REGULATIONS

# TEXAS GOVERNMENT CODE

## Chapter 441. Libraries and Archives

Subchapter L. Preservations and Management of State Records and Other Historical Resources

# TEXAS ADMINISTRATIVE CODE

## Title 13. Cultural Resources

Part 1. Texas State Library and Archives Commission

Chapter 6. State Records

Subchapter A. Records Retention Scheduling

Subchapter B. Microfilming Standards and Procedures for State Agencies

Subchapter C. Standards and Procedures for Management of Electronic Records

# TEXAS PENAL CODE

## Section 37.10. Tampering with Governmental Record

(a) A person commits an offense if he:

- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
- (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record;
- (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record;
- (4) possesses, sells, or offers to sell a governmental record or a blank governmental record form with intent that it be used unlawfully;
- (5) makes, presents, or uses a governmental record with knowledge of its falsity; or
- (6) possesses, sells, or offers to sell a governmental record or a blank governmental record form with knowledge that it was obtained unlawfully.



# SYSTEM RECORDS RETENTION SCHEDULE

Texas A&M System Regulation [61.99.01](#) Retention of State Records

- Statement: "The Texas A&M University System (system) will maintain an active and continuing state records management program in compliance with federal and state law."
- Reason: "The system recognizes the need for all members to manage and retain state records according to The Texas A&M University System Records Retention Schedule (Schedule) an applicable law."



# SYSTEM RECORDS RETENTION SCHEDULE

## Texas A&M System Regulation 61.99.01 Retention of State Records

- 1.4.3 Each system member's records retention procedures must require that state records may not be destroyed or otherwise disposed of unless approved in writing by the records officer or designee using that system member's records destruction form.
- 2.2 State records listed on the Schedule cannot be destroyed until the designated retention period has expired and the system member records officer or designee has approved the destruction pursuant to this regulation and member procedures.
- Transitory information may be destroyed when the purpose of the record has been fulfilled and the records officer or designee is not required to approve such destruction.



# Texas A&M University System Records Retention Schedule

- Recertified every 3 years by the Texas State Library and Archives Commission
  - Last revision was **August 2024**
- Applies to the entire TAMU System
- Grouped into 7 records series
  - Administration records
  - Electronic data processing records
  - Personnel records
  - Fiscal records
  - Support services records
  - Student records
  - Agency program records

[Records Retention Schedule](#)

# Locating the Records Retention Schedule

Mary and Jeff Bell Library

Records Management webpage:

<https://www.tamucc.edu/library/research/records-management/>

The screenshot shows the Mary and Jeff Bell Library website. The top navigation bar includes links for "Mary and Jeff Bell Library", "Find Materials", "Research & Help", "Borrow & Request", "Visit & Study", and "About the Library". The "Research & Help" menu is open, showing options like "Ask Us/FAQ", "Research Guides by Subject", "Off-Campus Users", "Records Management", "Scholarly Communications", "Instruction & Workshops", and "Open Education Resources". The "Records Management" option is highlighted with a red circle. Below the navigation bar, there is a search bar with the text "Get started with a quick search." and a "Search" button. To the right, there is an "ASK US" section with icons for chat, phone, mobile, email, and user profile. Below the "ASK US" section, there is a list of records management resources, including "Records Retention Schedule and Forms", "Record Retention Schedule", "Records Destruction Form", "Records Destruction Form Additional Page", "Records Destruction Form Instructions", "Records Retention Label Form", and "Records Storage Manifest Form".

Mary and Jeff Bell Library Find Materials **Research & Help** Borrow & Request Visit & Study About the Library

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Open Education Resources

Get started with a quick search. Search

ASK US

Records Retention Schedule and Forms

- Record Retention Schedule
  - Records Destruction Form
  - Records Destruction Form Additional Page
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  - Records Storage Manifest Form



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2021-07

**Retention Codes (field 7)**

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

FE – Fiscal year end  
 LA – Life of Asset  
 PM – Permanent  
 US – Until Superseded

**Archival Codes (Field 10)**

A/I – Transfer to State/University Archivist  
 R/O – Review by State/University Archivist  
 E – Exempt from archival review and transfer

**Texas A&M System Records Retention Schedule (8th Recert., Amend. 1, e.f. 08/30/2021)**

1. Agency Code: 710		2. Agency Name: Texas A&M System Office									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
01.100.10	1.1.002	Audits	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency audits	AC	7			AC=Publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	
01.100.20		Compliance Program Records	Records documenting TAMUS/System Member compliance activities.	AC				AC=Retain the longer of applicable federal or state laws or regulations, TAMUS requirements, or administrative value.		Note: This applies to compliance program records not covered by another records series.	
01.100.30		Civil Rights Complaint Records	Records related to the receipt, investigation, and resolution of a complaint alleging the violation of an individual's civil rights.	AC	3			AC=Final disposition of the complaint or longer as required by state or federal law.		Note: Employee or student disciplinary records arising from the complaint should be retained in accordance with the applicable retention periods (for employees, see Agency Item Nos. 03.109.10 or 03.110.10; for students, see Agency Item No. 06.218.10). This item also does not include a complaint filed with an external enforcement agency, follow Item No. 1.1.048.	



**THE TEXAS A&M UNIVERSITY SYSTEM**  
Records Retention Schedule

Retention Codes (Field 7)

AC – See field 9 for specific records series definition  
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Texas A&M System Records Retention Schedule (9th Recert., eff. 08/26/2024)

1. Agency Code: 710		2. Agency Name: Texas A&M System Office									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
01.100.10	1.1.002	Audits	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC	7			AC = Publication or release of final audit findings.		The State Auditor's Office (SAO) retains any copies of its audits performed on Texas state agencies. See RSIN 5.4.018 and 5.4.019 for Audit Plan records.	
01.100.20		Compliance Program Records	Records related to the receipt, investigation, and resolution of a complaint alleging the violation of an individual's civil rights.	AC				AC = Retain the longer of applicable federal or state laws or regulations, TAMUS requirements, or administrative value.		Note: This applies to compliance program records not covered by another records series.	
01.100.30		Civil Rights Complaint Records-Other than Title IX Complaints	Records related to the receipt, investigation, and resolution of a complaint alleging the violation of an individual's civil rights.	AC	3			AC = Final disposition of the complaint or longer as required by state or federal law.		Note: See RSIN 15.5.010 for Title IX Complaint records and AIN 03.107.10 for employee grievance records (non-civil rights). Employee or student disciplinary records arising from the complaint should be retained in accordance with the applicable retention periods (for employees, see 03.109.10 or 03.110.10; for students, see 06.218.10). This item also does not include a complaint filed with an external enforcement agency, follow RSIN 1.1.048.	

# Before

01.100.30		Civil Rights Complaint Records	Records related to the receipt, investigation, and resolution of a complaint alleging the violation of an individual's civil rights.	AC	3		AC=Final disposition of the complaint or longer as required by state or federal law.	Note: Employee or student disciplinary records arising from the complaint should be retained in accordance with the applicable retention periods (for employees, see Agency Item Nos. 03.109.10 or 03.110.10; for students, see Agency Item No. 06.218.10). This item also does not include a complaint filed with an external enforcement agency, follow Item No. 1.1.048.	
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# After

01.100.30		Civil Rights Complaint Records-Other than Title IX Complaints	Records related to the receipt, investigation, and resolution of a complaint alleging the violation of an individual's civil rights.	AC	3		AC = Final disposition of the complaint or longer as required by state or federal law.	Note: See RSIN 15.5.010 for Title IX Complaint records and AIN 03.107.10 for employee grievance records (non-civil rights). Employee or student disciplinary records arising from the complaint should be retained in accordance with the applicable retention periods (for employees, see 03.109.10 or 03.110.10; for students, see 06.218.10). This item also does not include a complaint filed with an external enforcement agency, follow RSIN 1.1.048.	
01.100.31	15.5.010	Title IX Complaints	Title IX complaints, investigations, and determination of responsibility, including informal resolution or appeal.	AC	7		AC = Final resolution of issue and appeals.		34 CFR 106.45(b)(10).



THE TEXAS A&M UNIVERSITY SYSTEM  
Records Retention Schedule

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					Years	Months	Days				
06.040.10	15.2.01 1	Faculty Grade Book	Faculty grade books showing students' performance in the course and work completed. Includes grade sheets and other materials that permit a reconstruction of a student's graded performance in a course.	AC				AC = Expiration of grade appeal period.		Formerly 01.406.10 See RSIN 15.2.012 for official Registrar copies of grades.	
06.050.10	15.1.00 6	Standardized Test Administration Records	Records of the services rendered to clients for standardized tests and admissions exams for partner organizations, such as SAT, ACT, GRE, MCAT, PCAT, GMAT, NTE, VCAT, and TOEFL. May include but not limited to: testing rules and regulations; rosters of test takers; seating charts; and supervisors' reports.	AC	1			AC = End of testing period.		CAUTION: Testing centers must retain records of testing according to the procedures and requirements established by the contracting organization. CAUTION: This series does not include test scores. See RSIN 4.1.009 for testing payment vouchers.	
06.060.10	15.1.00 7	Residency Affidavits and Documentation	Affidavits and declarations filed by students regarding state residence status which is critical for determining tuition status.	AC	3			AC = Graduation, or date of last attendance.		See RSIN 15.1.002 for residency classification forms submitted by applicants who did not enroll.	Texas Education Code, 54.052.



# RECORDS DISPOSAL





# RECORDS DESTRUCTION

- Records that require shredding
  - Financial records with account numbers, credit cards numbers, etc.
  - Any document with personally identifiable information
  - Personnel files
  - Student records
  - Reports containing non-public information
- Each department should have a designated records coordinator.
- Departments must complete and submit a Record Destruction Form for approval prior to destroying any state records.



# RECORDS DESTRUCTION – OLD FORM

 Texas A&M University – Corpus Christi RECORDS DESTRUCTION FORM				
Department				
Date	Office Address		Telephone	
Retention Schedule Agency Item #	Description of Records	Date Range From –To (mm/yy)	Retention Period	Medium
<b>Departmental Certification/Request for Destruction</b>  <input type="checkbox"/> We certify that these state records are past the retention period specified by The Texas A&M University System Records Retention Schedule and that all audit and administrative requirements have been satisfied.  <b>CAUTION:</b> 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 the retention period. The record must be retained until 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. Tex. Gov't Code § 441.187(b). 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.				
Required Approval		Departmental Destruction		
Department Records Coordinator	Date	Date of Records Destruction		
Department Head	Date	Destruction Method Shredding ___ Electronic ___		
University Records Officer		Destruction Witness		

 The Texas A&M University – Corpus Christi RECORDS DESTRUCTION FORM				
Department				
Date	Office Address		Telephone	
Retention Schedule Agency Item #	Description of Records	Date Range From –To (mm/yy)	Retention Period	Medium
Department Records Coordinator		Date:		
Department Head		Date:		
University Records Officer		Date:		



# RECORDS DESTRUCTION FORM – SECTION 1

- Use the [Records Retention Schedule](#) to fill in agency item number and retention period on section 1 of the form.

<b>Retention Schedule Agency Item #</b>	<b>Description of Records</b>	<b>Date Range From – To MM/YY-MM/YY</b>	<b>Retention Period <i>Example: AC+3 yrs</i></b>	<b>Medium Paper or Electronic</b>
01.401.10	Class Exams	01/19 - 05/19	AC + 1 yr	Paper
06.207.10	Change of course (add/drop)	09/14 - 08/16	AC + 1 yr	Paper
03.101.10	Application for employment - Hired	09/10	AC + 5 yrs	Electronic



# STATE OF TEXAS Records Retention Schedule

SLR 105  
Rev. 2021-07

### Retention Codes (field 7)

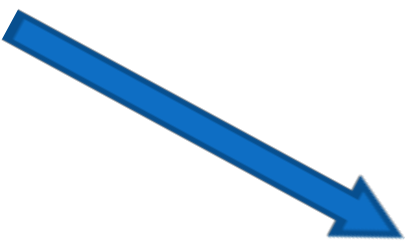
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### Archival Codes (Field 10)

A/I – Transfer to State/University Archivist  
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 E – Exempt from archival review and transfer

Note: Moved to 06.015.10 in 2024.  
(Academic records moved to section 06)

1. Agency Code: 710		2. Agency Name: Texas A&M							
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Retention Code	8. Retention Period	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
01.401.10		Completed Class Tests and Examinations, Students' Course Papers		AC	1	AC=Academic term			



Retention Schedule Agency Item #	Description of Records	Date Range From – To MM/YY-MM/YY	Retention Period <i>Example: AC+3 yrs</i>	Medium Paper or Electronic
01.401.10	Class Exams	01/19 - 05/19	AC + 1 yr	Paper

# RECORDS DESTRUCTION FORM – SECTIONS 2 & 3

- Mark the certification box →

## Section 2: Departmental Certification/Request for Destruction

We certify that these state records are past the retention period specified by The Texas A&M University System Records Retention Schedule and that all audit and administrative requirements have been satisfied.

**CAUTION:** 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 the retention period. The record must be retained until 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. Tex. Gov't Code § 441.187(b). 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.

- Send form to [recordretention@tamucc.edu](mailto:recordretention@tamucc.edu) for final approval →

## Section 3: Required Approval

Department Records Coordinator:	Denise Morgan	<i>Denise Morgan</i>	04/11/2022
	<small>Print</small>	<small>Sign</small>	<small>Date</small>
Department Head:	Richard Coffin	Digitally signed by Richard Coffin	04/11/2022
	<small>Print</small>	<small>Sign</small>	<small>Date</small>
University Records Officer:	Dr. Catherine Rudowsky		
		<small>Sign</small>	<small>Date</small>

Submit document to [recordretention@tamucc.edu](mailto:recordretention@tamucc.edu) for University Records Officer approval.

# RECORDS DESTRUCTION FORM – SECTION 4

- After University-level approval is given, then the department will destroy the records and complete section 4 of the form.
- Aim to destroy records within 30-60 days of receiving approval.
- The destruction process is complete when section 4 is filled in and the completed form has been returned to [recordretention@tamucc.edu](mailto:recordretention@tamucc.edu).

## Section 4: Departmental Destruction

**Final Step:** Only after the University approved form is returned to the department, may the department destroy the approved records. Department will then fill in information below and submit completed form to [recordretention@tamucc.edu](mailto:recordretention@tamucc.edu).

Date of Records Destruction: 04/15/2022

Destruction Witness: Alessandra Garcia

Print

*Alessandra Garcia*

Sign

Destruction Method:

Shredding

Electronic



# RECORDS DESTRUCTION – GOODWILL BINS

- Each department has the option to request a secure Goodwill bin be stored in their area.
- Go to Purchasing's WorkQuest & Goodwill Shredding webpage to learn more, <https://www.tamucc.edu/finance-and-administration/financial-services/purchasing/workquest-goodwill-shredding-contract.php>. Here you can find:
  - Bin request form
  - Shredding rates
  - Pick up schedule
  - Pick up request form





### **11015 : Retention of State Records**

- A&M SYSTEM TRAINING: This course covers legal and A&M System requirements for records retention, including state law and System Regulation 61.99.01. Member records officers and department/unit employees whose duties include records retention must complete this training before being allowed to perform records retention job duties and every two years thereafter.

### **2112299 : E-Mail Management and Retention**

- This course is designed to provide general guidance for managing e-mail, including retention of the various types of e-mails.



# Question 1

- Who is responsible for approving the destruction of state records for a System member?
  - A. The employee who created the state record
  - B. The head of the department in which the state record was created
  - C. The system records management officer (RMO)
  - D. The system member records officer

# Question 1

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  - A. The employee who created the state record
  - B. The head of the department in which the state record was created
  - C. The system records management officer (RMO)
  - D. **The system member records officer**

## Question 2

- The retention period for a certain state record has expired. What should be the next step?
  - A. Keep it a little longer just to make sure it won't be needed
  - B. Destroy it immediately
  - C. Get approval from your records officer to destroy it

## Question 2

- The retention period for a certain state record has expired. What should be the next step?
  - A. Keep it a little longer just to make sure it won't be needed
  - B. Destroy it immediately
  - C. **Get approval from your records officer to destroy it**

# Question 3

- You have completed a records destruction request form and obtained department signatures. You now need University Records Officer signature. Where do you send the form for approval?
  - A. Email the form to your manager
  - B. Department head approval is all that is needed to destroy state records
  - C. Email the form to [recordretention@tamucc.edu](mailto:recordretention@tamucc.edu)



## Question 3

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  - C. Email the form to [recordretention@tamucc.edu](mailto:recordretention@tamucc.edu)

# Question 4

- The document that lists the records series of state records maintained by a state agency and specifies the minimum required retention period for each records series is called the:
  - A. Record copy
  - B. Convenience copy
  - C. Records retention schedule

## Question 4

- The document that lists the records series of state records maintained by a state agency and specifies the minimum required retention period for each records series is called the:
  - A. Record copy
  - B. Convenience copy
  - C. **Records retention schedule**

# Question 5

- Convenience copies of a record can be retained indefinitely.
  - A. True
  - B. False

# Question 5

- Convenience copies of a record can be retained indefinitely.
  - A. True
  - B. **False**

# Question 6

- You would like to look up the retention period for different types of records. You know you can find this information on the records retention schedule, however you have an old version. Where can you locate the current record retention schedule online?
  - A. Special Collections webpage under Archives
  - B. Mary and Jeff Bell Library webpage under Records Management
  - C. Human Resources webpage under Employee Services

# Question 6

- You would like to look up the retention period for different types of records. You know you can find this information on the records retention schedule, however you have an old version. Where can you locate the current record retention schedule online?
  - A. Special Collections webpage under Archives
  - B. Mary and Jeff Bell Library webpage under Records Management**
  - C. Human Resources webpage under Employee Services

# Question 7

- Records retention involves keeping and preserving state records for as long as possible.

- A. True
- B. False



# Question 7

- Records retention involves keeping and preserving state records for as long as possible.

- A. True
- B. **False**

# Question 8

- Your agency has some accounts payable records that are several years old. After completing records retention training, you realize that these state records have been retained longer than the period specified in the System Records Retention Schedule (FE + 3 years). However, just as you are about to begin identifying specific records to destroy, you receive notification that auditors will be arriving in a few days to review your agency's fiscal records, including reviewing actual accounts payable documents from the past five years. Can you proceed with destroying the records?
  - A. Yes
  - B. No

# Question 8

- Your agency has some accounts payable records that are several years old. After completing records retention training, you realize that these state records have been retained longer than the period specified in the System Records Retention Schedule (FE + 3 years). However, just as you are about to begin identifying specific records to destroy, you receive notification that auditors will be arriving in a few days to review your agency's fiscal records, including reviewing actual accounts payable documents from the past five years. Can you proceed with destroying the records?
  - A. Yes
  - B. No**

# Question 9

- Some of your agency's state records are being reviewed as part of a lawsuit. When may these records be destroyed?
  - A. When the retention period expires.
  - B. When the lawsuit and all related issues that arise from it are resolved.
  - C. Could be either of the above – whichever is later.

# Question 9

- Some of your agency's state records are being reviewed as part of a lawsuit. When may these records be destroyed?
  - A. When the retention period expires.
  - B. When the lawsuit and all related issues that arise from it are resolved.
  - C. **Could be either of the above – whichever is later.**

# Question 10

- When reading the System Records Retention Schedule, how long should a records series that has a retention code of AV be kept?
  - A. Until the state record's purpose has been fulfilled and the record is no longer needed for agency operations.
  - B. Permanently.
  - C. Until replaced by an updated version.

# Question 10

- When reading the System Records Retention Schedule, how long should a records series that has a retention code of AV be kept?
  - A. Until the state record's purpose has been fulfilled and the record is no longer needed for agency operations.**
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  - C. Until replaced by an updated version.

# QUESTIONS



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