

Is it a record?

Questions?

<https://records.utexas.edu> or rims@austin.utexas.edu

Does it document or support official university organizations, including student, staff, and faculty groups?

Does it relate to academic processes, such as student coursework, faculty course records, or grade reports?

Is it documentation or information you created or received while interacting with your customers or clients?

Is it information or data created, managed, or maintained by a third-party on behalf of your department?

Did your office publish or share the information with others to document a decision, procedure, or policy?



**Yes,
it's a record.**

Is it information recorded in any medium (paper or electronic) created or received by your office in the course of conducting university business?

Does it document your office's programs, functions, policies, procedures, or operational processes?

Did another department or organization create it but you commented or took action on the material for business-related activities?

Does it document or support financial or HR administrative actions, such as purchases, payroll, budget, hiring, managing employees, etc.?

If you answered yes to any of these, it's a record.

You are responsible for ensuring that it is retained and disposed in accordance with university policy.

You must be able to produce all records until the end of their retention period and until they are properly disposed.

It's a record, but...



While technically a record, transitory information can be deleted or destroyed without a request to dispose. Convenience copies of records must be destroyed before or at the same time as the master record.

Is it a draft or interim version that has not been published or shared?

Is it a catalog, trade journal, or unsolicited ad that has no work-related information or business value?

Is it information accumulated or maintained in the work place that doesn't reflect or affect business activities?

Is it an extra copy of information maintained only for convenience?

If you answered yes to any of these, it's a record but you are not required to get approval before disposing.

No, it's not a record.



Is it created by another department or organization that you use as reference?

Is it a stock of publications or a blank copy of a form?

Is it library, archive, or museum material acquired or maintained solely for reference or exhibition?

It may be a record, but it's not your record. The owner of the record must apply records management retention and disposition policy, but you do not.

If you answered yes to any of these, it's not a record.