



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

HSC OP: 10.09, Records Retention

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to define the steps involved in the legal destruction of records which have ceased to have sufficient value to warrant retention.

REVIEW: This HSC OP will be reviewed on May 1 every four years (E4Y)

3. Record copy refers to the one original or "master" copy. The master copy refers to all duplicate copies of a document. Copies should be destroyed and should not be kept longer than the record copy.
4. The retention time of a record applies regardless of the format, electronic media, or paper.
5. All records de-accessed 0 Tw (-i7 Tw (-i7bed,)-15.8 Tw) should be processed to completion.
8. Records listed on TTUHSC's records retention schedule that have no value and should be transferred to the TTUHSC Library. The Director of Libraries will make the final decision on retention.