

Records Management Glossary:

Definitions.

Archival University Record. An "Archival University Record" is a university record of enduring value that will be preserved on a continuing basis in the University Archives until the University Archivist determines, based on a reappraisal of the record, that it no longer merits further retention.

Family Educational Rights and Privacy Act (FERPA). The "[Family Educational Rights and Privacy Act](#)" or "FERPA" is a Federal law that protects the privacy of student education records.

Final Disposition. "Final Disposition" is the terminal treatment of a record, either by destruction or permanent storage in the University Archives.

HIPAA. The "Health Insurance Portability and Accountability Act" is a federal law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers.

Record series. A "record series" means a group of identical or related records that are normally used and filed as a unit.

Records and Archives Manager. The Records & Archives Manager serves in the Library providing records and retention oversight for non-forensic records.

Records Management. "Records Management" is the application of management techniques to the creation, use, maintenance, retention, preservation, and destruction of state records for the purpose of improving the efficiency of recordkeeping, ensuring access to public information under the Texas Public Information Act, and reducing costs.

Records Management Officer (RMO). The Director of Records and Information Management is designated as the Institution's Records Management Officer.

Records Management Representative (RMR). An employee within a business unit who is responsible for managing the unit's records.

Records Retention Schedule. The "Records Retention Schedule" lists the records series and the associated retention period, security designation, archival value, vital status and final repository for university records. This document is certified by the University's Records Management Officer, the Texas State Library and Archives Commission and the Texas State Auditor's Office.

State record, public record, official record. A "state record", "public record", or "official record" means a document, book, paper, photograph, sound recording, or other material, including electronic formats, regardless of physical form or characteristics, made or received according to law or ordinance or in connection with the transaction of official business.

TAC - Texas Administrative Code. The "Texas Administrative Code" or "TAC" means the set of regulations of state agencies adopted under authority of laws enacted by the Texas Legislature.

University Archives. The "University Archives" is the repository for University records, which have met retention, and are of continuing historical value as designated by the university records retention schedule or as determined by the University Archivist.

University Record. "University Record" is any written, photographic, machine-readable, or other recorded information created or received by or on behalf of the University or an employee of the University that documents activities in the conduct of official university business or use of public resources. The term does not include library or museum material made or acquired and maintained solely for reference or exhibition purposes; an extra copy of recorded information maintained only for reference; or a stock of publications or blank forms.

Vital University Record. A university record that is necessary to the resumption or continuation of the university's operations in an emergency or disaster; the re-creation of the legal and financial status of the university; or the protection and fulfillment of obligations to the people of the State of Texas.