

# 61.99.01.C0.01 Collection of Archival State Records



Revised: September 11, 2023  
Next Scheduled Review: February 4, 2024  
[Revision History](#)

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## Procedure Summary

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Texas A&M University-Corpus Christi must collect, retain, and make available archival state records as required by and outlined in state law and the Texas A&M University System Records Retention Schedule (see Appendix). This procedure supports system regulation *61.99.01, Retention of State Records*.

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## Definitions

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Archival state record – a state record of enduring historical value that will be preserved on a continuing basis. See Tex. Gov’t Code § 441.180(2)

State records – any written, photographic, machine-readable or other recorded information created or received by or on behalf of a member that documents the member’s activities in the conduct of state business or use of public resources. See Tex. Gov’t Code § 441.180(11).

See system regulation *61.99.01, Retention of State Records* for additional definitions.

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## Procedure

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### 1. GENERAL

- 1.1. Texas A&M University-Corpus Christi’s Special Collections and Archives is the official records repository for the university’s archival state records, which are the record copies of official university records created in the course of university business that contain information of long-term historical value.

- 1.2. State records, as defined above, includes any recorded information created or received by a Texas government official in the conduct of official business, including officials from periods in which Texas was a province, colony, republic, or state. The term does not include:
- (a) library or museum material made or acquired and maintained solely for reference or exhibition purposes;
  - (b) an extra copy of recorded information maintained only for reference; or
  - (c) a stock of publications or blank forms.

## 2. ARCHIVAL STATE RECORD COLLECTION

The nature of the record and the role of the person who created the record define which records Special Collections and Archives collects.

- 2.1. Special Collections and Archives shall collect potential archival state records from selected university offices, including but not limited to:

- President
- Provost
- Vice Presidents
- Associate Vice Presidents
- Assistant Vice Presidents
- Deans/Directors of academic units (e.g., college, school, library)
- Selected Directors
  - Harte Research Institute
  - Conrad Blucher Institute
  - Center for Coastal Studies
  - Art Museum of South Texas
  - Antonio E. Garcia Arts & Education Center
  - Coastal Bend Business Innovation Center
  - Athletics
- University Registrar
- Associate Athletic Director and Compliance Officer

- 2.2. Persons in the selected offices shall transfer potential archival state records to Special Collections and Archives on a regular basis, when staffing changes occur, and as otherwise mandated by the Texas A&M University System Records Retention Schedule. Whenever possible, the employee should discuss with the archivist the contents of their records prior to transfer.

- 2.3. The format of the potential archival state records to be collected shall include but not be limited to:
- (a) Physical records from the employee's office;
  - (b) Email from the period of time the employee held the position;
  - (c) Digital files from the employee's personal folder on the network drive; and
  - (d) Digital files from the employee's computer hard drive.
- 2.4. Special Collections and Archives shall keep archival state records in accordance with the Texas A&M University System Records Retention Schedule, regardless of the format.

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## **Related Statutes, Policies, or Requirements**

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Texas Government Code [§ 441](#)  
System Regulation [61.99.01, Retention of State Records](#)

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## **Appendix**

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[Texas A&M University System Records Retention Schedule](#)

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## **Contact Office**

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Contact for clarification and interpretation: Records Officer  
(361) 825-2644