THE TEXAS A&M UNIVERSITY SYSTEM

RECORDS RETENTION SCHEDULE

Effective 02/29/08
CAUTION

Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in this schedule, whichever is later. This schedule has identified some of these records. It is the responsibility of each A&M System Member Records Officer to identify any additional records that are subject to federal audit and ensure they are retained accordingly.

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 for a record in this schedule, the record must be retained until the 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.

Section 441.187(b), Government Code