



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

RECORDS MANAGEMENT & RETENTION

SUB-TOPIC

COORDINATION WITH SYSTEM ADMINISTRATION RECORDS MANAGEMENT OFFICER

State law requires each state agency to appoint a Records Management Officer (RMO) to act as the agency's representative in all issues of records and information management policy, responsibility, and statutory compliance pursuant to *Texas Government Code* Section 441.184. The Associate Vice President for Finance (Mail Station AD24) serves as the RMO at The University of Texas at Dallas.

The RMO at System Administration serves as the liaison between the Texas State Library and the U.T. System component institutions and provides a clearinghouse for collection of institutional Records Retention Schedules to be submitted to the Texas State Library for approval and recertification in accordance with *Texas Government Code* Section 441.185; 13 *Texas Administrative Code* Sections 6.1-6.10. In addition to coordinating the U.T. System records retention programs, the RMO is available to assist component staff members who are assigned records and information management responsibilities.