Policies of the University of North Texas Health Science Center	Chapter 05
05.512 Records Administration	Human Resources

Policy Statement.

It is the policy of UNTHSC-FW to exercise diligence and care in the administration and custodianship of all official records and other confidential information that may be present upon its premises. All official institutional records shall be managed in an orderly manner and maintained according to a records retention schedule congruent with all state and federal laws and regulations. These records may concern students, employees, patients, or administrative matters in either electronic or paper form.

Custodianship of Records and Officer for Public Information: See Policy 05.516.

Release of Records: See Policy 05.516.

Application of Policy.

Faculty and Staff

Definitions.

Procedures and Responsibilities.

Procedure / Duty	Responsible Party
1. **Handling of Legal Processes:** UNTHSC-FW coordinates the processing of all legal documents and instruments through the UNTHSC-FW Office of the General Counsel to ensure timely and appropriate compliance with regulations and applicable statutes.	UNTHSC Mgmt./ UNTHSC Office of General Counsel
2. Any correspondence or question of a legal nature should be addressed initially to the UNTHSC-FW Office of General Counsel's attention and/or the President's Office.	UNTHSC Office of General Counsel/ President's Office
3. Employees are responsible for carrying out the institution's policies on record release and for exercising proper cautions in dealing with requests for information from the general public. No employee shall disclose confidential information gained by reason of his or her official position, nor shall the employee otherwise use such information for his or her personal gain or benefit. All verbal requests for information must be referred to the UNTHSC-FW Office of the General Counsel. Failure to comply with these policies may	Faculty and Staff

compromise the position of the health science center and may constitute grounds for disciplinary action by UNTHSC-FW.

4.	**Destruction of Records**: The Records Manager provides assistance to departments in making assessments and decisions in managing records retention and provides services to help solve retention problems. An agency retention schedule, sent out annually by the Records Manager, has been approved by the Texas State Auditor and the Texas State Librarian, and is placed on file in the Texas State Library. Destruction of records is authorized according to this retention schedule. All records will be retained for the minimum periods stated in the most recent version of the annually updated retention schedule. Documents may be maintained for the prescribed minimum retention periods in other formats following a procedure that complies with state and federal law. Disposal of records containing personal information must be completed in such a manner that destroys or modifies, through shredding or other means, the records and renders the information unreadable.	UNTHSC Records Manager/Faculty and Staff
5.	**Confidentiality and Information Protection**: UNTHSC-FW makes every effort to protect its records and other confidential material against theft or misuse. Failure on the part of any employee to comply with the regulations concerning confidentiality as outlined in this policy may result in disciplinary action including suspension without pay or termination of employment. An employee may also be subject to civil or criminal legal sanctions when a violation occurs. It is the responsibility of all personnel to report any suspected or confirmed violations to appropriate management.	Faculty and Staff

References and Cross-references.

Texas Government Code, § 552.004

Texas Government Code, § 441.038

Texas Occupations Code, § 159

Texas Health and Safety Code, § 611

Texas Government Code, §§ 551 & 552

Texas Business and Commerce Code, § 35.48

Forms and Tools.

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Revised: