Amarillo College Records Management Program

Record Review Process Begins

Is this an Original Business Record?
- Yes
  - Has the Retention Expired?
    - Yes
      - Is this subject to Legal Hold?
        - Yes
          - Retain According to Procedures
        - No
          - Resume normal Retention practice
    - No
      - Compare the Record to Retention Schedule on P:Drive

  - No
    - Compare the Record to Retention Schedule on P:Drive

Is this an Original Business Record?
- No
  - Shred or Delete

End of Record Cycle

Still need Document in Active Storage?
- Yes
  - Move to Inactive storage (3500 East Campus)
  - Follow Established Procedures
  - Retain Until Expired
- No
  - Hardcopy (paper)
    - Identify Format
      - Electronic (including Email)
        - Follow Established Procedures
        - Retain Until Expired
      - Hardcopy (paper)
        - Retain per AC Schedule
          - Is this subject to Legal Hold?
            - Yes
              - Retain According to Procedures
            - No
              - Resume normal Retention practice

Authorization from Record Owner/Dept. Head

Final Disposition Approval from R.M.C.

Shred or Delete

End of Record Cycle

A Legal Hold can occur at anytime in the lifecycle of a record. Please read page 3 of AC Records Management Guide, "Legal Hold."