

# We can help you with

## Continuity Planning

- Continuity planning training
- Identifying critical functions for your area
- Completing your continuity plan annual review

## Facilities Inventory

- Space survey training
- Completing the annual space survey
- Maintaining the integrity of your space management data

## Records Retention

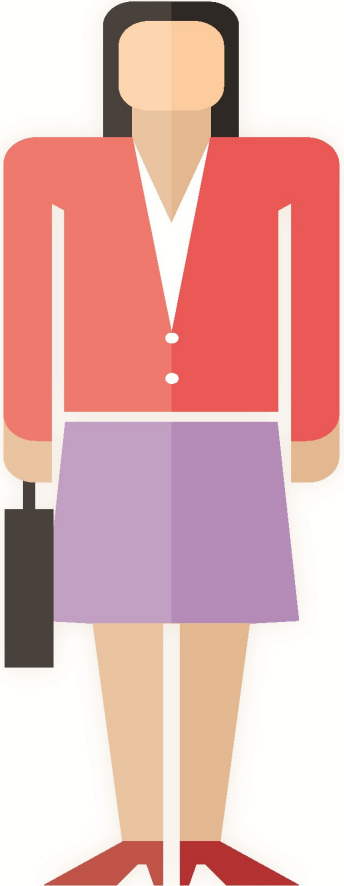
- Storing and disposing of records
- Training records coordinators
- Identifying critical records and establishing a destruction plan
- Secured shredding services

# Contact Information

**Phone** 972-883-2797/2368/4111  
**Fax** 972-883-6115  
**Hours of Operation** Monday - Friday  
 8:00a.m. - 5:00p.m.  
**Website** www.utdallas.edu/ehs  
**BCP Tool** https://us.ready.kuali.co/utdallas  
**Address** 800 West Campbell Rd.  
 Richardson, TX 75080  
 Mailstop SG10

## After Hours Emergency Phone Numbers

Police Dispatch 911/972-883-2222  
 Teresa Johnston 972-342-3334  
 David Glenn Liner 214-773-3281  
 Mariah Armitage 469-203-2389



Training



Developing a Continuity Plan



## Office of Business Services

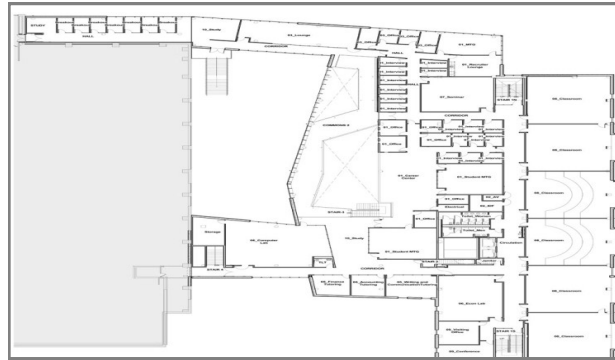
Business Services supports the mission of UT Dallas by building partnerships and providing training across campus in order to comply with continuity of operations, facilities inventory and records retentions policies.

Business Services is responsible for:

- Continuity Planning
- Facilities Inventory
- Records Retention

## Continuity Planning

Business Services assists departments throughout the campus to develop, and periodically test, continuity plans for continuing their most critical functions despite any disruptive events, or for rapidly resuming teaching, research, and support functions after disruption.



## Facilities Inventory

Business Services is responsible for maintaining the University's physical space inventory, both buildings and rooms. In order to comply with the Texas Higher Education Coordinating Board, Business Services annually reviews and updates all the University's gross and net square footage and space utilization with designated departmental representatives.



## Records Retention

Business Services securely stores records for various departments and ensures the records are disposed of according to the Records Retention Schedule. All departments must submit a "Request for Disposal of State Records" form and have signed approval by the Records Retention Officer before disposing of records on the retention schedule. Any department seeking storage for records should submit a "Request for Records Storage" form to be approved by the Records Retention Officer.

# Business Services

