

**“Record copy”** means the document which is kept on file as an original or official record for the total retention period. Distinct from a "working" or "convenience" copy, which is a duplicate used for reference purposes.

**⚠ Caution:** Care must be taken by records management officers in determining if duplicate records are indeed convenience copies or if two or more copies of the same document must be considered record copies. It is very possible for the same document to be present in two or more units of a state agency and be the record copy in each unit if it serves a different function in each of those units (Texas State Records Retention Schedule – [Explanation of Terms](#)).

☞ Here are two alternative names for “record copy” that some local governments or state agencies might also use internally:

- "Official Record"
- "Record of Retention"