



Changes to Texas State University Records Retention Schedule (URRS), 2nd Edition

Effective TBD

Note: Only substantial changes (e.g., retention periods, descriptions, legal citations, new series, deleted series) are included on this list; minor amendments to grammar or punctuation are not included.

General Changes

Consolidated Introduction and Summary of Important Points to reduce redundancy.

Removed references to original URRS development series numbers in Remarks column (e.g. URRS-123).

Remarks column reformatted for consistency. Order of all series remarks is as follows: AC Definition, CAUTION notes, ARCHIVES notes, cross-references.

Removed unnecessary phrases like “this series documents” or “this series includes” from all series descriptions.

RSIN	Records Series Title	Description of Change
Category 11: University Administrative Records		
11.1.001	Alumni Association Services Program Records	Revised title and description for conciseness.
11.1.002	Alumni Records	Revised description and retention note for clarity and conciseness.
11.1.003	Award Administration and History Records	Revised description and Archives Note for clarity. Added cross-reference to award selection records, RSIN 11.1.004.
11.1.004	Award Selection Records	Revised description and cross-reference for clarity and conciseness.
11.1.005	Copyright Records	Withdrawn. Copyright records should be classified under RSIN 1.1.079.

11.1.006	Event Administration Records—Routine	Revised description for clarity and conciseness.
11.1.007	Event Administration Records— University Special Events	Revised description for clarity and conciseness, and to include records from withdrawn lecture series records from RSIN 11.1.009.
11.1.008	External Committee Records	Withdrawn. External committee administration documents are not university records – committee members may retain relevant records under RSIN 11.1.015.
11.1.009	Lectures and Lecture Series Records	Withdrawn. Lecture series records should be classified under RSIN 11.1.007.
11.1.010	Permit and License Issuance	Revised title and description for clarity. Added cross-references to RSIN 5.1.010 for permit and license applications and to RSIN 16.1.004 for alcoholic beverage control records.
11.1.011	Photographs, Audiovisual Recordings, and Other Non-Textual Media	Withdrawn. Audiovisual collections may already be classified under RSIN 1.3.002, Publication Development Files; RSIN 1.1.019, Public Relations Records; or RSIN 11.1.014, Subject Files—Media and Communications.
11.1.012	Student and Alumni Surveys/Questionnaires	Withdrawn. Survey records should be classified under RSIN 1.1.038, Customer Surveys.
11.1.013	Subject Files—Executive	Revised description for conciseness.
11.1.014	Subject Files—Media and Communications	Revised description for conciseness.
11.1.015	University Committee Records	Revised description for clarity and conciseness, and to include records from withdrawn RSINs 11.1.008 and 11.1.016. Revised Caution Note for conciseness. Removed cross-reference to withdrawn RSIN 11.1.008. Add cross-reference to Section 17.3 for research board review records.
11.1.016	University and Academic Leadership Meeting Records	Withdrawn. University and academic leadership meeting records should be classified under RSIN 11.1.015, University Committee Records. If plans and planning decisions are being documented, classify under RSIN 1.1.007, Correspondence – Administrative; or RSIN 1.1.024, Plans and Planning Records.

Category 12: University Personnel Records

12.1.001	Faculty Tenure Records	Revised title and description to remove references to promotion-related records. Decreased retention from AC+5 to AC+2 to not exceed minimum federal retention period. Revised AC Definition to match retention requirements of legal citation. Revised cross-reference to include all potentially related records in RRS Section 3.1. Added Caution Note to advise that specific tenure review cycles at universities may necessitate longer retention. Removed note about archival value and add archival code "O" instead. Removed redundant legal citation.
12.1.002	International Scholars Records—J-1 Exchange Visitor Files	Revised description for conciseness. Corrected legal citation.
12.1.003	International Scholars Records – Immigrant Petition File	Added legal citation.
12.1.004	International Scholars Records—Immigrant Petition File	Revised description for conciseness. Revised AC Definition for conciseness. Removed redundant legal citations.
12.1.005	International Scholars Records—Nonimmigrant Visa Petition Files	Revised title and description for clarity, and to include records from withdrawn RSIN 12.1.006. Revised AC Definition for clarity. Added relevant legal citations.
12.1.006	International Scholars Records – Nonimmigrant Visa Public Inspection File	Withdrawn. Records to be inspected should be classified under RSIN 12.1.005.
12.1.007	Tax Documentation for International Scholars	Description revised for conciseness.
12.2.001	International Scholars Exchange Program Administration Records	Title and description revised for clarity and conciseness. Legal citation corrected.
12.3.001	Timecards and Time Sheets—Work-Study Students	Revised title and description for clarity. Added cross-reference to RSIN 4.1.009, Accounts Receivable Information.

Category 13: University Fiscal Records

13.1.001	Ticket Sales Management	Revised title and description for clarity. Added cross-reference to RSIN 4.1.009, Accounts Receivable Information.
13.2.001	Donor Files	Revised caution note for conciseness. Removed caution note advising on records exempt from disclosure, as Public Information Act compliance is not in TSLAC's purview.
13.2.002	Fundraising Records	Withdrawn. Gift and fundraising records should be classified under RSIN 13.2.003
13.2.003	Gift and Fundraising Records	Title and description revised for clarity and to include withdrawn records from RSINs 13.2.002 and 13.2.004.
13.2.004	Gift Records - Department or Program	Withdrawn. All non-institutional gift and fundraising records should be classified under RSIN 13.2.003.
13.2.005	Gift Records—Institutional	Revised description for clarity. Removed caution note advising on records exempt from disclosure, as Public Information Act compliance is not in TSLAC's purview.
13.3.005	Gift Records - Medical	Withdrawn. Medical donation records should be classified under RSIN 16.1.010.
13.3.006	Non-Federal Grant Records	Withdrawn. Grant records should be classified under RSIN 4.7.008a/b.

Category 14: University Support Services Records

14.1.001	Carcinogenic Compounds Research Use Records	Withdrawn. Carcinogenic and hazardous compound records should be classified under RSIN 5.4.015.
14.1.002	Radiation Safety Committee Records	Withdrawn. Committee records should be classified under RSIN 11.1.015.

Category 15: Student Records

15.1.001	Admissions Records— Enrolled/Accepted	Revised title and description for clarity and to include international student applications, program applications, and health history forms. Removed cross-reference to RSINs 12.1.002/12.1.004; these RSINs are for immigrant and/or visiting international faculty. Added relevant legal citation.
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15.1.002	Admissions Records—Not Enrolled/Denied	Revised title and description for clarity and to include international student applications and program applications. Removed cross-reference to RSINs 12.1.002/12.1.004; these RSINs are for immigrant and/or visiting international faculty.
15.1.003	International Student Records - Enrolled/Accepted	Withdrawn. Accepted student admissions records should be classified under RSIN 15.1.001.
15.1.004	International Student Records - Not Enrolled/Denied	Withdrawn. Denied admissions records should be classified under RSIN 15.1.002.
15.1.005	National Board of Medical Examiners Test Scores	Withdrawn. Test scores are retained permanently by NBME.
15.1.006	Standardized Test Administration Records	Revised title and description for conciseness. Revised retention period based on administrative value. Added cross-reference to testing payments, RSIN 4.1.009. Added Caution Notes to account for records retention requirements of contracting partners.
15.1.007	Residency Affidavits and Documentation	Revised description for conciseness. Revised retention period to match updated AACRAO guidance. Revised cross-reference to point to records for applicants who did not enroll.
15.2.002	Advanced Placement and Credit Records—Awarded	Revised description for clarity.
15.2.003	Advanced Placement and Credit Records—Not Awarded	Revised description for conciseness.
15.2.004	Applications for Admission to Program - Enrolled/Accepted	Withdrawn. Admissions records for enrolled students should be classified under RSIN 15.1.001.
15.2.005	Applications for Admissions to Program - Not Enrolled/Denied	Withdrawn. Admissions records for denied students should be classified under RSIN 15.1.002.
15.2.006	Class Schedules of Students	Withdrawn. Class schedules should be classified under RSIN 15.2.007.
15.2.007	Course Registration and Status Records	Revised description for clarity and to include withdrawal forms and authorizations from withdrawn RSIN 15.2.035. Removed cross-reference to withdrawn series.

15.2.008	Curriculum Change Authorizations	Revised description for conciseness.
15.2.009	Departmental Student Information Files	Revised description for clarity. Added cross-reference to disciplinary action records, RSIN 15.5.007. Removed redundant caution note regarding international student records.
15.2.011	Faculty Grade Book	Revised description and caution note for clarity.
15.2.012	Original Grade Sheets and Grade Changes	Revised title and description for clarity and to include original grade sheet records from withdrawn RSIN 15.2.024. Revised caution note addressing departmental convenience copies.
15.2.013	Student Coursework and Grade Reports	Revised title, description, and AC Definition for clarity and to include student coursework from withdrawn RSIN 15.2.029. Added caution note regarding disputed coursework. Added cross-references to RSINs 15.2.009, 15.2.011, and 15.2.030.
15.2.014	Graduation and Diploma Administration	Revised title and description for clarity and to include degree audits, degree authorizations, and diploma distribution records from withdrawn RSINs 15.2.015, and 15.2.016.
15.2.015	Graduation - Degree Audit and Authorizations	Withdrawn. Degree audits and authorizations should be classified under RSIN 15.2.014.
15.2.016	Graduation – Diploma Administration Records	Withdrawn. Diploma distribution records should be classified under RSIN 15.2.014.
15.2.017	Hazlewood Act Documentation	Revised description for clarity. Lowered retention period from PM to AC+3 to match legal citations. Removed cross-reference to withdrawn RSIN 15.2.034. Revised legal citations for accuracy.
15.2.018	Hazlewood Act Documentation - Non-Awarded Applicants	Withdrawn. Hazlewood Act applications and eligibility determinations should be classified under RSIN 15.2.017.
15.2.020	Independent Study Records	Revised description for conciseness.
15.2.022	Internship Program Records	Revised description for conciseness.

		Lowered retention period to AC+3 to be consistent with other post-graduation records series and reduce burden on universities.
15.2.023	Personal Data and Name Change Records	Revised title and description for clarity and to include personal data update records from withdrawn RSIN 15.2.025. Removed cross-reference to withdrawn RSIN 15.2.025.
15.2.024	Original Grade Sheets	Withdrawn. Original grade sheets should be classified under RSIN 15.2.012.
15.2.025	Personal Data Update Records	Withdrawn. Personal data update records should be classified under RSIN 15.2.023.
15.2.026	Student Advising Records	Revised description for conciseness. Added caution note regarding additional considerations for student athlete advising records.
15.2.027	Student Certification Records— Academic	Revised description and AC Definition for clarity.
15.2.028	Student Certification Records— Professional	Revised description and cross-reference for conciseness.
15.2.029	Student Coursework	Withdrawn. Graded student coursework should be classified under RSIN 15.2.013.
15.2.030	Thesis and Dissertation Records	Revised description for conciseness.
15.2.031	Transcript Requests	Withdrawn. Transcript requests should be classified under RSIN 1.1.077.
15.2.033	Veterans Affairs Records	Revised title and description for clarity and to include other veteran records from withdrawn RSIN 15.2.034. Revised AC Definition for clarity. Removed cross-reference to withdrawn RSIN 15.2.034.
15.2.034	Veterans Records	Withdrawn. Veteran-related records should be classified under RSIN 15.2.034.
15.2.035	Non-Academic Withdrawal Records	Revised title and description for clarity.
15.3.001	Fee Assessment Forms	Withdrawn. Accounts receivable records should be classified under RSIN 4.1.009.

15.3.002	Financial Aid Application, Award, and Disbursement Records—All Federal, State, Local, and Institutional Grants, Scholarships, and Work-Study Programs	Revised title, description, and AC Definition for clarity and conciseness and to include records from withdrawn RSINs 15.3.004, 15.3.006, 15.3.008, 15.3.014, 15.3.015, 15.3.020, and 15.3.021. Added cross-reference to RSIN 15.3.010 for veterans assistance programs. Added relevant legal citations.
15.3.003	Financial Aid Application and Award Records—All Federal, State, Local, and Institutional Loan Programs	Revised title, description, and AC Definition for clarity and conciseness and to include records from withdrawn RSINs 15.3.006 and 15.3.009. Lowered retention period to AC+3 to match legal citations. Added cross-reference to RSIN 15.3.005 for health profession and nursing student loans. Added relevant legal citations.
15.3.004	Financial Aid Application and Award Records - All Other Federal or State Grant, Scholarship, and Work-Study Programs	Withdrawn. Federal and state financial aid grant applications should be classified under RSIN 15.3.002.
15.3.005	Financial Aid Application and Award Records—Health Profession and Nursing Student Loan Programs	Revised description for conciseness. Revised AC Definition for clarity. Added caution note regarding obsolete HEAL loan.
15.3.006	Financial Aid Application and Award Records - Income Contingent Loan (ICL), Perkins Loan, Federal Work-Study, Federal Supplemental Educational Opportunity Grant (FSEOG) Programs	Withdrawn. Federal financial aid grant applications should be classified under RSIN 15.3.002; federal loan applications should be classified under RSIN 15.3.003.
15.3.007	Financial Aid Application and Award Records—Non-Awarded	Revised description for clarity.
15.3.008	Financial Aid Application and Award Records - Pell Grant Program	Withdrawn. Pell Grant Program applications should be classified under RSIN 15.3.003.
15.3.009	Financial Aid Application and Award Records - Stafford and PLUS Programs	Withdrawn. Stafford and PLUS Program applications should be classified under RSIN 15.3.003.
15.3.010	Financial Aid Application, Award, and Disbursement Records— Veterans Administration Education Assistance Allowances	Revised title and description for clarity and conciseness, and to accommodate records from withdrawn RSIN 15.3.016.
15.3.011	Financial Aid Disbursement and Repayment Records—All Federal, State, Local, and Institutional Loan Programs	Revised title, description, and AC Definition for clarity and conciseness and to accommodate records from withdrawn RSINs 15.3.012, 15.3.013, 15.3.019, 15.3.022,

		Lowered retention period to AC+3 to match legal citations. Added cross-reference to RSIN 15.3.018 for health profession and nursing student loan payments. Added cross-reference to RSIN 15.3.026, Perkins Original Promissory Notes. Added relevant legal citations.
15.3.012	Financial Aid Disbursement and Repayment Records - Institutionally Funded Loan Programs	Withdrawn. Loan disbursement and repayment records should be classified under RSIN 15.3.011.
15.3.013	Financial Aid Disbursement and Repayment Records - All Other University-Administered Federal or State Loan Programs	Withdrawn. All other federal or state loan disbursement records should be classified under RSIN 15.3.011.
15.3.014	Financial Aid Disbursement and Repayment Records - Local Grant, Scholarship, or Work-Study Programs	Withdrawn. Financial aid grant disbursement records should be classified under RSIN 15.3.002.
15.3.015	Financial Aid Disbursement and Repayment Records - All Other Federal or State Grant, Scholarship, or Work-Study Programs	Withdrawn. Financial aid grant disbursement records should be classified under RSIN 15.3.002.
15.3.016	Financial Aid Disbursement and Repayment Records—Veterans Administration Educational Assistance Allowances	Withdrawn. Veterans assistance disbursements should be classified under RSIN 15.3.010.
15.3.017	Financial Aid Disbursement and Repayment Records - Health Education Assistance Loan (HEAL) Program	Withdrawn. HEAL loan program is obsolete. Health profession loan repayment records should be classified under RSIN 15.3.018.
15.3.018	Financial Aid Disbursement and Repayment Records—Health Profession and Nursing Student Loan Programs	Revised description for conciseness. Added caution note regarding obsolete HEAL loan program.
15.3.019	Financial Aid Disbursement and Repayment Records - Stafford and PLUS Programs	Withdrawn. Loan disbursement and repayment records should be classified under RSIN 15.3.011.
15.3.020	Financial Aid Disbursement and Repayment Records - Pell Grant Program	Withdrawn. Pell Grant disbursement records should be classified under RSIN 15.3.002.
15.3.021	Financial Aid Disbursement and Repayment Records - Federal Work-Study (FWS) and Federal Supplemental	Withdrawn. Federal work-study and FSEOG disbursement records should be classified under RSIN 15.3.002.

Educational Opportunity Grant (FSEOG) Programs		
15.3.022	Financial Aid Disbursement and Repayment Records - Income Contingent Loan (ICL) and Perkins Loan Programs	Withdrawn. Income contingent loan and Perkins Loan disbursement records should be classified under RSIN 15.3.011.
15.3.023	Financial Aid Programs	Fixed typo in RSIN. Revised title and description for conciseness and to accommodate financial aid program records from withdrawn RSINs 15.3.024 and 15.3.025. Revised AC Definition for clarity. Revised legal citations for accuracy.
15.3.024	Financial Aid Program - Health Profession and Nursing Student Loan Administration Records	Withdrawn. Financial aid program records should be classified under RSIN 15.3.023.
15.3.025	Financial Aid Program - Institutional Program Files	Withdrawn. Financial aid program records should be classified under RSIN 15.3.023.
15.3.026	Perkins Original Promissory Notes	Revised description for conciseness. Added caution note to address electronic records retention requirement.
15.3.027	Tuition Exemption and Remission Records	Revised description for conciseness. Added cross-reference to RSIN 15.2.017 for Hazlewood Act records.
15.3.028	Tuition Rebate Documentation	Revised description for conciseness. Added relevant legal citation.
15.4.001	Access Policies	Withdrawn. Policies should be classified under RSIN 1.1.070.
15.4.002	Access Waiver Records	Revised description and AC Definition for clarity.
15.4.003	Disclosures	Revised description for clarity. Added cross-reference to RSIN 1.1.077 for non-FERPA records releases.
15.4.004	Protest of Record Statements	Revised AC Definition for clarity.
15.4.007	Written Consents	Revised description for clarity.
15.5.001	Academic Standing Reports	Revised description for conciseness.

15.5.002	Admissions/Enrollment Reports	Withdrawn. Reports should be classified under RSIN 1.1.067.
15.5.003	Class Lists	Revised description for conciseness.
15.5.004	Recruitment Records	Withdrawn. Public relations records should be classified under RSIN 1.1.019, and recruitment records should be classified under RSIN 15.5.005.
15.5.005	Recruitment Records	Revised title and description for conciseness. Added cross-reference to external recruiting records, RSIN 16.5.010.
15.5.006	Statistical Reports	Withdrawn. Reports should be classified under RSIN 1.1.067.
15.5.007	Student Conduct/Disciplinary Action Records	Revised title and description for conciseness. Lowered retention period to AC+3 for consistency with RSIN 15.2.009. Added cross-reference to Title IX complaints, RSIN 15.5.010.
15.5.008	Student Grievance Records	Revised description for conciseness. Corrected typo in cross-reference to RSIN 3.1.039. Added cross-reference to Title IX complaints, RSIN 15.5.010.
15.5.009	Student Statistical Reports - Raw Data	Withdrawn. Raw data for reports should be classified under RSIN 1.1.065.
15.5.010	Title IX Complaints	New series added.

Category 16: University Services Records

16.1.001	Abuse and Neglect Records	Revised description and caution note for clarity. Added legal citation.
16.1.002	Adverse Drug Event Records	Added cross-reference to research data, RSINs 17.3.012/17.3.013.
16.1.004	Blood Bank and Transfusion Records	Added cross-reference to blood donor deferrals, RSIN 16.1.019. Revised legal citation for conciseness.
16.1.005	Brachytherapy Patient Monitoring	Revised description for conciseness. Revised legal citation to point to specific retention requirement.

16.1.006	Communicable Disease Records	Revised description for conciseness. Added cross-reference to other laboratory test results under RSIN 16.1.013. Added legal citation.
16.1.007	Continuing Medical Education (CME) Class Records	Revised description for conciseness. Added cross-reference to other continuing education records, RSIN 17.1.006.
16.1.008	Mental Health Counseling Records	Revised description for conciseness and clarity. Revised retention period and AC definition, based on 22 TAC 681.41(r). Removed cross-reference to withdrawn RSIN 16.1.034. Added cross-reference to medical records, RSINs 16.1.025 and 16.1.026. Added caution note regarding special considerations for student athlete medical records.
16.1.009	Disclosure of Protected Health Information	Revised description for conciseness and accuracy, and to include federally required policies and procedures. Removed "FE" from retention period and added AC Definition to comply with legal citations. Added legal citations.
16.1.010	Donor Records—Medical	Revised description for conciseness. Added cross-reference to monetary donations, RSIN 4.7.015. Added legal citation for anatomical specimen records.
16.1.011	Medical Assistance Applications	Revised description for conciseness. Changed retention period to "US +1" for simplicity.
16.1.012	Drug Recall Notices	Revised description for conciseness. Added relevant legal citation.
16.1.013	Final Laboratory Test Reports—Pathology	Revised description for conciseness. Revised legal citation to point to specific retention requirement.
16.1.014	Forensic Autopsy Records	Revised description for conciseness. Revised legal citation for clarity and accuracy.
16.1.015	Forensic Autopsy Supporting Documents	Revised description for conciseness. Removed irrelevant caution note and legal citation.

16.1.016	Health Assessment	Revised description for conciseness. Lowered retention period to AV to allow maximum discretion for universities. Added cross-reference to PHI disclosures, RSIN 16.1.009.
16.1.017	Health Referrals—Denied or Not Seen	Revised title and description for clarity and conciseness.
16.1.018	Immunization Record and Consent Forms	Revised AC definition for clarity. Fixed RSIN typo in caution note.
16.1.019	Indefinite Donor Deferral List	Revised title for clarity. Revised description and legal citation for conciseness.
16.1.020	Laboratory Inspection Records— Calibration Records	Revised description for conciseness.
16.1.021	Licensure Records for Health Personnel and Facilities	Withdrawn. Permits and licenses should be classified under RSINs 3.1.027 or 5.1.010.
16.1.022	Medicaid Provider Records	Revised description for clarity. Removed unnecessary manual citation.
16.1.023	Medical Device Recall Notices and Responses	Revised description for conciseness. Lowered retention period and revised AC definition to adhere to legal citations.
16.1.024	Medical Logs	Revised description for conciseness.
16.1.025	Medical Records—Hospital	Revised title and description for conciseness and clarity, and to accommodate psychological/psychiatric/student health center medical records from withdrawn RSIN 16.1.034. Removed cross-reference to withdrawn RSIN 16.1.034. Added caution note regarding special retention considerations for forensic sexual assault exams. Added caution note regarding special considerations for student athlete medical records.
16.1.026	Medical Records—Student Health Clinic	Revised title and description for conciseness and clarity. Removed cross-reference to withdrawn RSIN 16.1.034. Added caution note regarding special retention considerations for forensic sexual assault exams.

		Added caution note regarding special considerations for student athlete medical records.
16.1.027	Medical Rotation Records—Non-Affiliated Medical Students, Residents and Fellows	Revised description for clarity. Moved caution note from description to remarks. Revised caution note for clarity.
16.1.028	Medical Treatment Plans / Teaching Files	Withdrawn. Teaching lesson plans and course materials should be classified under RSIN 17.1.009.
16.1.029	Non-Forensic Autopsy Records	Revised description to include blocks. Revised legal citations for clarity and accuracy.
16.1.030	Patient Valuables Inventory	Revised description for conciseness. Lowered retention period to AC. Replaced caution note with cross-reference to unclaimed property records, RSIN 4.5.010. Removed irrelevant legal citation.
16.1.031a	Pharmacy Records—Prescription and Inventory	Revised RSIN to accommodate new sister series 16.1.031b. Revised title and description for clarity and to accommodate prescription records from withdrawn RSIN 16.1.032. Revised caution note to remove cross-reference and to provide more generalized advice. Added cross-reference to RSIN 17.3.018, Animal Research Controlled Substances Added relevant legal citations.
16.1.031b	Pharmacy Records—Personnel Log	New series.
16.1.032	Pharmacy – Prescription File	Withdrawn. Pharmacy prescription records should be classified under RSIN 16.1.031a.
16.1.033	Poison Center Case Sheets	Revised description for clarity.
16.1.034	Psychotherapy Notes	Revised title and description of series to indicate that it is for non-medical records.
16.1.035	Quality Assurance Records—Health Services	Revised description for conciseness. Removed fiscal year end retention requirement, as this is not legally required. Added caution note regarding potential longer retention periods for reports that may vary by university.
16.1.036	Resident Physician Formative Evaluation	Revised description for conciseness. Added cross-reference to final summative evaluations, RSIN 16.1.037.

16.1.037	Residents/Fellows Training Completion Records	Revised title and description for conciseness and to differentiate from RSIN 16.1.036. Changed caution note to cross-reference to RSIN 16.1.007. Added cross-reference to formative resident evaluations, RSIN 16.1.036.
16.1.038	Medical Source Data	Revised title, description, and caution note for conciseness.
16.1.039	Student Health History Forms	Withdrawn. Health history forms submitted during admissions or enrollment should be classified under RSINs 15.1.001/15.1.002.
16.1.041	Surgical Instrument Sterilization Records	Revised description for conciseness. Lowered retention period to 2 years to align with quality control reports, RSIN 5.2.018.
16.2.001	Circulation Records	Revised description for conciseness and to accommodate courtesy borrower records from withdrawn RSIN 16.2.004. Added cross reference to RSIN 4.1.009 for fines.
16.2.002	Archives Collection Control Records	Revised title and description for clarity and conciseness. Updated cross-reference from obsolete RSIN 2.1.011 to RSIN 1.2.013 (Records Access and Locator Aids).
16.2.003	Collection or Artifact Loan Records	Changed retention period to AC+7 to match minimum retention period for contracts and agreements.
16.2.004	Courtesy Borrower Records	Withdrawn. Borrower and circulation records should be classified under RSIN 16.2.001.
16.2.005	Equipment Checkout Records	Withdrawn. Library equipment checkouts should be classified under RSIN 16.2.001 (circulation).
16.2.006	Exhibit Records	Revised description for conciseness.
16.2.007	Interlibrary Loan (ILL) Records	Revised description for conciseness. Removed gratuitous caution note. Added cross referenced to RSIN 4.1.001 for accounts payable records.
16.2.008	Library Catalog	Added cross-reference to capital asset purchase records, RSIN 4.7.004.

16.2.009	Library Materials Control Records	Revised description for conciseness.
16.2.011	Permissions History Files	Withdrawn. Reference performance measure data should be classified under RSIN 1.1.064, and reference workload and public contacts should be classified under RSIN 1.1.069.
16.2.012	Reference Request Records	Changed retention period to AV. Added cross-references to RSIN 1.1.064, Agency Performance Measures Documentation and RSIN 1.1.069, for Activity Reports.
16.3.002	Arrest Reports	Revised caution note for conciseness. Added caution note regarding retention of juvenile fingerprints. Added legal citations.
16.3.003	Bicycle Registration Records	Revised description for conciseness. Changed retention period to AV for simplicity.
16.3.004	Annual Fire Safety Report	Revised title for clarity. Added description. Lowered retention to 3 years to adhere to legal citation. Added archival code "O" because of long-term research value.
16.3.005	Campus Fire Log and Statistics	Revised title and description for clarity, and to accommodate fire statistics from withdrawn RSIN 16.3.006. Revised legal citation to point to specific retention requirement.
16.3.006	Campus Fire Statistics - Fire Statistics	Withdrawn. Fire statistics should be classified under RSIN 16.3.005.
16.3.007	Campus Notifications	Revised description for conciseness.
16.3.008	Chemical Breath Test Records	Revised description for clarity.
16.3.010	Clery Act Reporting—Annual Security Report	Revised description for clarity. Removed note from remarks because archival code "O" already represents possible ongoing research value.
16.3.011	Clery Act Reporting—Crime Log and Statistics	Revised title and description for conciseness and clarity, and to accommodate records from withdrawn RSIN 16.3.012.

16.3.012	Clery Act Reporting - Crime Statistics	Withdrawn. Crime statistics related to Clery Act reporting should be classified under RSIN 16.3.011.
16.3.013	Clery Act Reporting—Emergency Response and Evacuation Procedures	Added cross-reference to RSIN 5.4.013, for COOP plans not required by Clery Act.
16.3.014	Communication Logs	Revised description for clarity. Added cross-reference to RSIN 16.3.018, Dispatch Reports.
16.3.015	Criminal Intelligence and Analysis Files	Revised caution note to reflect changes in updated legal citation. Removed information in caution note that is duplicated in Code of Criminal Procedure.
16.3.016	Daily Bulletins	Revised description for conciseness and clarity.
16.3.017	Death in Custody Reports	Revised description for conciseness.
16.3.019	Emergency Protective Order Lists	Withdrawn. Lists of records should be classified under RSIN 1.2.013.
16.3.020	Emergency Protective Orders	Revised title and description for conciseness and to accommodate records from withdrawn RSIN 16.3.021. Revised AC definition to remove redundant clause and to accommodate records from withdrawn RSIN 16.3.021. Added additional legal citation.
16.3.021	Emergency Protective Orders - Issued pursuant to Code of Criminal Procedure	Withdrawn. All emergency protective orders should be classified under RSIN 16.3.020.
16.3.022	Dating and Family Violence Reports	Withdrawn. All incident reports should be classified under RSIN 16.3.027.
16.3.024	Fingerprint Records—Other	Revised title and description for clarity. Removed caution note regarding fingerprints for offense investigation records. Revised cross-reference to include all relevant investigation and arrest series.
16.3.025	Fire Alarm and Drill Records	Withdrawn. Fire alarm and drill records should be classified under RSIN 5.4.003 or 16.3.005, as applicable.
16.3.026	GPS Tracking Records	Revised note for clarity.

16.3.027	Campus Security and Incident Reports	Revised description for conciseness and to accommodate records with withdrawn RSIN 16.3.022. Added caution note regarding retention of Clery Act crime statistics. Removed irrelevant legal citation.
16.3.028	Law Enforcement Information Dissemination, Inquiry, and Receipt Records	Revised description for clarity.
16.3.033	Missing and Unidentified Persons Files	Moved AC definition to Remarks column.
16.3.034	Mug Books	Revised title and description for clarity.
16.3.035	Offense Records—Class A and B Misdemeanors and State Jail Felonies	Added caution note regarding juvenile case files.
16.3.035	Offense Records—Class A and B Misdemeanors and State Jail Felonies	Added caution note regarding juvenile case files.
16.3.037	Offense Records—First-Degree and Capital Felonies	Added caution note regarding juvenile case files.
16.3.038	Offense Records—Second- and Third-Degree Felonies	Removed “DWI Offenses” from title because these types of offenses may be charged as either misdemeanors or felonies.
16.3.039	Parking Citation Records	Revised description for conciseness. Lowered retention period to AC+6 MO. Revised AC Definition for clarity. Added cross-reference to RSIN 4.1.009 for fines.
16.3.040	Parking Permit Records	Withdrawn. Parking permits should be classified under RSIN 5.6.009.
16.3.041	Pawn Shop Tickets	Revised description for conciseness.
16.3.042	Police Activity Logs or Dockets	Removed archives note to allow for maximum discretion by university archivists.
16.3.043	Police Animal Records	Revised description for conciseness. Revised AC definition for clarity.
16.3.044	Police Audiovisual Recordings	Revised title and description for clarity and to accommodate records from withdrawn RSIN 16.3.045. Revised AC Definition for clarity.

		Added caution note regarding retention of juvenile recordings. Removed repealed legal citation.
16.3.045	Police Audiovisual Recordings - Offense Greater than Class C	Withdrawn. Police audiovisual recordings should be classified under RSIN 16.3.044.
16.3.046	Polygraph Examination Records	Added caution note regarding polygraph reports as part of offense investigation records. Added cross-reference to employee selection records, RSIN 3.1.014.
16.3.047	Rap Sheets	Revised description for conciseness.
16.3.049	Surveillance Videos	Withdrawn. Surveillance videos should be classified under RSIN 5.1.018.
16.3.051	Warning Citations	Added cross reference to parking citations, RSIN 16.3.039.
16.3.053	Weapons Records - Inspection and Repair	Withdrawn. Equipment inspection and repair records should be classified under RSIN 5.2.008.
16.3.054	Weapons Records - Inventory	Withdrawn. Inventory records should be classified under RSIN 5.2.006.
16.3.055	Weapons Records—Issuance	Revised description for conciseness.
16.4.001	Alcoholic Beverage Control Records	Revised description and AC Definition for conciseness and clarity. Added cross-reference to RSIN
16.4.002	Menus	Revised description for conciseness.
16.4.003	Non-Tenant/Denied Student Housing Applications	Revised title for clarity.
16.4.004	Student Housing Judicial Record	Revised description for conciseness. Changed retention period to AC+7 to adhere to minimum retention period for contracts and agreements.
16.4.005	Student Housing Tenant Records	Revised description and AC Definition for clarity. Added cross-reference to RSIN 5.1.001, where housing contracts should be classified. Changed retention period to AC+7 to adhere to minimum retention period for contracts and agreements.

16.5.001	Disability Accommodation Requests	Revised title, description, and AC Definition for clarity. Lowered retention period to AC+2 for consistency with RSIN 3.1.042. Fixed cross-reference to RSIN 16.1.008 for counseling records. Added cross-reference to RSIN 3.1.042 for employee requests.
16.5.002	Career Counseling and Placement Records	Revised description for conciseness.
16.5.003	Child and Youth Program Staff Records	Revised title and description to include staff records required by legal citation. Added cross reference to student records under RSIN 16.5.009. Added caution note regarding extended retention for investigations. Added legal citation. Child and youth student records should be classified under RSIN 16.5.009.
16.5.004	Childcare Center Records—Individual Child	Revised title and description for clarity and to accommodate records from withdrawn RSINs 16.5.005. Revised AC definition for clarity. Updated legal citations.
16.5.005	Child-Care Center Records - Individual Child	Withdrawn. Individual childcare center records should be classified under RSIN 16.5.004.
16.5.006	Childcare Center Records—Licensing, Safety, and Compliance	Revised description for conciseness. Updated legal citation.
16.5.007	Childcare Center Records—Medication Administration	Added cross-reference to 16.5.004 for specialized medical care instructions.
16.5.008	Identification Card Administration Records	Revised description for conciseness.
16.5.009	Non-Institution Student Records	Revised description and AC Definition for clarity and to accommodate records with withdrawn RSIN 16.5.003. Added cross reference to RSIN 16.5.003, Child and Youth Program Staff Records.
16.5.010	External Recruiter Records	Revised title and description for clarity. Added cross-references to event planning records (RSIN 1.1.080), internal recruitment records (RSIN 15.5.005), and marketing materials (RSIN 1.1.019).

Category 17: Academic Affairs

17.1.001	Academic Program Administrative Records	Revised description for conciseness, and to accommodate records from withdrawn RSIN 17.1.017.
17.1.002	Class Scheduling Records—Published Schedule of Classes	Revised description for conciseness.
17.1.003	Class Scheduling Records—Working Files	Revised description for conciseness.
17.1.004	Commencement Records	Revised description for conciseness.
17.1.005	Continuing Education Course Records - Final Reports	Withdrawn. Reports should be classified under RSIN 1.1.067.
17.1.006	Continuing Education Course Records	Revised title and description for clarity and conciseness. Lowered retention period to AC+2 to be based on semester. Added cross-reference to RSIN 16.1.007 for medical continuing education records.
17.1.007	Cooperative Program Records	Revised title and description for clarity and to accommodate records from withdrawn RSIN 17.1.008. Lowered retention period to AC+7.
17.1.008	Cooperative Program Records - Program Records	Withdrawn. Cooperative program records should be classified under RSIN 17.1.007.
17.1.009	Course Records	Revised description for conciseness.
17.1.010	Course Schedule Maintenance Forms	Withdrawn. Institutional catalog working files should be classified under RSIN 1.3.002, and data entry maintenance forms should be classified under RSIN 1.1.057.
17.1.011	Degree Program Proposal, Development and Review Records - Working Files	Withdrawn. Degree program proposal records should be classified under RSIN 17.1.012
17.1.012	Degree and Special Academic Program Proposal, Development and Review Records	Revised title and description for conciseness and clarity, and to accommodate records from withdrawn RSINs 17.1.011, 17.1.013, 17.1.014, and 17.1.016. Changed retention period to AC so records can be transferred to archives after degree program is terminated.

17.1.013	Non-University Student Program Administration Records - Policy and Program Development Records	Withdrawn. Special academic program proposal records should be classified under RSIN 17.1.012.
17.1.014	Non-University Student Program Administration Records - Working Files	Withdrawn. Special academic program proposal records should be classified under RSIN 17.1.012.
17.1.015	Space Deficit/Allocation Records	Withdrawn. Space utilization reports should be classified under RSIN 5.2.027, and legislative funds allocation requests should be classified under RSIN 1.1.004.
17.1.016	Special Academic Programs Records - Policy and Program Development Records	Withdrawn. Special academic program proposal records should be classified under RSIN 17.1.012.
17.1.017	Special Academic Programs Records - Working Files	Withdrawn. Special academic program administration records should be classified under RSIN 17.1.001.
17.1.018	Student Faculty/Course Evaluation Records—Non-Tenure Track Faculty	Revised description for conciseness. Added cross-reference to RSIN 3.1.019 for employee performance appraisals.
17.1.019	Student Faculty/Course Evaluation Records—Tenure Track Faculty	Withdrawn. Personnel evaluations should be classified under RSIN 3.1.019, tenure reviews should be classified under RSIN 12.1.001, and course evaluations should be classified under RSIN 17.1.009.
17.2.001	Professional Accreditation Records—Working Files	Revised description for conciseness and clarity.
17.2.002	Professional Accreditation Reports	Revised description for conciseness and clarity.
17.3.001	Animal Breeding and Management Records	Revised description for conciseness. Revised retention period and AC definition to adhere to legal citations. Revised legal citations for accuracy.
17.3.002	Denied Research Grant Proposal Applications Records	Withdrawn. Denied grant applications should be classified under RSIN 4.7.008b.
17.3.003	Institutional Animal Care and Use Committee (IACUC) Records	Revised title and description for clarity and conciseness.
17.3.004	Institutional Biosafety Committee	Description revised for conciseness and accuracy.

		Retention period lowered to 3 years to match other university committee records (RSIN 11.1.015), absent any legal retention requirements.
17.3.005	Institutionally Funded Research— Minutes and Final Research Reports	Added relevant legal citation.
17.3.006	Institutionally Funded Research - Project Funding Review	Withdrawn. University financial records should be classified under Category 4 of the RRS. Any review of project funding should be documented under RSIN 17.3.007.
17.3.007	Institutionally Funded Research— Project Review Records	Revised description for clarity. Added relevant legal citation.
17.3.008	Intellectual Property Agreements	Updated legal citation.
17.3.009	Patent and Invention Records—Auxiliary Files	Revised description for conciseness.
17.3.010	Patent and Invention Records—Denied or Not Pursued	Revised description for conciseness.
17.3.012	Research Data—Non-Funded Projects	Revised title and description for conciseness and clarity.
17.3.013	Research Data—Funded Projects	Revised title and description for accuracy and clarity, and to accommodate research grant working files from withdrawn RSIN 17.3.014. Added archives note to explain that archival review only applies to final research reports. Added legal citation for any grants issued after 12/26/14. Added other relevant legal citations.
17.3.014	Research Grant Records - Working Files	Withdrawn. Research grant data and working files should be classified under RSIN 17.3.013.
17.3.015	Research, Clinical, and Teaching Drug Inventory Records	Withdrawn. Pharmacy inventory records should be classified under RSIN 16.1.031a.
17.3.016	Scientific Misconduct Records	Revised description for conciseness and clarity.
17.3.017	Unfunded Research Grant Proposal Development Records	Withdrawn. Non-regulated research should be classified under RSIN 17.3.012.
17.3.018	Animal Research Controlled Substances	New series.

Category 18: Campus Life

18.1.001	Daily Broadcast Logs	Revised description and Caution Note for conciseness. Lowered retention from 3 to 2 years to adhere to legal citations.
18.1.002	Radio and Television License Records	Withdrawn. Permits and licenses should be classified under RSIN 5.1.010, and the public inspection file should be classified under RSIN 18.1.004.
18.1.003	Student Organization Administrative Records	Revised description for conciseness. Changed archival code from I to O to allow for greater latitude in professional judgment by university archivists. Removed gratuitous caution note; schedule is media-neutral and does not need to specifically address electronic records at the exclusion of all other formats.
18.1.004	Broadcast Station Public Inspection File	New series added.
18.2.001	Athletic Eligibility Records	Withdrawn. All conference eligibility, reporting, and compliance records should be classified under RSIN 18.2.005, NCAA and NAIA Reporting Requirements. Individual athlete records should be classified under RSIN 18.2.014.
18.2.002	Athletic Scholarship and Grant-In-Aid Award Records – National Collegiate Athletic Association (NCAA) Records	Withdrawn. All conference eligibility, reporting, and compliance records should be classified under RSIN 18.2.005, NCAA and NAIA Reporting Requirements.
18.2.003	Athletic Scholarship and Grant-In-Aid Award Records - All records Except NCAA	Withdrawn. This series describes convenience copies of financial aid documents classified under URRS Section 15.3.
18.2.004	Catastrophic Injury Insurance Records	Withdrawn. All conference compliance records should be classified under NCAA and NAIA Reporting Requirements (RSIN 18.2.005); university insurance policies should be classified under RSIN 5.1.013; accident reports should be classified under RSIN 5.4.014; and claim payments should be classified under RSIN 4.7.005.
18.2.005	NCAA and NAIA Reporting Requirements	Revised title and description for clarification and to accommodate records from withdrawn RSINs 18.2.001, 18.2.002, 18.2.017, 18.2.024. Retention period lowered to match longest retention period required by NCAA guidelines.

		Added cross-reference to RSIN 18.2.014 for individual athlete files.
18.2.006	Competition Scheduling Records	Withdrawn. Contracts should be classified under RSIN 5.1.001, and game schedules and statistics should be classified under RSIN 18.2.012.
18.2.007	Student Athlete Drug Test Records— Negative Results	Revised title and description for clarity and conciseness. Lowered retention period to align with retention period of negative employee drug test results under RSIN 3.1.040c.
18.2.008	Student Athlete Drug Test Records— Positive Results	Revised title and description for clarity and conciseness.
18.2.009	Game Arrangement Records	Withdrawn. Game schedules and statistics should be classified under RSIN 18.2.012.
18.2.010	Game Day Totals	Withdrawn. Accounts receivable records should be classified under RSIN 4.1.009.
18.2.011	Game Officials' Evaluation Forms	Revised description for conciseness.
18.2.012	Game Records	Revised title and description for clarity and conciseness, and to accommodate records from withdrawn RSINs 18.2.006 and 18.2.009. Lowered retention period to AV to allow for more university discretion on long-term value of records outside archives. Added Archives Notes to explain potential long term archival value of game statistics.
18.2.013	Game Tickets and Ticket Orders	Withdrawn. Accounts receivable records should be classified under RSIN 4.1.009.
18.2.014	Individual Athletes Records	Revised title and description for clarity, and to accommodate records from withdrawn RSIN 18.2.015. Added archival review code for historical review of public athlete profiles. Added Archives Note regarding confidential records.
18.2.015	Athlete Public Profile	Revised title and description for clarity and conciseness. Lowered retention period to reduce burden on universities. If records hold long-term historical value, records may be transferred to archives for permanent retention.

18.2.016	Playbooks	Revised title and description for accuracy and conciseness.
18.2.017	Practice Schedule Records	Withdrawn. All conference eligibility, reporting, and compliance records should be classified under RSIN 18.2.005, NCAA and NAIA Reporting Requirements.
18.2.018	Recruiting Records—Athletics	Revised description for conciseness and clarity.
18.2.019	Sports Merchandising Records	Withdrawn. Accounts receivable records should be classified under RSIN 4.1.009, and all conference eligibility, reporting, and compliance records should be classified under RSIN 18.2.005, NCAA and NAIA Reporting Requirements.
18.2.020	Student Athlete Insurance Records - Collegiate Insurance	Withdrawn. All conference compliance records should be classified under NCAA and NAIA Reporting Requirements (RSIN 18.2.005); university insurance policies should be classified under RSIN 5.1.013; accident reports should be classified under RSIN 5.4.014; and claim payments should be classified under RSIN 4.7.005.
18.2.021	Student Athlete Insurance Records - Secondary Coverage Insurance	Withdrawn. All conference compliance records should be classified under NCAA and NAIA Reporting Requirements (RSIN 18.2.005); university insurance policies should be classified under RSIN 5.1.013; accident reports should be classified under RSIN 5.4.014; and claim payments should be classified under RSIN 4.7.005.
18.2.022	Student Athletes Academic Advising Records	Withdrawn. Student academic advising records should be classified under RSIN 15.2.026, and individual student athlete records should be classified under RSIN 18.2.014
18.2.023	Student Athletes Dining Rosters	Withdrawn. Menus should be classified under 16.4.002, and any documentation of student athlete training required by conference guidelines should be classified under RSIN 18.2.005.
18.2.024	Student Athletes Medical Records	Withdrawn. Medical records of students treated by university physicians should be classified under RSINs 16.1.008, 16.1.025, or 16.1.026, as applicable. Copies of medical records and injury reports submitted to conference organizers should be classified under RSIN 18.2.005 or 18.2.014, as applicable.

Changes to URRS
Effective TBD

18.2.025	Ticket Sales and Event Cash Reconciliation Records - Athletics	Withdrawn. Accounts receivable records should be classified under RSIN 4.1.009. Any game day totals reportable to the NCAA or NAIA should be classified under RSIN 18.2.005.
18.3.001	Faculty and Staff Election Records	Revised description for conciseness.