



January 27, 2017

Mr. Byron Main
Director, Materials Management Services
UT MD Anderson Cancer Center
1515 Holcombe Boulevard, Unit 0105
Houston, TX 77030

Re: Agency records retention schedule amendment approved for use.

Dear Mr. Byron Main:

Amendment 5 to your agency's 5th recertification of your records retention schedule is approved for use as of January 27, 2017. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Erica Wilson-Lang at 512-463-6627 or ewilson@tsl.texas.gov.

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: Agency head; State Auditor

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

www.tsl.texas.gov

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Texas
State Library
and Archives
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STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 506
 Agency Name University of Texas MD Anderson Cancer Center

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature

[Handwritten Signature]

Name (Print or type) Byron Main

Date X October 6, 2016

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

(For the exclusive use of the State Auditor's Office)

Signature

Name (Print or type)

Date

Not Required at This Time

Texas State Library and Archives Commission

(For the exclusive use of the State Library and Archives Commission)

Signature

Name (Print or type)

Date

[Handwritten Signature]
Donna Osborne
1/22/17

Cert/Recert No.

5

Amendment No.

2

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





June 23, 2014

Mr. Byron Main
Director, Materials Management Services
UT MD Anderson Cancer Center
1515 Holcombe Boulevard, Unit 0105
Houston, TX 77030

Re: Agency records retention schedule amendment approved for use

Dear Mr. Main:

Amendment 1 to your agency's 5th Recertification of your records retention schedule is approved for use as of Friday, June 20, 2014. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Angela Ossar, at 512-463-6623 or aossar@tsl.texas.gov.

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Ronald DePinho, M.D.

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
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Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

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R01.506/506



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

AO

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 506

Agency Name University of Texas MD Anderson Cancer Center

(Check one)

- Initial Certification - Form SLR 105
Recertification - Form SLR 105
Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
Records Management Officer

Signature

Name (Print or type) Byron Main

Date 5/20/14

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

(For the exclusive use of the State Auditor's Office)

Signature

Name (Print or type)

Date

Not Required at This Time

Texas State Library and Archives Commission

(For the exclusive use of the State Library and Archives Commission)

Signature

Name (Print or type)

Date

E. Hildeberg

06-20-2014

Cert/Recert No.

5

Amendment No.

1

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 1

2. Agency Code 506		3. Agency Name University of Texas M.D. Anderson Cancer Center								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			Page No.	Agency Item No.	
3.1.019	MDA101	Performance Appraisals	AC	5	AC+5	AC = Completion of evaluation; 29 CFR 1620.32(c).		20	MDA101	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	D – Deleted		
	LA – Life of Asset	US – Until Superseded				



State and Local
Records Management

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Commission Chairman
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Sandra J. Pickett

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
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February 14, 2014

Mr. Byron Main
Director, Materials Management Services
UT MD Anderson Cancer Center
1515 Holcombe Boulevard, Unit 0105
Houston, TX 77030

RE: Agency records retention schedule approved for use

Dear Mr. Main:

Your agency's records retention schedule is approved for use as of February 11, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

Your approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state regulations (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. We urge on you the importance of disposing of the records of your agency in a timely manner in accordance with the retention periods on your schedule. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **February 2017**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Angela Ossar, at 512-463-6623 or aossar@tsl.texas.gov.

Your efforts in developing a records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program.

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Ronald DePinho, M.D.

R01.506/50



STATE OF TEXAS Records Retention Schedule Certification

SLR 105C
Form SLR 105 or SLR 122
must accompany all
submissions of this form.

Section 1. Agency Information (Submitting agencies complete this section only)

Agency Code 506
Agency Name UT MD ANDERSON CANCER CENTER

(Check one)
 Initial Certification - Form SLR 105
 Recertification - Form SLR 105
 Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)
 Agency Head
 Records Management Officer

Signature [Signature]
Name (Print or type) Byron Main
Date July 12, 2012

Section 2. Approvals (Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature _____
Name (Print or type) _____
Date _____
Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature [Signature]
Name (Print or type) _____
Date 02-11-14

Cert/Recert No. 5 Amendment No. _____

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

Page 1 of 62

2. Agency Code	506	3. Agency Name	The University of Texas M.D. Anderson Cancer Center						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks	10. 106 No.		

1 - ADMINISTRATIVE RECORDS

1.1 - General

1.1.	MDA1	Administrative Records - General - Affiliation Agreements	AC	4	AC + 4	AC = Term of Agreement; Is Microfilmed Once Completed; Subject to Annual Review
1.1.	MDA2	Administrative Records - General - Gift Records or Donor Files	PM		PM	
1.1.	MDA3	Administrative Records - General - Copyrights	AC	120	AC + 120	AC = Approval of Applications
1.1.	MDA4	Administrative Records - General - Patents, Trademarks & Documentation (e.g. Research records, reflecting usage & the like)	AC	20	AC + 20	AC = Includes Underlying Patents, Trademarks
1.1.	MDA5	Administrative Records - General - Patents, Trademarks & Documentation (e.g., Research Records, Reflecting Usage & the like)	AC	20	AC + 20	AC = Includes Underlying Patents, Trademarks

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

Page 2 of 62

2. Agency Code	506	3. Agency Name	The University of Texas M.D. Anderson Cancer Center						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks			

1.1.002	MDA6	Audits	AC	7	AC + 7	AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
1.1.002	MDA7	Audits- Header Audit List	AC	7	AC + 7	AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
1.1.002	MDA8	Audits - External Audit Reports	AC	7	AC + 7	AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
1.1.002	MDA9	Audits - Internal Audit Reports	AC	7	AC + 7	AC = Publication or release of final audit findings. Historical Management / Informational Report Reference		

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

Page 3 of 62

2. Agency Code 506		3. Agency Name The University of Texas M.D. Anderson Cancer Center						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
1.1.004	MDA10	Legislative Appropriation Requests	AC	6	AC + 6	I		
							AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository program, Texas State Library and Archives Commission.	
1.1.006	MDA11	Complaint Records-Complaint Records	AC	2	AC + 2			
							AC = Final disposition of the complaint	
1.1.007	MDA12	Correspondence - Administrative	1	3	4	O		
							ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors, and program heads require archival review. Contact the University Archives when these records have met their retention periods.	
1.1.008	MDA13	Correspondence - General- The Joint Commission	1	5	6			

Retention Codes (Field 7)				Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded			



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

Page 4 of 62

2. Agency Code	506	3. Agency Name	The University of Texas M.D. Anderson Cancer Center						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total		9. Remarks		
1.1.013	MDA14	Calendars, Appointment and Itinerary Records- CNSM (Census Nurse Station Master) (Prior Day/Evening Discharges & Admissions)	CE	1	CE + 1				
1.1.013	MDA15	Calendars, Appointment and Itinerary Records- Missed Appointment Requisitions	CE	1	CE + 1				
1.1.013	MDA16	Calendars, Appointment and Itinerary Records- Patient Appointment Cards	CE	1	CE + 1				
1.1.013	MDA17	Calendars, Appointment and Itinerary Records	CE	1	CE + 1	O	ARCHIVES NOTE: Only the Calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the University Archives when these records have met their retention period.		
1.1.013	MDA18	Calendars, Appointment and Itinerary Records Designated Funds	PM		PM				
1.1.014	MDA19	Legal Opinions and Advice	AV		AV	O	Must be kept at least 5 years.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review for accession in M.D. Anderson Internal Archives			



STATE OF TEXAS Records Retention Schedule

SLR 105

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Page 5 of 62

2. Agency Code 506		3. Agency Name The University of Texas M.D. Anderson Cancer Center						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
1.1.019	MDA20	Public Relations Records-Public Relations Records	2		2	O		
1.1.021	MDA21	Public Information Requests - Exempted	AC	2	AC + 2	AC = Date of notification that records are exempt		
1.1.020	MDA22	Public Information Requests - Not Exempted- Fellowship ADA Site Visit Documentation	AC	1	AC + 1	AC = Date request fulfilled		
1.1.023	MDA23	Organization Charts-Organization Charts	US		US	I		
1.1.024	MDA24	Plans and Planning Records- Good Friday Services Program	AC	3	AC+3	AC = Decision made to implement or not to implement result of planning process.		
1.1.024	MDA25	Plans and Planning Records- Inactive Memorial	PM		PM	O		
1.1.024	MDA26	Plans and Planning Records- Program Unit Report For SW Region (Quarterly)	AC	3	AC+3	O AC = Decision made to implement or not to implement result of planning process.		
1.1.024	MDA27	Plans and Planning Records- Programs	AC	3	AC+3	O AC = Decision made to implement or not to implement result of planning process.		

Retention Codes (Field 7)				Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded			



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

Page 6 of 62

2. Agency Code	506	3. Agency Name	The University of Texas M.D. Anderson Cancer Center						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks			
1.1.024	MDA28	Plans and Planning Records- Project Files	AC	10	AC + 10	O		AC = Decision made to implement or not to implement result of planning process.	
1.1.024	MDA29	Plans and Planning Records- St. Louis University Projects	AC	3	AC+3	O		AC = Decision made to implement or not to implement result of planning process.	
1.1.024	MDA30	Plans and Planning Records- Summer Programs	AC	3	AC + 3	O		AC = Decision made to implement or not to implement result of planning process.	
1.1.027	MDA31	Proposed Legislation- House Bill, 47th Legislature	PM		PM				
1.1.038	MDA32	Customer Surveys	AC	3	AC + 3			AC = Final disposition of summary report. See item number 1.1.067 for summary reports compiled from customer surveys	
1.1.040	MDA33	Speeches, Papers and Presentations- Disaster Film/Presentation Letters	AC		AC	O		AC = End of term in office or termination of service in a state position	
1.1.040	MDA34	Speeches, Papers and Presentations	AC		AC	O		AC = End of term in office or termination of service in a state position	

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

Page 7 of 62

2. Agency Code 506		3. Agency Name The University of Texas M.D. Anderson Cancer Center						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
1.1.043	MDA35	Training Materials-Training Materials	US	1	US + 1			
1.1.048	MDA36	Litigation Files	AC	10	AC + 10	O		AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.
1.1.048	MDA37	Litigation Files-Medical Liability Claims	AC	20	AC + 20	O		AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.
1.1.053	MDA38	Registration Logs- Guest Registration Cards	AC		AC			AC = Report filed with the Texas Ethics Commission.

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives		
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded				



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

Page 8 of 62

2. Agency Code	506	3. Agency Name	The University of Texas M.D. Anderson Cancer Center					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

AC = September 1 of odd-numbered calendar years.
 ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.

AC = Purpose of record has been fulfilled

AC = The date of the meeting or completion of pending action involving the meeting whichever is later

AC = Official approval of written minutes of the meeting by the governing body of the agency.

1.1.055	MDA39	Strategic Plans	AC	6	AC + 6	I		
1.1.057	MDA40	Transitory Information	AC		AC			
1.1.058	MDA41	Meetings Agendas and minutes	PM		PM	I		
1.1.059	MDA42	Meetings, Certified Agendas or Tape Recordings of Closed-Meetings	AC	2	AC + 2			
1.1.060	MDA43	Meetings, Audio or Videotapes of Open-Videocassettes	AC	3	AC + 3			
1.1.062	MDA44	Meetings - Supporting Documentation		2		2	I	

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

Page 9 of 62

2. Agency Code 506		3. Agency Name The University of Texas M.D. Anderson Cancer Center						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
1.1.063	MDA45	Staff Meeting Minutes and Notes- Chronic Myelogenous/Lymphocytic-Group Meetings	PM		PM	I		
1.1.063	MDA46	Staff Meeting Minutes and Notes- Executive Committee Of Science Faculty	PM		PM	I		
1.1.063	MDA47	Staff Meeting Minutes and Notes	1		1			
1.1.064	MDA48	Agency Performance Measures Documentation- Annual Patient Care Report	FE	3	FE + 3			<p>CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.</p> <p>CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.</p>
1.1.064	MDA49	Agency Performance Measures Documentation	FE	3	FE + 3			
1.1.065	MDA50	Reports and Studies (Non-Fiscal) - Raw Data	AV		AV			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives		
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STATE OF TEXAS Records Retention Schedule

SLR 105

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Page 10 of 62

2. Agency Code		506		3. Agency Name		The University of Texas M.D. Anderson Cancer Center			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total		9. Remarks		
1.1.065	MDA51	Reports and Studies (Non-Fiscal) - Raw Data- Respiratory Care Consultation Reports	AV		AV				
1.1.066	MDA52	Reports - Biennial or Annual Agency (Narrative)-Reports	AC	6	AC + 6	I			
1.1.067	MDA53	Reports and Studies (Non-Fiscal)-Monthly Reports (Department)	1	2	3	O			
1.1.068	MDA54	Reports on Performance Measures	AC	6	AC + 6				AC = September 1 of odd-numbered calendar years.
1.1.069	MDA55	Reports - Activity-Reports - Activity	1		1				
1.1.070	MDA56	Agency Rules, Policies, and Procedures - Final- Surveys Reports Mandated	AC	3	AC + 3	O			AC = Completion or termination of programs, rules, policies or procedures.

Retention Codes (Field 7)				Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives		
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review for accession in M.D. Anderson Internal Archives		



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2. Agency Code 506		3. Agency Name The University of Texas M.D. Anderson Cancer Center						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
1.1.071	MDA57	Agency Rules, Policies, and Procedures - Working Files- Administrative Residency Program	AC	3	AC + 3	O		
		1.2 - Records Management						
1.2.001	MDA58	Destruction Authorizations	FE	3	FE + 3			
1.2.003	MDA59	Forms History File	AC	1	AC + 1		AC = Discontinuance of use of form.	
1.2.005	MDA60	Records Retention Schedule (SLR 105)	US		US			
1.2.006	MDA61	Records Transmittal Forms	AC	2	AC + 2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission by the agency Records Management Office.	
1.2.010	MDA62	Records Disposition Logs- Inquiry Deposition	1	9	10			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives		
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded				



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2. Agency Code	506	3. Agency Name	The University of Texas M.D. Anderson Cancer Center					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

1.2.013	MDA63	Records Control Locator Aids (Includes Shelf List)	AC		AC	AC = When control aid is updated, revised, or no longer needed.
1.2.014	MDA64	Records Management Plans	US	1	US + 1	

1.3 - State Publications

1.3.001	MDA65	State Publications	AC	5	AC + 5	
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AC = Until superseded or obsolete.
CAUTION NOTE: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code § 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total		9. Remarks		

AC = Until superseded or obsolete.
CAUTION NOTE: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code § 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.

ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.

1.3.001	MDA66	State Publications- Phase II Study	AC	2	AC + 2			
1.3.001	MDA67	State Publications- Photographs - Clinical, Research, and Archival	AC	2	AC + 2	O		
1.3.001	MDA68	State Publications- Protocols & Manuscripts	PM		PM	O		

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks		
1.3.001	MDA69	State Publications- Research Protocols Funded	AC	2	AC + 2	O		
							<p>AC = Until superseded or obsolete. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.</p> <p>CAUTION NOTE: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code § 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.</p>	
1.3.001	MDA70	State Publications-Manuscript (Books)	AC	2	AC + 2			
1.3.002	MDA71	Publication Development Files- Cancer Bulletin	AV		AV	O		
2 - ELECTRONIC DATA PROCESSING RECORDS								

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives		
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			Agency	Storage	Total	9. Remarks		

2.1 - Automated Applications

AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.

AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.

2.1.001	MDA72	Processing Files- Data Processing Planning Records, Reports, Studies	AC	AC	
2.1.002	MDA73	Master Files	AC	AC	

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks		

2.1.007 MDA74 Software Programs

AC AC

AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.
13 TAC 6.94

2.1.008 MDA75 Hardware Documentation

AC 3 AC + 3

AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.
13 TAC 6.94

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks		

AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94

AC = The related records have been destroyed

AC = When reconciliation confirmed.

AC = No longer needed as an audit trail for any records modified

AC = No longer needed as an audit trail for any records modified

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks		

3 - PERSONNEL RECORDS

3.1 - Employee

3.1.	MDA82	Personnel Records - Employee Exit Interviews	AC	3	AC + 3	AC = Termination of Employment
3.1.	MDA83	Personnel Records - Employee Fliers / Catalogs	US		US	
3.1.	MDA84	Personnel Records - Employee Individual Personnel Files - Retired Employee	AC	50	AC + 50	AC = Retirement Date
3.1.	MDA85	Personnel Records - Employee Personnel File-Administrative Staff	AC	5	AC + 5	AC = Termination of Employment
3.1.	MDA86	Personnel Records - Employee Personnel File-Professional (All In One File)	AC	5	AC + 5	AC = Term of Employment
3.1.	MDA87	Personnel Records - Employee Personnel Files-Terminated	AC	5	AC + 5	AC = Termination Date
3.1.	MDA88	Personnel Records - Employee Personnel Folder (Separated)	AC	5	AC + 5	AC = Separation Date

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks					
3.1.	MDA89	Personnel Records - Employee Separation Cards	AC	50	AC + 50	AC = Termination of Employment					
3.1.	MDA90	Personnel Records - Employee Treatment For Nonemployees	2	3	5						
3.1.	MDA91	Personnel Records - Employee UT System Development Office Employee Files	AC		AC	AC = Termination of Employment					
3.1.	MDA92	Personnel Records - Employee Volunteer Employee Personnel Files	AC		AC	AC = Termination of Employment					
3.1.001	MDA93	Applications for Employment - Not Hired	2		2	29 CFR 1602.49(a) [State Universities] 29 CFR 1602.31 [State Agencies].					
3.1.002	MDA94	Applications for Employment - Hired	AC	5	AC + 5	AC = Termination of employment					
3.1.006	MDA95	Employee Counseling Records	AC	3	AC + 3	AC = Termination of counseling					
3.1.011	MDA96	Employee Insurance Records	AC		AC	AC = Until superseded or termination of employment					
3.1.012	MDA97	Employment Opportunity Announcements	2		2						

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
3.1.013	MDA98	Employment Contracts	AC	4	AC + 4	AC = Expiration or termination of the contract according to its terms		
3.1.014	MDA99	Employment Selection Records	2		2	Does not include criminal history checks		
3.1.018	MDA100	Grievance Records	AC	2	AC + 2	AC = Final decision on the grievance		
3.1.019	MDA101	Performance Appraisals	AC	5	AC + 5	AC = Term of Employment; 29 CFR 1620.32 (c)		1
3.1.020	MDA102	Personnel Corrective Action Documentation	AC	5	AC + 5	AC = Termination of corrective action		
3.1.021	MDA103	Personnel Disciplinary Action Documentation	AC	5	AC + 5	AC = Termination of employment		
3.1.022	MDA104	Personnel Information or Action Forms	2		2	29 CFR 1602.31 [State Agencies] 29 CFR 1602.49(a) [State Universities]		
3.1.023	MDA105	Position/Job Descriptions	AC	4	AC + 4	AC = Until superseded or job eliminated 40 TAC 815.106(i)		
3.1.024	MDA106	Physical Examinations/Medical Reports- Employee Medical Record	AC	2	AC + 2	AC = Until superseded or termination of employment		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives		
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			Agency	Storage	Total	9. Remarks				
3.1.026	MDA107	Criminal History Checks- Employee Consent Form	AC		AC			AC = The criminal history record has served the immediate purpose for which it was obtained		
3.1.027	MDA108	Training and Educational Achievement Records (Individual)- Archives of the Rosalie B. Hite Fellowship	AC	5	AC + 5			AC = Termination of employment		
3.1.027	MDA109	Training and Educational Achievement Records (Individual)- Continuing Medical Education	AC	5	AC + 5			AC = Termination of employment		
3.1.029	MDA110	Employment Eligibility, Documentation or Verification of	AC	1	AC + 1			AC = Termination of employment (INS I-9) CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.		
3.1.031	MDA111	Employee Benefits - Other than Insurance- Employee Benefits - Other than Insurance	AC	2	AC + 2			AC = Until superseded or termination of employment		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded				



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			Agency	Storage	Total	9. Remarks			

3.1.037	MDA112	Employee Recognition Records	AC	5	AC + 5	AC = Termination of employment
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3.2 - Payroll

3.2.001	MDA113	Employee Deduction Authorizations-Savings Bond	PM		PM	
3.2.001	MDA114	Employee Deduction Authorizations-Employee Deduction Authorizations	AC	4	AC + 4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner
3.2.002	MDA115	Employee Earnings Records	FE	4	FE + 4	40 TAC 815.106(i)
3.2.003	MDA116	Federal Tax Records	AC	6	AC + 6	AC = Tax due date, date claim is filed, or date tax is paid whichever is later
3.2.004	MDA117	Income Adjustment Authorizations-Adjusted Appropriations	AC	5	AC + 5	Summary of Accruals and Premiums for Staff. 29 CFR 516.6 (c). AC = After termination of employment or after amendment, expiration, or termination of authorization, whichever sooner.

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks			
3.2.005	MDA118	W-4 Forms	AC	4	AC + 4				
3.2.006	MDA119	Wage Rate Tables		2	2				
3.2.007	MDA120	Unemployment Compensation Records-UCI (Unemployment Compensation) Log	AC	5	AC + 5				
3.2.008	MDA121	Direct Deposit Application/Authorizations	US		US				
3.2.009	MDA122	State Deferred Compensation Records	AC	5	AC + 5				
3.2.010	MDA123	Human Resources Information System (HRIS) Reports	AC	4	AC + 4				

AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.3 - Personnel Administration

3.3.001	MDA124	Affirmative Action Plans- Cadet Folders	2	3	5	Must be kept at least 5 years.		
3.3.001	MDA125	Affirmative Action Plans	2	3	5	29 CFR30.8(e) for apprenticeship plans		
3.3.004	MDA126	Benefit Plans	US	1	US + 1	29 CFR 1627.3(b)(2)		
3.3.010	MDA127	Labor Statistics Reports	1	2	3			
3.3.011	MDA128	Former Employee Verification Records	AC	75	AC + 75	AC = Termination of employment		
3.3.015	MDA129	Positions/Job Classification Review File	US	3	US + 3			
3.3.020	MDA130	Work Schedules/Assignments- Student's Orientation Schedule	FE	3	FE + 3			
3.3.020	MDA131	Work Schedules/Assignments	FE	3	FE + 3			
3.3.023	MDA132	Reimbursable Activities, Requests and Authorizations to Engage in	FE	3	FE + 3			

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks			
3.3.024	MDA133	Personnel Policies and Procedures (includes Radiation Safety Manual)	US	3	US + 3				
3.3.026	MDA134	Agency Staffing Reports- Employee List By Title/Dept. (M82509)	US	3	US + 3				
3.3.027	MDA135	Aptitude and Skills Tests	US	2	US + 2	29 CFR 1602.31 [State Agencies] 29 CFR 1602.49 [State Universities]			
3.3.030	MDA136	Training Administration Records	US	2	US + 2				
3.3.031	MDA137	EEO Reports and Supporting Documentation- EEOC Charges	1	2	3	29 CFR 1602.32, 1602.39, 1602.48, and 1602.50			
3.3.032	MDA138	Equal Pay Records-Equal Pay Records	1	2	3				
3.4 - Time And Leave									
3.4.001	MDA139	Accumulated Leave Adjustment Requests	FE	3	FE + 3				
3.4.002	MDA140	Leave Status Reports	FE	3	FE + 3				
3.4.003	MDA141	Less Than Full-Time Worked Reports- Volunteer Hours - Monthly Report	2	2	4				

Retention Codes (Field 7)				Archival Codes (Field 8)		
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			Agency	Storage	Total	9. Remarks			

3.4.004	MDA142	Overtime Authorizations	2	2	2			
3.4.005	MDA143	Overtime Schedules	2	2	2			
3.4.006	MDA144	Time Cards and Time Sheets- Failure To Clock In & Out, Time Exception For Week Ending, Memos, Memo Changes & Exceptions Sheets	FE	4	FE + 4	40 TAC 815.106 (I)		
3.4.006	MDA145	Time Cards and Time Sheets- Time Justification	FE	5	FE + 5	40 TAC 815.106 (I)		
3.4.006	MDA146	Time Cards and Time Sheets	FE	4	FE + 4	40 TAC 815.106 (I)		
3.4.007	MDA147	Time Off and/or Sick Leave Requests	FE	3	FE + 3			
3.4.008	MDA148	Sick Leave Pool Documentation- Leave Of Absence Transaction Edit For Audits	FE	3	FE + 3			

4 - FISCAL RECORDS

4.1 - Worksheets, Detail Information on Financial Event or Transaction

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks			
4.1.001	MDA149	Accounts Payable Information	FE	9	FE + 9	Medicaid/Medicare Audit Requirements			
	MDA150	Accounting Records- Patient Data	FE	9	FE + 9	Medicaid/Medicare Audit Requirements			
4.1.002	MDA151	Billing Detail- Medicaid Logs/Cost Report Material, Medicare OP Provider Automation Report	FE	9	FE + 9	Medicaid/Medicare Audit Requirements			
4.1.003	MDA152	Canceled Checks/Stubs/Warrants/Drafts	FE	9	FE + 9	Medicaid/Medicare Audit Requirements			
4.1.005	MDA153	Inventory and Other Cost Files- Professorship (Funded)	FE	9	FE + 9	Medicaid/Medicare Audit Requirements			
4.1.006	MDA154	Investment Transaction Files	FE	9	FE + 9	Medicaid/Medicare Audit Requirements			
4.1.007	MDA155	Transfers or Budget Revisions- Rehabilitation Center (Historical)	FE	9	FE + 9	Medicaid/Medicare Audit Requirements			
		4.2 - Documents of Original Entry							
4.2.001	MDA156	Cash Deposit Vouchers- Offsite Tapes; Accounting	FE	9	FE + 9	Medicaid/Medicare Audit Requirements			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled	I – Internal Archives
AV – Administrative Value	O – Review for accession in M.D. Anderson Internal Archives
CE – Calendar Year End	PM – Permanent
FE – Fiscal Year End	US – Until Superseded
LA – Life of Asset	
MO – Months	



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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
4.2.002	MDA157	Cash Receipts	FE	9	FE + 9	Medicare/Medicaid Audit Requirement		
4.2.003	MDA158	Daily Cash Receipts Logs	FE	9	FE + 9	Medicaid/Medicare Audit Requirements		
4.2.004	MDA159	Encumbrance Vouchers-Encumbrance Vouchers	FE	9	FE + 9	Medicaid/Medicare Audit Requirements		
4.2.005	MDA160	Purchase Vouchers	FE	9	FE + 9	Medicaid/Medicare Audit Requirements		
4.2.006	MDA161	General Journal Vouchers	FE	9	FE + 9	Medicaid/Medicare Audit Requirements		
4.2.007	MDA162	Expenditure Vouchers- Petty Cash and Expenditure Vouchers	FE	9	FE + 9	Medicare/Medicaid Audit Requirement		
4.2.007	MDA163	Expenditure Vouchers- Petty Cash Reimbursement	FE	9	FE + 9	Medicare/Medicaid Audit Requirement		
		4.3 - Journals or Registers						
4.3.001	MDA164	Sales Journals or Registers	FE	9	FE + 9	Medicare/Medicaid Audit Requirement		
4.3.002	MDA165	Receipts Journals or Registers- Recap Sheet	FE	9	FE + 9	Medicare/Medicaid Audit Requirement		

Retention Codes (Field 7)				Archival Codes (Field 8)		
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

4.3.003	MDA166	Expenditures Journals or Registers- Expenditure Summary for Medicare Report (M53225), Summary for Modified Total Direct Cost, Format For AFR (M53001)	FE	9	FE + 9	Medicaid/ Medicare Audit Requirement
4.4 - Ledgers						
4.4.001	MDA167	General and Subsidiary Ledgers- Permanent Resident	FE	9	FE + 9	Medicaid/Medicare Audit Requirement
4.4.002	MDA168	Accounts Receivable Ledgers	FE	9	FE + 9	Medicare/Medicaid Audit Requirement
4.4.003	MDA169	Accounts Payable Ledgers	FE	9	FE + 9	Medicare/Medicaid Audit Requirement
4.5 - Reports						
4.5.001	MDA170	Annual Financial Report Work papers	FE	9	FE + 9	Medicare/Medicaid Audit Requirement
4.5.001	MDA171	Worksheets for Preparing Fiscal Reports- Financial Evaluation	FE	9	FE + 9	Medicare / Medicaid Audit Requirement

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks				
4.5.002	MDA172	Internal Fiscal Management Reports- Budget by Institution & Individual (M32115)	FE	9	FE + 9	Medicare/Medicaid Audit Requirement				
4.5.003	MDA173	Annual Financial Reports- Work papers	FE	9	FE + 9	Medicare/Medicaid Audit Requirement				
4.5.003	MDA174	Annual Financial Reports- BMT Accounting Files	AC	7	AC + 7	AC = September 1 of odd-numbered calendar years				
4.5.003	MDA175	Annual Financial Reports	AC	6	AC + 6	AC = September 1 of odd-numbered calendar years				
4.5.005	MDA176	External Fiscal Reports	FE	9	FE + 9	Medicare/Medicaid Audit Requirement				
4.5.006	MDA177	Annual Operating Budgets	FE	9	FE + 9	Medicaid/Medicare Audit Requirement				
4.5.006	MDA178	Annual Operating Budgets- Regents' Budget	PM		PM					
		4.6 - Documents Showing Compliance with System of Internal Control								
4.6.001	MDA179	Balancing Records-Balancing Records	FE	9	FE + 9	Medicare/Medicaid Audit Requirement				

Retention Codes (Field 7)				Archival Codes (Field 8)			
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			Agency	Storage	Total	9. Remarks				
4.6.002	MDA180	Reconciliations-Reconciliations	FE	9	FE + 9	Medicare/Medicaid Audit Requirement				
4.6.003	MDA181	Cash Counts-Cash Counts	FE	9	FE + 9	Medicaid/Medicare Audit Requirement				
		4.7 - Other Fiscal								
4.7.002	MDA182	Bank Statements-Bank Statements	FE	9	FE + 9	Medicaid/Medicare Audit Requirement				
4.7.003	MDA183	Returned Checks/Warrants/Drafts (Uncollectable)-Returned Checks/Warrants/Drafts(Uncollectable)	AC	3	AC + 3	AC = After deemed uncollectable				
4.7.004	MDA184	Capital Asset Records	LA	3	LA + 3					
4.7.005	MDA185	Claim Files- Patient Claims - Variance Report	AC	3	AC + 3	AC = Resolution of claim				
4.7.007	MDA186	Detail Chart of Accounts- SMS System-1500 Fiche	FE	3	FE + 3					

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			Agency	Storage	Total	9. Remarks			
4.7.008	MDA187	Federal Grant Records- Grant Applications, information	AC	3	AC + 3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule) Medicaid/Medicare Audit Requirement			
4.7.008	MDA188	Federal Grant Records- Grants, Private Funding, NIH Grant Information	PM		PM				
4.7.011	MDA189	Texas Building and Procurement Commission (TBPC) Statements	FE	3	FE + 3				
4.7.012	MDA190	Signature Authorizations	US+FE	3	US+FE+3				
4.7.012	MDA191	Signature Authorizations- Authorized Signature/ID Assignments	PM		PM				
4.7.	MDA192	Bank Collateral Records Tax Exemption Certificates	FE	9	FE + 9				
4.7.	MDA193	Bank Collateral Records Hill/Burton Compliance	FE	9	FE + 9				
4.7.	MDA194	Bank Collateral Records John Dunn Memorial (Funding For Sanctuary)	PM		PM				

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			Agency	Storage	Total	9. Remarks			
4.7.	MDA195	Bank Collateral Records Johnson Foundation	PM		PM				
4.7.	MDA196	Bank Collateral Records Patient Account Problems	FE	9	FE + 9		Medicaid/Medicare Audit Requirement		
4.7.	MDA197	Bank Collateral Records Payee Lists (M23102)	FE	9	FE + 9		Medicaid/Medicare Audit Requirement		
4.7.	MDA198	Bank Collateral Records Cash Fiche	FE	9	FE + 9				
4.7.	MDA199	Bank Collateral Records Financial Evaluation Form	FE	9	FE + 9		Medicaid/Medicare Audit Requirement		
5 - SUPPORT SERVICES RECORDS									
5.1 - General									
5.1.001	MDA200	Contracts and Leases	AC	4	AC + 4		AC = Expiration or termination of the instrument according to its terms.		
5.1.003	MDA201	Delivery Reports.		2		2			
5.1.004	MDA202	Mail and Telecommunications Listings.	US			US			

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Calendar Year End CE – Calendar Year End FE – Fiscal Year End	Life of Asset LA – Life of Asset MO – Months	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
		PM – Permanent US – Until Superseded	



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			Agency	Storage	Total	9. Remarks					
5.1.005	MDA203	Postage Records.	FE	3	FE + 3						
5.1.007	MDA204	Requisitions for In-Agency Copy/Printing Service.	AV		AV						
5.1.010	MDA205	Licenses and Permits for Non-vehicles.	AC	2	AC + 2	AC = Expiration date of license or permit					
5.1.012	MDA206	Charge Schedules/Price Lists.	US	3	US + 3						
5.1.013	MDA207	Insurance Policies. For vehicles, equipment, etc.	AC	4	AC + 4	AC = Expiration or termination of the policy according to its terms					
5.1.015	MDA208	Correspondence Tracking Records	1		1						
5.1.017	MDA209	Contract Log	FE	3	FE + 3						
5.2 - Facility Management											
5.2.	MDA210	Physical Plant Maintenance Records In house Contractor	3		3						
5.2.	MDA211	Physical Plant Maintenance Records Outside Contractor	1	4	5						

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total		9. Remarks		

5.2.	MDA212	Physical Plant Maintenance Records Outside Contractor Projects/Task Force	1	4	5			
5.2.	MDA213	Physical Plant Maintenance Records Outside Contractor Sterilizer Charts	1	4	5			
5.2.	MDA214	Physical Plant Maintenance Records Outside Contractor. No Charge & Gift Items Inventory	1	4	5			
5.2.	MDA215	Physical Plant Maintenance Records Outside Contractor. Radio Assignment	1	4	5			
5.2.	MDA216	Physical Plant Maintenance Records Outside Contractor. Research Division Renovation Project	LA	5	LA + 5			
5.2.001	MDA217	Appraisals -Building or Property.	AV		AV		O	
5.2.002	MDA218	Building Construction Project Files.	AC	10	AC + 10		O	AC = Completion of project.
5.2.003	MDA219	Building Plans and Specifications.	LA		LA		O	
5.2.005	MDA220	Calibration Records (Equipment or Instrument).	2	8	10			Per Texas Regulation for Control of Radiation, Part 32

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks		
5.2.007	MDA221	Damage Reports. Reports of damage to state property.	FE	3	FE + 3			
5.2.008	MDA222	Equipment History File; Equipment Service Agreements.	LA	3	LA + 3			
5.2.009	MDA223	Equipment Inventory Detail Report Forms.	FE	3	FE + 3			
5.2.010	MDA224	Equipment Manuals.	LA		LA			
5.2.011	MDA225	Equipment Warranties.	AC	1	AC + 1			AC = Expiration of Warranty
5.2.014	MDA226	Inventory -Annual Physical.	FE	3	FE + 3			Copy sent to Texas Higher Education Coordinating Board Once A Year.
5.2.016	MDA227	Inventory System Update Listings.	AC		AC			AC = Transfer of information into annual listing
5.2.017	MDA228	Lost and Stolen Property Reports.	FE	3	FE + 3			
5.2.018	MDA229	Quality Control Reports.		2	2			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review for accession in M.D. Anderson Internal Archives			



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			Agency	Storage	Total	9. Remarks		
5.2.019	MDA230	Service Orders.	1		1			
5.2.022	MDA231	Utility Usage Reports.	AV		AV			
5.2.023	MDA232	Year-to-Date Activity (Inventory Listing).	FE	3	FE + 3			
5.2.024	MDA233	Material Specifications.	AC	2	AC + 2	AC = Material is no longer in the agency		
5.2.026	MDA234	Facilities Reservation Logs.	2		2			
5.2.027	MDA235	Space Utilization Reports.	AV		AV			
5.3 - Purchasing								
5.3.	MDA236	Purchasing - Hardware vendors	FE	3	FE + 3			
5.3.	MDA237	Purchasing - Minority vendor statistics	FE	3	FE + 3			
5.3.	MDA238	Purchasing - Software vendors	FE	3	FE + 3			
5.3.004	MDA239	Order - Acknowledgments.	AV		AV			

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks		

5.3.007	MDA240	Bid Documentation.	FE	3	FE + 3			
5.3.008	MDA241	Purchasing Logs.	FE	3	FE + 3			
5.4 - Risk Management								
5.4.	MDA242	Risk Management- Area Survey	PM		PM	TX Dept. of Health; Bureau of Radiation Control		
5.4.	MDA243	Risk Management- Asbestos Abatement Reports	1	29	30			
5.4.	MDA244	Risk Management- Bioassay	PM		PM	Monitoring of employees for the intake of radioactive material. TX Dept. of Health; Bureau of Radiation Control		
5.4.	MDA245	Risk Management- Disposal Summary	PM		PM			
5.4.	MDA246	Risk Management- Effluent Concentration	PM		PM			

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks			

AC = 3 years or until signed copy from the designated facility which received the waste. The signed copy must then be retained for 3 years. 40 CFR 262.40 & 40 CFR 262.23(a)

Document sent to the EPA (Environmental Protection Agency) if a generator does not receive the original manifest within 35/45 days. AC = Due date of the report

5.4.	MDA247	Risk Management- EPA Hazardous Waste Manifests	AC	3	AC + 3				
5.4.	MDA248	Risk Management- Exception Report	AC	4	AC + 4				
5.4.	MDA249	Risk Management- Isotopes - Authorization Codes, Amounts	PM		PM				
5.4.	MDA250	Risk Management- Isotopes Application - Human & Non-Human Use	PM		PM				
5.4.	MDA251	Risk Management- Isotopes Committee Minutes	PM		PM				
5.4.	MDA252	Risk Management- Isotopes-Authorization Codes, Amounts	PM		PM				

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			Agency	Storage	Total	9. Remarks					
5.4.	MDA253	Risk Management- Package Surveys	5		5						
5.4.	MDA254	Risk Management- Personnel Daily Exposure	AC	30	AC + 30			Radioactive contamination and dose rate surveys that have been performed on incoming radioactive material packages. TX Dept. of Health. Bureau of Radiation Control.			
5.4.	MDA255	Risk Management- Personnel Radiation Exposure History	PM		PM			AC = Termination of employment.			
5.4.	MDA256	Risk Management- Pesticide Use	1	4	5						
5.4.	MDA257	Risk Management- Radiation Producing Machine Surveys	PM		PM						
5.4.	MDA258	Risk Management- Radiation Source Inventory (Logbook)	5		5						
5.4.	MDA259	Risk Management- Radioactive Drug Research Committee Minutes	PM		PM						
5.4.	MDA260	Risk Management- Radioisotope Applications	PM		PM						

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5.4.	MDA261	Risk Management- Safety Management Plans	US		US			
5.4.	MDA262	Risk Management- Sealed Source Leak Test	5		5			
5.4.	MDA263	Risk Management- Spill Reports	2	28	30			
5.4.	MDA264	Risk Management- Test Result, Waste Analysis	AC	3	AC + 3	40 CFR 262.40 & 40 CFR 262.11 AC = Date sent to waste treatment, storage, or disposal facility.		
5.4.	MDA265	Risk Management- Waste Manifest	1	4	5	40 CFR 262.70(a). 30 TAC 335.70(a) Audit Purposes		
5.4.001	MDA266	Accident Reports and Associated Documentation.	CE	5	CE + 5	29 CFR 1904.33. Texas Department of Insurance retains copies of the reports submitted for 50 years		
5.4.002	MDA267	Evacuation Plans.	US		US			
5.4.003	MDA268	Inspection Records.	AC	3	AC + 3	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.		

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			Agency	Storage	Total	9. Remarks				
5.4.007	MDA269	Hazardous Materials Training Records.	1	4	5	Texas Health and Safety Code, 502.009(g).				
5.4.008	MDA270	Hazard Communication Plans.	US	5	US + 5					
5.4.009	MDA271	Workplace Chemical Lists.	2	28	30	Texas Health and Safety Code 502.005(d)				
5.4.010	MDA272	Material Safety Data Sheets.	AC	3	AC + 3	AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.				
5.4.011	MDA273	Visitor Control Registers.	FE	3	FE + 3					
5.4.012	MDA274	Security Access Records.	AC	2	AC + 2	AC = Until superseded, date of expiration, or date of termination, whichever is sooner.				
5.4.013	MDA275	Disaster Preparedness and Recovery Plans.	US		US					
5.5 - Telecommunications										
5.5.001	MDA276	Billing Detail - Telecommunications (Other Than TEX-AN)	FE	3	FE + 3					

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			Agency	Storage	Total	9. Remarks		
5.5.002	MDA277	Long Distance Telephone Logs	AV		AV			
5.5.003	MDA278	Station Activity Reports	AV		AV			
5.6 - Vehicles								
5.6.003	MDA279	Inspection Repair and Maintenance Records - Vehicles	LA	1	LA + 1			
5.6.004	MDA280	License and Driving Record Checks	AC		AC	AC = Until superseded or until termination of employment.		
5.6.005	MDA281	Vehicle Use Reports	FE	3	FE + 3			
5.6.007	MDA282	Vehicle Titles & Registrations	LA		LA			
5.6.009	MDA283	Parking Permits or Assignments	US		US			
6 - HEALTH RELATED RECORDS								
6.1 - Medicare Records								

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives		
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded				



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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks				
	MDA284	Medicare/Medicaid Guidelines	US + 1		US + 1					
	MDA285	Radiation Control Records	2	3	5					
		6.2 - Immunization Record and Consent Forms (Protocol)								
	MDA286	Immunization Record and Consent Forms - Adults	AC + 2	8	AC + 10			AC = 10 years following end of calendar year in which consent form was signed.		
	MDA287	Immunization Record and Consent Forms - Minors	AC + 2	8	AC + 10			AC = 21st birthday or 10 years following end of calendar year in which consent form was signed, whichever is later		
	MDA288	Patient Records	5		5					
	MDA289	Screening Procedures	AC	5	AC + 5			AC = After the last date on which service was given or until the patient's 21st birthday, whichever later.		
	MDA290	Quarantine Records	AC	3	AC + 3			AC = After quarantine lifted.		

Retention Codes (Field 7)				Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives		
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review for accession in M.D. Anderson Internal Archives		



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			Agency	Storage	Total	9. Remarks				
	MDA291	Sanitary Evaluation Reports	3		3					
	MDA292	Manufacturing And Repackaging Information	5		5		21 CFR 1304.04(a); Tex. Health and Safety Code, 481.067(a). 37 TAC 13.61 (a);37 TAC 12.64(g).			
	MDA293	Narcotic Registration	5		5		21 CFR 1304.04(a); Tex. Health and Safety Code, 481.067(a). 37 TAC 13.61 (a);37 TAC 12.64(g).			
	MDA294	Rural health care clinics certified for participation in Medicare	AC	6	AC + 6		AC = date of last entry. 42 CFR 491.10(c).			
		6.3 - Laboratory and Therapy Records								
	MDA295	Blood Bank Records (Inspection of Incoming Blood & Blood Components and Critical Materials Reagent, Lab Data/Test from Blood Bank)	1	4	5		American Association of Blood Banks -4.3; 21 CFR 606.160 (d)			
	MDA296	Blood Bank Records (Lab Med Reports & Blood Bank Transfusion Histories)	2	10	12					

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives		
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			Agency	Storage	Total	9. Remarks					
	MDA297	Blood Bank Records (Look back Docs, Patient Record - Transfusion Event, Unique Identify of Each Unit & Components, Inspection Results(FDA - Food and Drug Administration, AABB-American Association of Blood Banks, CAP-College of American Pathologists, TJC-Th	PM		PM	American Association of Blood Banks - 5.2.4; Food And Drug Administration, College of American Pathologists					
	MDA298	Blood Bank Records (Progress Reports)	2	6	8						
	MDA299	Blood Bank Records Unit/Pool/Issue Cards	2	5	7						
	MDA300	Blood Bank Records Valid, Review & Approval of New Doc & Processes	2	3	5						
	MDA301	Blood Bank Records	2	8	10						
	MDA302	Electrocardiograms(EKG)- Xenon Reports	2	8	10						
	MDA303	Electroencephalograms(EEG)- EEG Tracings	PM		PM						

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D.		
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	Anderson Internal Archives			



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			Agency	Storage	Total	9. Remarks		
	MDA304	Pathology Reports and Slides- CAP (College of American Pathologists) Proficiency	PM		PM	CAP Requirements		
	MDA305	Pathology Reports and Slides- Pathology Reports	2	8	10			
	MDA306	Radiological Services - Computer Tomography	AC	10	AC + 10	AC = Last date of service or patient's 20th birthday, whichever is later. Texas Health and Safety Code 241.103		
	MDA307	Radiological Services- Diagnostic Radiology Examinations	AC	10	AC + 10	AC = Last date of service or patient's 20th birthday, whichever is later. Texas Health and Safety Code 241.103		
	MDA308	Radiological Services- Isotope Plans & Worksheets (Dosage)	2	3	5			
	MDA309	Radiological Services- Magnetic Resonance	AC	10	AC + 10	AC = Last date of service or patient's 20th birthday, whichever is later. Texas Health and Safety Code 241.103		

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks			

	MDA310	Radiological Services- Nuclear Medicine Scans	AC	10	AC + 10	AC = Last date of service or patient's 20th birthday, whichever is later. Texas Health and Safety Code 241.103		
	MDA311	Registers of Tests	2	3	5			
	MDA312	Requests for Tests	2	3	5			
	MDA313	Requests for Tests- Reference Lab Send outs	2	5	7			
	MDA314	Test Results - Immunocytochemistry Reports	3		3			
	MDA315	Test Results- Lab Results/Comp. Printout, experiments	2	3	5			
	MDA316	Test Results- Reference Lab Test Results	2		2			
	MDA317	Test Results- Specimen Reports	PM		PM			
	MDA318	Test Results- WQM (Work Queue Management) GEN S Tests Results	2	2	4	Coulter GEN S (Measuring Instrument)		

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks		

6.4 - Medical Records

MDA319	Logs and Registers	2	3	5		
MDA320	Logs and Registers - SDMCC (Statistical Data Management Coordinating Center) Code Sheets	2	13	15	Research study	
MDA321	Logs and Registers - Surgical Log Book	PM		PM		
MDA322	Logs and Registers - Surgical Index	2	13	15		
MDA323	Case Records- Casebooks	1	3	4		
MDA324	Sterilization Documentation	1	1	2	Documents of instrument sterilization process.	

6.5 - Miscellaneous Records

MDA325	Admission and Discharge Reports	3		3		
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Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks					
	MDA326	Controlled Substance and Dangerous Drug Records- 24-Hour Controlled Drug Dispensing	2	3	5						
	MDA327	Controlled Substance and Dangerous Drug Records-Outpatient	AC	2	AC + 2	AC = Date of filing or the date of the last refill dispensed. Tex. Health and Safety Code ss481.075(f); Tex Health and Safety Code ss483.023; 37 TAC 13.64(b)(1). AC = If a minor, after the patient's 20th birthday, or 10 years after the last date on which service was given, whichever is longer. 37 TAC 13.65 (c)(2) Tex Health and Safety Code, ss241.103.					
	MDA328	Controlled Substance and Dangerous Drug Records-Inpatient	AC	10	AC + 10						
	MDA329	Infection Control and Monitoring Records-Infection Control Results	2	8	10						
	MDA330	Nursing Services Reports	2	3	5						
	MDA331	Security Records	2	3	5						
7 - OTHER											

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives		
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			Agency	Storage	Total	9. Remarks		

	MDA332	Anesthesia Records	AC	3	AC +3	AC = Date of last treatment or for patients under 18 years of age when last treated, the patient's 14th birthday (so the record is kept at least until the patient's 21 birthday)		
	MDA333	Patient Data-Statistical	2	8	10			
	MDA334	Abnormal Differentials, Specimen Smears	1		1			
	MDA335	Acceptance Letters - Applicants - accepted	AC	5	AC + 5	AC = After Termination of Employment		
	MDA336	Acceptance Letters - Applicants - not accepted	AC	1	AC + 1	AC = After Application Term.		
	MDA337	Adverse Drug Reaction	PM		PM			
	MDA338	Application for Residency	AC	5	AC + 5	AC = Termination of Employment or date application denied.		
	MDA339	Bladat Forms (Patient Information)	PM		PM			
	MDA340	Bone Marrow History Upload	AC	7	AC + 7	AC = After completion		

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks		

MDA341	Bone Marrow Reports-Expired	2	48	50			
MDA342	Bone Marrow Requisition Forms	AC	7	AC + 7	AC = After completion		
MDA343	Case Disposition Report	PM		PM			
MDA344	CEA (Carcinogenic Embryonic Antigen)	3	12	15	Research study		
MDA345	Cellularity Sheets	AC	7	AC + 7	AC = After completion		
MDA346	Charge Description File	1		1			
MDA347	Compassionate IND (Investigational New Drug) (Experimental Drugs On Dying Patients)	3		3			

AC = Date of last service, or the patient's 20th birthday, whichever is later, per Texas Health Code Section 241.103.

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks			
	MDA349	Consent Forms(Adult)	AC	10	AC + 10	AC = Date of last service, or the patient's 20th birthday, whichever is later, per Texas Health Code Section 241.103.			
	MDA350	Consult Forms	AC	10	AC + 10	AC = Date of last service, or the patient's 20th birthday, whichever is later, per Texas Health Code Section 241.103.			
	MDA351	Credentials File for Practitioners	PM		PM				
	MDA352	Daily Logs, Patient Worksheets	AC	10	AC + 10	AC = Date patient was last treated. Texas Hospital Licensing Law, Texas Health & Safety Code Ann. Section 241.10(v. 1992); Texas Board of Medical Examiners, 22 Texas Administration Code Section 165(c).			
	MDA353	Delineation of Clinical Privileges	PM		PM				
	MDA354	Electron Micrograph, Patient Photo	PM		PM				
	MDA355	Electron Micrographs (Microscopic Photos)	PM		PM				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives		
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded				



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			Agency	Storage	Total	9. Remarks					
	MDA356	Electron Microscopy Preparation		PM		PM					
	MDA357	Expired Patient BMT (Bone Marrow Transplant) Reports	5	45	50		Some contain Articles by Physicians				
	MDA358	Human Electron Microscopy	1	4	5						
	MDA359	Incident Report	3	2	5						
	MDA360	Intergroup Hodgkin's Disease	2	8	10		Research Study				
	MDA361	Intergroup Hodgkin's Disease X-Ray Films	2	8	10						
	MDA362	Internal Affairs Records		PM		PM					
	MDA363	Journals		AV		AV	Cancer Treatment Reports (Historical)				
	MDA364	Lab Copies	2	8	10		Research Test Results				
	MDA365	Lab Reports Originating In Microbiology	2	8	10						

Retention Codes (Field 7)				Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded			



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			Agency	Storage	Total	9. Remarks			
	MDA366	Major Donor Tracking Reports	3		3				
	MDA367	Medical Records - Adult Patients	PM		PM				
	MDA368	Medical Records - Child Patients	PM		PM				
	MDA369	Medical Records Of Students	AC	10	AC + 10		AC = Graduation or date of last attendance		
	MDA370	Medical Slide Log	2		2				
	MDA371	Melanoma (Patient Files)	2	8	10				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D. Anderson Internal Archives		
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			Agency	Storage	Total	9. Remarks		
	MDA372	Memberships (Member Lists)	PM		PM	<p>Reference to President Council Board of Visitors. The Board of Visitors shall consist of (a) seventy five(75) members and an unspecified number of (b) Members at Large (c) Associate Members (d) Senior Members, and (e) Life Members, as well as (f) Ex-officio Members including the President and Executive Vice President of The University Cancer Center and the Chancellor of The University of Texas System (collectively, "Membership").</p> <p>AC = Date of last treatment and until 20th birthday for minors</p> <p>Medicare Requirement</p>		
	MDA373	Mental Health (Patient Neuro-Psychiatric Evaluations)	AC	10	AC + 10			
	MDA374	Microbiology Work Cards	2		2			
	MDA375	Micro photos	PM		PM			
	MDA376	National Hodgkin's Study Patient Records	PM		PM			
	MDA377	Negatives (Electron Micrographs)	PM		PM			

Retention Codes (Field 7)				Archival Codes (Field 8)		
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Internal Archives	O – Review for accession in M.D.	Anderson Internal Archives
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded			



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			Agency	Storage	Total	9. Remarks	10. 106 No.		
	MDA378	Neuropsychiatry Patient Records	PM		PM				
	MDA379	Neuropsychological Evaluations	PM		PM				
	MDA380	Non Human Electron Microscopy	1	4	5		Research study		
	MDA381	Numerical Reports- Expired	5	45	50				
	MDA382	Offense Report	AC		AC		AC = Statute of Limitations		
	MDA383	Operative Reports	PM		PM				
	MDA384	Out Patient Daily Schedule	1		1				
	MDA385	Pain Clinic Consultations	PM		PM				
	MDA386	Patient Classification Statistics	3		3				
	MDA387	Patient Data-Statistical	1	9	10				

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks			
	MDA388	Patient Evaluation Forms	AC	10	AC + 10				
	MDA389	Patient Files - Adult	AC	10	AC + 10			AC = Date of last treatment and until 20th birthday for minors	
	MDA390	Patient Files - Minor	AC	10	AC + 10			AC = Date patient was last treated.	
	MDA391	Patient Pedigree Data (Family Tree Maps)	PM		PM			AC = Until Patient's 21st Birthday	
	MDA392	Patient Referrals-Report	AC	10	AC + 10			AC = Date report completed.	
	MDA393	Patient Reports	PM		PM				
	MDA394	Patient Slides-Adult	PM		PM				
	MDA395	Patient Slides-Child	PM		PM				
	MDA396	Patient Studies	AC	5	AC + 5			AC = completion of protocol	
	MDA397	Patient Study Reports	PM		PM				
	MDA398	Patient Transfusion Data	5	0	5				

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks		

	MDA399	Patients Graphs	AC	10	AC + 10	AC = Date of last service, or the patient's 20th birthday, whichever is later, per Texas Health & Safety Code Section 241.103.		
	MDA400	Photo Requests - Patient	3		3			
	MDA401	Plastic Embedded Blocks	PM		PM			
	MDA402	Podat Forms	PM		PM			
	MDA403	Primary Medical Evaluations	PM		PM			
	MDA404	Priority List (List of Protocols)	3		3			
	MDA405	Projects	AC	5	AC + 5	AC= Term of Projects, per 45 CFR 46.115(b).		
	MDA406	Protocol Information	AC	5	AC + 5	AC = After close of Protocol		
	MDA407	Protocol-Research, Basic	5		5	45 CFR 46.115		

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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			Agency	Storage	Total	9. Remarks		
	MDA408	Protocols		PM		PM		
	MDA409	Psychic Sessions, Cassettes		AC	3	AC+3	AC= Completion of research, per 45 CFR 46.115(b).	
	MDA410	Radium & Gold Grain Implants		PM		PM		
	MDA411	Rendat Forms		PM		PM		
	MDA412	Request for Research With Patient (PI)		FE	3	FE + 3	Pending Financial Record Then Medical Record	
	MDA413	Research Notes / Data		PM		PM		
	MDA414	Residence / ASHP		2	48	50	ASHP = American Society Of Hospital Pharmacy	
	MDA415	Residency Files - Accepted		AC	5	AC + 5	AC = Term of Application. Contains CV (Curriculum Vitae), Medical Degree, Payroll, Education, Evaluations, and Experience log	

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	506	3. Agency Name	The University of Texas M.D. Anderson Cancer Center						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks			
	MDA416	Residency Files - Not Accepted	AC	1	AC + 1			AC = Term of Application. Contains CV (Curriculum Vitae), Medical Degree, Payroll, Education, Evaluations, and Experience log	
	MDA417	Routine Differentials, Specimen Smear	US		US				
	MDA418	Signal 10 Notices	US		US			List of Police Communication Codes	
	MDA419	Slides (Photo) - Patient	AV		AV				
	MDA420	Slides-Non Patient	AV		AV				
	MDA421	Special Chemistry	7		7			Laboratory worksheets with test results	
	MDA422	Specimen Log Books	PM		PM				
	MDA423	Spinal Fluid Differentials, Specimen Smears	5		5				
	MDA424	Stop Date Listing	AC	5	AC + 5			AC = After completion	

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled	I – Internal Archives
AV – Administrative Value	O – Review for accession in M.D. Anderson Internal Archives
CE – Calendar Year End	PM – Permanent
FE – Fiscal Year End	US – Until Superseded
LA – Life of Asset	
MO – Months	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	506	3. Agency Name		The University of Texas M.D. Anderson Cancer Center					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks			
	MDA425	Student Files - Accepted	AC	5	AC + 5	AC = Term of Enrollment			
	MDA426	Student Files - Not Accepted	AC	1	AC + 1	AC = Term of Application			
	MDA427	Swallowing Research Videos	AC	5	AC + 5	AC = After completion			
1.1.040	MDA428	Symposiums	AC		AC	AC = Termination of Service.			
	MDA429	TENS Consignment/TENS/NMS (Transcutaneous Electrical Nerve Stimulation/Neuro Muscular Stimulation)	AC	4	AC + 4	AC + Expiration or termination of the agreement.			
	MDA430	Tenure Density Records	PM		PM				
	MDA431	Valuables Description Patient	3		3				
	MDA432	Verification Letters (Correspondence)	AC	5	AC + 5	AC = Graduation of date Attendance			
	MDA433	Walk-Ins - Monthly Lists	US		US	Patients that come in without an appointment			

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Internal Archives O – Review for accession in M.D. Anderson Internal Archives
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