



February 17, 2015

Ms. Kelly Davis
Interim Vice President for Business Affairs and Controller

UT at Arlington
P.O. Box 19125
Arlington, TX 76019

RE: Agency records retention schedule approved for use

State and Local
Records Management

Dear Ms. Davis:

P.O. Box 12927
Austin, Texas
78711.2927

Your agency's records retention schedule is approved for use as of February 10, 2015. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

4400 Shoal Creek Blvd.
Austin, Texas
78756

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.

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

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 every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **February 2020**.

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

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, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

Director and Librarian
Mark Smith

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.

Assistant State Librarian
Edward Seidenberg

Sincerely,

A handwritten signature in blue ink, appearing to read "CK" or "Craig Kelso".

Craig Kelso
Director and State Records Administrator

*Preserving yesterday,
informing today,
inspiring tomorrow.*

cc: State Auditor, State Archivist, James D. Spaniolo

R01.714/714



STATE OF TEXAS Records Retention Schedule Certification

EW

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 714

Agency Name The University of Texas at Arlington

(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 Kelly Davis

Name (Print or type) Kelly Davis, CPA

Date VP Bus. Affairs/Controller
9/19/14

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 _____

Texas State Library and Archives Commission

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

Signature E. Siderberg

Name (Print or type) _____

Date 02-10-15

Cert/Recert No. 7 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.

1. Page 1 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.1.001	ACO001	LEASES	AC+4		AC+4		AC= TERM OF LEASE		
5.1.001	ACO002	CONTRACTS	AC+4		AC+4		AC= TERM OF CONTRACT		
5.1.001	ACO003	AGREEMENTS	AC+4		AC+4		AC= TERM OF AGREEMENT		
1.1.	ACO004	COMMITTEE FILES	AC+5		AC+5		AC= TERM OF APPOINTMENT		
5.2.002	ACO005	CONSTRUCTION FILES	AC+11		AC+11	O	AC= COMPLETION OF PROJECT		
1.1.	ACO006	DEED RECORDS	LA		LA				
1.1.007	ACO007	DEPARTMENT CORRESPONDENCE	4		4	O			
1.1.	ACO008	ENDOWMENT RECORDS	PM		PM	I			
1.1.008	ACO009	GENERAL CORRESPONDENCE	2		2				
5.1.013	ACO010	INSURANCE RECORDS	AC+4		AC+4		AC= TERM OF POLICY		
1.1.070	ACO011	PROCEDURE MANUALS	AC+3		AC+3	O	AC= COMPLETION OF PROJECT OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
1.1.	ACO012	PATENT AND COPYRIGHTS	AC+20		AC+20		AC= LIFE OF PATENT/COPYRIGHT		
1.1.	ACO013	TRADEMARK LICENSE AGREEMENT	AC+20		AC+20		AC= LIFE OF AGREEMENT		
1.1.067	ACO014	ADMINISTRATIVE REPORTS	3		3	O			

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 2 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.						
			Agency	Storage	Total										

1.1.	ACO015	REAL PROPERTY TAX RECORDS	AC+11		AC+11	FILED WITH ASSET FILES. AC= SALE OF PROPERTY.		
5.4.002	ACO016	BUILDING EMERGENCY PROCEDURES	US		US			
1.1.057	ACO017	TRANSITORY INFORMATION	AC		AC	AC= PURPOSE FULFILLED		
1.1.071	ACO018	AGENCY RULES, POLICIES, AND PROCEDURES-WORKING FILES	AC+3		AC+3	O AC= COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
	AD001	CURRICULUM CHANGES	AC+5		AC+5	AC=DATE LAST ATTENDED		
1.1.070	AD002	DEPARTMENTAL WORKLOAD POLICY	AC+3		AC+3	O AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		

<p>Retention Codes (Field 7)</p> <p>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</p>	<p>Archival Codes (Field 8)</p> <p>I – Transfer to Archives O – Review by Archivist</p>
--	---



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 3 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1	AD003	FACULTY FILES	AC+5		AC+5	AC=TERM OF APPOINTMENT. RECORDS MAY INCLUDE: HUMAN RESOURCES PAPERWORK, TENURE AND PROMOTION, LICENSES, CURRICULUM VITAE, TRANSCRIPTS, KEY CONTROL RECORDS.		
1.1.007	AD004	ADMINISTRATIVE CORRESPONDENCE	4		4	O		
1.1.063	AD005	FACULTY MEETING MINUTES	1		1	I		
1.1.006	AD006	STUDENT COMPLAINTS/APPEALS	AC+2		AC+2	AC=RESOLUTION OF COMPLAINT/ APPEAL		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 4 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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									

	AD007	SCHOLARSHIP INFORMATION	FE+3		FE+3	RECORDS MAY INCLUDE: COMMITTEE DECISIONS, SCHOLARSHIP POSTINGS, AWARD CRITERIA, RECIPIENT INFORMATION, AWARD AND DECLINE LETTERS, COPIES OF DISBURSEMENT FORMS, APPLICATIONS.		
3.1.014	AD008	FACULTY SEARCH RECORDS	2		2			
	AD009	SYLLABUSES	2		2	USED TO EVALUATE FACULTY		
5.2.026	AD010	SPACE ALLOCATIONS	2		2			
	AD011	EXAMS & TESTS, UNCONTESTED	2		2			
1.1.008	AD012	GENERAL CORRESPONDENCE	2		2			
1.1.	AD013	ENDOWMENT INFORMATION	PM		PM	RECORD COPY		
	AD014	GRADE BOOKS	FE+5		FE+5			
	AD015	STUDENT ADVISING FORMS	AC+5		AC+5	AC=SEMESTER INVOLVED		

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 – Transfer to Archives	O – Review by Archivist
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.

1. Page 5 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

	AD016	HALL OF HONOR FILES	5		5	O	INDUCTION BY MILITARY SCIENCE ARMY ROTC IN RECOGNITION OF SIGNIFICANT CONTRIBUTIONS		
	AD017	DEGREE PLAN CHANGES	AC+5		AC+5		AC=DATE LAST ATTENDED		
1.1.070	AD018	FIELD EDUCATION PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
	AD019	DEPARTMENTAL STUDENT FILES	AC+5		AC+5		AC=DATE LAST ATTENDED		
1.1	AD020	ACCREDITATION FILES	AC+7		AC+7	I	AC=AFTER ACCREDITATION REVIEW IS COMPLETED OR ACCREDITATION IS GRANTED; MUST COMPLY WITH ALL REGULATORY RETENTION REQUIREMENTS.		

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 – Transfer to Archives	O – Review by Archivist		
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.

1. Page 6 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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			
	AD021	ANIMAL CARE RECORDS	3		3				
1.1.070	AD022	DEPARTMENTAL POLICIES & PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
5.4.007	AD023	ALCOHOL RECORDS	5		5		CONTROLLED SUBSTANCE		
	AD024	RESEARCH PROPOSALS	AC		AC		AC=ACCEPTANCE OR REJECTION		
	AD025	ALUMNI FILES	AV		AV	I			
	AD026	SPECIMEN COLLECTION RECORDS	AV		AV				
4.1.001	AD027	CLASSROLL ADJUSTMENT REQUESTS	FE+3		FE+3				
4.5.002	AD029	TIME CARD REPORTS	FE+3		FE+3				
3.4.006	AD030	TIME CARDS	FE+4		FE+4				
1.1.057	AD031	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 7 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.071	AD032	AGENCY RULES, POLICIES, AND PROCEDURES-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OF TERMINATION OF PROGRAM, RULES, POLICIES, OR PROCEDURES		
1.1.019	AD033	SPECIAL EVENTS/EVENTS FILES	2		2	O			
1.1.064	AD034	ACADEMIC PROGRAM EVALUATIONS	7		7				
4.2.005	AD035	TEXTBOOK ORDERS	FE+3		FE+3				
	AD036	WORK STUDY FORMS	AC+5		AC+5	O	AC=END OF YEAR. 34 CFR 668.24, 674.19(E)(3), 675.19(B)(1), 676.19(B), AND 678		
	AD037	SUMMER CAMP FILES	4		4				
	AD038	CO-OP WORKSHOP RECORDS	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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 8 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

1.3.001	AD039	STUDENT AND FACULTY PUBLICATIONS	AC+2		AC+2	O	AC= UNTIL SUPERSEDED OR OBSOLETE. THIS SERIES IS SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.		
	AD040	FINAL MASTER'S THESES AND EXAMINATION REPORTS	PM		PM	I			
	AD041	STUDENT LEAVE OF ABSENCE	2		2				
	AD042	IN ABSENTIA REGISTRATION FORMS	AC+1		AC+1		AC= SEMESTER OF ABSENTEE REGISTRATION		
	AD043	ADVANCED STANDING WAIVER	AC+ 2		AC+ 2		AC= SEMESTER WAIVER UTILIZED		
	AD044	CLASS SCHEDULE DEVELOPMENT DOCUMENTATION	1		1				
	AD045	REGISTRATION SUMMARIES	AC+5		AC+5		AC= END OF SEMESTER		
	AD046	COURSE DIRECTIVES/DESCRIPTIONS	FE+5		FE+5				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 9 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	AD047	EXPERIMENT DOCUMENTATION	PM		PM				
	AD048	EXAMS AND TESTS, CONTESTED	AC		AC		AC= UNTIL RESOLVED		
	AD049	CLASS SCHEDULE, PUBLISHED SCHEDULE OF CLASSES	P		P	I			
	ARR001	ACCEPTANCE LETTERS FOR APPLICANTS WHO ENTER	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED		
	ARR002	ADMISSION APPLICATIONS FOR APPLICANTS WHO ENTER	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED		
1.1.008	ARR003	GENERAL CORRESPONDENCE	2		2				
	ARR004	READMISSION APPLICATIONS FOR APPLICANTS WHO ENTER	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED		
	ARR005	RESIDENCY FORMS FOR APPLICANTS WHO ENTER	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED		
	ARR006	TEST SCORES FOR APPLICANTS WHO ENTER	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 10 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

	ARR007	TRANSCRIPTS FOR APPLICANTS WHO ENTER	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED		
	ARR008	APPLICATION FOR GRADUATION	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDANCE		
	ARR009	CHANGE OF GRADE FORMS	PM		PM				
	ARR010	GRADE ROSTERS	PM		PM				
	ARR011	GRADUATION LISTS	PM		PM	I			
	ARR012	DEGREE PLANS	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED		
	ARR013	DEGREE PLAN CHANGES	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED		
	ARR014	ADMISSION APPLICANTS FOR APPLICATIONS WHO DO NOT ENTER	AC+1		AC+1		AC = AFTER APPLICATION TERM		
	ARR015	NAME CHANGE REQUESTS	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 11 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

	ARR016	PERMANENT ACADEMIC RECORDS	PM		PM	I		
	ARR017	SCHEDULE OF CLASSES	PM		PM	I	RECORD COPY	
	ARR018	ENROLLMENT TO DATE CHANGE LIST	AC+1		AC+1		AC=AFTER SUBMITTED-GROUPING OF STUDENTS (SHOW ALL COURSE CHANGES)	
	ARR019	TRANSCRIPT REQUESTS	AC+1		AC+1		AC=AFTER DATE SUBMITTED	
	ARR020	TRANSFER CREDIT EVALUATIONS	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED	
	ARR021	WITHDRAWAL REQUESTS	AC+2		AC+2		AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE	
	ARR022	CATALOG OF COURSES	PM		PM	I	RECORD COPY	

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 12 of 94

2. Agency Code		3. Agency Name							
714		The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	ARR023	CLASSROLL ADJUSTMENTS	AC+5		AC+5		AC=END OF SEMESTER. RECORDS INCLUDE DOCUMENTS THAT AUTHORIZE THE ADMISSIONS OFFICE TO MAKE A CHANGE TO UNOFFICIAL CLASS ROSTER AFTER THE CENSUS DATE .		
1.1.057	ARR024	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
	ARR025	CENSUS RECORDS	PM		PM				
5.1.001	ATH001	SCHOLARSHIPS CONTRACTS	AC+10		AC+10		AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 13 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

5.1.001	ATH002	CONTRACT RENEWALS	AC+4		AC+4	AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS		
	ATH003	ELIGIBILITY REPORTS	10		10			
5.1.001	ATH004	GAME CONTRACTS	AC+4		AC+4	AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		
	ATH006	HARDSHIP WAIVERS	5		5			
	ATH007	PARTICIPATION RECORDS	5		5			
	ATH008	SPORTS SPONSORSHIP	5		5			
	ATH009	NATIONAL LETTERS OF INTENT	5		5			
	ATH012	CERTIFICATES OF COMPLIANCE	10		10			
	ATH013	STUDENT ATHLETE STATEMENTS	5		5			

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 14 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington						
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		

	ATH015	INSTITUTIONAL INFORMATION	5		5			
	ATH016	VOLUNTARY WITHDRAWALS	5		5			
	ATH017	TEXTBOOK LOAN AGREEMENT	2		2			
	ATH018	ON-CAMPUS RECRUIT VISIT FORMS	5		5			
	ATH019	COACH VISITS TO RECRUITS	5		5			
1.1.070	ATH020	DEPARTMENTAL POLICIES & PROCEDURES	AC+3		AC+3	O	AC= COMPLETION OF PROJECT OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES	
	ATH021	ATHLETIC STUDENT RECORDS	AC+7		AC+7		AC= LAST ENROLLMENT. THESE RECORDS INCLUDE ACADEMIC ADVISING RECORDS FOR STUDENT ATHLETES.	
1.1.019	ATH022	NEWS RELEASES	2		2	O		
	ATH023	SCOREBOOKS	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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 15 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

	ATH024	ATHLETIC STUDENT MEDICAL RECORDS	AC+7		AC+7		AC=LAST ATTENDED		
	ATH025	ATHLETES INSURANCE RECORDS	FE+7		FE+7				
1.1.057	ATH026	TRANSITORY INFORMATION	AC		AC		AC= PURPOSE FULFILLED		
1.1.071	ATH027	AGENCY RULES, POLICIES, AND PROCEDURES-WORKING FILES	AC+3		AC+3	O	AC= COMPLETION OF PROJECT OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
1.1	BAC001	AFFILIATION AGREEMENTS	AC+4		AC+4		AC= TERM OF AGREEMENT		
1.1	BAC002	PROGRAM AGREEMENT	US		US				
5.1.001	BAC003	LEASES	AC+4		AC+4		AC= TERM OF LEASE		
5.1.001	BAC004	CONTRACTS	AC+4		AC+4		AC= TERM OF CONTRACT		
5.1.001	BAC005	AGREEMENTS	AC+4		AC+4		AC= TERM OF AGREEMENT		
1.1	BAC006	ASSOCIATION AFFILIATIONS	AV		AV				
1.1.007	BAC007	DEPARTMENT CORRESPONDENCE	4		4	O			
1.1.008	BAC008	GENERAL CORRESPONDENCE	2		2				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 16 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.070	BAC009	PROCEDURE MANUALS	AC+3		AC+3	O	AC= COMPLETION OF PROJECT OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
1.1.067	BAC010	ADMINISTRATIVE REPORTS	3		3	O			
1.1	BAC012	CONSENT AGENDA SUPPORT DOCUMENTS	2		2		RECORDS INCLUDE EXPLANATORY DOCUMENTATION FOR ITEMS PLACED ON THE UT SYSTEM BOARD OF REGENTS MEETING CONSENT AGENDA.		
4.6.002	BAC013	BANK RECONCILIATIONS	FE+3		FE+3				
4.5.001	BAC014	WORK PAPERS FOR PREPARING REPORTS	FE+3		FE+3				

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 17 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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							

	BAC015	INVENTORY TRANSACTION FORMS	FE+3		FE+3	THESE RECORDS PROVIDE INFORMATION ON THE TRANSFER OR DISPOSITION OF ITEMS INCLUDED ON THE ANNUAL ASSET INVENTORY.		
4.7.	BAC016	NON FEDERAL GRANT AND CONTRACT FILES	AC+3		AC+3	AC=TERM OF CONTRACT		
4.1.001	BAC017	FINANCIAL AID CHECK RELEASE FORMS	FE+3		FE+3			
4.2.003	BAC018	CASHIER TRANSACTION REPORTS	FE+3		FE+3			
4.7.003	BAC019	DISHONORED CHECKS	AC+3		AC+3	AC=AFTER DEEMED UNCOLLECTABLE		
4.4.	BAC020	SHORT TERM LOANS	AC+3		AC+3	AC=DATE PAID		
5.6.005	BAC021	VEHICLE REPORTS	FE+3		FE+3			

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 – Transfer to Archives	O – Review by Archivist		
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.

1. Page 18 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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									

4.7.010	BAC022	SKILES ACT TRANSFERS	AC+3		AC+3	AC=AFTER TRANSFERRED (BONDING REQUIREMENT)		
4.1.007	BAC023	GENERAL REVENUE APPROPRIATIONS	FE+3		FE+3			
4.2.005	BAC024	DEPARTMENTAL TRANSFER APPROVALS	FE+3		FE+3			
4.2.002	BAC025	PAYMENT RECORDS	FE+3		FE+3	CASH RECEIPTS		
4.2.007	BAC026	SCHOLARSHIP EXPENDITURE LEDGER	FE+3		FE+3			
4.2.007	BAC027	SEOG/PELL REPORTS	FE+3		FE+3	SEOG=SUPPLEMENTAL EDUC. OPPORTUNITY GRANT		
4.7.002	BAC028	BANK STATEMENTS	FE+5		FE+5			
4.6.001	BAC029	BURSAR BALANCE SHEETS	FE+3		FE+3			
4.6.001	BAC030	BILLING/RECEIVABLE SYSTEM ACCOUNTING SUMMARIES	FE+3		FE+3			
4.1.002	BAC031	CLASSROLL ADJUSTMENTS	FE+3		FE+3			
4.1.002	BAC032	FEE AUDIT REPORTS	FE+3		FE+3			

<p>Retention Codes (Field 7)</p> <p>AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p> <p>CE – Calendar Year End FE – Fiscal Year End</p>	<p>Archival Codes (Field 8)</p> <p>I – Transfer to Archives O – Review by Archivist</p>
--	---



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 19 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.1.002	BAC033	HOLD PURGE REPORT	FE+3		FE+3				
4.2.002	BAC034	HOUSING TRANSACTIONS & UPDATES	FE+3		FE+3				
4.2.002	BAC035	BILLING/RECEIVABLE SYSTEM PURGE	FE+3		FE+3				
4.2.002	BAC036	STUDENT FEE HISTORY PURGE	FE+3		FE+3				
4.2.002	BAC037	PROPERTY DEPOSIT RECORDS	FE+3		FE+3				
	BAC038	TUITION ADJUSTMENT REPORTS	FE+3		FE+3				
4.1.002	BAC039	INSTALLMENT LOAN RECORDS	FE+3		FE+3				
4.1.002	BAC040	COLLECTION AGENCY RECORDS	FE+3		FE+3				
4.5.005	BAC041	PERKINS LOAN ANNUAL REPORT	FE+3		FE+3		RELATES TO GRANTS & FEDERAL LOAN RECONCILIATION		
4.7.003	BAC042	COLLECTION CORRESPONDENCE	AC+3		AC+3		AC= AFTER DEEMED UNCOLLECTABLE.		
	BAC043	PERKINS LOAN FILES	AC+3		AC+3		AC=LIFE OF LOAN		
4.6.001	BAC044	PERKINS LOAN REPORT-MONTHLY BALANCING	FE+3		FE+3				

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 20 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

4.1.002	BAC045	SPONSORED STUDENT FILES	FE+3		FE+3				
4.2.002	BAC046	FOREIGN CHECK CLEARING RECORDS	FE+3		FE+3				
4.3.003	BAC047	CHECK REGISTERS	FE+3		FE+3				
4.4.002	BAC048	LOAN FUND LEDGERS	FE+3		FE+3				
4.4.001	BAC049	STATEMENT OF ACCOUNTS	FE+3		FE+3				
4.2.001	BAC050	DEPOSIT SLIPS	FE+3		FE+3				
4.2.005	BAC051	VOUCHERS	FE+3		FE+3				
5.2.014	BAC052	PROPERTY INVENTORY	FE+3		FE+3				
4.5.002	BAC053	MONTHLY FINANCIAL STATEMENTS	FE+3		FE+3				
4.2.006	BAC054	JOURNAL VOUCHERS	FE+3		FE+3				
5.1.013	BAC055	INSURANCE POLICIES	AC+4		AC+4		AC=EXPIRATION OR TERMINATION		
4.6.002	BAC056	STATE FUND RECONCILIATIONS	FE+3		FE+3				
4.1.006	BAC057	ENDOWMENT FILES	FE+3		FE+3				
4.7.010	BAC058	BOND RESOLUTIONS	AC+3		AC+3		AC=LIFE OF BOND		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 21 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.4.012	BAC059	KEY REQUESTS	AC+2		AC+2		AC= UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER OCCURS SOONER		
4.5.002	BAC060	BANK ONE SUMMARY REPORTS	FE+3		FE+3				
4.5.005	BAC061	VENDING COMMISSION REPORTS	FE+3		FE+3				
5.2.014	BAC062	ANNUAL INVENTORY CERTIFICATION	FE+3		FE+3				
5.1.001	BAC063	VENDING MACHINE CONTRACTS	AC+5		AC+5		AC=LIFE OF CONTRACT		
5.2.021	BAC064	SURPLUS PROPERTY SALES	FE+3		FE+3				
4.1.007	BAC065	PERMANENT UNIVERSITY FUNDS BOND REIMBURSEMENTS	FE+3		FE+3				
5.2.015	BAC066	SURPLUS PROPERTY AUTHORIZATION FORMS	FE+3		FE+3				
4.7.	BAC067	EQUIPMENT INVENTORY NUMBER REGISTER	LA+3		LA+3				

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 22 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.7.	BAC068	ACCOUNT PROFILES	AC+3		AC+3	TO SET UP NEW ACCOUNTS, AC=LIFE OF ACCOUNT		
4.7.003	BAC069	CANCELLED STUDENT ACCOUNTS RECEIVABLES	AC+3		AC+3	AC=AFTER DEEMED UNCOLLECTABLE		
4.7.003	BAC070	CANCELLED INSTALLMENT TUITION LOANS	AC+3		AC+3	AC=AFTER DEEMED UNCOLLECTABLE		
4.2.002	BAC071	CREDIT CARD COPIES VISA/MC/AMEX/ DISCOVER	FE+3		FE+3	IVR/WEB ELECTRONIC COPIES		
4.7.003	BAC072	RETURNED CHECKS	AC+3		AC+3	AC=AFTER DEEMED UNCOLLECTABLE		
1.2.005	BAC073	RECORDS RETENTION SCHEDULE (SLR105)	US		US			
1.2.008	BAC074	AUTHORITY TO DISPOSE OF STATE RECORDS	FE+3		FE+3			

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 23 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.5.003	BAC075	ANNUAL FINANCIAL REPORT	AC+6		AC+6	I	AC= SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. THIS SERIES IS SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.		
1.2.010	BAC076	RECORDS DISPOSITION LOGS	10		10				
4.7.	BAC077	INDIRECT COST CALCULATIONS	FE+5		FE+5				
1.2.012	BAC078	RECORDS INVENTORY WORKSHEETS	US		US				
4.7.008	BAC079	FEDERAL GRANTS	AC+3		AC+3		AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENT FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).		

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 24 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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			
1.1.020	BAC080	PUBLIC INFORMATION REQUESTS-NOT EXEMPTED	AC+1		AC+1		AC= DATE REQUEST FULFILLED		
1.1.021	BAC081	PUBLIC INFORMATION REQUESTS-EXEMPTED	AC+2		AC+2		AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT		
	BAC082	INSTALLMENT TUITION LOAN PROMISSORY NOTES	AC+5		AC+5		AC= AFTER PAID IN FULL		
1.1.057	BAC083	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.071	BAC084	PROCEDURE MANUALS-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF PROCEDURES		
4.5.006	BUD001	ANNUAL BUDGET REPORTS	FE+3		FE+3				
1.1.004	BUD002	LEGISLATIVE BUDGET REQUESTS	AC+6		AC+6	I	AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. THIS SERIES IS SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 25 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.5.001	BUD003	LEG. BUDGET DRAFTS & WORK PAPERS	AC+6		AC+6		AC=PASSAGE OF APPROPRIATIONS ACT		
3.3.010	BUD005	QUARTERLY FTE REPORT	3		3				
4.5.006	BUD006	ANNUAL OPERATING BUDGET	FE+3		FE+3				
3.3.031	BUD007	IPEDS	3		3				
1.1.057	BUD008	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
4.5.006	BUD009	BUDGET RECOMMENDATION FORMS ("BDL")	FE+3		FE+3				
1.1	CCS001	CENTER FOR COMMUNITY SERVICE LEARNING ADVISORY MEETING MINUTES	AV		AV				
	CCS002	PRESIDENT'S HIGHER EDUCATION COMMUNITY SERVICE HONOR ROLL	AV		AV	O			

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 26 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

	CCS003	CARNEGIE FOUNDATION COMMUNITY ENGAGEMENT CLASSIFICATION	5		5	O	THESE RECORDS RELATE TO THE UNIVERSITY'S APPLICATIONS FOR A COMMUNITY ENGAGEMENT CLASSIFICATION ASSIGNED BY THE CARNEGIE FOUNDATION FOR THE ADVANCEMENT OF TEACHING.		
1.1.008	CP001	GENERAL CORRESPONDENCE	2		2				
5.1.007	CP002	PRINTING LOGS	AV		AV				
5.1.007	CP003	JOB TICKETS	AV		AV				
5.2.008	CP004	MAINTENANCE CONTRACTS	LA+3		LA+3				
5.1.	CP005	MAIL BOX RENT FILE	2		2				
5.1.	CP006	CHANGE OF ADDRESS	2		2				
5.1.003	CP007	DELIVERY NOTICES	2		2				
5.1.003	CP008	REGISTERED MAIL RECEIPTS	2		2				
5.1.	CP009	REREGISTERED MAIL LIST	1		1				

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 27 of 94

2. Agency Code		714		3. Agency Name					The University of Texas at Arlington				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.				
			Agency	Storage	Total								

5.1.	CP010	MAIL BOX KEY DEPOSIT FILE	AC+1		AC+1	AC= RELEASE OF BOX		
5.1.	CP011	STAMP STOCK REQUESTS	2		2			
5.1.005	CP012	POSTAGE DUE REPORTS	FE+3		FE+3			
5.1.	CP013	MAIL VOLUME REPORTS	2		2			
5.1.	CP014	MAIL PERMIT 81 LOG	1		1			
5.1.	CP015	METERED MAIL LOG	1		1			
5.1.	CP016	POSTAGE USE SUMMARY	2		2			
5.1.	CP017	PRESORT MAIL LOG	1		1			
5.1.	CP018	CERTIFIED, REGISTERED, INSURED MAIL LOG	1		1			
5.1.	CP019	AIRMAIL LOG	1		1			
1.1.057	CP020	TRANSITORY INFORMATION	AC		AC	AC= PURPOSE FULFILLED		
1.1.008	CR001	GENERAL CORRESPONDENCE	2		2			
1.1.063	CR002	STAFF MEETING MINUTES	1		1			

<p>Retention Codes (Field 7)</p> <p>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</p>	<p>Archival Codes (Field 8)</p> <p>I – Transfer to Archives O – Review by Archivist</p>
--	---



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 28 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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									

1.3.001	CR003	CAMPUS RECREATION BROCHURE	AC+2		AC+2	AC= UNTIL SUPERSEDED OR OBSOLETE. THIS SERIES IS SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.		
1.1.043	CR004	EMPLOYEE TRAINING HANDBOOK	US+1		US+1			
5.1.001	CR005	FACILITIES RENTAL AGREEMENT	AC+4		AC+4	AC= TERM OF AGREEMENT		
	CR006	MAVERICK ACTIVITIES MEMBERSHIP APPLICATION FORMS	US		US			
4.2.002	CR007	CASH REGISTER TAPES/RECEIPT BOOKS	FE+3		FE+3			
4.2.	CR008	GUEST SERVICES TRANSACTION LOGS	FE+3		FE+3			
	CR009	GROUP EXERCISE & INTRAMURAL SPORTS REGISTRATION FORMS	FE+3		FE+3			
4.2	CR010	FIT TEST/MASSAGE APPOINTMENT SCHEDULING LOGS	FE+3		FE+3			

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 – Transfer to Archives	O – Review by Archivist
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.

1. Page 29 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

	CR011	CAMPUS RECREATION PARTICIPANT REGISTRATION FORMS	US		US				
	CR012	CLIENT FILES FOR FIT TEST/PERSONAL TRAINING/DIETITIAN	FE+3		FE+3				
1.1.	CR013	STUDENT WAIVERS & INDEMNITY AGREEMENTS	FE+3		FE+3				
5.4.001	CR014	INCIDENT/MISUSE REPORTS	CE+5		CE+5				
	CR015	CHEERLEADER ACTIVITY APPLICATIONS	AC+5		AC+5		AC= AFTER APPLICANTS ARE CHOSEN		
3.1	CR016	CHEERLEADING CONTRACTS	AC+5		AC+5		AC=TERM OF CONTRACT (UTS GUIDELINES)		
1.1.070	CR017	DEPARTMENTAL POLICIES & PROCEDURES	AC+3		AC+3	O	AC= COMPLETION OF PROJECT OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
1.1.057	CR018	TRANSITORY INFORMATION	AC		AC		AC= PURPOSE FULFILLED		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 30 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.						
			Agency	Storage	Total										

1.1.071	CR019	DEPARTMENTAL POLICIES & PROCEDURES WORKING FILES	AC+3	AC+3	O	AC= COMPLETION OF PROJECT OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
1.1.057	CS004	TRANSITORY INFORMATION	AC	AC		AC=PURPOSE FULFILLED		
	CS005	STUDENT COUNSELING RECORDS	AC+10	AC+10		AC=AFTER LAST CONTACT WITH STUDENT. TAC 22.21 CH.465, RULE 465.22		
5.1.001	DE001	AGREEMENTS, CONTRACTS, & LEASES	AC+4	AC+4		AC=TERM OF AGREEMENT, CONTRACT, OR LEASE		
1.1.008	DE002	GENERAL CORRESPONDENCE	2	2				
1.1.057	DE005	TRANSITORY INFORMATION	AC	AC		AC=PURPOSE FULFILLED		
3.1.	DO001	FACULTY INFORMATION	AC+5	AC+5		AC=TERM OF APPOINTMENT		

<p>Retention Codes (Field 7)</p> <p>AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p> <p>CE – Calendar Year End FE – Fiscal Year End</p>	<p>Archival Codes (Field 8)</p> <p>I – Transfer to Archives O – Review by Archivist</p>
--	---



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 31 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.3.001	DO002	BROCHURES	AC+2		AC+2		AC=UNTIL SUPERSEDED OBSOLETE. THIS SERIES IS SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.		
	DO003	STUDENT INFORMATION	AC+5		AC+5		AC=DATE OF LAST ATTENDANCE. RECORDS MAY INCLUDE: COURSE ADD AND DROP REQUESTS, CORRESPONDENCE WITH DEAN AND STAFF, CONTRACTS, STUDENT STATUS AND PROGRESSION, ADVISORS' MEETING NOTES, AND SCHOLARSHIPS.		
1.1.	DO004	APPROVED ACADEMIC CENTERS	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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 32 of 94

2. Agency Code		3. Agency Name								
714		The University of Texas at Arlington								
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				
1.1.008	DO005	GENERAL CORRESPONDENCE	2		2					
1.1.007	DO006	ADMINISTRATIVE CORRESPONDENCE	4		4	O				
1.1.067	DO007	REPORTS-ADMINISTRATIVE	3		3	O				
	DO008	CURRICULUM REVIEW	10		10					
1.1.057	DO011	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED			
	DO012	GOOSLBY LEADERSHIP ACADEMY RECORDS	AV		AV		THE GOOLSBY LEADERSHIP ACADEMY RESIDES IN THE COLLEGE OF BUSINESS. ACCEPTED APPLICANTS COMPLETE REQUIRED COURSEWORK AND PARTICIPATE IN LEADERSHIP-DEVELOPING ACTIVITIES.			
1.1.007	DSA001	ADMINISTRATIVE CORRESPONDENCE	4		4	O				
1.1.008	DSA002	GENERAL CORRESPONDENCE	2		2					

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 33 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.					
			Agency	Storage	Total	I	O								

1.1.	DSA003	MEETING MINUTES-STUDENT ADVISORY COMMITTEE	5		5	I			
5.1.001	DSA004	CONTRACTS	AC+4		AC+4		AC= LIFE OF CONTRACT		
5.1.001	DSA005	AGREEMENTS	AC+4		AC+4		AC= LIFE OF AGREEMENT		
	DSA006	STUDENT TRAVEL FORMS	AC+4		AC+4		AC= END OF FISCAL YEAR		
1.1.057	DSA007	TRANSITORY INFORMATION	AC		AC		AC= PURPOSE FULFILLED		
5.4.	EHS001	AUDIOMETRIC EXAMINATIONS	AC+5		AC+5		AC= TERM OF EMPLOYMENT		
5.4.	EHS002	FILM BADGES-DOSIMETRY REPORTS	PM		PM				
5.4.	EHS003	SURVEY METERS	3		3				
5.4.	EHS004	RADIATION INVENTORY	3		3				
5.4.	EHS005	LEAK TESTING OF SEALED SOURCES	5		5				
5.4.	EHS006	TEXAS HAZARD COMMUNICATIONS ACT INVENTORY	30		30				
5.4.001	EHS007	EMPLOYER'S FIRST REPORT OF INJURY	AC+5		AC+5		AC= AFTER DISPOSITION OF CASE		

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 – Transfer to Archives	O – Review by Archivist		
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.

1. Page 34 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.4.	EHS008	MANIFESTS OF HAZARDOUS WASTE DISPOSAL	AC+3		AC+3		AC=DISPOSAL OF WASTE		
5.4.	EHS009	RADIOACTIVE MATERIAL LICENSE	PM		PM		25 TAC 289.251		
1.1.	EHS010	RADIATION SAFETY COMMITTEE MINUTES	3		3	O			
5.4.	EHS011	RECEIPT, TRANSFER & DISPOSAL- RADIOACTIVE MATERIAL	PM		PM				
5.4.	EHS012	MATERIAL SAFETY DATA SHEETS	AV		AV		AFTER RECEIPT OF UPDATED SHEET OR THE HAZARDOUS CHEMICAL IS NO LONGER PRESENT IN THE UNIVERSITY, AS APPLICABLE.		
1.1.057	EHS013	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
	EHS014	CERTIFICATE OF X-RAY REGISTRATION	AC+3		AC+3		AC= EXPIRATION OR CANCELLATION		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 35 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.057	EHS015	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
	EHS015	RECEIPT, TRANSFER AND DISPOSAL- X-RAY	PM		PM				
	EHS016	WASTE WATER DISCHARGE PERMIT	3		3				
	EHS017	MANIFESTS OF UNIVERSAL WASTE	AC+3		AC+3		AC=DISPOSAL OF WASTE		
5.4.003	EHS018	FIRE AND SAFETY INSPECTION RECORDS	AC+3		AC+3		AC=INSPECTION OR DATE OF CORRECTION OF A DEFICIENCY		
	EHS019	HEOA CAMPUS FIRE LOG	7		7				
	EHS020	CERTIFICATE OF LASER REGISTRATION	US		US				
	EHS021	RECEIPT, TRANSFER & DISPOSAL- LASERS	PM		PM				
	EHS022	MANIFESTS OF MEDICAL WASTE	AC+3		AC+3		AC=DISPOSAL OF WASTE		
	EHS023	ACCIDENT REPORTS AND DOCUMENTATION	CE+5		CE+5		CE=CALENDAR YEAR END. 29 CFR 1904.33		
3.3.001	EOS001	AFFIRMATIVE ACTION PLAN	5		5				

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 36 of 94

2. Agency Code		714		3. Agency Name					The University of Texas at Arlington				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.				
			Agency	Storage	Total								

3.3.001	EOS002	UTA'S TEXAS OPPORTUNITY PLAN	5		5				
1.1.006	EOS003	INDIVIDUAL CLAIMS	AC+3		AC+3		AC=RESOLUTION OF CLAIMS		
3.3.031	EOS004	EEO - REPORTS	3		3				
3.3.022	EOS005	WORK FORCE ANNUAL REPORT	3		3				
3.3.022	EOS006	VETERAN'S WORKFORCE SUMMARY	3		3				
1.1.057	EOS007	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.008	FAS001	GENERAL CORRESPONDENCE	2		2				
1.1.063	FAS002	INTERNAL STAFF MEETING MINUTES	1		1				
1.1.007	FAS003	ADMINISTRATIVE CORRESPONDENCE	4		4	O			
	FAS004	SCHOLARSHIP APPLICATIONS	AC+3		AC+3		AC=AFTER AUDIT		
	FAS005	APPOINTMENT (HIRING) FORMS	AC+3		AC+3		AC=AFTER AUDIT		
	FAS007	FINANCIAL AID AWARD CONSTRUCTION	AC+3		AC+3		AC=AFTER AUDIT		
	FAS008	VALEDICTORIAN CERTIFICATES	AC+3		AC+3		AC=AFTER AUDIT		
	FAS009	ELECTRONIC LOAN CERTIFICATION	AC+3		AC+3		AC=AFTER AUDIT		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 37 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	FAS010	FINANCIAL AID STUDENT FILES	AC+3		AC+3		AC=AFTER GRADUATION OR LAST ATTENDED. THESE RECORDS INCLUDE FAFSA RESULTS AND SUPPORTING DOCUMENTATION, COPIES OF INCOME TAX RETURNS, IRS TRANSCRIPTS, AND OTHER DOCUMENTS THAT SUPPORT THE STUDENT'S APPLICATION.		
	FAS011	INSTITUTIONAL STUDENT INFORMATION RECORDS	AC+3		AC+3		AC=AFTER GRADUATION OR LAST ATTENDED		
1.1.057	FAS013	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.070	FM001	PHYSICAL PLANT PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF 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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 38 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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	O	9. Remarks								

1.1.070	FM002	THERMAL ENERGY PLANT PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF PROCEDURES		
5.1.001	FM003	UTILITY AGREEMENTS	AC+4		AC+4		AC=LIFE OF AGREEMENT		
5.1.001	FM004	CONSTRUCTION CONTRACTS	AC+4		AC+4	O	AC=LIFE OF CONTRACT		
5.2.003	FM005	BUILDING BLUE PRINTS & SPECIFICATIONS	LA/AC+2		LA/AC+2	O	AC=LIFE OF LEASE		
1.1.008	FM006	GENERAL CORRESPONDENCE	2		2				
5.2.	FM007	ENERGY MANAGEMENT PLAN	US		US				
5.2.010	FM008	OPERATIONS & PARTS MANUAL	LA		LA				
5.2.	FM009	RECORDS & ENERGY MANAGEMENT USAGE	AV		AV				
5.2.008	FM010	EQUIPMENT REPAIR & MAINTENANCE RECORDS	LA+3		LA+3				
5.2.	FM011	THERMAL ENERGY PLANT EQUIPMENT LOGS	LA		LA		OPERATING LOGS		

<p>Retention Codes (Field 7)</p> <p>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</p>	<p>Archival Codes (Field 8)</p> <p>I – Transfer to Archives O – Review by Archivist</p>
--	---



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 39 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.2.	FM012	BOILER INSPECTION REPORTS	LA		LA				
5.4.012	FM013	KEY ISSUANCE RECORDS	AC+2		AC+2		AC=UNTIL SUPERSEDED, EXPIRED, OR TERMINATION DATE		
1.1.057	FM014	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
3.4.007	FM015	VACATION AND/OR SICK LEAVE REQUESTS	FE+3		FE+3				
	FM016	ASBESTOS MEDICAL RECORDS	AC+30		AC+30		AC=TERM OF EMPLOYMENT		
4.1.001	FWC001	ACCOUNTS PAYABLE	FE+3		FE+3				
1.1.070	FWC002	PROCEDURE MANUALS	AC+3		AC+3	O	AC=COMPLETION OF PROJECT OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
5.4.002	FWC003	BUILDING EMERGENCY PROCEDURES	US		US				
3.1	FWC004	FACULTY FILES	AC+5		AC+5		AC= 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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 40 of 94

2. Agency Code		714		3. Agency Name		The University of Texas at Arlington			
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	O	9. Remarks		

1.1.070	FWC005	DEPARTMENTAL POLICIES & PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
3.4.006	FWC006	TIME CARDS	FE+4		FE+4				
5.1.001	FWC007	CONTRACTS	AC+4		AC+4		AC=TERM OF CONTRACT		
4.2.001	FWC008	DEPOSIT SLIPS	FE+3		FE+3				
5.2.014	FWC009	PROPERTY INVENTORY	FE+3		FE+3				
4.5.002	FWC010	MONTHLY FINANCIAL STATEMENTS	FE+3		FE+3				
5.1	FWC011	KEY REQUESTS	US+3		US+3				
5.2.014	FWC012	ANNUAL INVENTORY CERTIFICATION	FE+3		FE+3				
4.2.002	FWC013	CREDIT CARD COPIES VISA/MC/AMEX/ DISCOVER	FE+3		FE+3				
4.5.006	FWC014	ANNUAL OPERATING BUDGET	FE+3		FE+3				
5.2.011	FWC015	WARRANTIES	AC+1		AC+1		AC=TERM OF WARRANTY		
1.1.064	FWC016	SELF EVALUATIONS & PEER REVIEWS	FE+3		FE+3				
5.2.008	FWC018	EQUIPMENT MAINTENANCE LOG	LA+3		LA+3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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	I – Transfer to Archives O – Review by Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 41 of 94

2. Agency Code		3. Agency Name								
714		The University of Texas at Arlington								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.2.001	FWC019	APS FORMS/INDEPENDENT & PIFS	AC+4		AC+4		AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER.			
3.2.001	FWC020	APS FORMS/CASUAL & EMPLOYEE	AC+4		AC+4		AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER OCCURS SOONER.			
4.2.005	FWC021	REQUESTS TO PURCHASE	FE+3		FE+3					
5.1.001	FWC022	ADVERTISING CONTRACTS	AC+4		AC+4		AC=TERM OF CONTRACT			

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 42 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.						
			Agency	Storage	Total										

1.1.	GCS001	PREAWARD PROPOSALS	AC		AC	AC=ACCEPTANCE OR REJECTION OF PROPOSAL		
4.7	GCS002	POSTAWARD PROPOSALS	AC+5		AC+5	AC=AFTER COMPLETION OF CONTRACT		
4.7	GCS003	GRANTS, FEDERAL & OTHER	AC+5		AC+5	AC=TERM OF GRANT		
1.1.057	GCS004	TRANSITORY INFORMATION	AC		AC	AC=PURPOSE FULFILLED		
1.1.064	GEN001	UNIVERSITY PERFORMANCE MEASURES AND DOCUMENTATION	FE+3		FE+3			
1.1.038	GEN002	CUSTOMER SURVEYS	AC		AC	AC=FINAL DISPOSITION OF SURVEY SUMMARY REPORTS		
1.1.013	GEN003	CALENDARS, APPOINTMENT, AND ITINERARY RECORDS	CE+1		CE+1	O RECORDS DOCUMENTING APPOINTMENTS, AND OTHER ACTIVITIES OF UNIVERSITY OFFICIALS AND EMPLOYEES.		
1.1.023	GEN004	ORGANIZATION CHARTS	US		US	I		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 43 of 94

2. Agency Code		714		3. Agency Name							The University of Texas at Arlington						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.							
			Agency	Storage	Total	I	O										

1.1.048	GEN005	LITIGATION FILES CREATED IN ANTICIPATION OF OR IN ADJUDICATION OF A LAWSUIT	AC+1		AC+1	I	AC= AS APPLICABLE, DECISION OF THE UNIVERSITY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT; DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION OR ON MOTION OF PLAINTIFF, OR FINAL DECISION OF A COURT.		
1.1.059	GEN006	CERTIFIED AGENDAS OR TAPE RECORDINGS OF CLOSED MEETINGS	AC+2		AC+2		AC= THE DATE OF THE MEETING OR COMPLETION OF PENDING ACTION INVOLVING THE MEETING, WHICHEVER IS LATER. GOVERNMENT CODE, SECTION 551.104(A)		

Retention Codes (Field 7)						Archival Codes (Field 8)			
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	I – Transfer to Archives	O – Review by Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 44 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.					
			Agency	Storage	Total	I	US								

1.3.002	GEN007	PUBLICATION DEVELOPMENT FILES	AV	AV	I				
3.1.002	GEN008	APPLICATIONS FOR EMPLOYMENT-HIRED	AC+5	AC+5		AC= TERMINATION OF EMPLOYMENT			
3.1.011	GEN009	EMPLOYEE INSURANCE RECORDS	AC+5	AC+5		AC= UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT			
3.1.014	GEN010	EMPLOYMENT SELECTION RECORDS	2	2					
3.1.019	GEN011	PERFORMANCE APPRAISALS	2	2		29 CFR 1620.32(C)			
3.1.031	GEN012	EMPLOYEE BENEFITS OTHER THAN INSURANCE	AC+2	AC+2		AC= UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT			
3.2.001	GEN013	EMPLOYEE DEDUCTION AUTHORIZATIONS	AC+4	AC+4		AC= AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER OCCURS SOONER			

Retention Codes (Field 7)						Archival Codes (Field 8)			
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	I – Transfer to Archives	O – Review by Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 45 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.2.002	GEN014	EMPLOYEE EARNINGS RECORDS	4		4		40 TAC 815.106(I)			
3.2.005	GEN015	W-4 TAX FORMS	AC+4		AC+4		AC= UNTIL SUPERSEDED OR OBSOLETE OR UPON SEPARATION OF EMPLOYEE. 26 CFR 31.6001.1(E) (2)			
3.2.009	GEN016	STATE DEFERRED COMPENSATION	AC+5		AC+5		AC= ALL ACCOUNTS WITH A VENDOR OR VENDORS FOR THE INDIVIDUAL PARTICIPANT HAVE BEEN CLOSED.			
3.4.004	GEN017	OVERTIME AUTHORIZATIONS	2		2					
4.7.004	GEN018	CAPITAL ASSET RECORDS	LA+3		LA+3					
4.7.011	GEN019	TEXAS FACILITIES COMMISSION STATEMENTS	FE+3		FE+3					

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 46 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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							

1.1.060	GEN020	AUDIO OR VIDEOTAPES OF OPEN MEETINGS	AC + 90 days		AC + 90 days	AC= OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY		
3.1.	HR001	SEPARATED FACULTY/STAFF PERSONNEL FILES	AC+5		AC+5	AC=TERM OF EMPLOYMENT; MINIMUM INFORMATION NEEDED TO VERIFY EMPLOYMENT		
3.1	HR002	CURRENT FACULTY/STAFF PERSONNEL FILES	AC+75		AC+75	AC=TERM OF EMPLOYMENT		
3.1	HR003	RETIRED FACULTY/STAFF PERSONNEL FILES	AC+50		AC+50	AC=TERM OF EMPLOYMENT		
3.4.002	HR004	LEAVE RECORDS	FE+3		FE+3			
3.1	HR005	STUDENT PERSONNEL FILES- SEPARATED	AC+5		AC+5	AC=TERM OF EMPLOYMENT		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 47 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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	HR006	CURRENT STUDENT PERSONNEL FILES	AC		AC	AC=TERM OF EMPLOYMENT. AFTER SEPARATION, THE RECORDS ARE MAINTAINED ACCORDING RECORDS SERIES HR005.		
3.1.001	HR007	APPLICATION/RESUMES-NOT HIRED	2		2			
3.3.031	HR009	AFFIRMATIVE ACTION REPORTS	3		3			
1.1.007	HR010	ADMINISTRATIVE CORRESPONDENCE	4		4	O		
1.1.008	HR011	GENERAL CORRESPONDENCE	2		2			
1.1.008	HR012	PERSONNEL-O-GRAMS	2		2	PERSONNEL INFORMATION SENT TO EMPLOYEES		
3.1.023	HR013	JOB DESCRIPTIONS	AC+4		AC+4	AC= UNTIL SUPERSEDED OR JOB ELIMINATED. 40 TAC 815.106(I)		
3.1.018	HR014	GRIEVANCE FILES	AC+5		AC+5	AC=RESOLUTION OF GRIEVANCE		

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 – Transfer to Archives	O – Review by Archivist		
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.

1. Page 48 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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.	HR015	PAY PLAN	US		US	THE PAY PLAN IS A PAY STRUCTURE OR SET OF PAY RATES USED TO PAY A DEFINED GROUP OF EMPLOYEES.		
3.1.029	HR016	EMPLOYMENT ELIGIBILITY DOCUMENTATION	AC+1		AC+1	AC=TERMINATION OF EMPLOYMENT		
1.1.070	HR017	STAFF HANDBOOK	AC+3		AC+3	O AC=COMPLETION OR TERMINATION OF HANDBOOK		
3.3.015	HR018	POSITION AUDITS (REVIEWS)	US+3		US+3			
5.4.013	HR019	DISASTER RECOVERY PLAN	US		US			
3.1.	HR020	WORKMAN'S COMPENSATION INSURANCE CLAIMS	CE+5		CE+5			
3.1.	HR021	APPOINTMENT LETTERS	FE+3		FE+3			
3.2.010	HR022	HRIS REPORTS & DOCUMENTATION	AC+4		AC+4	AC=FISCAL YEAR END		
1.1.057	HR023	TRANSITORY INFORMATION	AC		AC	AC=PURPOSE FULFILLED		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 49 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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	HR024	STAFF HANDBOOK-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF HANDBOOK		
3.3.011	HR025	FORMER EMPLOYEE VERIFICATION INFORMATION	AC+75		AC+75		AC= END OF EMPLOYMENT		
4.1.001	HUC001	ACCOUNTS PAYABLE	FE+3		FE+3				
4.2.005	HUC002	PURCHASE REQUESTS	FE+3		FE+3				
4.2.005	HUC003	PURCHASE ORDERS	FE+3		FE+3				
5.2.	HUC004	OCCUPANCY REPORTS	5		5				
5.1.001	HUC005	VENDOR CONTRACTS	AC+4		AC+4		AC=CLOSE OF CONTRACT		
4.5.002	HUC006	DEPOSIT REPORTS	FE+3		FE+3				
3.1.	HUC008	TEMP. SERVICES REQUEST	AC +3MO		AC +3MO		AC=TERM OF EMPLOYMENT		
1.1.008	HUC009	GENERAL CORRESPONDENCE	2		2				
4.4.002	HUC010	ACCOUNT RECEIVABLES	FE+3		FE+3				
5.1.001	HUC011	RESIDENCE HALL CONTRACTS	AC+4		AC+4		AC=TERM OF CONTRACT		

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 50 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.2.	HUC012	ROOM CHANGE FORMS	AC+3		AC+3		AC=TERM OF CONTRACT		
5.2.	HUC013	HALL CHANGE FORMS	AC+3		AC+3		AC=TERM OF CONTRACT		
5.2.	HUC014	RESIDENCE HALL STATUS CARD	AC+3		AC+3		AC=TERM OF CONTRACT		
5.2.	HUC015	STUDENT INFORMATION	AC+3		AC+3		AC=TERM OF CONTRACT		
5.2.	HUC016	CONTRACT RELEASE FORM	AC+3		AC+3		AC=TERM OF CONTRACT		
5.2.	HUC017	RESIDENCE HALL ROSTER	US		US				
5.2.	HUC018	WAIT LIST	1		1				
1.1.067	HUC019	HOUSING REPORTS	3		3	O			
1.1.070	HUC020	POLICIES MANUAL	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICY MANUAL		
5.1.001	HUC021	LEASE AGREEMENTS	AC+4		AC+4		AC=TERM OF LEASE		
5.1.	HUC022	LEASEE DATA FILES	AC+3		AC+3		AC=TERM OF LEASE		
5.2.014	HUC023	HOUSING INVENTORY	FE+3		FE+3				
5.2.	HUC024	OCCUPANT TERMINATION NOTICES	AC+3		AC+3		AC=DATE OF NOTICE		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 51 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.2.	HUC025	SECURITY DEPOSIT FILES	AC+3		AC+3		AC=REFUND OR FORFEITURE OF DEPOSIT		
4.7.005	HUC026	DELINQUENT ACCOUNT FILE	AC+3		AC+3		AC=PAYMENT OF ACCOUNT		
4.1.005	HUC027	MERCHANDISE INVENTORIES	FE+3		FE+3				
5.2.	HUC028	HOUSING RESERVATIONS	AC		AC		AC=AFTER SEMESTER ENDS		
5.2.011	HUC029	WARRANTIES	AC+1		AC+1		AC=TERM OF WARRANTY		
1.1.067	HUC031	BUILDING SUPERVISOR'S REPORTS	3		3	O			
5.2.008	HUC032	MAINTENANCE WORK ORDERS	LA+3		LA+3				
5.2.003	HUC033	BLUEPRINTS, PLANS & DRAWINGS	LA		LA	O			
1.1	HUC034	ALCOHOL BEVERAGE REQUESTS	FE+4		FE+4				
1.1.057	HUC035	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.071	HUC036	DEPARTMENTAL POLICIES & PROCEDURES WORKING FILES	AC+3		AC+3	O	AC= COMPLETION OF PROJECT OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES		
1.1.007	IA001	ADMINISTRATIVE CORRESPONDENCE	4		4	O			
1.1.008	IA002	GENERAL CORRESPONDENCE	2		2				

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 52 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.002	IA003	AUDIT REPORTS	AC+7		AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS		
1.1.002	IA004	AUDIT WORK PAPERS	AC+7		AC+7		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS		
1.1.070	IA005	INTERNAL AUDIT MANUAL	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF INTERNAL AUDIT MANUAL		
1.1.064	IA006	SELF EVALUATIONS & PEER REVIEWS	FE+3		FE+3	O			
1.1.057	IA007	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.071	IA008	INTERNAL AUDIT MANUAL-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF INTERNAL AUDIT MANUAL		
1.1.002	IA009	REPORTS-AUDITS FROM STATE AUDITOR'S OFFICE	AC+7		AC+7	I	AC= PUBLICATION OR RELEASE OF OF FINAL AUDIT FINDINGS.		
1.1.008	IE001	GENERAL CORRESPONDENCE	2		2				

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 53 of 94

2. Agency Code		714		3. Agency Name					The University of Texas at Arlington				
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					

	IE002	INTERNATIONAL STUDENT RECORDS	AC+5		AC+5	AC=LAST ATTENDED		
1.1.057	IE003	TRANSITORY INFORMATION	AC		AC	AC=PURPOSE FULFILLED		
	IRPE001	UNIVERSITY ACCOUNTABILITY DATA	AV		AV	THESE RECORDS INCLUDE INFORMATION COLLECTED FOR SUBMITTAL TO THE TEXAS HIGHER EDUCATION COORDINATING BOARD ACCOUNTABILITY SYSTEM OR THE UT SYSTEM ACCOUNTABILITY REPORT, OR THE CHANCELLOR'S DASHBOARD.		
1.1	IRPE002	ACCREDITATION REPORTS, FINAL	US+5		US+5			
1.1.007	IRPE003	COORDINATING BOARD CORRESPONDENCE	4		4	O		
1.1.067	IRPE004	COORDINATING BOARD REPORTS	PM		PM	O		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	
LA – Life of Asset MO – Months	
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 54 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.038	IRPE005	EXTERNAL SURVEY RESPONSES	AC		AC		AC= FINAL DISPOSITION OF SUMMARY REPORT.		
1.3.002	IRPE006	FACTBOOK FILES (WORK FILES)	AV		AV	O			
1.3.001	IRPE007	FACTBOOK FILES (FINAL FILES)	PM		PM	O	THIS SERIES IS SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.		
	IRPE008	FACULTY CREDENTIALS	AC+75		AC+75		AC= TERMINATION OF EMPLOYMENT		
1.1.067	IRPE009	IPEDS SURVEY REPORTS	5		5	O			
	IRPE010	DATA RECEIVED FROM NATIONAL STUDENT CLEARINGHOUSE	AV		AV				
1.1.064	IRPE011	UNIVERSITY PERFORMANCE MEASURES	FE+3		FE+3				

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 55 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

	IRPE012	PROGRAM CHANGE REQUESTS & DOCUMENTATION	AV		AV	O	THESE RECORDS INCLUDE DOCUMENTS, NOTIFICATIONS, AND REQUESTS FOR APPROVAL OF A NEW ACADEMIC PROGRAM OR THE TEACHING OF AN EXISTING PROGRAM ELECTRONICALLY OR AT A SITE DISTANT FROM THE MAIN CAMPUS.		
1.1.065	IRPE013	QUALITY ENHANCEMENT PLAN (QEP) DATA	AV		AV				
	IRPE014	QUALITY ENHANCEMENT PLAN (QEP) REPORTS	PM		PM	I			
	IRPE015	RESULTS OF AD HOC DATA REQUESTS	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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 56 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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	O	9. Remarks								

	IRPE016	SACS SUBSTANTIVE CHANGE DOCUMENTS	PM		PM	O			
3.2.006	IRPE017	SALARY SURVEY FILES	4		4				
1.1.038	IRPE018	STUDENTS AND/OR FACULTY SURVEY RESPONSES	AC		AC		AC= FINAL DISPOSITION OF SUMMARY REPORT BASED ON RESPONSES. THESE RECORDS ARE INDIVIDUAL RESPONSES		
1.1.067	IRPE019	STUDENTS AND/OR FACULTY SURVEY RESULTS	3		3	O			
	IRPE020	TENURE DOCUMENTS	AC+75		AC+75		AC= TERMINATION OF EMPLOYMENT		
	IRPE021	UNIT EFFECTIVENESS PROCESS (UEP) REPORTS	FE+10		FE+10				
1.1.067	IRPE022	COORDINATING BOARD EDIT REPORT	3		3	O			
	LIB001	SHELF LISTS	US		US				

Retention Codes (Field 7)	Archival Codes (Field 8)
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	I – Transfer to Archives O – Review by Archivist



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 57 of 94

2. Agency Code		714		3. Agency Name		The University of Texas at Arlington			
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		

	LIB002	VOYAGER DATABASE	US		US	VOYAGER AUTOMATED CARD CATALOG		
1.1.007	LIB004	ADMINISTRATIVE CORRESPONDENCE	4		4	O		
1.1.063	LIB005	EXECUTIVE COUNCIL & DIVISION MEETING MINUTES	1		1	I		
4.1.002	LIB006	LOST BOOK BILLS	FE+3		FE+3			
4.1.002	LIB007	FINES LISTING	FE+3		FE+3			
	LIB008	TOWN BORROWERS FILE	AC+3		AC+3	AC=CLOSE OF ACCOUNT		
1.1.008	LIB009	GENERAL CORRESPONDENCE	2		2			
5.3.004	LIB010	SERIALS FILES	AV		AV			
5.1.011	LIB011	PHOTOCOPIER RECORDS	AV		AV			
5.3.004	LIB012	INTERLIBRARY LOAN REQUESTS	AV		AV	ORDERS TO OTHER LIBRARIES		
5.3.004	LIB013	BINDERY FILES	AV		AV			
5.3.004	LIB014	ORDER FILES	AV		AV			
5.1.004	LIB015	MAILING LISTS	US		US			
	LIB016	TRANSFER TO TITLE RECORDS	PM		PM			

Retention Codes (Field 7)	Archival Codes (Field 8)
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	I – Transfer to Archives O – Review by Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 58 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

	LIB017	ARTIFACT/MANUSCRIPT HOLDINGS FILE	PM		PM			
5.1.007	LIB018	PHOTO DUPLICATION REQUESTS	AV		AV			
	LIB020	ACCESSION RECORDS	PM		PM		BOOKS AND MATERIALS LISTS	
	LIB021	CONSERVATION/PRESERVATION FILES	AV		AV			
1.1.	LIB022	GIFT FILES	PM		PM	I		
	LIB023	COLLECTIONS INVENTORIES	P		P		INVENTORY OF HOLDINGS	
	LIB024	SPECIAL COLLECTIONS FILES	PM		PM		DESCRIBES DONATED COLLECTIONS	
1.1.057	LIB025	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED	
1.1.024	LIB026	PLANS & PLANNING RECORDS	AC+3		AC+3	O	AC=DECISION MADE TO IMPLEMENT (OR NOT) PROGRAM	
1.1.070	ME001	STUDENT I.D. PROCEDURE	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF 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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 59 of 94

2. Agency Code		3. Agency Name									
714		The University of Texas at Arlington									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						
1.1.057	ME002	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED				
1.1.071	ME003	STUDENT I.D. PROCEDURES-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES OR PROCEDURES				
5.4.012	ME004	MAV EXPRESS CARD ACCESS DATA	AC+3		AC+3		AC=UNTIL SUPERSEDED, OR DATE OF EXPIRATION OR TERMINATION, WHICHEVER IS SOONER				
5.4.012	ME005	IDENTIFICATION CARD CREATIONS	AC+3		AC+3		AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER OCCURS SOONER.				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset	MO – Months



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 60 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.4.012	ME006	PATRON BIO DATA	AC+2		AC+2		AC= UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER IS SOONEST.		
1.1.	OD001	ENDOWMENTS	PM		PM	I			
1.1.070	OD002	DEVELOPMENT BOARD BYLAWS	AC+3		AC+3	I	AC= COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.		
1.1.059	OD003	MINUTES-DEVELOPMENT BOARD	AC+2		AC+2	I	AC=DATE OF THE MEETING OR COMPLETION OF PENDING ACTION WHICHEVER IS LATER		
1.1.007	OD004	ADMINISTRATIVE CORRESPONDENCE	4		4	O			
1.1.008	OD005	GENERAL CORRESPONDENCE	2		2				
	OD006	DONOR FILES	AC+3		AC+3		AC=AFTER AUDIT		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 61 of 94

2. Agency Code		714		3. Agency Name					The University of Texas at Arlington				
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	O	I			9. Remarks			

1.1.057	OD007	TRANSITORY INFORMATION	AC		AC		AC= PURPOSE FULFILLED		
1.1	OD008	GIFT RECORDS DAILY BATCH FILES	PM		PM	O			
4.7	OD009	DONOR GIVING FILES	PM		PM	O			
4.7	OD010	DAILY GIFT LOG REPORTS	FE+5		FE+5				
4.7	OD011	ENDOWMENT COMPLIANCE REPORTS	FE+10		FE+10				
4.7	OD012	VOLUNTARY SUPPORT OF EDUCATION REPORTS	PM		PM				
4.7	OD013	BUILDING NAMING INVENTORY REPORTS	FE+10		FE+10	O			
1.1.058	OGS001	GRADUATE ASSEMBLY MEETING MINUTES	PM		PM	I	RETAIN 1 YEAR AND TRANSFER TO UNIVERSITY ARCHIVES		
4.7	OGS002	RESEARCH ENHANCEMENT PROPOSALS	AC+5		AC+5	O	AC=TERM OF GRANT		
4.7	OGS003	RESEARCH ENHANCEMENT AWARDS	AC+5		AC+5	O	AC=TERM OF GRANT		
4.5.002	OGS004	RESEARCH ENHANCEMENT REPORTS	FE+3		FE+3				
1.1.	OGS005	GRADUATE DEGREE PROPOSALS	PM		PM	I			

<p>Retention Codes (Field 7)</p> <p>AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End</p>	<p>Archival Codes (Field 8)</p> <p>I – Transfer to Archives O – Review by Archivist</p>
--	---



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 62 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

3.3.011	OGS006	GRADUATE FACULTY DATA	AC+75		AC+75	AC=TERM OF EMPLOYMENT FORMER EMPLOYEE VERIFICATION ONLY		
	OGS007	GRADUATE STUDENT PERMANENT RECORDS	PM		PM			
	OGS009	GRADUATE ADMISSION APPLICATIONS FOR STUDENTS WHO DO NOT ENTER	AC+1		AC+1	AC= AFTER APPLICATION TERM		
	OGS010	APPLICATION DISTRIBUTION FILE-STATISTICS	PM		PM			
	OGS011	SCORE DISTRIBUTION REPORT-STATISTICS	PM		PM	SCORE=EDUCATION TESTING SERVICE DATA		
	OGS012	TOEFL REPORT-STATISTICS	PM		PM	TOEFL=TAKING OF ENGLISH AS FOREIGN LANGUAGE		
	OGS013	ETHNIC DISTRIBUTION-STATISTICS	PM		PM			
	OGS014	ETHNIC SENIORS-STATISTICS	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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 63 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

	OGS015	GRA/GTA REPORT-STATISTICS	PM		PM		GTA/GRA=GRADUATE TEACHING/RESEARCH ASSIST.		
	OGS017	ADMISSION DECISION REPORT	AC+5		AC+5		AC=AFTER GRADUATION OR LAST ATTENDED		
	OGS018	NAME CHANGE REPORT	AC+5		AC+5		AC=GRADUATION OR LAST ATTENDED		
1.3.002	OGS019	GRADUATE CATALOG FILE	US		US	O			
1.3.001	OGS020	GRADUATE CATALOG	AC+2		AC+2	I	AC=UNTIL SUPERSEDED OR OBSOLETE. THIS SERIES MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 64 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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									

1.3.001	OGS021	GRADUATE SCHOOL HANDBOOK	AC+2		AC+2	I	AC=UNTIL SUPERSEDED OR OBSOLETE. THIS SERIES MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.		
1.1.059	OGS022	MEETING MINUTES, GRADUATE ASSEMBLY	AC+2		AC+2	I	AC = DATE OF MEETING OR COMPLETION OF PENDING ACTION WHICHEVER IS LATER		
1.1.008	OGS023	GENERAL CORRESPONDENCE	2		2				
1.1.057	OGS024	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.008	OIT001	GENERAL CORRESPONDENCE	2		2				
5.1.001	OIT002	CONTRACTS AND LEASES	AC+4		AC+4		AC= TERM OF CONTRACT OR LEASE		
5.2.008	OIT003	MAINTENANCE AGREEMENTS	LA+3		LA+3				

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 – Transfer to Archives	O – Review by Archivist		
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.

1. Page 65 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.007	OIT004	COMPUTER SOFTWARE	AC		AC		AC=UNTIL MADE USABLE IN NEW SOFTWARE		
2.1.009	OIT005	AUTOMATED APPLICATIONS DOCUMENTATION	AC		AC		AC= UNTIL ELECTRONIC RECORDS ARE MIGRATED TO A NEW SYSTEM WITH DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET RETENTION REQUIRING DOCUMENTATION. 13 TAC 6.94		
5.3.008	OIT006	PURCHASE ORDER LOGBOOKS	FE+3		FE+3				
4.1.002	OIT007	DEPARTMENTAL CHARGES	FE+3		FE+3				
5.4.013	OIT008	DISASTER RECOVERY PLAN	US		US	O			
2.2.002	OIT009	REQUESTS FOR SERVICES	FE+3		FE+3				
5.2.010	OIT010	COMPUTER MANUALS	LA		LA				

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 66 of 94

2. Agency Code	714	3. Agency Name	The University of Texas at Arlington					
----------------	-----	----------------	--------------------------------------	--	--	--	--	--

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

2.2.001	OIT011	APPLICATION SYSTEM FOLDER	AV		AV				
2.2.010	OIT012	PHYSICAL LAYOUT	US+3		US+3				
1.1.070	OIT013	OPERATIONS HANDBOOK	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF HANDBOOK		
5.2.008	OIT014	EQUIPMENT MAINTENANCE LOG	LA+3		LA+3				
2.2.004	OIT015	TAPE MANAGEMENT SYSTEM LISTINGS	3 MO		3 MO				
2.1	OIT016	REPORTS FOR AUTOMATIC BACKUP RESTORE/FULL DUMP RESTORE BACKUPS	3 MO		3 MO				
1.1.057	OIT017	TRANSITORY INFORMATION	AC		AC		AC= PURPOSE FULFILLED		
1.1.071	OIT018	OPERATIONS HANDBOOK-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF HANDBOOK		
2.1	OIT019	HELP DESK REQUEST LOGS AND REPORTS	AV		AV				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 67 of 94

2. Agency Code		714		3. Agency Name		The University of Texas at Arlington			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	O			

1.1.070	PD001	FIELD TRAINING GUIDES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF GUIDES		
1.1.010	PD002	FCC REGULATIONS	US+1		US+1				
5.1.005	PD003	CERTIFIED LETTER FILE	FE+3		FE+3				
	PD004	APPEALS VERDICTS	3		3				
5.6.007	PD005	VEHICLE REGISTRATION	LA		LA				
	PD006	OFFENSE REPORTS	3		3				
	PD007	INCIDENT REPORTS	3		3				
	PD008	CALLS FOR SERVICE	3		3				
	PD009	UNIFORM CRIME REPORTS, MONTHLY	3		3				
	PD010	JUVENILE RECORDS	AC		AC		AC= AGE OF MAJORITY		
	PD011	DISPATCH LOGS	FE+2		FE+2				
	PD012	CRIMINAL TRESPASS WARNINGS	2		2				
	PD013	NATIONAL CRIME INFO CENTER/TEXAS CRIME INFO CENTER ACTIVITY	1		1				
	PD014	BICYCLE REGISTRATION	1		1				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 68 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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							

			FE of return or disposal of property + 3 years		FE of return or disposal of property + 3 years				
	PD015	VEHICLE IMPOUND CARDS							
1.1.057	PD016	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
5.6.004	PD017	DRIVERS' LICENSE CHECKS	AC		AC		AC=UNTIL SUPERSEDED OR TERMINATED		
1.1.071	PD018	FIELD TRAINING GUIDES-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF GUIDES		
3.1.026	PD019	CRIMINAL BACKGROUND CHECKS	180 days		180 days				

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 – Transfer to Archives	O – Review by Archivist		
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.

1. Page 69 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

	PD020	UNIFORM CRIME REPORTS, ANNUAL	P		P				
1.1.007	PRE001	ADMINISTRATIVE CORRESPONDENCE	4		4	O	EVALUATE AFTER 3 YEARS		
1.1.008	PRE002	GENERAL CORRESPONDENCE	2		2				
1.1.048	PRE003	COURT CASES	AC+20		AC+20	O	ALL STATUTES OF LIMITATION MUST BE MET BEFORE FILE IS CLOSED; AC=DISPOSITION OF CASE		
1.1.	PRE004	GIFT RECORDS	PM		PM	I			
3.3.	PRE005	OUTSIDE EMPLOYMENT REQUESTS	AC+75		AC+75		AC=TERM OF EMPLOYMENT		
1.1.	PRE006	COMMITTEE APPOINTMENTS	AC+5		AC+5		AC=TERM OF APPOINTMENT		
1.1.	PRE007	COMMITTEE RESPONSIBILITIES	AC+5		AC+5		AC=TERM OF APPOINTMENT		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 70 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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								

1.1.055	PRE008	STRATEGIC PLAN	AC+6		AC+6	I	AC= SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. THIS SERIES IS SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.		
1.1.023	PRE009	ORGANIZATIONAL CHARTS	US		US	I			
1.1.068	PRE010	REPORTS-PERFORMANCE	AC+6		AC+6		AC=9/1 OF ODD YEARS		
1.1.057	PRE011	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.007	PRE012	ADMINISTRATIVE CORRESPONDENCE-UT SYSTEM	4		4	O			
1.1.007	PRE013	ADMINISTRATIVE CORRESPONDENCE-SOUTHERN ASSOCIATION OF COLLEGES (SAC)	4		4	O			
1.1.007	PRO001	ADMINISTRATIVE CORRESPONDENCE	4		4	O			
1.1.008	PRO002	GENERAL CORRESPONDENCE	2		2	O			

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 – Transfer to Archives	US – Until Superseded	O – Review by Archivist	
AV – Administrative Value	FE – Fiscal Year End	MO – Months					



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 71 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.						
			Agency	Storage	Total										

1.1.	PRO003	REQUEST FOR APPROVAL OF ACADEMIC DEPARTMENTS.	AC+5		AC+5	I	AC= DECISION TO APPROVE OR DISAPPROVE		
1.1.	PRO004	REQUEST FOR APPROVAL OF CENTERS	AC+5		AC+5	I	AC= DECISION TO APPROVE OR DISAPPROVE		
1.1.067	PRO005	COMMITTEE REPORTS	4		4	O			
1.1.014	PRO006	LEGAL CORRESPONDENCE	AV		AV	O			
1.1.070	PRO008	ACADEMIC PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF PROCEDURES		
	PRO009	STUDENT GRIEVANCES APPEALS	AC+5		AC+5		AC=DATE OF GRADUATION OR DATE OF LAST ATTENDANCE		
3.1.037	PRO011	PROFESSOR EMERITUS NOMINATIONS	AC+5		AC+5	I	AC= TERMINATION OF EMPLOYMENT		
3.3.	PRO012	TENURE LETTERS	AC+75		AC+75		AC=TERM OF EMPLOYMENT		
3.1	PRO013	FULL-TIME FACULTY LEAVE OF ABSENCE REQUESTS	AC+5		AC+5		AC=TERM OF LEAVE		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 72 of 94

2. Agency Code		3. Agency Name							
714		The University of Texas at Arlington							
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			
1.1.057	PRO015	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.071	PRO016	ACADEMIC PROCEDURES-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF PROCEDURES		
1.1.038	PRO017	STUDENT FEEDBACK SURVEYS/ STUDENT EVALUATIONS OF TEACHING	5		5				
3.1	PRO018	FACULTY/ADMINISTRATIVE OFFER LETTER PACKAGES	AC+5		AC+5		AC=AFTER TERM OF EMPLOYMENT		
4.5.002	PRS001	ADJUSTMENTS, 9M RECONCILIATION	FE+3		FE+3				
3.2.001	PRS002	APS FORMS/INDEPENDENT & PIFS	AC+4		AC+4		AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER OCCURS SOONER.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 73 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2.001	PRS003	APS FORMS/CASUAL & EMPLOYEE	AC+4		AC+4		AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER OCCURS SOONER.		
3.2.008	PRS004	DIRECT DEPOSIT FORMS	US		US				
3.2.001	PRS005	GARNISHMENTS/WITH DEDUCTION SUPPORT	AC+4		AC+4		AC= TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION WHICHEVER OCCURS SOONER.		

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 74 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2.003	PRS006	GLACIER/NRA INFORMATION	AC+4		AC+4		AC=TAX DUE DATE, DATE CLAIM IS FILED, OR DATE TAX IS PAID, WHICHEVER OCCURS LATER. 26 CFR 31.6001-1(E)(2)		
3.2.001	PRS007	INSURANCE CHANGES	AC+4		AC+4		AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OR AUTHORIZATION , WHICHEVER OCCURS SOONER		

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 75 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2.001	PRS008	INSURANCE PREMIUM BILLING RECON/ CBO	AC+4		AC+4		AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER.		
3.2.001	PRS009	MISC. EMPLOYEE (BONDS, CONTRIBS, ETC)	AC+4		AC+4		AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER.		

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 76 of 94

2. Agency Code	714	3. Agency Name	The University of Texas at Arlington		
----------------	-----	----------------	--------------------------------------	--	--

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

3.2.003	PRS010	PAYMENT REQUEST FORMS (PRE 2008)	AC+4		AC+4	AC=TAX DUE DATE, DATE CLAIM FILED, OR DATE TAX IS PAID, WHICHEVER IS LATER. 26 CFR 31.6001-1(E)(2)		
4.5.002	PRS011	PAYROLL CLOSE OUT RECORDS	FE+3		FE+3			
3.2.001	PRS012	RETIREE PAYMENTS	AC+4		AC+4	AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 77 of 94

2. Agency Code		3. Agency Name								
714		The University of Texas at Arlington								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.2.001	PRS013	TRS/TRAQS REPORT	AC+4		AC+4	AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER.				
3.1.031	PRS014	UCI - TWC QUARTERLY REPORT	AC+2		AC+2	AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT				
4.5.002	PRS015	WAGE VERIFICATIONS FOR GOV AGENCIES	FE+3		FE+3					
4.5.002	PRS016	WORK STUDY BILLING/ RECONCILIATION	FE+3		FE+3					

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 78 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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	9. Remarks								

3.2.003	PRS017	W-2/1098/1099/1042S TAX WORK PAPERS	AC+4		AC+4	AC=TAX DUE DATE, DATE CLAIM IS FILED, OR DATE TAX IS PAID, WHICHEVER IS LATER. 26 CFR 31.6001-1(E)(2).		
3.2.003	PRS018	W-2 FORMS - RETURNED	AC+4		AC+4	AC=TAX DUE DATE, DATE CLAIM IS FILED, OR DATE TAX IS PAID, WHICHEVER IS LATER. 26 CFR 31.6001-1(E)(2).		
3.2.003	PRS019	W-8 BEN	AC+4		AC+4	AC=TAX DUE DATE, DATE CLAIM IS FILED, OR DATE TAX IS PAID, WHICHEVER IS LATER. 26 CFR 31.6001 -1(E)(2)		

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 – Transfer to Archives	O – Review by Archivist		
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.

1. Page 79 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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			

3.2.003	PRS020	W-9	AC+4		AC+4	AC=TAX DUE DATE, DATE CLAIM IS FILED, OR DATE TAX IS PAID, WHICHEVER IS LATER. 26 CFR 31.6001 -1(E)(2)		
3.2.003	PRS021	8233 TAX FORM	AC+4		AC+4	AC=TAX DUE DATE, DATE CLAIM FILED, OR DATE TAX IS PAID, WHICHEVER IS LATER. 26 CFR 31.6001-1(E)(2)		
1.1.057	PRS022	TRANSITORY INFORMATION	AC		AC	AC=PURPOSE FULFILLED		
4.2.005	PS001	PURCHASE ORDER FILE	FE+3		FE+3			
4.2.005	PS002	REQUEST TO PURCHASE FILE	FE+3		FE+3			
1.1.008	PS003	GENERAL CORRESPONDENCE	2		2			
5.3.007	PS004	BID DOCUMENTATION	FE+3		FE+3			
5.3.008	PS005	PURCHASING LOGS	FE+3		FE+3			
1.1.057	PS006	TRANSITORY INFORMATION	AC		AC	AC=PURPOSE FULFILLED		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 80 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
3.3.023	PS007	REQUESTS AND AUTHORIZATIONS FOR TRAVEL AND OTHER REIMBURSABLE EXPENSES	FE+3		FE+3				
4.2.007	PS008	PROCARD PURCHASE RECORDS	FE+3		FE+3				
4.7	PS009	PROCARD APPLICATIONS	AC+1		AC+1		AC=CANCELLATION OF CARD. THIS RECORD SERIES INCLUDES INFORMATION RELATED TO APPLYING FOR PROCARDS FOR DEPARTMENTAL PURCHASES.		
4.1.001	PS010	PROCARD STATEMENTS	FE+3		FE+3				
4.2.002	PUB001	DEPOSIT RECEIPTS	FE+3		FE+3				
5.1.001	PUB002	ADVERTISING CONTRACTS	AC+4		AC+4		AC=TERM OF CONTRACT		
1.1.008	PUB003	GENERAL CORRESPONDENCE	2		2				

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 81 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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	O	9. Remarks					

1.1.070	PUB004	DEPARTMENTAL POLICIES & PROCEDURES				AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES OR PROCEDURES			
	PUB005	PUBLICATIONS SCHOLARSHIP FILES				FE+3		FE+3		THESE RECORDS INCLUDE A LIST OF STUDENT NAMES, SCHOLARSHIPS AWARDED AND AMOUNTS, SPECIFIC TO THE PUBLICATIONS DEPARTMENT.			
1.3.001	PUB006	SHORTHORN BOUND COPIES				AC+2		AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE.			
1.1.057	PUB007	TRANSITORY INFORMATION				AC		AC		AC=PURPOSE FULFILLED			
1.1.071	PUB008	DEPARTMENTAL POLICIES & PROCEDURES-WORKING PAPERS				AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES OR PROCEDURES			

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives	US – Until Superseded	O – Review by Archivist	
AV – Administrative Value	FE – Fiscal Year End	MO – Months					



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 82 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

	RAD001	SCIENTIFIC MISCONDUCT FILES	AC+7		AC+7	AC= COMPLETION OF PROCEEDINGS. 42CFR93.317, CH.1, SUBCHAPTER H, PART 93, SUBPART C. 317		
	RAD002	PROTOCOLS FOR RESEARCH INVOLVING HUMAN OR ANIMAL SUBJECTS OR DNA	AC+3		AC+3	AC= COMPLETION OR EXPIRATION OF STUDY, OR UNTIL RESOLUTION OF NONCOMPLIANCE ISSUES		
	RAD003	INSTITUTIONAL REVIEW BOARD/IACUC/IB/COI MEETING MINUTES	3		3	O		

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 – Transfer to Archives	O – Review by Archivist
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.

1. Page 83 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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			

	RAD004	EXPORT CONTROL DOCUMENTS	5		5		THESE RECORDS INCLUDE INTERNAL DOCUMENTS SUCH AS TECHNOLOGY CONTROL PLANS, ETERNAL DOCUMENTS SUCH AS LICENSES SUBMITTED TO AND APPROVED BY THE DEPARTMENT OF STATE OR THE DEPARTMENT OF COMMERCE FOR THE EXPORT OF CONTROLLED ITEMS.		
	RAD005	HEALTH SCREEN MONITORING FOR ANIMAL RESEARCH PROGRAM	10		10				
1.1.008	SA001	GENERAL CORRESPONDENCE	2		2				
1.1.	SA002	STUDENT ACTIVITIES BOARD BYLAWS AND CONSTITUTION	US		US	I			
1.1.	SA004	SOCIETY ROSTERS	5		5				

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 84 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.					
			Agency	Storage	Total	I	O								

1.1.	SA005	GREEK GRADE WAIVERS	5	5		I	O	THESE RECORDS ARE SIGNED BY STUDENTS ACKNOWLEDGING THAT THEIR GRADES ARE BEING CHECKED AND SHARED WITH THE LEADERSHIP IN THEIR CHAPTER.		
1.1.	SA006	GREEK ROSTERS	5	5						
1.1.	SA007	GREEK COUNCIL BYLAWS AND CONSTITUTION	AV	AV		I				
	SA008	UTA VOLUNTEER BYLAWS AND CONSTITUTION	US	US		I				
	SA009	FLOC (FRESHMAN LEADERS ON CAMPUS) APPLICATIONS	AV	AV		I				
1.1	SA010	CAMPUS & COMMUNITY INVOLVEMENT RECORDS	AV	AV						

<p>Retention Codes (Field 7)</p> <p>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</p>	<p>Archival Codes (Field 8)</p> <p>I – Transfer to Archives O – Review by Archivist</p>
--	---



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 85 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

1.1.070	SA011	STUDENT ACTIVITIES DEPARTMENTAL POLICIES AND PROCEDURES, FINAL VERSION	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES OR PROCEDURES		
1.1.057	SA012	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.071	SA013	STUDENT ACTIVITIES POLICIES & PROCEDURES-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES OR PROCEDURES		
1.1.008	SDR001	GENERAL CORRESPONDENCE	2		2				
1.1.	SDR002	STUDENT ATTORNEY CASE FILES	AC+5		AC+5		AC= LAST ATTENDED		
1.1.	SDR003	CODE OF CONDUCT	US+3		US+3				
	SDR004	BEHAVIOR INTERVENTION TEAM RECORDS	AC+5/ PM		AC+5/ PM		AC= DISPOSITION OF CASE. AC +5=REFERRALS TO BEHAVIOR INTERVENTION TEAM. PM= RECORDS OF VIOLENCE AGAINST THE COMMUNITY		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 86 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

1.1.070	SDR005	STUDENT CONDUCT DEPARTMENTAL POLICIES & PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES OR PROCEDURES		
1.1.057	SDR006	TRANSITORY INFORMATION	AC		AC		AC= PURPOSE FULFILLED		
1.1.071	SDR007	DEPARTMENTAL POLICIES & PROCEDURES-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES OR PROCEDURES		
	SDR008	STUDENT DISCIPLINE RECORDS	AC+5/ PM		AC+5/ PM		AC=DISPOSITION OF CASE. AC+5 = RECORDS REPORTED VIOLATIONS. PM= ASSESSMENT OF A PENALTY OF SUSPENSION, EXPULSION, DENIAL, REVOCATION OF DEGREE AND/OR REVOCATION OF DIPLOMA		
1.1.057	SDR009	TRANSITORY INFORMATION	AC		AC		AC= PURPOSE FULFILLED		

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 – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 87 of 94

2. Agency Code		3. Agency Name							10. 106 No.	11. TSLAC ONLY Amend. No.
714		The University of Texas at Arlington								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.070	SES001	MANUALS	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF MANUALS			
	SES002	STUDENT APPLICATIONS	AC+5		AC+5		AC= TERMINATION OF EMPLOYMENT			
1.1.	SES003	YEARLY EMPLOYERS FILES, FEDERAL WORK STUDY OFF CAMPUS	1		1		THESE RECORDS INCLUDE ANNUAL CONTRACTS WITH EMPLOYERS WHO HIRE UT ARLINGTON STUDENTS PARTICIPATING IN THE FEDERAL WORK STUDY OFF CAMPUS JOBS AS PART OF THE YEARLY GRANT.			
	SES004	OFF CAMPUS WORK STUDY FILES	1		1					
1.1.008	SES005	GENERAL CORRESPONDENCE	2		2					
1.1.057	SES006	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 88 of 94

2. Agency Code		714		3. Agency Name		The University of Texas at Arlington			
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	SES007	MANUALS-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF MANUALS		
1.1.008	SGO001	GENERAL CORRESPONDENCE	2		2				
1.1.	SGO002	STUDENT ORGANIZATION RECORDS	P		P	O			
1.1.	SGO003	HOMECOMING FILES	AV		AV	O			
1.1.070	SGO004	DEPARTMENTAL POLICIES & PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES OR PROCEDURES		
1.1.057	SGO005	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.071	SGO006	DEPARTMENTAL POLICIES & PROCEDURES - WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES OR PROCEDURES		
1.1.058	SGO007	STUDENT CONGRESS RESOLUTIONS	PM		PM	I			
	SGO008	ELECTION RECORDS	60 days		60 days	O			

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 – Transfer to Archives	O – Review by Archivist
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.

1. Page 89 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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		

1.1.070	SHS001	AIDS POLICY STATEMENT	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES STATEMENT		
	SHS002	MEDICAL RECORDS FOR STUDENTS WHO ENTER	AC+10		AC+10		AC=LAST ATTENDED		
	SHS003	STUDENT HEALTH INSURANCE FILES	AC+10		AC+10		AC=LAST ATTENDED		
1.1.057	SHS004	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.071	SHS005	AIDS POLICY STATEMENT-WORKING PAPERS	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES STATEMENT		
1.1.008	SLS001	GENERAL CORRESPONDENCE	2		2				
1.1	SLS002	STUDENT ATTORNEY CASE FILES	AC+5		AC+5		AC=LAST ATTENDED		
1.1.070	SLS003	DEPARTMENTAL POLICIES & PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF 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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 90 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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			

1.1.057	SLS004	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.071	SLS005	DEPARTMENTAL POLICIES & PROCEDURES-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES OR PROCEDURES		
1.1.008	SWD001	GENERAL CORRESPONDENCE	2		2				
5.1.001	SWD002	DEPARTMENT OF ASSISTIVE AND REHABILITATIVE SERVICES (DARS)	AC+4		AC+4		AC=TERM OF CONTRACT		
1.1.070	SWD003	DEPARTMENTAL POLICIES & PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF POLICIES & PROCEDURES		
1.1.057	SWD004	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.071	SWD005	DEPARTMENTAL POLICIES & PROCEDURES-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF 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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 91 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.5	TCC001	TELEPHONE DEPARTMENT SUMMARY	FE+3		FE+3	THESE RECORDS CONTAIN A SUMMARY OF ALL PHONE LINES, LONG DISTANCE, INSTALLATIONS, MOVES, EXCHANGES, AND RADIO ITEMS CHARGED ON SPECIFIC ACCOUNT NUMBERS.		
5.5.001	TCC002	LONG DISTANCE DETAIL	FE+3		FE+3			
5.5.	TCC003	LONG DISTANCE AUTHORIZATION NUMBERS	US		US			
5.5.001	TCC004	TELEPHONE BILLINGS	FE+3		FE+3			
5.2.019.	TCC005	SERVICE CALLS AND WORK ORDERS	1		1			
5.2.008	TCC006	PBX RECORDS	LA+3		LA+3			
1.1.008	TCC007	GENERAL CORRESPONDENCE	2		2			
1.1.057	TCC008	TRANSITORY INFORMATION	AC		AC	AC=PURPOSE FULFILLED		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 92 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.						
			Agency	Storage	Total										

	TS001	PLACEMENT FILES	AC+1		AC+1		AC=AFTER GRADUATION OR LAST ATTENDED		
	TS002	CREDIT BY EXAM SCORE	AC+5		AC+5		AC=DATE RECEIVED		
	TS003	CREDIT BY EXAM FILES	AC+5		AC+5		AC=DATE RECEIVED		
1.1.019	UCOM01	CHRONOLOGICAL NEWS RELEASES	2		2	O			
1.1.019	UCOM02	CABLE TV FILES	2		2	O			
1.1.008	UCOM03	DEPARTMENTAL CORRESPONDENCE	2		2				
1.1.070	UCOM04	DEPARTMENTAL PROCEDURES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF PROCEDURES		
1.1.057	UCOM05	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1.071	UCOM06	DEPARTMENTAL PROCEDURES-WORKING FILES	AC+3		AC+3	O	AC=COMPLETION OR TERMINATION OF PROCEDURES		
1.1.043	UCS001	TRAINING MATERIALS	US+1		US+1				
3.3.030	UCS002	TRAINING RECORDS	US+2		US+2				

Retention Codes (Field 7)						Archival Codes (Field 8)			
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	I – Transfer to Archives	O – Review by Archivist



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 93 of 94

2. Agency Code 714		3. Agency Name The University of Texas at Arlington							
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.	UCS003	INSTITUTIONAL COMPLIANCE ACTION PLAN	FE+3		FE+3				
4.5.002	UCS004	QUARTERLY REPORTS-SYSTEM	FE+3		FE+3				
4.5.002	UCS005	QUARTERLY REPORTS - HIGH RISK	FE+3		FE+3				
1.1.064	UCS006	HIGH RISK AREA FILES	FE+3		FE+3				
1.1	UCS007	HOT LINE INFORMATION	FE+1		FE+1				
1.1.057	UCS008	TRANSITORY INFORMATION	AC		AC		AC=PURPOSE FULFILLED		
1.1	UCS009	COMPLIANCE WORK PLAN	AC+3		AC+3	O	AC= DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.		
3.1.027	UCS010	COMPLIANCE TRAINING RECORDS	AC+5		AC+5		AC= TERMINATION OF EMPLOYEMENT		
1.1	UCS011	COMPLIANCE COMMITTEE MINUTES	FE+6		FE+6				
1.1.070	UCS012	MANAGEMENT LEADERSHIP TOOL	AC+3		AC+3	O	AC= TERMINATION OF PROGRAM		

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 – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 94 of 94

2. Agency Code		714		3. Agency Name						The University of Texas at Arlington					
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									

1.1.038	UCS013	COMPLIANCE AWARENESS SURVEYS	AC		AC		AC= SUMMARIZATION OF SURVEYS		
1.1.070	UCS014	STANDARDS OF CONDUCT	AC+3		AC+3	O	AC= TERMINATION OF POLICY		
1.1.064	UCS015	QUALITY ASSURANCE REVIEWS	FE+3		FE+3				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	

Instructions for Completing Form SLR 105

Forms SLR 105 must be used by all state agencies to submit the agency records retention schedule (Texas Government Code, Chapter 441, §441.185). See Form SLR 105C instructions for submission procedures. If you have any questions relating to completion of this form or SLR 105C, please contact the State and Local Records Management Division at 512-421-7200.

Formatting: When duplicating this form electronically, leave at least a ¾ inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

Field 1 Enter the page number and the total number of pages in the retention schedule (i.e., 1 of 15).

Field 2 Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.

Field 3 Enter the complete name of your agency.

Field 4 Enter the item number for the records series from the *State Records Retention Schedule* (RRS). If the records series title is not included in the RRS, enter the numbers of the appropriate "Category" and "Section" from the RRS where it should be listed. Category and Section Numbers are at the top of the page in the RRS. If the records series cannot be matched to a category and section, then leave Field 4 blank.

Field 5 Enter the number that has been assigned by your agency to the corresponding records series. If numbers have not been assigned, then begin with number 1 for the first listing and continue in numerical order.

Field 6 Enter the official title of the records series (i.e., W-4 Forms, Labor Statistics Report, Surety Bonds). The official title that you assign to the records series does not have to be the same as the records series title listed in the RRS.

Field 7 Enter the retention period the records series is to be retained in active use at the agency, the number of years it is to be retained in an inactive storage facility, such as the State Records Center, and the total of the two amounts. If a retention period is less than one year, enter the number of months. Refer to the retention codes at the bottom of the form.

Field 8 Using the archival codes at the bottom of the form, indicate the archival value, if applicable, of the records series:

A - Used with records series that will be transferred to the State Archives and do not require a prior review by the State Archivist.

R - Used with records series that have undetermined archival value, and require a review by the State Archivist prior to being transferred to the State Archives.

Field 9 Enter any statute references, other legal citations, or agency policy used as a basis for the retention period.

Field 10 If this records series is stored at the State Records Center, enter the RMD 106 Storage Approval Number.

Field 11 DO NOT WRITE IN THIS FIELD. TSLAC USE ONLY.