

May 18, 2023



Patrick Brady
Records Management Officer
Texas State Technical College
3801 Campus Dr.
Waco, TX 76705

Dear Mr. Brady,

The 11th recertification of your agency's records retention schedule is approved for use as of **5/11/2023**, and it may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

Commission Chair
Martha Wong

Members

David C. Garza
F. Lynwood Givens
David Iglesias
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

Director and Librarian
Gloria Meraz

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (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. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **May 2028**.

During a certification period, changes may need to be made to your schedule. State rules (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:

Anne Poulos
apoulos@tsl.texas.gov
(512) 463-6627

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

Sincerely,

A handwritten signature in blue ink, appearing to read "CKelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*

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



TEXAS STATE LIBRARY ARCHIVES COMMISSION

STATE OF TEXAS

Records Retention Schedule Certification

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 719
Agency Name Texas State Technical College

(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 Chris Martin for Interim RM Patrick Brady
Name (Print or type) Chris Martin for Interim RM Patrick Brady
Date June 21, 2020

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
Signature Not Required at This Time
Name (Print or type)
Date

Texas State Library and Archives Commission

Signature Gloria Meraz
Name (Print or type) Gloria Meraz
Date 5/11/23

Cert/Recert No. 11 Amendment No.

CAUTION

A state record with an expired retention period 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 with a retention period that 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.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).

State and Local Records Management Division
Texas State Library and Archives Commission
(Rev. 7/20)





STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end
 FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
AA01.001	1.1	Charters		PM					O		
AA01.002	1.1	Board Member Data		AC	3			AC = After term expires.	O		
AA01.003	1.1	Bylaws		US	3				O		
AA01.004	1.1	Minute Order Index		PM					I		
AA01.005	1.1.058	Board Meeting Agenda and Minutes	Includes Agendas & Supporting Materials, Minutes, Committee Minutes, Official agenda, and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551. Only meeting minutes are vital records.	PM					I	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This records series and RSIN 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	
AA01.006	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules, open meeting notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			AC = Date of publication in the Texas Register.			



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AA01.010	1.1.059	Board Closed Meetings – Certified Agendas or Tape Recordings	Certified agenda or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC	2			AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.			Government Code, 551.104(a).
AA01.011		Certification of Resolutions			1						
AA02.001	1.1.062	TSTC Administrative Councils Meeting – Agenda and Minutes – Supporting Documentation	Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting. Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Agenda & Minutes of: Management Council, TSTC Leadership Alliance, Executive Cabinet, College Administrative Council, etc.		2				I	See caution comment at RSIN 1.1.058.	
AA03.000	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems. Key requests. Colleague Access, Image Now Access.	AC	2			AC = Until superseded, date of expiration, or date of termination, whichever sooner.			



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AA04.001	1.1.007	Executive Correspondence	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them. Board of Regents – Correspondence: Federal/National/State Correspondence.	4					O	<p>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: This records series and RSIN 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by RSIN 1.1.004; a letter concerning an audit for that prescribed by RSIN 1.1.002, etc. See also RSIN 1.1.011.</p>	



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AA05.000	1.1.008	General Correspondence	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the polices, programs, services or projects of the agency. Includes: Datatec/Colleague correspondence and Colleague Users Group, Department of Information Resources, State Auditor (General Correspondence), Texas Innovation Network System (TINS) general Correspondence, Educational Institutions (Out of State, State, or Private Universities) correspondence, City Government general correspondence.		2					See comment to RSIN 1.1.007. See also RSIN 1.1.010.	
AA06.000	1.1.006	Complaint Files	(Employee, student, etc.) Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC	2			AC = Final disposition of the complaint.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.	



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AA07.003	1.1.070	Agency Rules, Operating Standards, Policies, and Procedures	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. Includes working files and related documentation used in creating rules, policies, and procedures. Human Resources: Internal Vacancies Procedure; Faculty-Staff Handbook Information. S.3.b; Educational Services: Faculty Advising Handbook; and TSTC Records Management Manual.	AC	3			AC = Until superseded, or termination of program, rules, policies, or procedures, whichever applicable.	O	ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period. Includes RSIN 1.2.014 and obsolete series AA07.001 (rules, writing standards, and compliance).	
AA07.004	1.1.011	Executive Orders	Any document that initiates, sends, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US	3				I		
AA07.005	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.		3						28 CFR 35.105(c).
AA08.001	1.1.043	Employee Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves. Records Management Training Materials – Internal/External.	AC	1			AC = Close of training session, after training materials superseded, or termination of training program, as applicable.		See RSIN 3.3.030 for internal personnel training materials. CAUTION: Does not include hazardous material training records. See RSIN 5.4.007.	



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AA08.002	1.1.075	Alternative Dispute – Final Agreement (Mediation)	Final agreement described by Government Codes, 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf. S.3.d.	AC	5			AC = Date of final agreement,			Texas Civil Practice and Remedies Code, 154.071.
AA09.005	1.1.010	Directives	Any item that officially initiates, rescinds, or amends general office procedures.	US	1						
AA09.006	5.1.014	Office Procedures	Any internally distributed manuals, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mailroom procedures, printshop and photocopy ordering instructions.	US	1						
AA10.001	1.1.055	TSTC and State Strategic Plans	Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	PM					I	Permanent Record Copy Retained in Records Center. Requires Copies sent to Texas State Publications Depository Program, TSLAC.	
AA10.002	1.1.024	Plans and Planning Records	Mid-Range, Long-Range Planning, outside Advisory Committee and/or Task Force planning, and Potential Colleges & Extension Centers. Plans and records relating to the process or planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule. Includes: Colleague Program Planning and Development, Master Plan Certification, Facilities – Master Plans.	AC	3			AC = Decision made to implement or not to implement result of planning process.	O	ARCHIVES NOTE: Data processing planning records are not archival.	



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AA11.000	1.1.023	TSTC Organizational Chart	Charts or diagrams that show the structure of an agency and the relationships and relative ranks of its departments and job positions.	US					I	Agency Copy. ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the university need to be transferred to the University Archives. Organizational charts showing division/department level detail are not considered archival.	
AA12.001	1.1.067	Reports and Studies (Non-Fiscal) – Internal and External	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes: Final Services – Nonfinancial Report; TSTC System Customer Service Report; Educational Services – Program Evaluations (special reports and evaluations of instructional programs); Pre-Tech Studies; Instructional Reports – External (by agency name)/Internal (by department name); Enrollment Forecast Report (this is a report used to get an idea of future years' enrollment); Human Resources – Quarterly FTE Reports; Human Resource Information System Reports (HRIS); and Statistical Reports (SPSS).		3				O	See RSIN 1.1.065 for raw data used to produce reports. ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. See page ix for more information.	



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AA12.002	1.1.065	Reports and Studies (Non-Fiscal) – Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV						See RSIN 1.1.067 for reports produced from raw data. CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. See RSIN 1.1.064. Includes obsolete series AM01.005 (data analysis).	
AA12.003	1.1.069	Reports (Activity)	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.		1					CAUTION: See item number 1.1.064.	
AA12.004	1.1.064	Performance Measures Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE	3					See RSIN 1.1.068 for reports on agency performance measures. CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
AA12.005	1.1.068	Performance Measures Reporting	Reports on agency performance measures submitted to executive and legislative offices.	AC	10			AC = September 1 of odd-numbered calendar years.		See RSIN 1.1.064 for documentation used to produce reports on agency performance measures.	
AA13.000	1.1.040	Speeches, Papers, & Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC	2			AC= End of event, until superseded, or obsolete.	O	ARCHIVES NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review.	



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AA14.000	1.1.013	Calendars, Appointment, and Itinerary Records	Calendars, appointment books or programs, and scheduling or itinerary records purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE	1				O	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. SEE Open Records Decision 635 issued on December 1995 by the Attorney General.	
AA15.000	11.1.014	Subject Files — Media and Communications (History of Institution)	This series provides background information on institutional faculty and staff, buildings, events, traditions, and other special topics that document a university's history and culture. The records may be used to support research, responses to inquiries, and other purposes. This series may include but is not limited to: newspaper clippings; photographs; published and unpublished historical sketches; pamphlets; statistics; ephemera; biographical sketches; vitae; photographs; personal history data sheets; newspaper clippings; retirement notices; funeral programs; obituaries; and related documentation and correspondence.	AV					O	See RSIN 1.1.019 for press releases. See RSIN 1.1.020/1.1.021 for Public Information Requests. See RSIN 1.1.057 for classification of materials that are weeded out (as unusable, almost-duplicates, etc.)	
AA15.001		Mission & Goal Statement		US					I		



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AA15.002	11.1.007	Special Events	This series documents the efforts of a college or unit to provide informative sessions, short-courses, workshops, training programs, excursions, and celebratory events for members of the institution and the communities it serves. This series may include but is not limited to: materials on planning and arrangements; reports; promotional and publicity materials; press releases and news clippings; photographs; presentation materials and handouts; schedules of speakers and activities; registration and attendance lists; participant evaluations; and related documentation and correspondence.	AC	4			AC = Completion of the event.	I	See RSIN 11.1.006 for routine event administration records.	
AA15.003		Trademark, Seal, Logo for TSTC	Including a symbol of an organization such as a mascot.	AV					I		
AA15.004	11.1.006	Event Administration Records - Routine	Records created in the planning or administration of routine events, such as: reports; promotional materials; press releases and news clippings; photographs; presentation materials; schedules of speakers and activities; registration and attendance lists; participant evaluations; room reservation lists; and catering services orders.	AC	1			AC = Completion of the event.		CAUTION: Use this record series in conjunction with RRS Section 4.1 for financial records, RRS 5.1.001a/b for contracts, and RRS Section 5.3 for purchasing records. See RSIN 11.1.007 for records of special events.	



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AA16.001	1.1.063	Staff Meetings – Internal/External	Minutes or notes, and supporting documentation taken at internal or external agency staff meetings. Includes: (Colleague User Group) meetings, Corporate College – TSTC Meetings, Educational Service – Meetings (Alpha), Curriculum Coordinators Meetings, Curriculum & Instructional Practices Meetings.		1						
AA16.002	1.1.060	Open Meetings – Audio or Videotape	Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC	1			AC = Approval of the formal written minutes.		CAUTION: Minutes of state agencies are permanent records. Audio and Videotapes are not permanent media. State agencies may not retain audio or videotapes of the meeting of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment item number 1.1.058.	Government Code, 551.104(a).
AA16.003	1.1.061	Meeting Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC			90	AC = Approval of the formal written minutes.		SEE caution comment at item number 1.1.058.	



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					Years	Months	Days				
AA19.000	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a record series of an agency, that are not regularly filed within an agency's record keeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing record series. Transitory Records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples: Some examples of transitory information, which can be in any medium (voicemail, fax, email, hardcopy, message slips, etc.) are routine messages, internal meeting notices, routine slips, incoming letters or memoranda of transmittal that add nothing of substance to the enclosures; and similar routine information used for communication, but not for the documentation, of a specific transaction.	AC				AC = Purpose of record has been fulfilled.		O = Paper or electronic. CAUTION: Records management officers should use caution in assigning this record series item number to records of an agency to make certain they are not part of another record series listed in this schedule or, for records series unique to an agency, are not part of a record series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010).	
AB01.000	1.1.002	Annual Audit, Plan and External/Internal Audit Report	Includes the working papers that support the audit. Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC	7			AC = Approval of plan by Board of Regents for publication or release of final report.		The State Auditor's Office (SAO) retains any copies of its audits performed on Texas state agencies. See RSIN 5.4.018 and 5.4.019 for Audit Plan records.	Government Code, 2102.013 and Government Code, 2102.007(a)(5).
AB04.000		Fraud Investigation	Reports and Workpapers.	AC	7			AC = Release of final report.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AC03.000	5.1.001a	Contract Administration Files -Leases/Agreements 9/1/2015 and After	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms.		See related RSIN 5.3.007a/b/c for bid documentation. See RSIN 5.2.028 for building construction contracts. See RSIN 5.1.017 for contract logs. All audit requirements are met prior to final disposal.	Government Code, 441.1855.
AC03.000.1	5.1.001b	Contract Administration Files - 8/31/2015 and Prior	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms.		See related RSIN 5.3.007a/b/c for bid documentation. See RSIN 5.2.028 for building construction contracts. See RSIN 5.1.017 for contract logs. NOTE: Refer to SB20 (84th Leg.) for retention period context. All audit requirements are met prior to final disposal.	Government Code, 441.1855.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AC04.000	4.7.004	Deeds, Titles, and Easements – (Capital Asset Records)	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency owned equipment and property.	LA	3					Includes obsolete series AJ07.001 (acquisitions).	
AC05.000	5.1.017	Contract Log	List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE	3						
AD01.000	13.2.003	Gift and Fundraising Records	Records of gifts given to the agency. May include but not limited to: gift and donor lists; gift histories; gift placement arrangements; departmental endowments and trusts raised by support and “friends” groups; fundraising efforts; pledges; and background on previous donations.		7				O	See RSIN 13.2.005 for records documenting potential or realized major funding to the institution such as endowments and trusts.	
AD01.001	13.2.005	Gift Records—Institutional	Potential or realized private, corporate, or public agency funding to the institution, including major endowments and trusts. May include but not limited to: letters and agreements of gift, copies of bequest instruments and wills from individuals or estates, and related documentation and correspondence.	PM					I		
AE01.001	5.1.003	Courier Authorization and Delivery Reports	Records documenting incoming or outgoing deliveries, including through private courier services.		2						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AE01.002	5.1.004	Mail List, and Mailing Authorizations/Log Includes: Address & Telephone Listings	Any mailing address, telephone or fax number, or email address records maintained by an agency on its employee or on entities or persons it serves.	US							
AE01.003	5.1.005	Postage Expense and Postage Meter Records	Records and reports of postage expenses, including postal meter usage.	FE	3					All audit requirements are met prior to final disposal.	
AE01.004	5.1.007	Requisitions for In-Agency/Inter-Agency/Printing Service	Includes word processing and data processing.	AV							
AE01.005	5.1.010	Licenses and Permits for Non-Vehicles	Licenses and permits obtained from external agencies or organizations in order to perform operations.	AC	2			AC = Expiration date of license or permit.		CAUTION: Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	
AE01.006	5.1.011	Photocopier and Telefax Usage Logs & Reports	Registers or logs of print copies and fax transmissions made by user or in total.	AV						Media Code O - Paper or Electronic.	
AE02.001	5.2.008	Inspection, Repair, and Maintenance Records – Equipment	Equipment history file, which may include logbooks and requests for installation, moves, service, repair, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with RSIN 5.1.001a/b. For vehicle maintenance records, see RSIN 5.6.003.	
AE02.002	5.2.010	Equipment Manuals.		LA							
AE02.003	5.2.011	Warranties (Equipment)		AC	1			AC = Expiration of warranty.			
AE02.005	5.2.016	Inventory Control – (Inventory System Update Listings)	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				AC = Until transfer of information into annual listing.		See RSIN 5.2.006 for annual inventory listing.	
AE02.006	5.2.019	Work Orders – (Service Orders)	Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.		1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AE02.008	5.2.006	Inventory and Property Control Records	Records documenting the inventorying, maintenance, usage, and disposal of supplies, equipment, and property of a state agency. Includes lost, stolen, and damage reports; Facilities Inventory Certification (CBM 011 Room Report; CBM 014 Building Report); and Surplus Property Sales Reports – Property Transfer.	FE	3					All audit requirements are met prior to final disposal. See RSIN 5.2.008 for the maintenance logs of individual pieces of equipment. Includes obsolete series AE02.007 and AV08.000.	
AE03.001	5.3.007a	Bid Documentation – 9/1/2015 and After	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation /evaluations. Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			Government Code, 441.1855.
AE03.001.1	5.3.007b	Bid Documentation – 8/31/2015 and Prior	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation /evaluations. Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3					NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code, 441.1855.
AE03.001.2	5.3.007c	Bid Documentation – Invalid Bids	Invalid bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.)	AC	2			AC = Date of notification of denial or date of withdrawal, as applicable.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AE03.002	5.3.008	Vendor/Voucher Tracking System	Purchasing Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE	3					All audit requirements are met prior to final disposal.	
AE03.003	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid. Includes Request for Price.	AC				AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		See RSIN 1.1.020 and 1.1.021 for public information requests. CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with RSIN 5.3.007a/b/c.	
AE04.002	5.5.002	Telephone Activity Records – (Telephone Summary Reports)	Telephone logs created for internal documentation purposes; station activity reports of internal listings of incoming/outgoing telephone activity to individual telephone stations; operator call transfers; summary detail reports; and system activity reports of internal listings of all incoming/outgoing agency telephone activity.	AV						See RSIN 4.1.001 for telephone bills. Includes obsolete series AE04.003.	
AE05.001	5.6.001a	Aircraft Flight Logs – State Owned	Logs and related documentation used to maintain information about state owned aircraft flight data.	LA	3						
AE05.001.1	5.6.001b	Aircraft Flight Logs – Leased	Logs and related documentation used to maintain information about leased aircraft flight data.	FE	3						
AE05.002	5.6.002	Airplane Passenger Lists	List of passengers on an aircraft.	FE	3					See RSIN 3.1.027 for pilot license verification.	
AE05.003	3.1	Student Pilot Informational Folder	Forms and/or documents required by FAA. May include student identification, medical information, drug and alcohol testing, etc.		5					NOTE: Must keep this folder in original format and digital.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AE06.001	5.6.003	Inspection, Repair, and Maintenance Records	Records and documentation related to inspections, repairs, and maintenance for state vehicles.	LA	1					See RSIN 5.2.008 for non-vehicle equipment maintenance records.	
AE06.002	5.6.004	License and Driving Record Checks		AC				AC = Until superseded or termination of employment.			
AE06.003	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried, and other related operational information.	FE	3					All audit requirements are met prior to disposal.	
AE06.004	5.6.007	Titles and Registration – (Vehicles)	Vehicle titles, registration information, and owner manuals for state vehicles.	LA						LA = Transfer or sales of vehicle.	
AF01.001	1.1.004	Legislative Appropriations Requests	Includes any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency. Instructions for Preparing, Working Papers (Preliminary), Biennial Operating Plan/Supporting Documentation. Emergency Submission.	AC	6			AC = September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Legislative Appropriation Requests must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(3)(A). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
AF02.001	4.5.006	Approved Annual Operating Budgets	Includes encumbrances, instructions for preparing, backup documentation, budget worksheets and budget detail, and expense forecasting worksheets.	FE	3					Required by the General Appropriations Act. Includes obsolete series AF04.004 (encumbrance detail) and AF04.007 (transfers or budget revisions).	



STATE OF TEXAS
Records Retention Schedule

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 Rev. 2021-07

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AF03.001	3.2.001	Employee Deduction Authorizations (LEVY)	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments. Includes: child Support B.7.a, Student Loan B.7.b, Tax Levy B.7.c, Bankruptcy B.7.d, TRS Levy B.7.e. Medical Support Order (MSO).	AC	4			AC = After termination of employment or after amendment, expiration, or termination of authorization, whichever sooner.			
AF03.002	3.2.002	Employee Earnings Records	Payroll records and registers documenting employee earnings, wages, and pay. This may include but is not limited to payroll input records, summary statements, payroll vouchers, payroll detail sheets, and payroll history.		4						40 TAC 815.106(i).
AF03.003	3.2.003	Federal Tax Records	Includes 1099, 1098T, W2, FICA, and other tax records.	AC	5			AC = Tax due date, date the claim is filed, or date tax is paid, whichever is later.			29 CFR 31.6001-1(e)(2).
AF03.004	3.2.004	Income Adjustments Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes. (Personnel/Payroll Actions).	AC	5			AC = Termination of employment.			29 CFR 516.6(c).
AF03.005	3.2.005	W-4 Forms – B.5.a	Employer's copy of "Employee's Withholding Exemption Certificate."	AC	4			AC = Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001-1(e)(2).
AF03.006	3.2.006	Wage Rate Table	Records defining the wage or salary rate for each position in the agency expressed in dollars, grades, or step numbers. Classified Pay Plan		2						29 CFR 516.6(a)(2).
AF03.007	3.2.007	Unemployment Compensation Records	Records and documentation relating to unemployment compensation claims, including reimbursement of funds disbursed by Texas Workforce Commission (TWC).	AC	5			AC = Termination employment.			
AF03.008	3.2.008	Direct Deposit Application/Authorizations – B.6.A.	Forms used to deposit employee's earnings into a specified personal account.	US	2						



STATE OF TEXAS
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SLR 105
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AF03.009	3.2.009	State Deferred Compensation Records – (Payroll Records)	Records documenting the amount of pension or deferred compensation earned by individual employees.	AC	5			AC = All accounts with a vendor or vendors for the individual participant have been closed.		For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.	
AF03.013	3.4.006	Time and Attendance Records/Time Sheets – E.4.t	Records documenting individual employee’s hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules. Attendance/Leave Pay Forms (ALP’s)	FE	4						40 TAC 815.106(i).
AF03.014	3.4.007	Time Off and/or Sick Leave Requests	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), sick pool leave, and other types of authorized leave, and supporting documentation. Includes Attendance and Leave summaries – (Admin., With & Without Pay) E.4.p – Leave Requests E.4.u – Return to Work Statement/Light Duty Statement E.4.v.	FE	3						Government Code, Section 661.152(d); 29 CFR 825.500(b).
AF03.015	12.3.001	Time Cards and Time Sheets—Work-Study Students	Timecards, time sheets, and work-study time certificates documenting hours worked by work-study student employees. The series is used for payroll purposes and to meet federal requirements for documenting time worked by work-study students.	AC	3			AC= End of award year for which the aid was awarded and disbursed.		See RSIN 3.4.006 for all other time cards and time sheets, including those of non-work-study student employees.	34 CFR 668.24(e)(1), 34 CFR 675.19(b)



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AF04.001	4.1.001	Accounts Payable Information	Claims; invoices; statements; copies of checks and purchase orders; expenditure authorizations; ledgers; encumbrance, purchase, general journal, expenditure, and special vouchers; and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other expenses. Includes: void checks; Expenditure Transfer Voucher (ETV); Requisition Report; System Financial Services; General Ledger Balance Sheet; and Billing Detail – Telecommunications Log (Other than TEX-AN and TEX-AN).	FE	3					All audit requirements are met prior to final disposal. Includes obsolete series AE04.001, AE04.004, AF04.003, AF05.004, AF05.005, AF05.006, AF06.002, AF07.001, and AF07.003.	
AF04.005	4.7	Inventory and Other Cost Files		FE	5						
AF04.006	4.1.006	Investment Transaction Files	Records documenting the investment of any public funds that evidence the investment of such funds, the cancellation or withdrawal of investments, and similar activities. Includes: (Bank Correspondence) CDs; Collateral; and Letter of Credit.	FE	5					See RSIN 4.5.002 for reports associated with investments. Includes obsolete series AF07.005 (employee savings bond ledgers).	
AF04.008	4.1.009	Accounts Receivable Information	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, reconciliations, general journal vouchers, special vouchers, and similar records that serve to document money owed to or received by a state agency and its collection or receipt.	FE	3					Includes obsolete series AF05.002, AF05.003, AF06.001, AF07.002, and AF09.001.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AF07.004	5.1.012	Charge Schedules/Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3						
AF08.002	4.5.002	Fiscal Management Reports	Internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, LBB reports, investment performance reports, etc. Includes: agency monthly budget reports; Investment Report – System Financial Services; Requests for Budget Change and Budget Summary; Comptroller Statements; and Analysis of Proposed Budget.	FE	5					CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See RSIN 4.7.008. Includes obsolete series AF08.002, AF08.004, and AF11.003.	
AF08.003	4.5.003	Annual Financial Reports (Biennial or Annual Agency (Narrative))	Annual Financial Reports (AFR) required by the General Appropriations Act (100 Day Report). Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute. Includes working files and related documentation used in creating final report.	AC	6			AC = September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Annual Financial Reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(a). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
AF08.005	4.5.007	USAS Reports – Daily/Monthly	Periodic reports compiled from information entered into the Uniform Statewide Accounting System (USAS) including Vendor Hold Reports – Financial Services.	AC				AC = Receipt and reconciliation of annual report.		Includes obsolete series AF08.006.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AF08.007	4.5.009	USAS Reports – Annual	Yearly report compiled from information entered into the Uniform Statewide Accounting System (USAS).	FE	3						
AF10.001		Taxes – Sales, Public Property & Tax Abatement District			5						
AF11.007	4.9.001	Annual Operating Budgets	Required by the General Appropriations Act. Includes encumbrances and documentation about budget transfers and revisions, as well as detail charts of accounts.	FE	3						
AF11.001	4.8.001	Banking Records	Bank statements, credit card statements, cancelled checks, check registers, bank and cash deposit slips, debit and credit notices, reconciliations, and other banking related records.	FE	3					Includes obsolete series AF05.001 (cash deposit vouchers).	
AF11.002	4.7.003	Returned Checks/Warrants/Drafts (Uncollectible)	Records of accounts deemed uncollectible, including write-off authorizations and returned checks, warrants, and drafts.	AC	5			AC = After collection or after deemed uncollectible.			
AF11.004	4.7.010	Long-Term Liability Records (Revenue Bond Issues)	Records documenting financial obligations of a state agency that are not payable within one year of the date of the balance sheet, including debentures, loans, deferred tax liabilities, bonds, and pension obligations.	AC	3			AC = Retirement of debt			
AF11.005	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	4			AC = Until superseded, date of expiration, or termination of employee, whichever sooner.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AF11.006	4.7.008a	Grants Records - Awarded	This series documents state, federal, and other sponsored grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	AC	3			AC = Satisfaction of All Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		CAUTION: Retention requirements may vary depending on the specific funding agency. Records in this series may be subject to Government Code 441.1855. Agencies must ensure that records are retained for the appropriate retention period.	
AF11.007	4.7.008b	Grants Records - Non-awarded	Non-awarded, denied, or unfunded grant applications and proposals.	AC	2			AC=Date of notification			
AF12.000	5.1.013a	Insurance Policies - 9/1/2015 and After	Liability, theft, fire, health, life, automobile, and other policies for government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the policy according to its terms.			Government Code, 441.1855.
AF12.001	5.1.013b	Insurance Policies – 8/31/2015 and Prior	Liability, theft, fire, health, life, automobile, and other policies for government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the policy according to its terms.		NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code, 441.1855.
AG02.002	1.1.027	Proposed Legislation and Priorities (State)	Drafts of proposed legislation and related correspondence.	AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AG02.005		Personal Financial Statement (State)		AC	3			AC = Termination of employment.		Original filed with Secretary of State. Filed in accordance with Chapter 572, of the Government Code.	
AH01.001	3.1.002	Applications for Employment - Hired (Applications/Resumes/Job Bid Forms)	Applications e.1a, resumes E.1.b, letters of reference E.1.d, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement. File all transcripts at AH01.016. Includes: Letters of Interest/Job Bid Forms E.1.c	AC	5			AC = Termination of employment.			
AH01.002	3.1.014	Employment Selection Records	Includes notes of interviews with candidates; questions asked of applicants; audio and videotapes of job interviews; driving record and previous injury checks; pre-employment physical examinations; and all other records that document the selection process, except for those noted in Remarks. Includes: Acceptance/Rejection Notifications S.2i Pre-Employment Checklist E.4.n Health Questionnaire/Exam S.1.i Interview Questions S.2.b Credit Check S.2.h Declaration of English Proficiency E.2.c Birth Certificate S.1.b Drivers License, SSN Card, Other ID/License Check S.1.C. Veteran Verification of Selective Service/Veterans S.1.h Veteran Status/Certification S.1.g Verification of Employment (Former and Present) E.4.a Hiring Matrix S.2.c.	AC	2			AC = Date of the making of the record or the personnel action involved, whichever occurs later.		CAUTION: Does not include criminal history checks; see RSIN 3.1.026. Does not include drug screening test results; see RSIN 3.1.040a/b/c. Does not include pre-employment skills tests; see RSIN 3.3.027 and 3.3.028. Does not include pre-employment polygraph examinations; see RSIN 3.1.043.	29 CFR 1602.49(a).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AH01.004	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC = Until superseded or job eliminated.			40 TAC 815.106(i).
AH01.005	3.1.013a	Employment Contracts – 9/1/2015 and After	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services. Includes: Contract Letter E.t.f Employment Intent Letter for next FY E.5.g Non-Renewal Letter E.5.h Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms.			Government Code 441.1855.
AH01.005.1	3.1.013b	Employment Contracts – 8/31/2015 and Prior	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the contract according to its terms.		NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code 441.1855.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AH01.006	3.1.022	Personnel Forms	Forms or similar records used to create or change information concerning the records of an employee including paygrade, position classification, employee number, evaluation date, and termination of employment. Includes: Name Change Forms E.4.a Marriage License S.1.e Divorce Decree Change Notification E.5.b Request for Manual Check E.5.e Resignation Letter E.6.c Exit Questionnaire/Interview E.6.b Longevity Date Acknowledgment E.4.r Alternative Work Schedule E.4.w Nepotism Statement E.4.f Faculty and Staff Handbook Acknowledgment E.4.e Sexual Harassment Statement E.4.g Racial Harassment Statement E.4.h Drugs and Alcohol Statement E.4.j Employee Affidavit Statement E.4.k Crime Victim Identification Statement E.4.i Student Employment Info Affidavit Driving Authorization-Employees/Student Employee.	AC	5			AC = Termination of employment.			29 CFR 1602.49(a).
AH01.007	3.1.018	Grievances – S.3.a	Records relating to the review of employee grievances against personnel polices, working conditions, etc.	AC	5			AC = Decision on the grievance of the employee.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor (DOL). See RSIN 1.1.048.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AH01.008	3.1.039	Ombudsman Records	Consultation records, notes, letters, memos, emails, reports, and other documentation.	AC				AC = Final decision or matter closed.		CAUTION: Does not include formal complaint filed with EEOC (Equal Employment Opportunity Commission). If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. See RSIN 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021.	
AH01.009	3.1.001	Applications of Those Not Hired – S.2.e	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	2			AC = Date of the making of the record or the personnel action involved, whichever occurs later.		CAUTION: Does not include ADA Accommodation Requests. See RSIN 3.1.042.	29 CFR 1602.49(a).
AH01.010	3.1.012	Employment Opportunity Announcements (Personnel Requisitions) – S.2.a and Advertising S.2.d	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.		2						29 CFR 1602.49(a).
AH01.011	3.1.026	Criminal Background Checks – S.2.f	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				AC = Criminal history record has served the immediate purpose for which it was obtained.		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AH01.012	3.1.006	Employee Counseling Records – E.3.f	Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level.	AC	5			AC = Termination of employment.			
AH01.013	3.1.019	Performance Appraisals (Evaluations) E.3.a	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of an employee.		2						29 CFR 1620.32(c).
AH01.014	3.1.020	Personnel Corrective Action – Documentation	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance. Includes: Letter of Reprimand E.3.b and Corrective Action Documentation E.3.d	AC	5			AC = Termination of employment.		CAUTION: If, during the retention period of this record series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from the series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AH01.015	3.1.021	Personnel Disciplinary Action – Documentation E.3.e	Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee workforce, and for failure to improve performance or conduct following imposition of corrective action. They include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communications.	AC	5			AC = Termination of employment.			
AH01.016	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee. Includes: Human Resources Pre-Employment Test S.1.o; Transcript/Degrees E.2.a; Internships E.2.g; Request to Enroll in Courses E.2.e; Critical Skills/Development Plan E.3.b; Educational Benefit Progress – Dependent Certification; Educational Services-In-Service Training; and Pilot License Verification.	AC	5			AC = Termination of employment.		Includes obsolete series AE05.003 (pilot license verification).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AH01.017	3.1.037	Employee Recognition Records	Awards, incentives, tenure, etc. Includes: Awards, Certificates E.2.d Letters of Achievement E.2.d Employee Recognition/Letter Or Appreciation E.2.f	AC	5			AC = Termination of employment.			
AH01.018	3.1.038	Public Access Option Form – E.4.s	Forms completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, Social Security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US						After termination of employment, the last public access option form TSTC-1-058 must move to record series 3.3.011.	Government Code, 552.024.
AH01.019	3.1.029	Documentation or Verification of Employment Eligibility – (Verification Form I-9) S.1.d	Federal reporting form (Form I-9).	AC				AC = 3 years after date of hire or 1 year after termination of employment, whichever is later.			8 CFR 274a.2(b)(2)(i)(A) and (c)(2).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AH01.021	3.1.011	Employee Benefits & Employee Retirement System (ERS) of Texas Forms	Agency copies of information relating to the selection by employees of life, disability, health, vision, dental, disability, and other types of insurance or benefits offered by the State of Texas to its employees. Includes: Retirement Benefits Records; Surviving Spouses; Retirement Forms TRS (TRS 11-B.2.e; TRS 13-B.2.f; TRS 18-B.2.g; TRS 19-B.2.h; TRS 58-B.2.i; TRS 58A-B.2.m; TRS 58C-B.2.n; TRS 58E-B.2.o; TRS 59A-B.2.p; TRS 108-B.2.r; TRS 221-B.2.s; TRS 228-B.2.t; TRS 278-B.2.u; TRS 358-B.2.v; TRS B.2.w; TRS 123-B.2.y; and TRS 25-B.2.z); Employee Retirement System (ERS) of Texas Forms and Other Insurances (B.4.a; B.8.a; GI-1.180 and 1.181; B.1.a; GI-1.207 and 1.168; B.1.b; GI-1.210; B.1.c; B.1.d; B.1.e; GI-1.222; B.1.f; GI.1.081; B.1.g; B.1.h; B.1.i; B.1.j; B.1.m; B.1.n; and B.1.q); and TexSaver 457 Plan Agreement.	AC	5			AC = Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for RSIN 3.2.001. Includes obsolete series AH01.021 (ERS forms).	Article 3.50-3 Texas College & University Employee Uniform Insurance Benefit Act.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AH01.022	3.1.040a	Employee Drug Testing and Screening Records – Positive Results and Calibration	Records of employee alcohol test results indicating an alcohol concentration of 0.02 or greater; records of employee verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; employee evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; copy of each annual calendar year summary.		5						49 CFR 382.403 for commercial motor vehicle drivers.
AH02.001	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.. Includes: Emoluments, Fitness and Wellness, Insurance Administration.	AC	1			AC = Until superseded or plan terminated.			29 CFR 1627.3(b)(2).
AH02.002	3.3.027	Aptitude and Skills Tests – S.1.m	Aptitude, competency, or skills tests and checklists required of job applicants or of current personnel to qualify for promotion or transfer, including validation records.	AC	2			AC = Until superseded or no longer used by agency.		CAUTION: One copy of each different master test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR 1602.49
AH02.002.1	3.3.028	Aptitude and Skills Tests (Test Papers)	Completed aptitude, competency, or skills test papers and checklists of job applicants or of current personnel taking a test to qualify for promotion or transfer.		2						29 CFR 1602.49
AH01.022.1	3.1.040b	Employee Drug Testing and Screening Records – Collection Records	Employee Drug Testing and Screening Records – Collection Records		2					See RSIN 3.1.040a for calibration documentation.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AH01.022.2	3.1.040c	Employee Drug Testing and Screening Records – Negative Results	Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.	AC	1						
AH02.003	3.3.011	Personnel Information Form (Former Employee Verification Records)	Includes: Final Address Form E.6.e Verification of Prior Employment (State Service)/BRP E.4.m Employment Notification E.5.a Termination Notification E.5.c Employment Separation Agreement Campus Clearance Form E.6.a ERS TRS/ORP Dir Pay Retiree Enrl.-GI-1.1.83 & 1.185 B.1.k ERS Termination/Cobra GI-1.163 & 1.182 B.1.l TRS 5-Membership Form B.2.a TRS 6-Final Deposit/Request for Refund B.2.b TRS 7-Final Deposit Before Retirement B.2.c TRS 8-Final Deposit for Deceased Member B.2.d Claim for Death Benefits B.1.p TRS 28-Notice to Participate in ORP B.2.i TRS 29-Application for Refund ORP B.2.j TRS 30-Application for Service Retirement B.2.k TRS 59-Application for Disability Retirement B.2.p ORP Carrier Vesting Letter B.3.a TSA Authorization B.3.c Maximum Exclusion Allowance B.3.d Last Public Access Option Form – TSTC-1-058 Death Certificate S.1.j Personal Data Sheet S.1.f Release of Information/Court	AC	75			AC = Termination of employment.		See item number 3.1.038. Minimum information needed to verify employment includes name, Social Security number, exact dates of employment, last known address and most recent public access option - TSTC-1-058.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AH02.004	3.3.024	Personnel Policies and Procedures	Includes: Compensation Manual, Employee Assistance Program – Any internally distributed manuals, guidelines, or similar records that define agencywide policies and procedures concerning the personnel of an agency.	US	3						
AH02.005	3.3.031	EEO Reports and Supporting Documentation – (Applicant/Employee EEO Forms)	Includes documentation used to complete EEO reports. S.1.a Veteran Workforce Summary Report – Quarterly	AC	5			AC = Termination of employment.			29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.
AH02.006	3.3.030	Internal Training Administration Records	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in in-house training programs.	AC	2			AC = Close of training session, after training materials superseded, or termination of training program, as applicable.		See RSIN 1.1.043 for external training records. See RSIN 3.1.027 for individual employee training records. CAUTION: Does not include hazardous material training records. See RSIN 5.4.007.	
AH02.007	3.3.001a	Affirmative Action Plans – Employees	Affirmative action plans for regular employees and apprenticeship programs.	AC	5			AC = Date of the making of the record or the personnel action involved, whichever occurs later.			29 CFR 30.12(d).
AH02.007.1	3.3.001b	Affirmative Action Plans – Contractors	Affirmative action plans for contractors and subcontractors.	AC	2			AC = Date of the making of the record or the personnel action involved, whichever occurs later.			41 CFR 60-1.12(a).
AH02.008	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force. Includes: Factual Reports and Comparisons, Agency New Hire/Workforce Summary – Annual		3						
AH02.009	3.3.020	Work Schedule/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments. Includes: Faculty Schedules.		1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AH02.010	11.1.004	Faculty Ranking/Certification – E.3.g	Selection committee records for institutional faculty, staff, students, and alumni considered for awards, fellowships, and scholarships based on merit or achievement. May include but not limited to: applications and supporting documents; letters of award notification, acceptance, or denial; vote tallies and ranking sheets. Instructor Ranking E.3.h		2					See RSIN 3.1.037 for records of an employee receiving an award. See RSIN 11.1.003 for award administration and history records.	
AH03.002	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						
AH03.003	3.4.008	Sick Leave Pool Documentation – S.1.k	Requests submitted, approvals, number of hours transferred in and out, etc. Sick Leave Pool Donation.	FE	3					EEO Compliance.	
AH03.004	3.4.001	Accumulated Leave Adjustment Requests	Accumulated Leave Adjustment Requests used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AH03.005	3.3.026	Agency Staffing Reports	Agency reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within is organizational structure, position vacancies, analysis of turnover rates and seasonality of employment, etc. Includes: Quarterly Full-Time Employee (FTE) Reports, Rating System for Program Chair and Instructional Staffing.	US	3						
AH03.006	3.4.004	Overtime Schedules and Authorizations	Records created to schedule time worked by employees outside of or in addition to their regular working hours, including approval authorizations.		2					CAUTION: Only includes overtime schedules and authorizations. See RSIN 3.4.006 for timekeeping records.	
AI01.001		Instruction – Class Book and Tool List		US							
AI02.001		Curriculum Standards		US							
AI02.002		Curriculum Instructional Name (Instructional Name Change)		US							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AI03.001		Instructional Development Services & Educational Services	Instructional Delivery/Curriculum (Course Syllabus/Curriculum), Instructional Development, Individualized Instruction, Specialize Instruction, Application for New Plant Startup Expansion and Industrial Training, continuing education, programs that (existing That), advisory committees, Advanced Technology Program Approval, Development – Plan, Task Lists/DACUM, New Program Development, Investigations of New Programs, WECM/Semester Conversion, instructional network services, That Collaborative Projects, Secondary Programs, Postsecondary Programs, Scheduling and Youth Opportunities/Tech Prep Program records, Distant Learning, Corporate College, Workforce Development Records (Regions, Maps, TSTC Participants Lists, Reports and Economic Data), Student Success, Mentoring.	AV							
AI06.001	17.2.001	Professional Accreditation Records—Working Files	Accreditation working files for the institution, colleges, units, and related programs. May include but not limited to: materials compiled for inclusion in a report packet sent to professional accreditation boards; materials prepared for onsite accreditation inspections; and evaluation reports received preliminarily to final accreditation approvals, renewals, or revocations.	AC				AC = End of 2 accreditation cycles.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AI06.002	17.2.002	Professional Accreditation Reports	Final accreditation report issued by a professional accreditation board for the institution, colleges, units, and related programs. May include but not limited to: final self-evaluation submitted to accreditation board; final accreditation report issued by accreditation board, and any supporting documentation needed to provide context for accreditation report.	PM					O		
AI06.003	17.2.001	Accreditation – Institutional Effectiveness	Departmental training materials, performance measures (goals), and monitoring reports.	AC				AC = End of 2 accreditation cycles.	O		
AI07.003	15.2	External Student Reports	Office Of Civil Rights Student Data, summary of semester/contact hours, summary of contact/end of quarter hours, Texas Success Initiative, Building and room usage, and the semester term hours, facility and yearly graduation (CBM-TASP/TSI Reports)	PM					O	Security Code C = Privacy Act.	
AI07.004	15.2	Internal Student Reports	Non-Attendance, Educational intent, input, retention/attrition, enrollment data and special population.	PM					O	Security Code C = Privacy Act	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AJ02.000	5.2.002	Building Construction Project Files	Project records related to planning, design, construction, conversion, or modernization of state facilities, structures, infrastructure, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; as-builts; laboratory test reports; environmental impact statements; correspondence; successful and unsuccessful bid documentation and other related documentation. Includes Waco, Harlingen, Amarillo Property, West Texas, and Marshall.	AC	10			AC = Completion of project.	O	See RSIN 5.2.003a/b and 5.2.028 for further retention of completed building documentation. See RSIN 5.3.007a/b for additional bid documentation retention periods, including RSIN 5.3.007c for invalid bids that do not meet agency submission requirements. ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	
AJ02.002	5.2.028	Building Construction Contract and Inspection Records	Building construction contracts, sturdy bonds, and inspection records. Certificate of Occupancy, Master Plan Certification Facilities – Master Plans	LA	10				O	See also RSIN 5.2.002 and 5.2.003a/b.	
AJ02.003	5.2.003a	Building Plans and Specifications – State Owned	Includes architectural and engineering drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of state-owned facilities, structures, infrastructure, and systems.	LA					O	See RSIN 5.2.002 and 5.2.028.	
AJ02.004	5.2.003b	Building Plans and Specifications – Leased	Includes architectural and engineering drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of leased facilities, structures, infrastructure, and systems.	AC	2			AC = Termination or cancellation of lease according to its terms.		See RSIN 5.2.002 and 5.2.028.	
AJ03.000	5.2.022	Utility Usage Reports – Facilities & Airport	Any type of usage report or log used to monitor utilities such as gas, electric, water, etc.	AV						CAUTION: Does not include utility usage reports for agencies that operate their own utilities.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AJ05.000	5.2.004	Building Space Requests	Records documenting building space requests and approvals. Information on request forms may include but is not limited to: the building and room; the reason for the change; parties involved in the request; date of request and approval.		1						
AJ06.001	16.4.005	Student Housing Tenant Records	Records of occupancy in all institution administered housing: residence halls, family housing, or cooperative housing. May include but not limited to: housing applications; proof of admission records; and related documentation. Application, Lease/Contract, Correspondence, Housing Minimum, Edition Notice, Request to Transfer, Receipts Non-Paid Notice. Notifications – State (Asbestos Attendance, Lead), Housing Utilities, Applications Fee Receipt, Bulleted Lists, Move-in Checklist, Personal Documents (Applicant), Tenant Tracker, Make Ready List – Inside & Outside, Student/Employee Verification, Housing Activity Memo, Walk-through Photos, Waco Housing Document, Cable Form, Additional Occupant, Pet Deposits, Picture, Vaccine Records, Reserve Release Letters, Condition Reports.	AC	7			AC = End of student's occupancy.		See RSIN 5.1.001a/b for housing contracts.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AJ06.003.1	5.2.027	Family/Single Student Housing & Space Utilization Reports	Summaries of occupancy, income and general information for groups of housing systemwide or by campus. Reports summarizing efficiency of facility space utilization, which may include data on room usage, demand, allocation, and capacity.	AV						Security Code C = Privacy Act.	
AJ06.004		Rental Rates		US	3						
AJ07.002	5.2.001	Appraisals – Building or Property	Assessments or evaluations of the value of state-owned buildings or property.	AV					O		
AJ08.000	5.4.016a	Hazardous Materials – Employee Exposure Records	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, who have experienced exposure to toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	AC	30			AC= Termination of Employment			29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii).
AJ08.001	5.4.016b	Hazardous Materials – Periodic Monitoring	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, for whom periodic monitoring of health or fitness is required concerning toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	US	2						29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AL00.001	5.4.001	Occupational Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the State Office of Risk Management (SORM) or its predecessors or maintained internally on accident frequency. Includes: Workers Compensation; and Benefits Acknowledgment E.4.i.	CE	5					See RSIN 5.4.014a/b for non-employee accidents. Includes obsolete series AL00.009.	29 CFR 1904.33; 28 TAC 120.1(c).
AL00.002	5.4.013	Continuity of Operations Plans (Disaster Preparedness and Recovery)	Plans developed (per Texas Labor Code, 412.054) to mitigate the damage of potential events that could endanger an agency's ability to function. Includes disaster preparedness, response, and recovery plans.	US						See RSIN 5.4.017 for records related to responding or recovering from an emergency.	
AL00.003	5.4.002	Evacuation Plan	Plans for evacuation of agency facilities in cases of emergency.	US							
AL00.007	5.4.003	Inspection Records	Fire, safety, and other inspection records of agency facilities and equipment, including orders issued by inspectors to correct deficiencies in compliance with any code or regulations. Includes: Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code; and Building Safety Checklist Asbestos Addendum.	AC	3			AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.		CAUTION: Does not include inspection reports of building construction. See RSIN 5.2.028. Includes obsolete series AL00.007.	
AL00.005	5.4.007	Hazardous Materials Training Records	Records of training given to employees in an agency hazard communications program. May include but is not limited to date of class, roster of attendees, subjects covered, and instructors.		5					See RSIN 3.1.027 for individual employee training records.	Texas Health and Safety Code, 502.009(g).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AL00.006	5.4.008	Hazard Communication Plans	Plan that provides information to employees about the hazardous chemicals to which they may be exposed to in their workplace.	US	5						Texas Health and Safety Code, 502.009(g).
AL00.008	5.4.010	Material Safety Data Sheets	Safety Data Sheets (SDS) that list information relating to occupational safety and health for the use of various substances and products.	AC				AC = After sheets are updated or hazardous chemical is no longer stored by agency, as applicable.		CAUTION: If Workplace Chemical Lists (RSIN 5.4.009) are not maintained, these records must be maintained for 30 years.	29 CFR 1910.1020(d)(1)(ii)(B)
AL00.009.1	5.4.014a	Accident Reports – Adults	Reports of accidents to adults on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC	3			AC = Date of report, or if a claim is filed, after settlement or denial of claim, whichever applicable.		See RSIN 5.4.001 for employee accidents.	
AL00.009.2	5.4.014b	Accident Reports – Minors	Reports of accidents to minors on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC	3			AC = Date minor reaches the age of majority, or if a claim filed, after settlement or denial, whichever applicable.			
AL00.010	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of facilities.		3						
AL00.011	5.4.009	Workplace Chemical Lists	List of each hazardous chemical normally present in the workplace.		30						Texas Health and Safety Code, 502.005(d).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AL00.012	5.4.015	Chemical & Hazardous Waste Disposal Records – Form 8700	This series documents a building by building survey and plan to correct asbestos material hazards. This series may include but is not limited to: surveys; monitoring tests and reports; data forms; building plans; correction checklists; removal job records; and related documentation and correspondence. Environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports.	AC	30			AC = Date of project completion.		See RSIN 5.4.016a/b for hazardous material exposure records.	29 CFR 1910.1001; 29 CFR 1910.1020(d)(ii); 25 TAC 295.62(a).
AM01.001		Management Information Projects		AC	3			AC = After closure of project.			
AM01.003	2.1.002	Master Files and Application Data	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				AC = Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere. Includes obsolete series AM01.003 (master files).	
AM01.004	2.1.007	Software Programs – (Module Information)	Automated software applications and operating system files including job control language, program listings/source code, etc.	AC				AC = Until electronic records are transferred to and made usable in a new software or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AM01.006	2.1.008	Hardware Documentation – (Operational System Files)	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC				AC = Until electronic records are transferred to and made usable in a new hardware or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
AM01.007	2.1.009	Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications and system flowcharts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC				AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access.	13 TAC 6.94.



STATE OF TEXAS
Records Retention Schedule

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AM01.008	2.1.010	Audit Trail Records	Files needed for electronic data audit such as files or reports showing transactions accepted, rejected, suspended, and/processed; history files/tapes; records of online updates to application files, or security logs.	AC				AC = All audit requirements have been met.			
AM02.001	2.2.001	System or Computer Monitoring Records	Hardware and software components for monitoring agency's computer system resources and performance. Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV						The disposal of monitoring records that are automatically overwritten need not be documented through destruction authorizations (RSIN 1.2.001) or in records disposition logs (RSIN 1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (RSIN 1.2.014).	
AM02.002	2.2.010	IT Departmental Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US	3					CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.	
AM02.003	2.2.011	Data Input Documents	Forms and logs used to enter and reconcile data sets submitted for processing.	AC				AC = Data entered into applicable system and, if required, verified.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AM02.004	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations. Records include but are not limited to: records of errors or failures and the loss of data resulting from such failures; documentation of abnormal termination and of error-free processing; checks of changes put into production; transaction histories; and other records needed as an audit trail to evaluate data accuracy.	AC				AC = No longer needed as an audit trail for any records modified.		For quality control records related to non-IT procedures, see RSIN 5.2.018.	
AM02.005	2.2.014	Internet Cookies (Website History Files)	A record of web pages visited during an internet session, including data files of user-specific information created by the webserver, that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV						The disposal of internet history records need not be documented through destruction authorizations (RSIN 1.2.001) or in records disposition logs (RSIN 1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (RSIN 1.2.014). Includes obsolete series AM02.006 (website history files).	
AM02.007	2.2.016	Software Registrations, Warranties, and License Agreements	Records documenting the registration and licensing of a software application to activate the software for legal use by the end users of a state agency, along with warranties providing that the software will perform in accordance with functional specifications.	LA	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AN01.001	3.1.042	ADA Accommodations Requests	Employee or applicant requests for reasonable accommodation under the ADA (Americans with Disabilities Act). Includes Occupational Needs Assessment and Research Assistance.	AC	2			AC = For employees, termination of employment; for job applicants who were not selected, date of application.		29 CFR 1602.31.	
AN04.001	1.1.038	Surveys/Questionnaires	Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance. Open Graduate Survey, Employer Surveys.	AC	3			AC = Final disposition of summary report.		SEE item number 1.1.067 for summary reports compiled from customer surveys.	
AN05.000	15.5.002	Admissions/Enrollment Reports	Summary and statistical information relating to student admission programs which may be used for control, planning or review. May include but not limited to: Texas Higher Education Coordination Board (THECB) report; reports sent to administration; or beginning of semester enrollment reports sent to office of institutional research. Student Characteristic Studies, Admissions/Enrollment Reports, Demographics Studies, Economics Studies, Graduate Placement Studies, Cost Studies, Salary Studies, Funding Formula Studies, Performance-based Funding Studies, Appropriations Request Projects, Carl D Perkins Act Studies, Studies of Statewide Tech. Education.	PM					O	For raw data or working files used to create these reports, see RSIN 1.1.065.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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Archival Codes (Field 10)

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					Years	Months	Days				
AO01.000	15.1.002	Admissions Records—Not Enrolled/Denied	Denied applications or applications that were approved but applicant did not enroll in institution or program (includes international applicants). May include but not limited to: acceptance letters; applications for admission; entrance exam reports; letters of recommendation; health history forms; readmission forms; recruitment materials; test scores; residency classification forms; transcripts from other colleges; and transcripts from high school.	AC	1			AC = End of application term.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS.	
AO02.000	15.1.001	Admissions Records—Enrolled/Accepted	Applications and supplemental materials submitted by individuals, including international students, seeking admission and enrolling in the institution or a university program. May include but not limited to: acceptance letters; applications for admission; entrance exam reports; letters of recommendation; health history forms; readmission forms; recruitment materials; test scores; residency classification forms; transcripts from other colleges; and transcripts from high school.	AC	3			AC = Graduation or last day of attendance.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS.	8 CFR 214.3(g).
AO02.001	15.2.032	Admissions/Assessment Records and Transcripts	Advanced placement records; transcripts, other colleges and high schools for students enrolled.	PM							
AO02.002	15.1.007	Residency Affidavits and Documentation	Affidavits and declarations filed by students regarding state residency status which is critical for determining tuition status.	AC	3			AC= Graduation, or date of last attendance.		See RSIN 15.1.002 for residency classification forms submitted by applicants who did not enroll.	Texas Education Code, 54.052.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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A002.003	15.1.006	Standardized Test Administration Records	Records of the services rendered to clients for standardized tests and admissions exams for partner organizations, such as SAT, ACT, GRE, MCAT, PCAT, GMAT, NTE, VCAT, and TOEFL. May include but not limited to: testing rules and regulations; rosters of test takers; seating charts; and supervisors' reports.	AC	1			AC = End of testing period.		CAUTION: Testing centers must retain records of testing according to the procedures and requirements established by the contracting organization. CAUTION: This series does not include test scores. See RSIN 4.1.009 for testing payment vouchers	
A003.000	15.2.007	Course Registration and Status Records	Registration forms, class rosters, class schedules, and similar records providing information on which courses students are registered for at the beginning of an academic term, including documentation evidencing the conditions under which courses are undertaken (e.g., audit, pass/fail, and credit/no credit authorizations or approvals) or evidencing changes to registration status during the term (e.g., add/drop forms and withdrawal authorizations by student or instructor).	AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AO03.001	15.2.032	Graduation Lists	Student completion of certificate programs offered by university academic programs. Transcript, or a record equivalent in function, of the academic achievement of each enrolled student, documenting courses taken, credits granted, grades received, and any degrees or certifications awarded (including any narrative assessments or evaluations prepared in lieu of an assigned grade).	PM							
AO03.002	15.2.012	Original Grade Sheets and Grade Changes	Permanent record cards, grade cards, grade sheets, and grade change forms serving as the basis for students' official academic records. Grade sheets may include student names and social security numbers or ID numbers; course titles and numbers; sections; grades awarded; and instructors' signatures.	PM						CAUTION: This retention period applies to records of the Registrar. See RSIN 15.2.011 for departmental copies of grade sheets.	
AO03.003	15.2.011	Faculty Grade Book	Faculty grade books showing students' performance in the course and work completed. Includes grade sheets and other materials that permit a reconstruction of a student's graded performance in a course.	AC				AC = Expiration of grade appeal period.		CAUTION: Coursework under dispute may not be destroyed until the resolution of the dispute. CAUTION: See RSIN 15.2.012 for official Registrar copies of grades.	
AO03.004	15.2.001	Academic Action Authorizations	Authorizations for academic actions, such as academic probation, suspensions, dismissals, reinstatements, etc.	AC	3			AC = Graduation or date of last attendance.		See RSIN 15.5.007 for disciplinary action records.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AO03.005	15.5.007	Student Conduct/Disciplinary Action Records	Academic dishonesty and conduct violations among students. May include but not limited to: incidents reports; final reports; evidence; notification of allegation; disciplinary reports; informal discussion notes; formal hearing notes; final summary statements; decision statements; and appeals documentation.	AC	3			AC = Graduation or date of last attendance.		CAUTION: For Title IX complaints, see RSIN 15.5.010.	
AO03.006	15.2.008	Curriculum Change Authorizations (Change of Major/Degree)	Student requests to change their field of major study, add or remove a simultaneous major, or add or change a minor.	AV							
AO03.007	15.2.013	Student Coursework and Grade Reports	Student coursework (e.g., examinations, quizzes, papers) in custody of institution that is needed as supporting documentation for grade books and grade report cards distributed to students.	AC	1			AC=Course Completion		CAUTION: Coursework under dispute may not be destroyed until the resolution of the dispute.	
AO04.001	15.2	Enrollment Verifications Authorizations	Form used to provide proof of enrollment at the college.	AC	3			AC = Date of verification.			
AO04.005	15.2.033	Veterans Administration Certifications – VA Forms	Certification of Enrollment reports required by the U.S. Department of Veterans Affairs (VA) and individual veteran student records that certify to the VA that the student is eligible for educational benefits, is currently enrolled at the institution in a qualifying curriculum and is maintaining standards required to receive entitlements.	AC	3			AC = Graduation, date of last attendance, or end of certification period, as applicable.		See RSIN 15.2.017 for Hazlewood Act documentation.	38 CFR 21.4209(f), US Department of Veterans Affairs School Certifying Official Handbook.
AO04.006	15.2.017	Hazlewood Act Documentation	Applications and student eligibility determinations to claim the Hazlewood exemption and institutional records to track benefit hours claimed.	AC	3			AC = Last date of attendance, or date application denied, as applicable.		See RSIN 15.2.033 for Veterans Affairs Records.	40 TAC 461.130.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AO05.000	15.5.002	Statistical Data and Institutional Reports	Degree, Enrollment, Grade, Racial/Ethnic Statistics, and Schedule of Classes.	PM						CAUTION: Grade statistics data/reports are confidential records.	
AO06.001	15.5.007	Student Conduct/Disciplinary Action Records	Includes records for formal hearings, requests and disclosures of personally identifiable information, and student statements on content of records regarding hearing panel decisions.	AC	5			AC = Graduation or date of last attendance.		CAUTION: For Title IX complaints, see RSIN 15.5.010.	
AO06.002	1.1.077	Release of Records Documentation	Records that document the release of records or information through any method other than a Public Information Act request or subpoena (including employment verification).	AC				AC=Date records released.		See RSIN 1.1.020 for records released under the Public Information Act. See RSIN 1.1.076 for records produced for a subpoena. See RSIN 1.1.048 for records produced for litigation. CAUTION: Some records releases may require a longer retention period. Agencies must determine if a longer retention period is required based on any federal or state statutes or regulations that apply to the agency's functions. Agency legal staff should be consulted.	
AO06.003	15.4.006	Student Nondisclosure Requests	Student request to opt out of directory information disclosure.	AC				AC= Until termination of nondisclosure request.		Includes RSINs 15.4.006 and 15.4.007.	34 CFR 99.37(b).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AO06.004	15.4.003	Disclosures	Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student under the Family Educational Rights and Privacy Act (FERPA): documentation of requests from and disclosures to any party other than the student, an official of the university for what the university has determined are legitimate educational interests, a party with or without written consent from the student, or a party seeking directory information.	AC				AC = As long as disclosed record is maintained.		See RSIN 1.1.077 for release of non-FERPA records.	34 CFR 99.32(a)(2).
AO06.005	15.4.005	Written Decisions of Hearing Panels	Requests from students to amend student records, notices by an institution of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.		3						
AO06.006	1.1.076	Subpoenas	Subpoenas for production of evidence produced for litigation in which the state agency is not a party. Includes legal documents requiring recipient to appear in court to testify, or to produce records to be used in litigation.	AC				AC= Date records released.		For subpoenas related to litigation in which the state agency is a party, see RSIN 1.1.048.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
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AO07.000	15.5.008	Student Grievance Records	Grievances brought forward by students against the institutions which do not result in litigation. Grievances may pertain to academic issues; housing; affirmative action and equal opportunity; student conduct; and other issues. May include but not limited to: notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; settlement agreements; and appeals documentation.	AC	5			AC = Graduation or date of last attendance.		CAUTION: If a grievance brought forward by students against the institution becomes part of litigation, it should be retained as a litigation record per RRS 1.1.048. If the grievance goes to the university ombudsman, the record should be retained as an ombudsman record per RRS 3.3.039.	
AO07.001	15.5.10	Title IX Complaints	Title IX complaints, investigations, and determination of responsibility, including informal resolution or appeal.	AC	7			AC = Final resolution of issue and appeals.			34 CFR 106.45(b)(10).



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AP01.000	1.3.001	State Publications	One copy of each state publication as defined on page xi of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see RSIN 1.1.058) also meets the definition, but it must be retained permanently; RSIN 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6. Includes: books, catalogs, directories, magazines, newsletters, and brochures – (TSTC Record Copy).	AC	2			AC = Until superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code, 441.103-441.105). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.8).	



STATE OF TEXAS
Records Retention Schedule

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AP02.000	1.3.002	Publication Development Files	Physical and digital development and design files used to create State Publications, including background material, copy (drafts), original artwork, photo negatives, prints, flats, college signage, etc. This includes all work performed both inside and outside the agency.	AV					O	See RSIN 1.3.001 for final State Publications created from development files. ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication's authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use, may be archival. Includes obsolete series AW00.004 (graphics) and AW00.005 (college signage).	
AP03.000	17.1.004	Commencement Program	This series documents commencement program planning and implementation at the institution. This series may include but is not limited to: commencement attendance forms; planning records created by commencement committees or other planning groups; and related documentation and correspondence.	PM					O		
AQ02.000	16.2.001	Library Circulation Records	Records documenting the borrowing of circulating library materials or equipment by qualified patrons (including courtesy and guest borrowers). May include but not limited to: the name and identification of the borrower; material due dates; and overdue item notations.	AC				AC = Transaction is completed.		See RSIN 4.1.009 for fines. The disposal of circulation records need not be documented through destruction authorizations (RSIN 1.2.001), or in records disposition logs (RSIN 1.2.010).	



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AR03.001	1.2.005	Records Retention Schedule	A records retention schedule (i.e. form SLR 105) that identifies the records that are created and maintained by an agency, provides the minimum timeframes the records must be retained, and includes instructions for their disposition. This series may include working files and documentation of certification and approval by the Texas State Library and Archives Commission.	US						Original is retained for 50 years by the State and Local Records Management Division, Texas State Library and Archives Commission.	
AR03.002	1.2.012	Records Inventories	Worksheets or working papers used to capture records inventory information, including location tracking and to document existence and requirements of a records series.	US							
AR03.005	1.2.006	Records Transmittal Forms	Forms indicating records transferred to storage or a transfer of legal custody.	AC	2			AC = Date of authorization for destruction, permanent transfer form storage, or transferred to the TSTC Archives by the College Records Manager.			
AR03.006	1.2.013	Records Control Locator Aids	Documentation used to provide and improve access to records. Includes indexes, card files, shelf lists, registers, guides, circuit/internet ID numbers, and other finding aids.	AC				AC = When aid is superseded, or no longer needed because associated records have been destroyed.		CAUTION: These records must carry the same retention period and archival code of the records they support. Includes obsolete series AMO1.009 (finding aids, indexes, and tracking systems).	
AR07.001	1.2.001	Destruction Authorizations	Documents authorizing final disposition of records under a certified records retention schedule. Records may also include destruction authorizations (e.g. form RMD 102) approved by Texas State Library and Archives Commission.		3					CAUTION: If destruction authorizations are maintained as part of RSIN 1.2.010 (Records Disposition Logs), then longer retention period applies.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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AR03.008	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. See page xii for examples.	AC				AC = Purpose of record has been fulfilled.		CAUTION: Records management officers should make certain records are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (RSIN 1.2.001) or in records disposition logs (RSIN 1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (RSIN 1.2.014).	
AR03.009	1.2.014	Records Management Policies and Procedures	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US	1						
AR05.001	1.1.020	Public Information Requests – Not Exempted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC	1			AC = Date request fulfilled.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AR05.002	1.1.021	Public Information Requests – Exempted	Includes all correspondence and documentation relating to requests for records that are exempted under the Public Information Act (Chapter 552, Government Code).	AC	2			AC = Date of notification that records are exempt.			
AR05.003	1.1.072	Public Information Reports	Reports made to the Office of Attorney General which audit an agency's Public Information Act activities.		2						
AR07.000	1.2.010	Records Disposition Logs	Logs or similar records listing records disposed of by an agency, which might include records series title, dates of records, and date of disposition.		10					CAUTION: Disposition can mean destroyed or transferred.	
AR08.000	1.2.003	Forms History File	Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC	2			AC = Until superseded or use of form is discontinued.			
AR08.001	1.2	Forms Inventory	Any periodic listing of all forms used internally or externally by an agency.	US							



STATE OF TEXAS
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AS01.001	15.3.002	Financial Aid Application, Award, and Disbursement Records—All Federal, State, Local, and Institutional Grants, Scholarships, and Work-Study Programs	Approved student applications and disbursement records for all local, state, federal, or institutional grants, scholarships, and work-study programs not covered elsewhere in schedule. May include but not limited to: financial aid need analysis and eligibility forms; financial aid transcripts; copies of documents submitted by students or parents for verification of student aid application information; receipts; account cards; copies of promissory notes; certifications of enrollment status or other data to grantors; work-study certifications and time reports; documentation of entrance and exit interviews; and correspondence. Includes Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and Pell Grant records.	AC	3			AC = End of the award period, or submission of annual report for the award year, whichever later.		See RSIN 15.3.010 for veterans' assistance programs.	34 CFR 668.24(e), 34 CFR 675.19(b)(1), 34 CFR 676.19(b), 34 CFR 690.82(a).
AS01.002	15.3.007	Financial Aid Application and Award Records—Non-Awarded	Denied applications for financial aid.	AC	1			AC = End of academic period for which aid is denied.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
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					Years	Months	Days				
AS01.003	15.3.011	Financial Aid Disbursement and Repayment Records—All Federal, State, Local, and Institutional Loan Programs	Disbursement and repayment records for loans not included elsewhere in schedule, including Income Contingent Loans (ICL), Perkins Loans, Federal Family Education Program Loans (Stafford Loans, Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Consolidation Loans) and Direct Loans (Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans). May include but not limited to: receipts; account cards documenting amount of loan, payment period, and loan period; calculations used to determine amount awarded; date and amount of each disbursement; copies of promissory notes; certifications of enrollment status or other data to grantors or lenders; cancellation, deferment, or payment extension documentation; amount, date, and basis of institution's calculation of any refunds or overpayments due if student withdraws; overpayments; documentation of entrance and exit interviews; records of contacts concerning overdue loans; and correspondence between the university and the borrower, collection agencies, and credit bureaus.	AC	3			AC = Date of final repayment or cancellation.		See RSIN 15.3.018 for Health Profession and Nursing Student Loan program payments. See RSIN 15.3.026 for Perkins Original Promissory Notes.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).
AS01.008	15.3.005	Financial Aid Application and Award Records—Health Profession and Nursing Student Loan Programs	Approved student applications; documentation of financial aid; financial aid transcript; student's name, address, academic standing, and period of attendance; and loan and tuition details.	AC	5			AC = Termination of enrollment.		CAUTION: May include obsolete Health Education Assistance Loans (HEAL).	42 CFR 57.215(b), 42 CFR 57.315(a)(2), 42 CFR 60.56(b).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AS01.006	15.3.010	Financial Aid Application, Award, and Disbursement Records—Veterans Administration Education Assistance Allowances	Approved student applications and disbursement records for Veterans Administration (VA) benefits. May include but not limited to: financial aid need analysis and eligibility forms; financial aid transcripts; copies of documents submitted by students for verification of student aid application information; receipts; account cards; copies of promissory notes; certifications of enrollment status or other data to grantors; and documentation of entrance and exit interviews.	AC	3			AC = Termination of enrollment.			38 CFR 21.4209(f).
AS01.007	15.3.003	Financial Aid Application and Award Records—All Federal, State, Local, and Institutional Loan Programs	Financial aid applications for federal, state, local, or institutional loans not included elsewhere in schedule, including Income Contingent Loans (ICL), Perkins Loans, Federal Family Education Program Loans (Stafford Loans, Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Consolidation Loans) and Direct Loans (Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans). May include but not limited to: approved student applications; Student Aid Report (SAR) or institutional Student Information Record (ISIR) used to determine eligibility for Title IV, HEA program funds; documentation of each student's or parent borrower's eligibility; loan counseling; and data verification forms and reports.	AC	3			AC = End of the award period, or submission of annual report for the award year, whichever later.		See RSIN 15.3.005 for Health Profession and Nursing Student Loan program applications.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AS01.004	15.3.027	Tuition Exemption Records (Waivers)	Applications for and supporting documentation evidencing the grant of tuition exemptions or remissions. May include but is not limited to: authorizations; reconciled lists; account summaries; and related documentation.	AC	3			AC = End of award year.			
AS02.000	18.1.003	Student Organization Administrative Records	Records documenting the history, development, and policies of campus student organizations. May include but not limited to: constitutions and bylaws; publications (websites, newsletters, fliers, brochures, posters, and other publications); annual review forms; annual reports; meeting minutes and supporting documentation; committee, subcommittee, and task-force records; Student Senate bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; press releases; clippings; social media accounts; and related documentation and correspondence that documents programs, activities, and events.	AV					O		
AS03.000	16.5.002	Career Counseling and Placement Records	Records used to assist students in planning career goals and connecting with prospective employers. May include but not limited to: career goals; academic credentials; personal data; work experience; honors; distinctions; and consent forms for release of information.	AC	5			AC = Graduation or date of last attendance.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AS04.000	17.1	Special Student Services Records	Handicapped, Non-Traditional, Veterans, Foreign Students, Job Placement, Orientation, Career Planning and Placement and Retention. Includes: Textbook Loan Program, Transportation Assistance, Childcare Assistance, Graduate Placement Records.	PM					O		
AT01.000	3.3.023	Reimbursable Activity Records - Travel	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE	3						
AT02.000		Travel Requests (No Reimbursement)	Employee and student travel.	FE	3						
AU01.000	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions. Includes: Request for Legal Opinions/Advice from Attorney General/General Counsel (Request for Public Information Decision).	AV					O	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation, or opinions rendered for Public Information Act Requests. See RSIN 1.1.048, 1.1.020, and 1.1.021. ARCHIVES NOTE: Opinions and advice that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. See page ix for additional guidelines.	
AU01.002	1.1	Court Rulings		AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AU02.000	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in adjudication of a lawsuit.	AC	1			AC = As applicable, decision to file a lawsuit or decision that a lawsuit will not be filed against it on a matter, dismissal of a lawsuit for want of prosecution or on motion of the plaintiff, or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	O	ARCHIVES NOTE: Cases that set legal precedents or exhibit historical value will be evaluated by the University Archives for Archival Preservation.	
AU03.000	1.1	Employee/Student Legalities and Policies	TSTC General Counsel Review Records on Federal/State Rules, Regulations, Policies and Procedures Which Apply to TSTC. Includes: Special/Traditional Student, Support Staff, and Faculty.	AC	3			AC = Termination of program, rules, policies, or procedures.			
AV01.000	16.3.036	Offense Records—Class C Misdemeanors	Arrest reports and citations for Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only, such as Minor in Possession (MIP), Minor in Consumption (MIC), and possession of drug paraphernalia.			6				CAUTION: For retention of juvenile case files, consult Family Code 58.264(b).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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AV01.001	16.3.035	Offense Records—Class A and B Misdemeanors and State Jail Felonies	Cases cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. May include but not limited to: offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations; affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance.	2						CAUTION: Records of cases not cleared must be retained until the statute of limitations has expired. CAUTION: For retention of juvenile case files, consult Family Code 58.264(b). NOTE: Records may be destroyed upon the death of the individual, if known.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

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					Years	Months	Days				
AV01.002	16.3.038	Offense Records—Second- and Third-Degree Felonies	Cases cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. May include but not limited to: offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations; affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance.		10					CAUTION: Records of cases not cleared must be retained until the statute of limitations has expired. CAUTION: For retention of juvenile case files, consult Family Code 58.264(b). NOTE: Records may be destroyed upon the death of the individual, if known.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AV01.003	16.3.037	Offense Records—First-Degree and Capital Felonies	Cases cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. May include but not limited to: offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations; affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance.		50					CAUTION: Records of cases not cleared must be retained until the statute of limitations has expired. CAUTION: For retention of juvenile case files, consult Family Code 58.264(b). NOTE: Records may be destroyed upon the death of the individual, if known.	
AV02.000	16.3.042	Police Activity Logs or Dockets	Logs or equivalent records, usually arranged chronologically or by case, court, or citation number, providing summary data on complaints investigated by law enforcement officers, arrests made, citations issued, accidents investigated, court arraignments, court appearances by officers, and similar activities relating to the arrest or citation of persons or the investigation of offenses.		2				O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AV02.001	16.3.051	Warning Citations	Warning citations issued for violations of motor vehicle laws or for those violations of the penal code (e.g., criminal trespass) in which the issuance of warning citations is customary.	AV						See RSIN 16.3.039 for parking citations.	
AV03.000	5.6.009	Parking Permits or Assignments	Records documenting issuance of parking permits and assignments.	US						See RSIN 4.1.009 for payment of permit fees.	
AV04.001	16.3.039	Parking Citation Records	Citations issued to regular on-campus parking, including petitions to appeal citations.	AC		6		AC = Payment of ticket or resolution of appeal, whichever applicable.		See RSIN 4.1.009 for payment of fines.	
AV05.000	16.3.010	Clery Act Reporting—Annual Security Report	Annual security report summarizing statistics on the nature, date, time, general location, and disposition of the complaint (if known) of crimes investigated by campus police, created pursuant to the Clery Act.		7				O		20 USC 1092(f), 34 CFR 668.46.
AV05.001	16.3.011	Clery Act Reporting—Crime Log and Statistics	Crime log and statistics on criminal homicide; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; and arrests for liquor law violations, drug law violations and illegal weapons possession. Includes crimes occurring on campus, in or on non-campus buildings or property, and on public property, pursuant to the Clery Act.		7						20 USC 1092(f), 34 CFR 668.46.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

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AV06.000	16.3	Uniform Crime Report – Monthly	The Uniform Crime Reporting (UCR) Program generates reliable statistics for use in law enforcement. It also provides information for students of criminal justice, researchers, the media, and the public. Reports include a collection of data on a summary basis on crimes including: murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations.		7					Also Maintained by Texas Department of Public Safety.	
AV06.002	16.3	Registered Sex Offender Registry	Reports and/or data related to a student's status of Sex Offender and maintained by TSTC Police Department.	PM							20 USC 1092(f), 34 CFR 668.46.
AV07.000	16.3	Safety and Security Notices	Safety and security notices provided to Building Administrator for safety/security violations; example: when lights are left on or rooms unlocked.	AV							
AV09.000	5.1.018	Surveillance Tapes	Surveillance videos of buildings, facilities, vehicles, or other state property.	AV						See RSIN 5.4.001 or 5.4.014 if video is needed for an accident investigation or RSIN 1.1.048 if the video is needed as evidence in litigation. The disposal of surveillance videos need not be documented through destruction signoffs (RSIN 1.2.001) or in records disposition logs (RSIN 1.2.010).	
AV10.001	16.3	Racial Profile Report	Racial and ethnic data collected from traffic stops.		3					Submitted annually to TCOLE (Texas Commission on Law Enforcement)	

