



September 10, 2018

Richard Aauto
Interim Vice President Business Affairs
University of Texas at El Paso
500 W University Ave, ADM-500;
Administrative Building Rm. 301
El Paso, Texas 79968

Re: Agency records retention schedule approved for use.

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 Chairman
Michael C. Waters

Members

David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Darryl Tocker
Martha Wong

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

Dear Richard Aauto ,

Your agency's records retention schedule is approved for use as of **August 24, 2018**. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure that all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **August 2023**.

During a certification period, changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Megan Carey at 512-463-5494 or mcarey@tsl.texas.gov.

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

Sincerely,

Craig Kelso
Director and State Records Administrator

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 724
The University of Texas at El Paso

(Check one)

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

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

(Check one)

- Agency Head
Records Management Officer

Signature [Handwritten Signature]

Name (Print or type)

Date May 03, 2017

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature
Name (Print or type)
Date

Not Required at This Time

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

Signature [Handwritten Signature]
Name (Print or type) Gloria Meraz
Date 8/24/18

Cert/Recert No. 8 Amendment No.

CAUTION

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

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





STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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Archival Codes (Field 10)

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 R/O – Review by State/University Archivist

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					Years	Months	Days				
ADV01		SUSPENSION REINSTATEMENT CHECKLIST.	A CHECKLIST GIVEN TO STUDENT OUTLINING DISCUSSION WITH STUDENTS ABOUT THEIR OPTIONS TO RETURN TO UTEP AFTER SERVING A TERM OF ACADEMIC SUSPENSION. TO INCLUDE: REVIEW OF THEIR HOLDS, STATUS OF MATH PLACEMENT/EXPIRATION, AND INSTRUCTIONS ON WHAT THEY NEED TO DO TO PETITION FOR REINSTATEMENT AND ENROLL FOR THE UPCOMING SEMESTER.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV03		MOTIVATION DISCUSSION GUIDE FOR ADVISORS.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV05		MISSED STRT/PR/SU CHECKLIST.	STRT=SUCCESS THROUGH ACADEMIC READINESS TODAY, PR=PROBATION, SU=SUSPENSION.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV07		MY ACTION PLAN FOR SUCCESS FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV09		STUDENT ADVISING FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



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ADV11		AUTHORIZATION OF RECORDS & INFORMATION RELEASE.	RECORD OF EACH REQUEST FOR ACCESS TO AND EACH DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATIONAL RECORDS OF A STUDENT: DOCUMENTATION OF REQUESTS FROM AND DISCLOSURES TO ANY PARTY OTHER THAN THE STUDENT, AN OFFICIAL OF THE DISTRICT FOR WHAT THE DISTRICT HAS DETERMINED ARE LEGITIMATE EDUCATIONAL INTERESTS, A PARTY WITH OR WITHOUT WRITTEN CONSENT FROM THE STUDENT, OR A PARTY SEEKING DIRECTORY INFORMATION.	AC	5			AC=AS LONG AS DISCLOSED RECORD IS MAINTAINED.			34 CFR 99.32(a)(2).
ADV15		STUDENT REPORT - ADVISING NOTES.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV17		START CONTRACT 1ST SEMESTER FORM.	START=SUCCESS THROUGH ACADEMIC READINESS TODAY.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV19		START EXTENDED CONTRACT.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV21		OPTIONS FOR START INELIGIBLE STUDENTS FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV23		ADVISING ASSIGNMENT FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV25		ACADEMIC PROBATION - PETITION FOR REINSTATEMENT FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



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ADV27		COURSE GOALS WORKSHEET.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV29		ACADEMIC SUSPENSION - PETITION FOR REINSTATEMENT FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV31		OPTION 2 FORM - APPROVAL.	A MEMO TO THE UTEP REGISTRAR'S OFFICE SHOWING APPROVAL FROM DIVISION HEAD OF A STUDENT'S REQUEST TO USE UTEP'S OPTION 2 POLICY.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV33		FHAR (Foster Homeless Adopted Resources). AUTHORIZATION OF RECORDS AND INFORMATION RELEASE.	RECORD OF EACH REQUEST FOR ACCESS TO AND EACH DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATIONAL RECORDS OF A STUDENT: DOCUMENTATION OF REQUESTS FROM AND DISCLOSURES TO ANY PARTY OTHER THAN THE STUDENT, AN OFFICIAL OF THE DISTRICT FOR WHAT THE DISTRICT HAS DETERMINED ARE LEGITIMATE EDUCATIONAL INTERESTS, A PARTY WITH OR WITHOUT WRITTEN CONSENT FROM THE STUDENT, OR A PARTY SEEKING DIRECTORY INFORMATION.	AC	5			AC=AS LONG AS DISCLOSED RECORD IS MAINTAINED.			34 CFR 99.32(a)(2).



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ADV35		SUSPENSION COMMITTEE REINSTATEMENT DECISION.	AUTHORIZATIONS FOR ACADEMIC ACTIONS, SUCH AS ACADEMIC PROBATION, SUSPENSIONS, DISMISSALS, REINSTATEMENTS, ETC.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV37		TEXAS SUCCESS INITIATIVE (TSI) - ADVISING PLAN.	THIS SERIES INCLUDES RECORDS OF ACADEMIC ADVISEMENT TO STUDENTS. SERIES MAY INCLUDE ADVISORS' NOTES, ADVISING CHECKLISTS, AND CONVENIENCE COPIES OF GRADE RECORDS MAINTAINED BY REGISTRARS.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ALL019		SYLLABUS - COURSE CONTENT.	USED TO ASSESS EQUIVALENCY OF TRANSFER COURSES.	PM						RECORD MAY BE KEPT IN ELECTRONIC AND PAPER MEDIUM.	
ALL020		COURSE WAIVERS.		AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ALL021		GRADE REPORTS.	THIS SERIES DOCUMENTS GRADES RECEIVED BY STUDENTS FOR THE TERM. THIS IS THE RECORD COPY OF REPORTS DISTRIBUTED TO STUDENTS AT THE END OF EACH TERM. INDIVIDUAL FORMS INCLUDE: COURSE NUMBERS AND TITLES; GRADES AWARDED; GRADE POINT AVERAGE; STUDENT NAME; AND SOCIAL SECURITY NUMBER OR STUDENT ID NUMBER.	AC	1			AC=END OF SEMESTER.		ORIGINAL KEPT AT REGISTRAR'S OFFICE.	



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ALL030		CLASS SCHEDULE.	THIS SERIES DOCUMENTS GRADES RECEIVED BY STUDENTS FOR THE TERM. THIS IS THE RECORD COPY OF REPORTS DISTRIBUTED TO STUDENTS AT THE END OF EACH TERM. INDIVIDUAL FORMS INCLUDE: COURSE NUMBERS AND TITLES; GRADES AWARDED; GRADE POINT AVERAGE; STUDENT NAME; AND SOCIAL SECURITY NUMBER OR STUDENT ID NUMBER.	AC	1			AC=END OF SEMESTER.		ORIGINAL KEPT AT REGISTRAR'S OFFICE.	
ALL031		SCHEDULE OF COURSES (INSTITUTIONAL).	THIS SERIES DOCUMENTS THE FORMULATION OF CLASS SCHEDULES BY ACADEMIC DEPARTMENTS FOR INCLUSION IN THE PUBLISHED SCHEDULE OF CLASSES. THIS SERIES INCLUDES THE FINAL EDITION OF THE SCHEDULE OF CLASSES.		2				I	ORIGINAL KEPT AT REGISTRAR'S OFFICE.	



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ALL050		APPLICATIONS FOR ADMISSION OR READMISSION.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC = GRADUATION OR DATE OF LAST ATTENDANCE.			



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ALL060		STUDENT CORRESPONDENCE RELEVANT - WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.	AC	1			AC = AFTER APPLICATION TERM.			
ALL061		STUDENT CORRESPONDENCE RELEVANT - WHO DO ENTER.	INCOMING / OUTGOING CORRESPONDENCE RELEVANT TO STUDENTS WHO DO ENTER THE INSTITUTION.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



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ALL070		CHANGES OF COURSE - ADD / DROP.	REGISTRATION FORMS, CLASS ROSTERS, AND SIMILAR RECORDS PROVIDING INFORMATION ON WHICH COURSES STUDENT 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 REGISTRATON STATUS DURING THE TERM (E.G., ADD/DROP FORMS BY STUDENT OR INSTRUCTOR.	AC	1			AC=AFTER DATE SUBMITTED.			
ALL075		MAJOR CHANGE FORM.	THIS SERIES DOCUMENTS STUDENT REQUESTS TO CHANGE THEIR FIELD OF MAJOR STUDY, ADD OR REMOVE A SIMULTANEOUS MAJOR, OR ADD OR CHANGE A MINOR.	AC	5			AC=GRADUATION OR DATEOF LAST ATTENDANCE.			
ALL077		WITHDRAWAL AUTHORIZATIONS.	REQUESTS AND AUTHORIZATIONS FOR A STUDENT TO WITHDRAW FROM CLASSES AFTER CALENDAR DEADLINES WITHOUT ACADEMIC PENALTY FOR RESASONS ACCEPTABLE TO A UNIVERSITY.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ALL080		APPLICATION FOR GRADUATION.	STUDENT APPLICATIONS FOR GRADUATION.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



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ALL081		TRANSFER CREDIT EVALUATIONS.	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT II), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFEI) AND EVALUATIONS, NON-TRADITIONAL TRANSCRIPTS AND CREDENTIALS, LIFE EXPERIENCE RECORDS, REQUESTS FOR ADVANCED CREDIT, AND SIMILAR DOCUMENTATION USED BY A UNIVERSITY TO EVALUATE AND DETERMINE AWARD OF CREDIT BY ADVANCED PLACEMENT.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



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ALL100		GRADUATION AUTHORIZATIONS FORMS.	THIS SERIES DOCUMENTS STUDENT COMPLETION OF DEGREE REQUIREMENTS, INCLUDING AUTHORIZATIONS CERTIFYING COMPLETION OF DEGREE REQUIREMENTS. THE SERIES MAY INCLUDE OFFICIAL GRADUATION AUDIT FORMS THAT LIST STUDENTS' NAMES; COLLEGES; MAJORS; DEGREE; MINORS; THE BREAKDOWN OF INSTITUTIONAL DEGREE REQUIREMENTS AND HOW THE APPLICANTS HAVE FULFILLED THEM; GRADE POINT AVERAGES; DEANS' RECOMMENDATIONS/COMMENTS AND SIGNATURES; AND COMPREHENSIVE EXAMINATIONS.	AC	5			AC=GRADUATION OF DATE OF LAST ATTENDANCE.			
ALL110		DEGREE PLANS.	AN OUTLINE OF COURSE REQUIREMENTS DESIGNATED AS LOWER DIVISION, UPPER DIVISION, OR GRADUATE LEVELS SPECIFYING THE COURSE REQUIREMENTS GIVEN BY COURSE SUBJECT AND COURSE NUMBERS. IN ADDITION, THE DEGREE PLAN FRAMES THE ACCUMULATED HOURS IN ACCORDANCE WITH PROGRAM REQUIREMENTS, SUCH AS CORE CURRICULUM, ELECTIVE HOURS, AND PROGRAM SPECIFIC REQUIREMENTS.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



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ALL120		CHANGE OF GRADE FORM.	THIS SERIES DOCUMENTS GRADE CHANGES SUBMITTED BY INSTRUCTORS THROUGH THE ACADEMIC DEPARTMENTS TO THE REGISTRAR.	AC	1			AC=AFTER GRADE HAS BEEN CHANGED.	I	ORIGINAL GRADE CHANGE KEPT AT REGISTRAR'S OFFICE.	
ALL140		CLASS LISTS.	THIS SERIES PROVIDES INSTRUCTIONAL UNITS WITH AN OFFICIAL RECORD OF STUDENTS ENROLLED IN COURSES TAUGHT. THE SERIES IS USED TO CROSS-CHECK STUDENTS WHO HAVE REGISTERED AS WELL AS IN THE GENERATION OF STATISTICAL REPORTS. INFORMATION IN THE SERIES INCLUDES: STUDENT NAMES; SOCIAL SECURITY NUMBERS OR OTHER STUDENT IDENTIFICATION NUMBERS; TERM; AND ENROLLMENT/REGISTRATION STATUS.	AC	1			AC=WHEN THE LISTS OF STUDENTS WHO HAVE ENROLLED HAS BEEN CROSS-CHECKED WITH THE LIST OF STUDENTS WHO HAVE REGISTERED.	I	ORIGINAL KEPT AT REGISTRAR'S OFFICE.	



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ALL150		DEGREE AUDIT.	THIS SERIES DOCUMENTS STUDENT COMPLETION OF DEGREE REQUIREMENTS, INCLUDING AUTHORIZATIONS CERTIFYING COMPLETION OF DEGREE REQUIREMENTS. THE SERIES MAY INCLUDE OFFICIAL GRADUATION AUDIT FORMS THAT LIST STUDENTS' NAMES; COLLEGES; MAJORS; DEGREE; MINORS; THE BREAKDOWN OF INSTITUTIONAL DEGREE REQUIREMENTS AND HOW THE APPLICANTS HAVE FULFILLED THEM; GRADE POINT AVERAGES; DEANS' RECOMMENDATIONS/COMMENTS AND SIGNATURES; AND COMPREHENSIVE EXAMINATIONS.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



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ALL160A		ACADEMIC RECORD. TRANSCRIPTS OTHERCOLLEGES APPLICANTS - WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.	AC	1			AC=END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO IMMIGRATION AND NATURALIZATION SERVICE.	



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ALL160		ACADEMIC RECORD. TRANSCRIPTS OTHERCOLLEGES APPLICANTS -WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATEOF LAST ATTENDANCE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO IMMIGRATION AND NATURALIZATION SERVICE.	
ALL165		STUDENT COURSEWORK MID-TERM AND FINALEXAMS.	THIS SERIES DOCUMENTS STUDENT SUBJECT MASTERY IN INSTITUTION COURSES. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: EXAMINATIONS AND ANSWERS; QUIZZES AND ANSWERS; HOMEWORK ASSIGNMENTS; COURSE PAPERS; TERM PAPERS; AND ESSAY ASSIGNMENTS.	AC	1			AC=END OF ACADEMIC TERM.		CAUTION: COURSEWORK UNDER DISPUTE MAY NOT BE DESTROYED UNTIL THE RESOLUTION OF THE DISPUTE.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL170	1.1	ACCREDITATION DOCUMENTATION.	THIS SERIES DOCUMENTS THE ACCREDITATION PROCESS FOR THE COLLEGES, UNITS, AND RELATED PROGRAMS. THE SERIES PROVIDES A RECORD OF MATERIALS COMPILED FOR INCLUSION IN A REPORT PACKET SENT TO THE APPROPRIATE PROFESSIONAL ACCREDITATION BOARD FOR THE SPECIFIC PROGRAM OR SERVICE AND USUALLY INCLUDES STATEMENTS ON MISSION, FINANCE, EDUCATIONAL PROGRAMS AND DEPARTMENTS/DIVISIONS MAKE UP. MOST ACCREDITATION ORGANIZATIONS PRODUCE AN EVALUATION REPORT BASED ON THE PACKET AND ON-SITE INSPECTION, WHICH IS USED TO DETERMINE ACCREDITATION FOR THE UNITS AND THEIR PROGRAMS. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: STATISTICAL DATA; WORKING PAPERS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	2			AC=END OF 2 ACCREDITATION CYCLES.	O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL179	1.1.006	COMPLAINT RECORDS.	COMPLAINTS RECEIVED BY AN AGENCY FROM THE PUBLIC CONCERNING THE AGENCY AND RECORDS PERTAINING TO THE RESOLUTION OF THE COMPLIANT.	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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL180	1.1.007	CORRESPONDENCE - ADMINISTRATIVE.	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.		4				O	ARCHIVES NOTE: ONLY THE ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS & PROGRAM HEADS REQUIRE ARCHIVAL REVIEW. CONTACT THE STATE ARCHIVES WHEN THESE RECORDS HAVE MET THEIR RETENTION PERIODS. CAUTION: THIS RECORDS SERIES AND ITEM NUMBER 1.1.008 SHOULD BE USED ONLY FOR CORRESPONDENCE THAT IS NOT INCLUDED IN OR DIRECTLY RELATED TO ANOTHER RECORD 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 ITEM NUMBER 1.1.004; A LETTER CONCERNING AN AUDIT FOR THAT PRESCRIBED BY ITEM NUMBER 1.1.002, ETC. SEE ALSO ITEM NUMBER 1.1.011.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL190	1.1.008	CORRESPONDENCE - GENERAL.	NON-ADMINISTRATIVE INCOMING / OUTGOING AND INTERNAL CORRESPONDENCE, IN ANY MEDIA, PERTAINING TO OR ARISING FROM THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY.		2					SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010	
ALL192	1.1.010	DIRECTIVES	ANY DOCUMENT THAT OFFICIALLY INITIATES RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.	US	1						
ALL200	1.1.013	CALENDARS, APPOINTMENT AND ITINERARY RECORDS.	CALENDARS, APPOINTMENTS 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	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 IN DECEMBER 1995 BY THE ATTORNEY GENERAL.	
ALL205	1.1.019	PUBLIC RELATIONS RECORDS.	NEWS, PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY. INCLUDES PRINT, ELECTRONIC, AUDIO, AND AUDIOVISUAL RECORDS.		2				O		
ALL210	1.1.023	ORGANIZATION CHARTS.		US					I		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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ALL223	1.1.038	CUSTOMER SURVEYS.	SURVEYS RETURNED BY THE CUSTOMERS OR CLIENTS OF AN AGENCY, AND THE STATISTICAL DATA MAINTAINED RATING AN AGENCY'S PERFORMANCE.	AC				AC=FINALDISPOSITION OFSUMMARYREPORT.			
ALL224	1.1.040	SPEECHES, PAPERS AND PRESENTATIONS.	NOTES OR TEXT OF SPEECHES, PAPERS, PRESENTATIONS, OR REPORTS DELIVERED IN CONJUNCTION WITH AGENCY WORK.	AC				AC=END OF TERM INOFFICE OR TERMINATIONOF SERVICE.	O		
ALL225	1.1.043	TRAINING MATERIALS.	INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.	US	1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL226	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. SOME EXAMPLES OF TRANSITORY INFORMATION, WHICH CAN BE IN ANY MEDIUM (VOICE MAIL, FAX, EMAIL, HARD COPY, ETC.) ARE ROUTINE MESSAGES; TELEPHONE MESSAGE NOTIFICATIONS; INTERNAL MEETING NOTICES, ROUTING SLIPS; INCOMING LETTERS OR MEMORANDA OF TRANSMITTAL THAT ADD NOTHING OF SUBSTANCE TO ENCLOSURES; AND SIMILAR ROUTINE INFORMATION USED FOR COMMUNICATION, OF A SPECIFIC AGENCY TRANSACTION.	AC				AC=PURPOSE OF RECORD HAS BEEN FULFILLED.		CAUTION: RECORDS MANAGEMENT OFFICERS SHOULD USE CAUTION IN ASSIGNING THIS RECORDS 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 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 (1.2.001) OR IN RECORDS DISPOSITION LOGS (1.2.010), BUT AGENCIES SHOULD ESTABLISH PROCEDURES GOVERNING DISPOSAL OF THESE RECORDS AS PART OF ITS RECORDS MANAGEMENT PLAN (1.2.014).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL227	1.1.058	MEETING AGENDA AND MINUTES.	OFFICIAL AGENDA AND MINUTES OF STATE BOARDS, COMMITTEES, COMMISSIONS, AND COUNCILS THAT CONDUCT OPEN MEETINGS AS REQUIRED BY GOVERNMENT CODE, CHAPTER 551.	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 ITEM NUMBERS 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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL231	1.1.062	MEETINGS - SUPPORTING DOCUMENTATION.	DOCUMENTS SUBMITTED AT MEETINGS OF STATE BOARDS, COMMISSIONS, COMMITTEES, AND COUNCILS, INCLUDING EXHIBIT ITEMS, DOCUMENTATION FOR AGENDA ITEMS, ETC. INCLUDES DOCUMENTS SENT IN ADVANCE OF MEETINGS FOR BRIEFING PURPOSES, SOME OF WHICH MAY NOT BE SUBMITTED AT AN ACTUAL MEETING.		2				I	SEE caution at item number 1.1.058.	
ALL245	1.1.063	STAFF MEETING MINUTES AND NOTES.	MINUTES OR NOTES, AND SUPPORTING DOCUMENTATION TAKEN AT INTERNAL AGENCY STAFF MEETINGS.		1						
ALL248	1.1.064	AGENCY PERFORMANCE MEASURES DOCUMENTATION.	ANY RECORDS OF AN AGENCY NEEDED FOR THE DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY, AND EXPLANATORY MEASURES IN AN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN, AND FOR PERFORMANCE MEASURES USED TO MANAGE THE AGENCY.	FE	3					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.	
ALL249	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						CAUTION: DOES NOT INCLUDE SOURCE DOCUMENTATION USED FOR INFORMATION OR DATA INCLUDED IN OR DIRECTLY RELATED TO ANOTHER RECORDS SERIES IN THIS SCHEDULE. SEE ESPECIALLY ITEM NUMBER 1.1.064.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL250A	1.1.067	REPORTS OF CONSULTANTS AND COMMITTEES. (NON-FISCAL).	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 ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				O	ARCHIVES NOTE: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E.	
ALL250	1.1.068	REPORTS ON PERFORMANCE MEASURES.	QUARTERLY AND ANNUAL REPORTS ON AGENCY PERFORMANCE MEASURES SUBMITTED TO EXECUTIVE AND LEGISLATIVE OFFICES.	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBEREDCALENDARYEARS.			
ALL251	1.1.069	REPORTS - ACTIVITY. EMPLOYEE WORKLOADS.	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	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL252	1.1.070	AGENCY RULES, POLICIES AND PROCEDURES - FINAL.	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.	AC	3			AC=COMPLETION OR TERMINATION OF PROGRAMS, RULES, POLICIES OR PROCEDURES.	O	SEE ALSO AGENCY RULES, POLICIES AND PROCEDURES-WORKING FILES, ITEM 1.1.071.	
ALL253	1.1.071	AGENCY RULES, POLICIES, AND PROCEDURES-WORKING FILES.	WORKING FILES USED IN THE DEVELOPMENT OF 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.	AC	3			AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	O	SEE ALSO RECORDS SERIES ITEM 1.1.070.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL254	1.1.073	ADMINISTRATIVE HEARINGS.	TRANSCRIPTS AND FINAL DECISIONS OF HEARINGS CONDUCTED AS PART OF THE REGULATORY PROCESS, AND HEARINGS ON PROPOSED RULES AND CHANGES. THE RECORDS MAY BE MAINTAINED WITH RELATED INFORMATION INCLUDING MEETING NOTICES, PROOFS OF PUBLICATION, AND MEETING MINUTES.	AC	3			AC= LAST ACTION.	O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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ALL260	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 ITEM NUMBER 1.1.058) ALSO MEETS THE DEFINITION, BUT IT MUST BE RETAINED PERMANENTLY; ITEM NUMBERS 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.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.	O	CAUTION: MANY STATE PUBLICATIONS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, BY LAW (GOVERNMENT CODE 441.101-441.106). THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION WILL RETAIN A COPY OF ALL STATE PUBLICATIONS SUBMITTED TO IT ON A CONTINUING BASIS, SUBJECT TO PERIODIC EVALUATION TO DETERMINE IF THE PUBLICATION MERITS FURTHER RETENTION. 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 SS3.1-3.16).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL270	1.3.002	PUBLICATION DEVELOPMENT FILES.	BACKGROUND MATERIAL, COPY (DRAFTS), ORIGINAL ARTWORK, PHOTO NEGATIVES, PRINTS, FLATS ETC. THIS INCLUDES ALL WORK PERFORMED BOTH INSIDE AND OUTSIDE THE AGENCY.	AV					O	ORIGINAL PUBLICATIONS.	
ALL275	2.1	SECURITY INCIDENT REPORTS - INFORMATION SYSTEMS.	REPORTS CONCERNING SUSPICIOUS INCIDENTS OR COMPLAINTS THAT, AFTER INVESTIGATION, DID NOT APPEAR TO HAVE INVOLVED THE COMMISSION OF A CRIME. RECORDS MAY INCLUDE: INCIDENT REPORTS CONTAINING NAMES, DATES, CASE NUMBERS, DOLLAR VALUES, LOCATIONS, DESCRIPTIONS OF INCIDENT, AND PERSONNEL TAKING REPORT; IDENTIFICATION CARDS CREATED WHEN REPORTS OF SUSPICIOUS BEHAVIOR ARE MADE TO THE OFFICE; WARNINGS RECORDS; NOTES; AND RELATED DOCUMENTATION INFORMATION MAY BE EXEMPT FROM PUBLIC DISCLOSURE.		3						20 U.S.C. 1092(f)



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL280	2.1.008	HARDWARE DOCUMENTATION.	RECORDS DOCUMENTING OPERATIONAL AND MAINTENANCE REQUIREMENTS OF COMPUTER 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 ENVIRONMENT 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



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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ALL281	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 FLOW CHARTS; 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, ORIGIN OF THE DATA ELEMENTS.	AC				AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED IN A NEW HARDWARE ENVIRONMENT.		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 ELECTRONICRECORDS MUST BE RETAINED FOR THE PERIOD OF TIME REQUIRED TO ACCESS THE RECORDS.	13 TAC 6.94
ALL285	2.2.012	OUTPUT RECORDS FOR COMPUTER PRODUCTION.	REPORTS SHOWING TRANSACTIONS THAT WERE ACCEPTED, REJECTED, SUSPENDED, AND/OR PROCESSED.	AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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ALL290	3.1	DEPARTMENTAL PERSONNEL FILE.	TERMINATION OR TRANSFER. FACULTY AND STAFF.	AC				AC=UPON SEPARATION.		DEPARTMENTAL FILE MUST BE REVIEWED FOR ORIGINAL DOCUMENTS AND ORIGINALS SHOULD BE FORWARDED TO HUMAN RESOURCES, TO BE INCORPORATED WITH HUMAN RESOURCES PERMANENT FILE.	
ALL293	3.1.034	RESUMES - UNSOLICITED.	RETENTION PERIOD APPLIES IF AN AGENCY REPLIES TO THE SENDER OF A RESUME THAT IT WILL BE KEPT ON FILE SHOULD FUTURE JOB OPENINGS OCCUR.	AV							
ALL300	3.1.001	APPLICATIONS FOR EMPLOYMENT - NOT HIRED.	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.		2						29CFR 1602.49 (a). [STATE UNIVERSITIES]
ALL310	3.1.002	APPLICATIONS FOR EMPLOYMENT - HIRED.	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	5			AC=TERMINATION OF EMPLOYMENT.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL320	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, PRE-EMPLOYMENT DRUG SCREENING TEST RESULTS, POLYGRAPH EXAMINATION RESULTS; AND ALL OTHER RECORDS THAT DOCUMENT THE SELECTION PROCESS.		2					CAUTION: DOES NOT INCLUDE CRIMINAL HISTORY CHECKS. SEE ITEM NUMBER 3.1.026	29 CFR 1602.49 (a) [STATE UNIVERSITY].
ALL340	3.1.022	PERSONNEL INFORMATION OR ACTIONS FORMS.	FORMS OR SIMILAR RECORDS USED TO CREATE OR CHANGE INFORMATION CONCERNING THE RECORDS OF AN EMPLOYEE INCLUDING PAY GRADE, POSITION CLASSIFICATION, EMPLOYEE NUMBER, EVALUATION DATE, AND TERMINATION OF EMPLOYMENT.		2						29 CFR 1602.49 (a). [STATE UNIVERSITIES]
ALL343	3.1.023	POSITIONS / 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).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL347	3.1.031	EMPLOYEE BENEFITS- OTHER THAN INSURANCE.	AGENCY COPIES OF INFORMATION TO THE SELECTION OF AVAILABLE BENEFIT OPTIONS OTHER THAN INSURANCE.	AC	2			AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT.		CAUTION: DOCUMENTS THAT SERVE AS PAYROLL DEDUCTION AUTHORIZATIONS MUST BE MAINTAINED FOR THE RETENTION PERIOD PRESCRIBED FOR ITEM NUMBER 3.2.001. SEE REFERENCE ITEM NUMBER 3.2.001.	
ALL349	3.2.001	EMPLOYEE DEDUCTION AUTHORIZATIONS.	DOCUMENTATION USED TO START, MODIFY, OR STOP ALL VOLUNTARY OR REQUIRED DEDUCTIONS FROM PAYROLL, INCLUDING GARNISHMENT OR OTHER COURT-ORDERED ATTACHMENTS.	AC	4			AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER.			
ALL351	3.2.002	EMPLOYEE EARNINGS RECORDS.			4						40 TAC 815.106(i).
ALL353	3.2.003	FEDERAL TAX RECORDS.	INCLUDES W-2, FICA, 1099, AND OTHER TAX RECORDS.	AC	4			AC=TAX DUE DATE, DATECLAIM IS FILED, OR DATETAX IS PAID WHICHEVER ISLATER.			29 CFR 31.6001 - 1(e)(2).
ALL354	3.2.005	W-4 FORMS.	EMPLOYER'S COPY OF "EMPLOYEES' WITHHOLDING EXEMPTION CERTIFICATE."	AC	4			AC=UNTIL SUPERSEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE.			26 CFR 31.6001-1 (e)(2).
ALL356	3.2.008	DIRECT DEPOSIT APPLICATION/ AUTHORIZATIONS.		US							
ALL360	3.3.020	WORK SCHEDULES / ASSIGNMENTS.	WORK, DUTY, SHIFT, CREW, OR CASE SCHEDULES, ROSTERS, OR ASSIGNMENTS.		1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL370	3.3.023	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN.	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 DEFRAIDED OR REIMBURSED.	FE	3						
ALL380	3.4.001	ACCUMULATED LEAVE ADJUSTMENT REQUEST.	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						
ALL381	3.4.002	LEAVE STATUS REPORTS.	CUMULATIVE REPORT IS ISSUED EACH PAY CYCLE AND PROVIDES EMPLOYEE LEAVE STATUS INFORMATION FOR EACH POSITION.	FE	3						
ALL389	3.4.003	LESS THAN FULL - TIME WORKED REPORTS.	DATES AND HOURS.		4						40 TAC 815.106(i).
ALL390	3.4.004	OVERTIME AUTHORIZATION.			2						
ALL400	3.4.006	TIME CARDS AND TIMESHEETS.		FE	4						40 TAC 815.106(i).
ALL410	3.4.007	TIME OFF AND / OR SICK LEAVE REQUESTS.		FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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ALL419	4.1.001	ACCOUNTS PAYABLE INFORMATION.		FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
ALL420	4.1.002	BILLING DETAIL.		FE	3					CAUTION: DOES NOT INCLUDE LONG DISTANCE TELEPHONE BILLING DETAIL. SEE ITEM NUMBERS 5.5.001, 5.5.006, AND 5.5.007.	
ALL423	4.1.007	TRANSFERS OR BUDGET REVISIONS.	TRANSFERSOR ADJUSTMENT TO BUDGETS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
ALL427	4.1.005	INVENTORY AND OTHER COST FILES.	PRODUCTION, JOB, LABOR, QUOTES, PRICING, SPECIFICATIONS, ETC.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
ALL429	4.2	DOCUMENTATION FOR OVER RINGS, REFUNDS, DISCOUNTS, AND COMPLIMENTARY SALES.		FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
ALL430	4.2.002	CASH RECEIPTS.	INCLUDES RECEIPTS FOR FEES (PERMITS, LICENSES, RENEWALS, ETC.).	FE	3						
ALL431	4.2.001	CASH DEPOSIT VOUCHERS.	CASH DEPOSIT SLIPS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
ALL433	4.2.003	DAILY CASH RECEIPT LOGS.		FE	3						
ALL435	4.2.005	PURCHASE VOUCHERS.	REQUISITIONS, ORDERS, RECEIVING REPORTS, INVOICES, OR STATEMENTS, CHANGE ORDERS, BEST VALUE DETERMINATIONS, ETC.	FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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ALL437	4.2.006	GENERAL JOURNAL VOUCHERS.		FE	3						
ALL460	4.2.007	EXPENDITURE VOUCHERS.	TRAVEL, PAYROLL, ETC.	FE	3						
ALL468	4.3.001	SALES JOURNALS OR REGISTERS.		FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
ALL470	4.3.003	EXPENDITURES JOURNALS OR REGISTERS.		FE	3						
ALL471	4.4.001	GENERAL AND SUBSIDIARY LEDGERS.		FE	3						
ALL490	4.4.002	ACCOUNTS RECEIVABLE LEDGERS.		FE	3						
ALL500	4.4.003	ACCOUNTS PAYABLE LEDGERS.		FE	3						
ALL510	4.5.006	ANNUAL OPERATING BUDGETS.	REQUIRED BY THE GENERAL APPROPRIATIONS ACT.	FE	3						
ALL520	4.6.001	BALANCING RECORDS.		FE	3						
ALL530	4.6.002	RECONCILIATIONS.		FE	3						
ALL533	4.7.004	CAPITAL ASSET RECORDS.		LA	3						
ALL538	4.7.007	DETAIL CHART OF ACCOUNTS.	ONE FOR ALL ACCOUNTS IN USE FOR A FISCAL YEAR.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL540	4.7.008	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS.	THIS SERIES DOCUMENTS STATE AND FEDERAL 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. AGENCIES MUST ENSURE THAT RECORDS ARE RETAINED FOR THE APPROPRIATE RETENTION PERIOD. GRANT AUDIT REQUIREMENT.	
ALL543	4.7.011	TEXAS FACILITIES COMMISSION STATEMENTS (TFC).	CHARGE OR BILL STATEMENTS RECEIVED BY AGENCIES FROM THE TFC FOR SERVICES PROVIDED.	FE	3						
ALL550	5.1.004	MAIL AND TELECOMMUNICATION LISTINGS.	ANY MAILING ADDRESS, TELEPHONE OR FAX NUMBER, OR E-MAIL ADDRESS RECORDS MAINTAINED BY AN AGENCY ON ITS EMPLOYEES OR ON ENTITIES OR PERSONS IT SERVES.	US							
ALL552	5.1.011	PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS.		AV							
ALL555	5.1.012	CHARGE SCHEDULES / PRICE LISTING.	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						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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ALL556	5.1.014	OFFICE PROCEDURES.	ANY INTERNALLY DISTRIBUTED MANUAL, GUIDELINES, OR SIMILAR RECORDS THAT ESTABLISH STANDARD OFFICE PROCEDURES FOR AN AGENCY; FOR EXAMPLE, AGENCY STYLE MANUALS, TELEPHONE PROTOCOLS, MAIL ROOM PROCEDURES, PRINT SHOP AND PHOTOCOPY ORDERING INSTRUCTIONS.	US	1						
ALL557	5.2.001	APPRAISALS-BUILDING OR PROPERTY.		AV					O		
ALL560	5.2.008	EQUIPMENT HISTORY FILE- EQUIPMENT SERVICE AGREEMENTS.	INCLUDES REQUESTS FOR INSTALLATION, MOVES, SERVICES, ETC.; AND SERVICE/REPAIR LOGBOOKS, ETC.	LA	3						
ALL562	5.2.009	EQUIPMENT INVENTORY DETAIL REPORT FORMS.	UPDATES AGENCY PORTION OF THE INVENTORY LISTING AND ADDS, CHANGES, TRANSFERS, OR DELETES ITEMS FROM INVENTORY.	FE	3						
ALL570	5.2.010	EQUIPMENT MANUALS.		LA							
ALL580	5.2.011	EQUIPMENT WARRANTIES.		AC	1			AC=EXPIRATIONOF WARRANTY.			
ALL590	5.2.014	INVENTORY - ANNUAL PHYSICAL.	PROPERTY, EQUIPMENT, SUPPLY VERIFICATION.	FE	3						
ALL594	5.2.016	INVENTORY SYSTEM UPDATE LISTING.	LISTING SHOWS ALL ADDITIONS, CHANGES, DELETIONS, AND TRANSFER TIMES FOR THE MONTHLY PROCESSING PERIOD.	AC				AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ALL595	5.2.023	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING).	SHOWS ADDITIONS, CHANGES TRANSFERS, AND DELETIONS OF INFORMATION WITHIN THE INVENTORY SYSTEM. DATA INCLUDE AGENCY, DIVISION, TAG NUMBER, BATCH, DOCUMENT, TRANSACTION DATE, LOCATION, ITEM CODE, DESCRIPTION, DATE, AND COST.	FE	3						
ALL596	5.2.028	BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS.	BUILDING CONSTRUCTION CONTRACTS, SURETY BONDS, AND INSPECTION RECORDS.	LA	10				O	SEE ALSO ITEM NUMBERS 5.2.002 AND 5.2.003.	
ALL597	5.3.002	FREIGHT BILLS PAID.		FE	3						
ALL598	5.4.007	HAZARDOUS MATERIALS TRAINING RECORDS.	RECORDS OF TRAINING GIVEN EMPLOYEES IN AN AGENCY HAZARD COMMUNICATIONS PROGRAM.		5					TEXAS HEALTH AND SAFETY CODE, 502.009(g).	
ALL599	5.4.011	VISITOR CONTROL REGISTERS.	LOGS, REGISTERS, OR SIMILAR RECORDS DOCUMENTING VISITORS TO LIMITED ACCESS OR RESTRICTED AREAS OF AGENCY FACILITIES.		3						
ALL600	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.	AC	2			AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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ALL601	5.5.002	LONG DISTANCE TELEPHONE LOG.	LONG DISTANCE LOGS CREATED BY AGENCIES FOR INTERNAL DOCUMENTATION PURPOSES. INCLUDES ANY SIMILAR LOGS CREATED FOR LONG DISTANCE FACSIMILE OR ELECTRONIC TRANSMISSIONS.	AV							
ALL620	5.6.005	VEHICLE USE REPORTS.	INCLUDES MILEAGE, FULE/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	FE	3						
ALR01	1.1	DONOR FILES.	THIS SERIES DOCUMENTS POTENTIAL OR REALIZED PRIVATE , CORPORATE, OR PUBLIC AGENCY FUNDING TO THE INSTITUTION, INCLUDING ENDOWMENTS AND TRUSTS. THIS SERIES INCLUDES LETTERS AND AGREEMENTS OF GIFT, COPIES OF BEQUEST INSTRUMENTS AND WILLS FROM INDIVIDUALS OR ESTATES, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM					I	CAUTION: INCLUDES DONOR OR PROSPECTIVE DONOR INFORMATION ONLY. FOR RECORDS OF GIFTS, REFER TO GIFTS RECORDS- INSTITUTIONAL) AND (GIFT RECORDS-DEPARTMENT OR PROGRAM). CAUTION: THE NAME OR OTHER IDENTIFYING INFORMATION ABOUT A DONOR MAY BE WITHHELD FROM PUBLIC DISCLOSURE UNDER THE PUBLIC INFORMATION ACT. GOVERNMENT CODE SEC. 552.1235.	GOVERNMENT CODE, CHAPTER 552.1235 (EXCEPTION: IDENTITY OF PRIVATE DONOR TO INSTITUTION OF HIGHER EDUCATION)-DONORS TO HIGHER ED INSTITUTIONS MAY BE ANONYMOUS; IDENTIY MAY BE WITHHELD.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ANE23		TEST SCORES - APPLICANTS WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MANY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.	AC	1			AC=APPLICATION TERM.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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ANE24		TEST SCORES - APPLICANTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MANY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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					Years	Months	Days				
ANE25		TRANSCRIPTS - HIGH SCHOOL & COLLEGE/APPLICANTS WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MANY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.	AC	1			AC=APPLICATION TERM.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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ANE26		TRANSCRIPTS - HIGH SCHOOL & COLLEGE/APPLICANTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MANY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSION RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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					Years	Months	Days				
ANE29		APPLICATION FOR ADMISSION OR READMISSION - APPLICANTS WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MANY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.	AC	1			AC=APPLICATION TERM.			
ANE30		RESIDENCY CLASSIFICATION FORMS.	RESIDENCY CLASSIFICATION FORMS SUBMITTED BY APPLICANTS.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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ANE31		TUITION ADJUSTMENT / TUITION WAIVER FORMS.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MANY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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					Years	Months	Days				
ANE33		APPLICATION FOR ADMISSION OR READMISSION - APPLICANTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MANY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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ATH01		STUDENT-ATHLETES ACADEMIC ADVISING RECORDS.	THIS SERIES DOCUMENTS ACADEMIC ADVISING OF PROSPECTIVE AND CURRENT STUDENT ATHLETES, PROVIDES RECORDS OF ACADEMIC PROGRESS WHILE STUDENTS ARE INVOLVED IN ATHLETIC PROGRAMS AT THE INSTITUTION, AND COMPLIES WITH NCAA, NAIA AND CONFERENCE REPORTING REQUIREMENTS. THESE RECORDS INCLUDE: LETTERS OF INTENT; RENEWALS OF LETTERS OF INTENT; TRANSCRIPTS; GRADE REPORTS; PETITIONS; ACADEMIC EVALUATIONS; ADVANCED STANDING REPORTS; ADVISORS' REPORT SHEETS SHOWING PROGRESS TOWARDS ACADEMIC DEGREE; PROGRAM PLANNING SHEETS; NCAA PROGRESS REPORTS; STUDENTS' REQUESTS FOR RELEASE FROM ATHLETIC PROGRAMS; DISCIPLINARY MEMORANDA; AND RELATED CORRESPONDENCE.	AC	10			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SUBJECT TO NCAA INVESTIGATIVE REVIEW.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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ATH03		ATHLETIC SCHOLARSHIP AND GRANT-IN-AID AWARD RECORDS - NCAA RECORDS.	THIS SERIES IS USED TO PROVIDE ATHLETIC DEPARTMENTS WITH INFORMATION PERTAINING TO PLAYER ELIGIBILITY AND RECEIPT OF FINANCIAL AID IN THE FORM OF SCHOLARSHIPS INCLUDING GRANT-IN-AID SCHOLARSHIPS, TO MONITOR ACCOUNTS, AND TO ASSIST IN COMPLYING WITH NCAA, AND CONFERENCE RULES AND REGULATIONS. THESE RECORDS INCLUDE: SQUAD LISTS WHICH FURNISH SUMMARY INFORMATION, CONFERENCE ELIGIBILITY REPORTS; TEAM ROSTER UPDATE SHEETS; SCHOLARSHIP COUNT SHEETS SHOWING WHO IS ON THE SCHEDULE TO RECEIVE AID; APPLICATIONS; NOMINEE LISTS; ELIGIBILITY UNUSED; CREDIT VOUCHER REQUESTS SHEETS NOTES; AND RELATED DOCUMENTATION AND CORRESPONDENCE.		10					SUBJECT TO NCAA COMPLIANCE.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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ATH06		CONFERENCE USA COMPLIANCE RECORDS.	THIS SERIES IS USED TO PROVIDE ATHLETIC DEPARTMENTS WITH INFORMATION PERTAINING TO PLAYER ELIGIBILITY AND RECEIPT OF FINANCIAL AID IN THE FORM OF SCHOLARSHIPS INCLUDING GRANT-IN-AID SCHOLARSHIPS, TO MONITOR ACCOUNTS, AND TO ASSIST IN COMPLYING WITH NCAA, AND CONFERENCE RULES AND REGULATIONS. THESE RECORDS INCLUDE: SQUAD LISTS WHICH FURNISH SUMMARY INFORMATION; CONFERENCE ELIGIBILITY REPORTS; TEAM ROSTER UPDATE SHEETS; SCHOLARSHIP COUNT SHEETS SHOWING WHO IS ON THE SCHEDULE TO RECEIVE AID; APPLICATIONS; NOMINEE LISTS; ELIGIBILITY QUESTIONAIRES; ELIGIBILITY REPORTS WHICH DETERMINE YEARS OF ELIGIBILITY UNUSED; CREDIT VOUCHER REQUEST SHEETS NOTES; AND RELATED DOCUMENTATION AND CORRESPONDENCE.		10				I		
ATH07	1.1.019	PUBLIC RELATION RECORDS.	NEWS, PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY. INCLUDES PRINT, ELECTRONIC, AUDIO, AND AUDIOVISUAL RECORDS.		5				O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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ATH08	1.1	RULES & REGULATIONS.	(INCLUDING NCAA RULES - INTERPRETATIONS RECORDS AND/OR FILES AND DOCUMENTATION TO SUBSTANTIATE THE DISSEMINATION AND COMMUNICATION OF RULES EDUCATION MATERIAL).	US	10					SUBJECT TO NCAA REVIEW.	
ATH09		DAILY INJURY REPORT.	THIS SERIES DOCUMENTS ON-GOING INSURANCE ACTIVITY ON CASES THAT QUALIFIED FOR INJURY STATUS BY HAVING CLAIMS OF OVER \$50,000 FOR NCAA SCHOOLS AND \$25,000 FOR NAIA SCHOOLS IN THE FIRST TWO YEARS OF THE CLAIM. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO ACCIDENT REPORTS; ANNUAL INSURANCE QUESTIONNAIRES; NOTES; CLAIM FORMS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE OR AFTER CLOSURE OF CASE.			



STATE OF TEXAS
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Rev. 2017-07

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ATH10		INSURANCE CLAIM FILES.	THIS SERIES DOCUMENTS ON-GOING INSURANCE ACTIVITY ON CASES THAT QUALIFIED FOR INJURY STATUS BY HAVING CLAIMS OF OVER \$50,000 FOR NCAA SCHOOLS AND \$25,000 FOR NAIA SCHOOLS IN THE FIRST TWO YEARS OF THE CLAIM. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: ACCIDENTS REPORTS; ANNUAL INSURANCE QUESTIONNAIRES; NOTES; CLAIM FORMS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	10			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE OR AFTER CLOSURE OF CASE.			
ATH14	4.5.005	EXTERNAL FISCAL REPORTS.	NCAA REPORTS.	FE	3						
ATH15		TEAM ROSTERS AND PHOTOGRAPHS.	(INCLUDING PHOTOGRAPHIC DOCUMENTATION OF ATHLETIC EVENTS).	PM					I		



STATE OF TEXAS
Records Retention Schedule

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 Rev. 2017-07

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ATH16		MEDICAL RECORDS.	THIS SERIES DOCUMENTS THE MEDICAL HISTORY OF EACH ATHLETE BEFORE AND DURING HIS/HER ATTENDANCE AT THE INSTITUTION. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: ANNUAL HEALTH APPRAISALS; AUTHORIZATION TO RELEASE INFORMATION FORMS; TREATMENT CONSENT FORMS; ASSUMPTION OF RISK FORMS; ACCIDENT REPORTS; X-RAYS AND X-RAY REPORTS; PRESCRIPTION RECORDS; OFF CAMPUS TREATMENT SOURCE RECORDS; INSURANCE QUESTIONNAIRES; PSYCHOLOGICAL COUNSELING RECORDS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	10			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

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 Rev. 2017-07

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ATH17		INDIVIDUAL ATHLETES RECORDS-CONFIDENTIAL.	THIS SERIES INCLUDES CONFIDENTIAL RECORDS OF THE ATHLETIC HISTORY OF EACH ATHLETE WHO HAS COMPETED AT THE INSTITUTION. FREQUENTLY, THIS SERIES IS A CONTINUATION OF THE RECRUITMENT FILE AND INCLUDES RECRUITMENT RECORDS IF AN ATHLETE SIGNS A LETTER OF INTENT. RECORDS MAY INCLUDE AND MAY NOT BE LIMITED TO: ACADEMIC MAJOR INFORMATION INCLUDING PERFORMANCE REPORTS, ADMISSIONS VERIFICATION REPORTS, ACADEMIC TRANSCRIPTS, AND FINANCIAL AID INFORMATION, RECRUITMENT INFORMATION DOCUMENTS, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	10			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			
ATH18		MEDIA GUIDES FOR INDIVIDUAL SPORTS.	SPORTS-RELATED PRESS KIT (BOOK) TO ASSIST DURING BROADCASTING THE TEAM GAME.	PM							
ATH19		SPORTS STATISTICS.	SPORTS DATA COLLECTED.	PM							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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ATH20		INDIVIDUAL ATHLETES RECORDS-PUBLIC PROFILE.	THIS SERIES DOCUMENTS THE ATHLETIC HISTORY OF EACH ATHLETE WHO HAS COMPETED AT THE INSTITUTION. FREQUENTLY, THIS SERIES IS A CONTINUATION OF THE RECRUITMENT FILE AND INCLUDES RECRUITMENT RECORDS IF AN ATHLETE SIGNS A LETTER OF INTENT. RECORDS MAY INCLUDE AND MAY NOT BE LIMITED TO: ACADEMIC MAJOR INFORMATION INCLUDING PERFORMANCE REPORTS, ADMISSIONS VERIFICATION REPORTS, RECRUITMENT INFORMATION DOCUMENTS, MEDIA ARTICLES; PHOTOGRAPHS, RELEASE OF INFORMATION FORMS, PERSONAL DATA QUESTIONNAIRES, RECORDS OF AWARDS, AND RELATED DOCUMENTATION AND CORRESPONDENCE. THIS SERIES DOES NOT INCLUDE CONFIDENTIAL RECORDS OF THE ATHELETE, WHICH ARE HELD UNDER URRS-327.	PM					O		
AUD01	1.1.002	AUDITS - EXTERNAL AUDIT REPORTS.	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=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE STATE AUDITOR'S OFFICE RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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AUD03	1.1.002	AUDITS - INTERNAL AUDIT REPORTS.	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=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.			
AUD05	1.1.002	AUDITS - INTERNAL WORKING PAPERS.	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=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.			
AUD07	3.1.027	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL).	CERTIFICATES OF COMPLETION, TRANSCRIPTS, TEST SCORES, OR SIMILAR RECORDS DOCUMENTING THE TRAINING, TESTING, OR CONTINUING EDUCATION ACHIEVEMENTS OF AN EMPLOYEE.	AC	5			AC=TERMINATION OF EMPLOYMENT.			
AUD09	1.1.067	REPORTS AND STUDIES - SPECIAL REQUEST PROJECTS.	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 REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		7				I		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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AUD11	1.1.038	CUSTOMER SURVEYS.	SURVEYS RETURNED BY THE CUSTOMERS OR CLIENTS OF AN AGENCY, AND THE STATISTICAL DATA MAINTAINED RATING AN AGENCY'S PERFORMANCE.	AC	3			AC=FINAL DISPOSITION OF SUMMARY REPORTS.	O	SEE REFERENCE 1.1.067.	
AUD13		ANNUAL REPORTS TO UT SYSTEM.	A SUMMARY OF WHAT WAS ACCOMPLISHED IN THE PREVIOUS YEARS AND ALSO INCLUDE THE AUDIT PLAN FOR THE COMING FISCAL YEAR.	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.	O		
AUD15	1.1.002	QUARTERLY INTERNAL AUDIT COMMITTEE BRIEFING BOOKS.	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=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.			
AUD17	1.1.024	INTERNAL AUDIT PLAN.	PLANS AND RECORDS RELATING TO THE PROCESS OF 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.	AC	3			AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.		ARCHIVES NOTE: DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.	
AUD19	1.1.064	EXTERNAL QUALITY ASSURANCE (PEER REVIEW).	ANY RECORDS OF AN AGENCY NEEDED FOR THE DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY, AND EXPLANATORY MEASURES IN AN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN, AND FOR PERFORMANCE MEASURES USED TO MANAGE THE AGENCY.	FE	3					PEER REVIEW REQUIRED BY IIA(INSTITUTE OF INTERNAL AUDITORS) STANDARDS.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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BIO27	5.4	CONTROLLED SUBSTANCE LOGS.	THIS SERIES DOCUMENTS THE DAILY INVENTORY OF DRUGS AND CONTROLLED SUBSTANCES HELD BY UNITS FOR CLINICAL, INSTRUCTIONAL, AND RESEARCH USES. THESE RECORDS INCLUDE DAILY SHIFT INVENTORY LOGS LISTING DESCRIPTIONS, QUANTITIES, AND INITIALS OF PHARMACISTS CONDUCTING THE INVENTORIES.		10						21 CFR 1304.04(a).
BIO30	5.4.007	HAZARDOUS MATERIALS TRAINING RECORDS.	RECORDS OF TRAINING GIVEN EMPLOYEES IN AN AGENCY HAZARD COMMUNICATIONS PROGRAM.		5						TEXAS HEALTH AND SAFETY CODE, 502.009(g).
BIO31	5.2	BIOLOGICAL CENSUS RECORDS.	INFORMATION COLLECTED BY THE DEPARTMENT OF BIOLOGICAL SCIENCES CONCERNING STUDENT PERSONAL INFORMATION, STUDENT ACADEMIC INFORMATION, COURSE INFORMATION AND DEPARTMENT INFORMATION TO BE UTILIZED FOR VARIOUS ACTIVITIES INCLUDING GRANT, FELLOWSHIP AND RESEARCH PROGRAMS.		10						
BIO32		STUDENT INSURANCE FORMS.	STUDENT ACADEMIC FIELD TRIP.		3						
BUG52	4.5.001	BUDGET PREPARATION DOCUMENTS.	WORKSHEETS FOR PREPARING FISCAL REPORTS.		10						
BUG53		OPERATING BUDGETS.	INTERNAL FISCAL MANAGEMENT REPORTS. INCLUDES AGENCY MONTHLY BUDGET REPORTS.	PM							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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BUG54	1.1.004	LEGISLATIVE APPROPRIATION REQUESTS (LAR).	INCLUDING ANY SUPPORTING DOCUMENTATION CREATED AND/OR USED TO JUSTIFY AND SUPPORT LEGISLATIVE APPROPRIATIONS REQUESTS BY AN AGENCY.	PM					I	ARCHIVES NOTE: THE ARCHIVAL REQUIREMENT IS MET BY SENDING THE REQUIRED COPIES OF THE REQUESTS TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION. ONLY COPIES OF SUPPORTING DOCUMENTATION SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL.	
BUG55	4.5.001	LAR PREPARATION DOCUMENTS (LEGISLATIVE APPROPRIATION REQUESTS.	WORKSHEETS FOR PREPARING FISCAL REPORTS.		10						
BUR08	4.2.003	CASH RECEIPTS LOGS - DAILY.	CASHIERING RECORDS OF DAILY TRANSACTIONS AND BALANCING LOGS.	FE	3					RECORD KEPT IN PAPER MEDIUM.	
BUR10	4.5.002	INTERNAL REPORTS.	INTERNAL FISCAL MANAGEMENT REPORTS. INCLUDES COLLECTION AGENCY REPORTS.	FE	3						
BUR13		EMERGENCY TUITION LOAN.	PAPER OR ELECTRONIC DOCUMENTATION OF STUDENT'S EMERGENCY TUITION LOAN PROMISSORY NOTE AND ASSOCIATED NOTES.	AC				AC=END OF THE PERIOD FOR WHICH THE LOAN WAS INTENDED.		RECORD KEPT IN ELECTRONICAND/OR PAPER MEDIUM.	
BUR17		INSUFFICIENT FUND RECORDS.	BANK NOTIFICATION OF PAPER AND/OR ALL PAYMENT RETURNS.	PM						RECORD KEPT IN ELECTRONICAND/OR PAPER MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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BUR18		PERKINS LOAN RECORDS.	PAPER DOCUMENTATION FOR PERKINS LOANS. INCLUDES PROMISSORY NOTE AND ALL RELEVANT COMMUNICATIONS.	AC	3			AC= PERKINS ORIGINAL PROMISSORY NOTES TO BE RETAIN UNTIL THE LOAN IS SATISFIED OR THE DOCUMENTS ARE NO LONGER NEEDED TO ENFORCE OBLIGATIONS. DATE THE LOAN IS ASSIGNED, CANCELLED, OR REPaid.		RECORD KEPT IN ELECTRONICAND/OR PAPER MEDIUM.	
CAR20		STUDENTS WRITTEN CONSENT FOR RECORDS DISCLOSURE.	STUDENT CONSENT FORM.	AC	2			AC=UNTIL TERMINATION OR LIFE OF AFFECTED RECORD.			
CAR21		STUDENT JOB PLACEMENT RECORDS.	STUDENT JOB RELATED FORMS.	AC	1			AC= GRADUATION OR DATE OF LAST ATTENDANCE.			
CAR23		EMPLOYER INFORMATION INTERVIEW SETUP & CAREER FAIR REGISTRATION.	JOB FAIR RECRUITER INFORMATION.		2						
CAS06		STUDENT FILE WITH DISABILITY MEDICAL DOCUMENTATION AND ELIGIBILITY FOR SERVICES.	THESE RECORD SERIES CONTAIN STUDENT RECORDS THAT ARE COMPILED FROM THE CASS INTAKE FORM. THEY DOCUMENT SERVICES THAT ARE PROVIDED ALONG WITH THE CONFIDENTIAL MEDICAL DOCUMENTATION PROVIDED BY THE STUDENT THAT JUSTIFY THE ACADEMIC ACCOMODATIONS THEY WILL BE RECEIVING.	AC	5			AC=GRADUATION OR LAST DATE OF ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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CAS07	3.4.006	TIMESHEETS FOR NOTE TAKERS (STIPENDS).	FORMS ARE TURNED IN EVERY FOUR WEEKS BY NOTE-TAKERS. NOTE-TAKERS GET PAID WHEN THEY HAVE TURNED IN ALL OF THESE FORMS AT THE END OF THE SEMESTER. WHEN AUTHORIZED BY CASS, NOTE-TAKERS ARE PAID A STIPEND TO PROVIDE NOTE FOR CASS-REGISTERED STUDENTS IN THE CLASSROOM.	FE	4						
CAS08		INTERPRETER REQUEST FORM.	CASS REGISTERED STUDENTS THAT ARE DEAF USES THIS FORM TO REQUEST ASL INTERPRETER FOR EXTRACURRICULAR ASSIGNMENTS. ONCE THE FORM IS COMPLETED AN ASL INTERPRETER IS ASSIGNED TO THIS ACTIVITY.	AC				AC=END OF SCHOOL TERM.			
CAS09		FACULTY PROCTORING FORM.	THIS FORM IS USED FOR EXAMS THAT ARE PROCTORED IN THE CASS TESTING CENTER, ALONG WITH ANY RESTRICTIONS PROVIDED BY THE COURSE INSTRUCTOR. THE FORM INCLUDES SPECIFIC COURSE INFORMATION, STUDENT IDENTIFICATION AND CONTACT INFORMATION, AND THE DATE AND TIME THE EXAM WAS HELD.	AC	1			AC=END OF SCHOOL TERM.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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CIE12	2.1.001	PROCESSING FILES.	MACHINE-READABLE FILES USED IN THE CREATION, UTILIZATION, AND UPDATING OF MASTER FILES.	AC				AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.		ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. 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.	
CIE16	2.1.007	SOFTWARE PROGRAMS.	AUTOMATED SOFTWARE APPLICATIONS AND OPERATING SYSTEM FILES INCLUDING JOB CONTROL LANGUAGE, PROGRAM LISTING/SOURCE CODE, ETC.	AC	1			AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ.		CAUTION: IF AN ELECTRONIC RECORD IS SCHEDULED FOR PERMANENT RETENTION, SOFTWARE NEEDED FOR ACCESS TO THE RECORD MUST ALSO BE RETAINED PERMANENTLY.	13 TAC 6.94.
CIE17	1.1.024	PLANS AND PLANNING RECORDS.	PLANS AND RECORDS RELATING TO THE PROCESS OF 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.	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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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CIE42	1.1	INSTITUTIONAL SURVEYS.	STUDENT SURVEYS/QUESTIONNAIRES INFORMATION OR DATA COLLECTED AND COMPILED FOR THE PURPOSE OF PRODUCING NON-FISCAL REPORTS.	AC	5			AC=FINAL DISPOSTION OF SUMMARY REPORTS.		CAUTION: DOES NOT INCLUDE SOURCE DOCUMENTATION USED FOR INFORMATION OR DATA INCLUDED IN OR DIRECTLY RELATED TO ANOTHER RECORDS SERIES IN THIS SCHEDULE. SEE ESPECIALLY ITEM NUMBER 1.1.064.	
CIE43	4.7	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS.	THIS SERIES DOCUMENTS STATE AND FEDERAL 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	10			AC=TERMS OF GRANT.	O	CAUTION: GRANTS HAVE INDIVIDUAL GUIDELINES FOR RETENTION. RECORDS MUST BE RETAINED IN ACCORDANCE WITH INDIVIDUAL GUIDELINES OF GRANT OR CONTRACT. FEDERAL GRANT RECORDS SHOULD COMPLY WITH UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE) AS STATED IN OMB CIRCULAR A-110.	
CON20	4.3.001	SALES JOURNALS OR REGISTERS.		FE	3					MAINTAINED IN ACEWARE DATABASE. ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
CON25	4.5.002	INTERNAL MANAGEMENT REPORTS.	INCLUDES AGENCY MONTHLY BUDGET REPORTS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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CON27	4.7.007	DETAIL CHART OF ACCOUNTS.	ONE FOR ALL ACCOUNTS IN USE FOR A FISCAL YEAR.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
CON28	5.1.001	CONTRACTS & LEASES.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, 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. a) EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015. b) EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.
CON31	5.1.005	POSTAGE RECORDS.	RECORDS AND REPORTS OF POSTAGE EXPENSES, INCLUDING POSTAL METER USAGE.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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CON35		COURSE LISTS.	THIS SERIES DOCUMENTS THE FORMULATION OF CLASSES SCHEDULES BY ACADEMIC DEPARTMENTS FOR INCLUSION IN THE PUBLISHED SCHEDULE OF CLASSES. THIS SERIES INCLUDES THE FINAL EDITION OF THE SCHEDULE OF CLASSES.	PM						MAINTAINED IN ACEWARE DATABASE.	
CON37		ENROLLMENT STATISTICS.	ANNUAL STATISTICAL REPORTS RELATED TO ACADEMIC SUBJECTS, SUCH AS ADMISSIONS REPORTS, ENROLLMENT STATISTICS, GRADES, GRADUATES/DEGREE STATISTICS, RACIAL/ETHNIC COMPOSITION, AND OTHER EDUCATION-RELATED MATTERS SUBMITTED TO THE GOVERNING BODY, STATE OR FEDERAL AGENCIES, OR ACCREDITING ORGANIZATIONS.	PM					I	MAINTAINED IN ACEWARE DATABASE.	
CON38		SCHEDULE OF COURSES.	THIS SERIES DOCUMENTS THE FORMULATION OF CLASS SCHEDULES BY ACADEMIC DEPARTMENTS FOR INCLUSION IN THE PUBLISHED SCHEDULE OF CLASSES. THIS SERIES INCLUDES THE FINAL EDITION OF THE SCHEDULE OF CLASSES.	PM					I	MAINTAINED IN ACEWARE DATABASE.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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DHC19	5.1.001	CONTRACTS AND LEASES.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDES 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. a) EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015 b) EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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DOS29		DISCIPLINARY ACTION (STUDENT) - DOCUMENTS PERTAINING TO INCIDENTS NOT RESULTING IN FURTHER INVESTIGATION.	THIS SERIES DOCUMENTS ACADEMIC DISHONESTY AND CONDUCT VIOLATIONS AMONG STUDENTS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: INCIDENT REPORTS; FINAL REPORTS; EVIDENCE; NOTIFICATION OF ALLEGATION; DISCIPLINARY REPORTS; INFORMAL DISCUSSION NOTES; FORMAL HEARING NOTES; FINAL SUMMARY STATEMENTS; DECISION STATEMENTS; APPEALS DOCUMENTATION; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM						DATE OF INCIDENT. KEPT SEPARATE FROM ACADEMIC STUDENT RECORD.	
DOS30		DISCIPLINARY ACTION (STUDENT) - CASES DISMISSED BY HEARING PANEL.	INCLUDES WRITTEN DECISIONS OF HEARING PANEL (FERPA DATA/DOCUMENTS) AND STUDENT STATEMENTS ON SAME.	PM						DATE OF INCIDENT. KEPT SEPARATE FROM ACADEMIC STUDENT RECORD.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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DOS31		DISCIPLINARY ACTION (STUDENT) - CASES IN WHICH HEARING PANEL LEVIES PENALTY.	THIS SERIES DOCUMENTS ACADEMIC DISHONESTY AND CONDUCT VIOLATIONS AMONG STUDENTS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: INCIDENT REPORTS; FINAL REPORTS; EVIDENCE; NOTIFICATION OF ALLEGATION; DISCIPLINARY REPORTS; INFORMAL DISCUSSION NOTES; FORMAL HEARING NOTES; FINAL SUMMARY STATEMENTS; DECISION STATEMENTS; APPEALS DOCUMENTATION; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM						DATE OF INCIDENT. KEPT SEPARATE FROM ACADEMIC STUDENT RECORD. RETENTION IS PERMANENT IF PENALTY CALLS FOR A) THE STUDENT'S SUSPENSION OR EXPULSION; B) DENIAL OR REVOCATION OF STUDENT'S DEGREE; AND/OR C) WITHDRAWAL OF STUDENT'S DIPLOMA. FOR ALL OTHER PENALTIES, SEE RULES AND REGULATIONS OF THE BOARD OF REGENTS, SERIES 50101, SECTION 8.	
EDA04	1.1.067	REPORTS OF CONSULTANTS AND COMMITTEES.	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 REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				O	ARCHIVES NOTE: 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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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EDA06		TEACHER CERTIFICATION FILES. (STUDENT SERVICES DEPARTMENT).	STUDENT APPLICATION FOR CERTIFICATION, PROGRAM ACCEPTANCE FORM, STUDENT TEACHING AGREEMENT, INTERNSHIP OBSERVATION AGREEMENT.	AC	5			AC=DATE OF GRADUATION OR LAST DATE OF ATTENDANCE.			
EDA07		SACS REPORTS. (DEAN'S OFFICE).	SACS=SOUTHERN ACCREDITATION OF COLLEGES AND SCHOOLS.	PM							
EDA08		STUDENT FILES (EDUCATION LEADERSHIP AND FOUNDATIONS).	STUDENT APPLICATION, PROGRAM ACCEPTANCE FORM, STUDENT TEACHING AGREEMENT, INTERNSHIP OBSERVATION AGREEMENT.	AC	7			AC=DATE OF GRADUATION OR LAST DATE ATTENDANCE.			
EDA09		COUNSELING PROGRAM VIDEOTAPES (EDUCATION PSYCHOLOGY).	GRADUATE STUDENTS IN COUNSELING PROGRAM ARE REQUIRED TO VIDEO/DIGITALLY RECORD PRACTICE COUNSELING SESSIONS FOR DEVELOPING THEIR SKILLS AS FUTURE COUNSELORS IN SCHOOL AND COMMUNITY SETTINGS.		3						
EDA10		EDUCATIONAL DIAGNOSTICIAN PROGRAM PSYCHOMETRIC TESTS. (EDUCATIONAL PSYCHOLOGY).	ONE OF THE PROGRAMS IN EPSS DEPARTMENT PREPARES EDUCATIONAL DIAGNOSTICIANS THAT REQUIRES GRADUATE STUDENTS TO LEARN HOW TO ADMINISTER PSYCHOEDUCATIONAL TEST THAT ARE COMMONLY USED IN THE IDENTIFICATION OF SUSPECTED DISABILITIES IN SCHOOL AGE STUDENTS.		5						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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					Years	Months	Days				
EEO01	1.1.006	COMPLAINT RECORDS.	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.	
EEO03	1.1.014	LEGAL OPINIONS AND ADVICE.	FROM AGENCY LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS.	AV					O	CAUTION: DOES NOT INCLUDE LEGAL OPINIONS OR ADVICE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION. SEE ITEM NUMBER 1.1.048.	
EEO05	3.1.014	TENURE /TENURE TRACK FACULTY SELECTION RECORDS.	THESE RECORD SERIES IS ASSOCIATED WITH THE FACULTY SEARCH PROCESS FOR TENURE/TENURE TRACK RECRUITED POSITIONS (POSITION ANNOUNCEMENT, APPLICANT MATERIAL,APPLICANT COMMUNICATION,APPLICANT EVALUATION MATERIAL.		3						29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49(a) [STATE UNIVERSITIES].
EEO07	3.3.031	EEO REPORTS AND SUPPORTING DOCUMENTATION.	AGENCY COPIES OF INFORMATION RELATING TO THE SELECTION OF AVAILABLE BENEFIT OPTIONS OTHER THAN INSURANCE.		3						
EEO09	3.3.001	AFFIRMATIVE ACTIONS PLANS.	AFFIRMATIVE ACTION PLANS FOR BOTH REGULAR EMPLOYEES AND APPRENTICESHIP PROGRAMS.		5						29 CFR-1602.32, 1602.39, 1602.41, 1602.48, 1602.50.



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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EEO11	1.1.067	REPORTS AND STUDIES (NON-FISCAL).	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 REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				O	ARCHIVES NOTE: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORD SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	29 CFR-30.8(e) FOR APPRENTICESHIP PLANS.
EEO13	1.1.043	TRAINING MATERIALS.	INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.	US	1						
EEO15	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						
EHS03	5.4.003	INSPECTION RECORDS.	FIRE, SAFETY, AND OTHER INSPECTION RECORDS OF AGENCY FACILITIES AND EQUIPMENT.	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 ITEM NUMBER 5.2.028.	28 CFR 35.105(c).
FAC26	5.2.016	INVENTORY SYSTEM UPDATE LISTINGS.	LISTING SHOWS ALL ADDITIONS, CHANGES, DELETIONS, AND TRANSFER TIMES FOR THE MONTHLY PROCESSING PERIOD.	AC				AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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FAC27	5.2.019	SERVICE ORDERS.	AGENCY COPY OF FORMS COMPLETED BY MECHANICAL SERVICE PERSONNEL FOR INSTALLATION OR REPAIR. INCLUDES BILLING CODE, SERVICE, LABOR PARTS, AND REMARKS.		1					RECORD MAINTAINED IN ELECTRONIC FORMAT.	
FAC28	5.6.003	INSPECTION REPAIR AND MAINTENANCE RECORDS - VEHICLES.		LA	1					RECORD MAINTAINED IN ELECTRONIC FORMAT.	
FAC29	5.6.004	LICENSE AND DRIVING RECORD CHECK.		AC				AC=UNTIL SUPERSEDED OR UNTIL TERMINATION OF EMPLOYMENT.			
FAC30	5.6.005	MILEAGE REPORTS.	INCLUDES MILEAGE, FULE/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
FAC33	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.	AC	2			AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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FIN04	1.1.067	REPORTS AND STUDIES (NON-FISCAL).	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 REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				O	ARCHIVES NOTE: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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FIN17		FINANCIAL AID DOCUMENTS.	INCLUDING (TO THE EXTENT APPLICABLE TO SPECIFIC PROGRAMS): APPLICATIONS; FINANCIAL AID NEED ANALYSIS AND ELIGIBILITY FORMS; FINANCIAL AID TRANSCRIPTS; SELECTIVE SERVICE REGISTRATION COMPLIANCE STATEMENTS AND ANY SUPPORTING DOCUMENTATION; STATEMENTS OF EDUCATIONAL PURPOSE; ANTI-DRUG ABUSE STATEMENTS; STUDENT AID REPORT (SAR) OR INSTITUTIONAL STUDENT INFORMATION REPORT (SIR); AUTHORIZATION AND AWARD FORMS; COPIES OF DOCUMENTS SUBMITTED BY STUDENTS OR PARENTS FOR VERIFICATION OF STUDENT AID APPLICATION INFORMATION; AND SIMILAR RECORDS RELATING TO THE APPLICATION FOR AND AWARD OF GRANTS, SCHOLARSHIPS, LOANS, VETERANS EDUCATION BENEFITS, OR OPPORTUNITIES TO PARTICIPATE IN WORK-STUDY PROGRAMS. INCLUDES RECORDS OF RECIPIENTS OF ALL LOCAL GRANTS, SCHOLARSHIPS, LOANS, OR WORK-STUDY.	AC	5			AC=DATE OF FINAL AUDIT.		ACCEPTANCE BY DEPT. OF EDUCATION.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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FIN23		FISCAL OPERATIONS REPORT (FISAP).	FINANCIAL AID CAMPUS-BASED FUND REPORTS SPENT FOR THE YEAR; PLUS THE APPLICATION TO PARTICIPATE: FEDERAL PERKINS LOAN, FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG) AND FEDERAL WORK-STUDY (FWS) PROGRAM.	AC	3			AC=END OF AWARD YEAR IN WHICH THE FISAP IS SUBMITTED.			
GAC17	4.2.002	CASH RECEIPTS.	INCLUDES RECEIPTS FOR FEES. CRV (CASH RECEIPT VOUCHERS).	FE	10					GRANT AUDIT REQUIREMENT.	
GAC20	4.2.006	GENERAL JOURNAL VOUCHER (VJ1).	BACK UP SUPPORT FOR JOURNAL VOUCHER FROM ACCOUNTING.	FE	10					GRANT AUDIT REQUIREMENT.	
GAC30	5.2.023	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING).	SHOWS ADDITIONS, CHANGES TRANSFERS, AND DELETIONS.	FE	3						
GAC32	5.2.014	INVENTORY - ANNUAL PHYSICAL.	SUPPORT FOR THE ANNUAL PHYSICAL INVENTORY/MISSING & FOUND.	FE	3					RECORD KEPT IN PAPER AND IN ELECTRONIC MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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GSC11		ACCEPTANCE LETTERS - APPLICANTS WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.	AC	1			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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GSC12		TRANSCRIPTS - OTHER COLLEGES APPLICANTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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GSC14		APPLICATION FOR GRADUATION.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	1			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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GSC15		APPLICATION FOR ADMISSION OR RE-ADMISSION.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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HEP25	4.7.008	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS.	THIS SERIES DOCUMENTS STATE AND FEDERAL 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=SATISFCATION 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. AGENCIES MUST ENSURE THAT RECORDS ARE RETAINED FOR THE APPROPRIATE RETENTION PERIOD.	
HEP27		HEP (HIGH SCHOOL EQUIVALENCY PROGRAM) STUDENT RECORDS.	INCLUDES APPLICATION, HS TRANSCRIPTS, PERSONAL DATA INFO FORMS, GED CERTIFICATE.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
HIS14		CURRICULUM CHANGE AUTHORIZATIONS.	THIS SERIES DOCUMENTS STUDENT REQUESTS TO CHANGE THEIR FIELD OF MAJOR STUDY, ADD OR REMOVE A SIMULTANEOUS MAJOR, OR ADD OR CHANGE A MINOR.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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HON35		APPLICANTS WHO DO ENTER - RECRUITMENT MATERIAL.	THIS SERIES DOCUMENTS EFFORT OF THE INSTITUTIONAL UNITS TO RECRUIT INDIVIDUAL STUDENTS BASED UPON DISADVANTAGED STATUS, ACADEMIC PERFORMANCE, AND OTHER CRITERIA. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: INTERVIEW NOTES, CONVERSATION NOTES, PERSONAL INFORMATION FORMS AND RESUMES, TEST SCORES, PHOTOGRAPHS, AND ACADEMIC TRANSCRIPTS.	AC				AC=END OF APPLICATION TERM.		CAUTION: DOES NOT INCLUDE RECORDS OF RECRUITMENT O ATHLETES INTO THE INSTITUTION'S INTERCOLLEGIATE ATHLETICS PROGRAM. PAPER AND/OR ELECTRONIC MEDIUM.	
HON40		GRADUATION LISTS.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.		2					PERMANENT GRADUATION LIST RESIDES AT THE REGISTRAR'S OFFICE. PAPER AND/OR ELECTRONIC MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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HON41		ADMISSION APPLICATIONS - (FERPA APPLIES, BUT RECORDS ARE SUBJECT TO TEXAS OPEN RECORDS LAW). WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		PAPER AND/OR ELECTRONIC MEDIUM.	
HSC11	1.1.040	SPEECHES AND PAPERS.	NOTES OR TEXT OF SPEECHES, PAPERS, PRESENTATIONS, OR REPORTS DELIVERED IN CONJUNCTION WITH AGENCY WORK.	AC				AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	O		
HSC33	4.5.002	INTERNAL MANAGEMENT REPORTS.	INCLUDES AGENCY MONTHLY BUDGET REPORTS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
HSC52		SYLLABUS - COURSE CONTENT.	USED TO ASSESS EQUIVALENCY OF TRANSFER COURSES.	PM						RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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HSC53		FACULTY ENROLLMENT STATISTICS.	FACULTY STATISTICAL REPORTS RELATED TO COURSE SUBJECT BY ACADEMIC TERM OR PREVIOUS TERMS AT THE INSTITUTION.		5					CERTIFIED HEALTH EDUCATOR SPECIALISTS, TEXAS AND THE NATIONAL COMMITTEE FOR HEALTH EDUCATION CREDENTIALING, REQUIRE THAT THIS BE RETAINED FOR 5 YEARS.	
HSC54		FACULTY SCHEDULE.	FACULTY LIST OF CLASSES OFFERED BY ACADEMIC TERM AT THE INSTITUTION.		5				O	CERTIFIED HEALTH EDUCATORS SPECIALIST, TEXAS AND THE NATIONAL COMMITTEE FOR HEALTH EDUCATION CREDENTIALING, REQUIRE THAT THIS BE RETAINED FOR 5 YEARS.	
HUM07	1.1.041	SUGGESTION SYSTEM.	SUGGESTIONS SUBMITTED BY AGENCY PERSONNAL AND RESPONSES.		1						
HUM08	1.1.043	TRAINING MANUALS.	INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.	US	1						
HUM9A	3.1	INDIVIDUAL PERSONNEL FILES - RETIRED EMPLOYEE.		AC	50			AC=RETIREMENT DATE.		SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	
HUM10	3.1.001	APPLICATIONS FOR EMPLOYEMENT - NOT HIRED.	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.		2						29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49 [STATE UNIVERSITIES].



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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HUM11	3.1.002	APPLICATIONS FOR EMPLOYMENT - HIRED.	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	5			AC= TERMINATION OF EMPLOYMENT.			
HUM15	3.1.011	EMPLOYEE INSURANCE RECORDS.	AGENCY COPIES OF INFORMATION RELATING TO THE SELECTION BY EMPLOYEES OF LIFE, DISABILITY, HEALTH, AND OTHER TYPES OF INSURANCE OFFERED BY THE STATE OF TEXAS TO ITS EMPLOYEES.	AV				AV=UNTIL SUPERSEDED, RETIREMENT DATE, OR TERMINATION OF EMPLOYMENT.		SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	
HUM16	3.1.012	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS.	INTERNAL OR EXTERNAL ANNOUNCEMENTS OR ADVERTISEMENTS OF JOB OPENINGS, PROMOTIONS, TRAINING PROGRAMS, OR OPPORTUNITIES FOR OVERTIME.		2						29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49 [STATE UNIVERSITIES].
HUM17	3.1.013	EMPLOYMENT CONTRACTS.	A) EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015. B). EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	7	AC		AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS.			GOVERNMENT CODE, 441.1855.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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HUM19	3.1.018	GRIEVANCE RECORDS.	RECORDS RELATING TO THE REVIEW OF EMPLOYEE GRIEVANCES AGAINST PERSONNEL POLICIES, WORKING CONDITIONS, ETC.	AC	2			AC=FINAL DECISION ON THE GRIEVANCE.		CAUTION: DOES INCLUDE FORMAL COMPLAINTS FILED BY AN AGENCY EMPLOYEE WITH THE EQUAL EMPLOYMENT OFFICE (EEO) OF THE U.S. DEPARTMENT OF LABOR. SEE ITEM NUMBER 1.1.048.	
HUM20	3.1.019	PERFORMANCE APPRAISALS.			2					SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	29 CFR 1620.32 (c).
HUM22	3.1.021	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION.	DISCIPLINARY ACTIONS OF 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 WORK FORCE; AND FOR FAILURE TO IMPROVE PERFORMANCE OR CONDUCT FOLLOWING IMPOSITION OF CORRECTIVE ACTION. MAY 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 COMMUNICATION.	AC	5			AC=TERMINATION OF EMPLOYMENT.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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HUM23	3.1.022	PERSONNEL INFORMATION OR ACTION FORMS.	FORMS OR SIMILAR RECORDS USED TO CREATE OR CHANGE INFORMATION CONCERNING THE RECORDS OF AN EMPLOYEE INCLUDING PAY GRADE, POSITION CLASSIFICATION, EMPLOYEE NUMBER, EVALUATION DATE, AND TERMINATION OF EMPLOYEMENT.		2					SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49 (a). [STATE UNIVERSITIES].
HUM30	3.3.026	AGENCY STAFFING REPORTS.	ANY 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 ITS ORGANIZATIONAL STRUCTURE, POSITION VACANCIES, ANALYSES OF TURNOVER RATES AND SEASONALITY OF EMPLOYMENT, ETC.	US	3						
HUM32	3.3.010	LABOR STATISTICS REPORTS.	REPORTS PROVIDING STATISCAL INFORMATION ON LABOR FORCE.		3						
HUM33	3.3.011	FORMER EMPLOYEE VERIFICATION RECORDS.	MINIMAL INFORMATION NEEDED TO VERIFY EMPLOYMENT, INCLUDES NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS AND MOST RECENT PUBLIC ACCESS OPTION FORM.	AC	75			AC=TERMINATION OF EMPLOYEE.		SEE ITEM 3.1.038. SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	
HUM34	3.3	SCHEDULE OF EMPLOYEES' RETIREMENT DATES.		US							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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HUM36	3.4.001	ACCUMULATED LEAVE ADJUSTMENT REQUEST.	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						
HUM38	3.4.003	LESS THAN FULL-TIME WORKED REPORTS.	DATES AND HOURS.		4						40 TAC 818.106(i).
HUM48	3.1.029	EMPLOYMENT ELIGIBILITY DOCUMENTATION OR VERIFICATION OF FEDERAL REPORTING FORM INS I-9.	FEDERAL REPORTING FORM (INS 1-9).	AC	1			AC=TERMINATION OF EMPLOYMENT.	I	CAUTION: FEDERAL REGULATION REQUIRES THAT INS 1-9 FORMS BE RETAINED FOR 3 YEARS FROM DATE OF HIRE OR 1 YEAR AFTER SEPARATION OF THE EMPLOYEE, WHICHEVER LATER. AGENCIES SHOULD MAKE CERTAIN THAT THE INS 1-9 FORMS FOR EMPLOYEES WHO TERMINATE FROM AN AGENCY LESS THAN 3 YEARS FROM DATE OF HIRE ARE KEPT FOR THE 3 YEAR RETENTION PERIOD.	8 CFR 274a2(b)(2)(i)(A) AND (c)(2).
HUM50	3.4.008	SICK LEAVE POOL DOCUMENTATION.	REQUESTS SUBMITTED, APPROVALS, NUMBER OF HOURS TRANSFERRED IN AND OUT, ETC.	FE	3						
HUM52	3.2.007	UNEMPLOYMENT COMPENSATION RECORDS.		AC	5			AC= AFTER CLOSED.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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HUM53	3.3.015	POSITIONS / JOB AUDIT CLASSIFICATION REVIEW.	RECORDS RELATING TO REVIEW AND MONITORING OF JOB CLASSIFICATIONS WITHIN AN AGENCY.	US	3						
HUM54	3.3.024	PERSONNEL POLICIES AND PROCEDURES.	ANY DOCUMENTS DETAILING THE PROCEDURAL DUTIES AND RESPONSIBILITIES OF AGENCY POSITIONS ON A POSITION-BY-POSITION BASIS.	US	3						
HUM55	3.1	DEPARTMENTAL EMPLOYEE FILE.	(TERMINATION OR TRANSFER. FACULTY AND STAFF).	AC				AC= UPON SEPARATION.		DEPARTMENTAL FILE MUST BE REVIEWED FOR ORIGINAL DOCUMENTS AND ORIGINALS SHOULD BE FORWARDED TO HUMAN RESOURCES, TO BE INCORPORATED WITH HUMAN RESOURCES PERMANENT FILE. COPIES WILL BE DISPOSED ACCORDING TO UNIVERSITY POLICY.	
HUM57	3.2.009	STATE DEFERRED COMPENSATION RECORDS.		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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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HUM58	3.4.007	FAMILY AND MEDICAL LEAVE REQUESTS.	FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA). ELIGIBLE EMPLOYEES LEAVE REQUEST FORMS.	FE	3						
HUM59	3.1	SELECTIVE SERVICES DOCUMENTS.		AC	1			AC=DATE OF TERMINATION OR SEPARATION.			
HUM60	3.1.037	EMPLOYEE RECOGNITION AWARDS RECORD/TENURE LETTERS, ETC.	AWARDS, INCENTIVES, TENURE, ETC.	AC	5			AC=TERMINATION OF EMPLOYMENT.			
HUM62	3.1.026	CRIMINAL HISTORY CHECKS.	CRIMINAL HISTORY RECORD INFORMATION ON JOB APPLICANTS OR AGENCY EMPLOYEES OBTAINED FROM THE DEPARTMENT OF PUBLIC SAFETY (DPS).	AC				AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED.			
IAB07	1.1.040	SPEECHES AND PAPERS.	NOTES OR TEXT OF SPEECHES, PAPERS, PRESENTATIONS, OR REPORTS DELIVERED IN CONJUNCTION WITH AGENCY WORK.	AC				AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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INT17		FOREIGN STUDENT IMMIGRATION FORMS & RECORDS.	THIS SERIES DOCUMENTS NONACADEMIC INSTITUTION ASSISTANCE TO INTERNATIONAL STUDENTS WHO HAVE BEEN ADMITTED TO ACADEMIC PROGRAMS. THESE RECORDS PRIMARILY CONCERN INSTITUTION ADMISSIONS, IMMIGRATION ISSUES, AND OTHER NONACADEMIC MATTERS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: COPIES OF VISAS; SCHOLARSHIP INFORMATION; INSTITUTION ADMISSIONS FORMS; GRADUATE SCHOOL APPLICATIONS; TRANSCRIPTS OF PREVIOUS COLLEGE WORK; GRADE REPORTS OF PRIOR COLLEGE WORK; GRADE REPORTS FROM INSTITUTIONAL COURSES; INTERNATIONAL STUDENT ADVISORS' NOTES; DEGREE COMPLETION CERTIFICATES; EXPLANATIONS FOR STUDENT WITHDRAWALS; RECOMMENDATIONS AND EVALUATIONS OF STUDENTS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	8			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		RECORDS KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.	
INT18		PASE (PROGRAMA DE ASISTENCIA ESTUDIANTIL).	MEXICAN STUDENTS FINANCIAL RECORDS (SUPPORTING DOCUMENTATION).	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		RECORDS KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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ITC01	1.1.043	TRAINING MATERIALS. INSTRUCTIONAL.	MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.	US	1						
ITC02	3.1.027	TRAINING RECORDS.	CERTIFICATES OF COMPLETION, TEST SCORES, OR SIMILAR RECORDS DOCUMENTING THE TRAINING, OR TESTING OF AN EMPLOYEE.	AC	5			AC=TERMINATION OF EMPLOYMENT.			
ITC03		COMPLIANCE PLAN AND ANNUAL RISK ASSESSMENT.	INDIVIDUAL ASSESSMENTS BY RESPONSIBLE PARTIES; RISK ASSESSMENT PROCESS; RISK MONITORING PLANS.	US	1						
ITC04		COMPLIANCE INVESTIGATION RECORDS.	NOTES REGARDING INVESTIGATION OF COMPLIANCE CALLS OR REPORTS.	AC	3			AC-AFTER RESOLUTION OF INVESTIGATION.			
ITC05		CONFLICTS OF INTEREST REQUESTS FOR APPROVAL AND DISCLOSURES.	UT SYSTEM ONLINE OUTSIDE ACTIVITY PORTAL.	FE	3						
ITC06		CONTACTS WITH FEDERAL OFFICIALS DOCUMENTS.	FORMS SUBMITTED TO THE OFFICE OF FEDERAL RELATIONS AT UT SYSTEMS THAT ARE COLLECTED QUARTERLY.	AC	1			AC=AFTER DATE SUBMITTED.			
ITS28	5.5.001	BILLING DETAIL - TELECOMMUNICATIONS (OTHER THAN TEX-AN).	IN ADDITION TO SUMMARY DETAIL, INCLUDES ANY ACCOMPANYING DETAILED LISTING OF LONG DISTANCE CALLS. (CELLUAR & PAGERS).	FE	3					SEE ITEM NUMBER 5.5.006 FOR TEX-AN BILLING DETAIL.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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ITS41	5.5.002	LONG DISTANCE BILLING / REPAIR SERVICE BILLING.	LONG DISTANCE LOGS CREATED BY AGENCIES FOR INTERNAL DOCUMENTATION PURPOSES. INCLUDES ANY SIMILAR LOGS CREATED FOR LONG DISTANCE FACSIMILE OR ELECTRONIC TRANSMISSIONS.	FE	3						
ITS45	1.1.024	COMPLIANCE PLAN AND ANNUAL RISK ASSESSMENT.	PLANS AND RECORDS RELATING TO THE PROCESS OF 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.	AC	3			AC=DECISION MADE TO IMPLEMENT OR NOT TOIMPLEMENT RESULT OFPLANNING PROCESS.	I		
ITS46	1.1.064	DEPARTMENTAL PERFORMANCE MEASURES DOCUMENTATION.	ANY RECORDS OF AN AGENCY NEEDED FOR THE DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY, AND EXPLANATORY MEASURES IN AN AGENCY'S APPROPRIATONS REQUEST OR STRATEGIC PLAN, AND FOR PERFORMANCE MEASURES USED TO MANAGE THE AGENCY.	FE	3					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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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ITS55	5.5.006	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN).	IN ADDITION TO SUMMARY DETAIL, INCLUDES ANY ACCOMPANYING DETAILED LISTING OF LONG DISTANCE CALLS.	FE	3					THE BILLING AGENCY WILL MAINTAIN ALL LONG DISTANCE TEX-AN RECORDS AND WILL PROVIDE EACH USING AGENCY ITS BILL SUMMARY OF CENTRALIZED CAPITOL COMPLEX TELEPHONE SERVICE WITHOUT CALL DETAIL RECORDS. FOR THESE BILL SUMMARIES, SEE ITEM NUMBER 4.7.011. SEE ITEM NUMBER 5.5.001 FOR BILLING DETAIL FROM CARRIERS OTHER THAN TEX-AN.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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KTP01	5.5	FCC BROADCASTING LOGS.	SERIES DOCUMENTS DAILY BROADCAST ACTIVITIES OF THE INSTITUTIONAL RADIO STATION OR TELEVISION CHANNEL. RECORDS INCLUDE: LOG SHEETS SHOWING TIME SIGNED ON AND OFF; ANY DELAYS IN BROADCASTING; ENGINEER'S NAME; ANNOUNCER'S NAME; AND TECHINCAL DIFFICULTIES.	AC	2			AC=AFTER BROADCAST DOCUMENT FILING.		RETENTION NOTE: IT IS AN EXCEPTION TO THE RETENTION PERIOD INDICATED THAT LOGS INVOLVING COMMUNICATIONS INCIDENT TO A DISASTER OR WHICH INCLUDE COMMUNICATIONS INCIDENT TO OR INVOLVED IN AN INVESTIGATION BY THE FCC AND ABOUT WHICH THE LICENSEE HAS BEEN NOTIFIED, SHALL BE RETAINED BY THE LICENSEE UNTIL SPECIFICALLY AUTHORIZED IN WRITING BY THE FCC TO DESTROY THEM. IN ADDITION, LOGS INCIDENT TO OR INVOLVED IN ANY CLAIM OR COMPLAINT OF WHICH THE LICENSEE HAS NOTICE SHALL BE RETAINED BY THE LICENSEE UNTIL SUCH CLAIM OR COMPLAINT HAS BEEN FULLY SATISFIED OR UNTIL THE SAME HAS BEEN BARRED BY STATUTE LIMITING THE TIME FOR FILING OF SUITS UPON SUCH CLAIMS.	47 CFR 73.1840(a). 47 CFR 73.1800 AND 73.1820 FOR STATION LOGS.



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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LBA07	1.1.069	REPORTS - FACULTY WORKLOADS.	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 REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		1						
LBA25		ACADEMIC ACTION AUTHORIZATIONS, DISMISSALS.	AUTHORIZATIONS FOR ACADEMIC ACTIONS, SUCH AS ACADEMIC PROBATION, SUSPENSIONS, DISMISSALS, REINSTATEMENTS, ETC.	PM						PM=PER UT BOARD OF REGENTS RULE 50101, SECTION 8 (SOURCE: http://www.utsystem.edu/bor/rules/50000Series/50101.pdf).	
LBA28		CURRICULUM CHANGE AUTHORIZATIONS.	THIS SERIES DOCUMENTS STUDENT REQUESTS TO CHANGE THEIR FIELD OF MAJOR STUDY, ADD OR REMOVE A SIMULTANEOUS MAJOR, OR ADD OR CHANGE A MINOR.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.		SEE REFERENCE ALL075.	
LIB04	1.1	LIBRARY ON LINE CATALOG.	CATALOG OF BIBLIOGRAPHIC RECORDS USED AS A GUIDE TO LIBRARY HOLDINGS.	US							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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LIB09	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.	AC	2			AC=UNTIL SUPERSEDED, DATE OF TERMINATION - WHICHEVER SOONER.			
LIB20		LIBRARY FINE APPEALS.	THIS SERIES DOCUMENTS THE BORROWING OF CIRCULATING LIBRARY MATERIALS BY QUALIFIED PATRONS. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: THE NAME AND IDENTIFICATION OF THE BORROWER; THE TITLES OF MATERIALS BORROWED; THE DUE DATE; OVERDUE AND FINE PAYMENT NOTATIONS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	1			AC=UNTIL FINAL OUTCOME OF THE APPEAL.		LIBRARY FINE APPEALS ARE KEPT AT BURSAR'S OFFICE IN STUDENT INFORMATION SYSTEM (BANNER) UNTIL THE FINAL OUTCOME OF THE APPEAL; AND ARE KEPT IN PAPER AND ELECTRONIC FORMAT.	
MIG01		MINER GOLD CARD INTERNAL MANAGEMENT REPORTS.	REPORTS OF SALES BY STUDENT ID USAGE AND PAYMENTS RECEIVED. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: MEALS, BOOK LOANS, ORIGINAL DISTRIBUTION, AND REFUNDS.	AC	1			AC=END OF SCHOOL TERM.		RECORDS KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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MIN16	5.1.001	CONTRACTS AND LEASES - STUDENT HOUSING CONTRACT.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, 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. a) EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015. b) EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.
MIN19		MINER VILLAGE - STUDENT FILE.	(HOUSING APPLICATION, CONTRACT, ROOM CONDITION REPORT, EMERGENCY INFO. SHEET, MOVE-IN CHECKLIST, COPY OF PICTURE ID, COPY OF WELCOME LETTER, CHARGE AGREEMENT SLIP, HOUSING RENT RECEIPT, PARKING PERMIT SLIP, CONTRACT FOR COMMUNITY, ETC.).	AC	7			AC=GRADUATION OR LAST DATE OF ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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MIS13		ALL STUDENT DOCUMENTS RELATING TO DEPARTMENT OF VETERANS AFFAIRS (DVA) BENEFITS.	INCLUDES CORRESPONDENCE E/EMAILS.	AC	3			AC=LAST TERM CERTIFIED FOR VA EDUCATIONAL BENEFITS.			
MIS14		ALL STUDENT DOCUMENTS RELATING TO HAZLEWOOD BENEFITS.	INCLUDES CORRESPONDENCE /EMAILS.	PM				AC=DATE OF FINAL AUDIT ACCEPTANCE BY DEPT. OF EDUCATION.		CROSS REFERENCE TO FIN. 17. FINANCIAL AID WILL CONTROL DESTRUCTION AUTHORIZATION OF THESE RECORDS. MILITARY SERVICES WILL PROCESS AUTHORIZATIONS FOR CONVERTING PAPER DOCUMENTS TO ELECTRONIC MEDIUM WHICH ARE STORED IN PERCEPTIVE CONTENT SOFTWARE IN THE MILITARY SERVICES FOLDER.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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MRC15	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 ITEM NUMBER 1.1.058) ALSO MEETS THE DEFINITION, BUT IT MUST BE RETAINED PERMANENTLY; ITEM NUMBERS 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.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.		COPIES OF PUBLICATIONS DONE BY THE DIFFERENT COLLEGES ON CAMPUS. CAUTION: MANY STATE PUBLICATIONS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, BY LAW (GOVERNMENT CODE SECTION 441.101-441.106).	
MUC16	3.1.027	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS.	CERTIFICATES OF COMPLETION, TEST SCORES, OR SIMILAR RECORDS DOCUMENTING THE TRAINING, OR TESTING OF AN EMPLOYEE.	AC	5			AC=SEPARATION OF EMPLOYEE.			
MUS19	4.2.001	CASH DEPOSIT VOUCHERS.	CASH DEPOSIT SLIPS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
MUS21	4.2.003	DAILY CASH RECEIPTS LOGS.		FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
MUS23	4.3.001	SALES- REPORTS.	MONTHLY SALES AND DISTRIBUTION LISTS WHICH INCLUDE UNIVERSITY SPONSORED PERFORMING PROGRAMS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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OIA01	1.1	DONOR FILES.	INCLUDES INDIVIDUAL DONOR AND PROSPECTIVE DONOR FILES.	PM				CAUTION: INCLUDES DONOR OR PROSPECTIVE DONOR INFORMATION ONLY. FOR RECORDS OF GIFTS, REFER TO (GIFT RECORDS - INSTITUTIONAL) AND (GIFT RECORDS - DEPARTMENT OR PROGRAM). CAUTION: THE NAME OR OTHER IDENTIFYING INFORMATION ABOUT A DONOR MAY BE WITHHELD FROM PUBLIC DISCLOSURE UNDER THE PUBLIC INFORMATION ACT. GOVERNMENT CODE SEC. 552.1235.	I		GOVERNMENT CODE, CHAPTER 552.1235 (EXCEPTION: IDENTITY OF PRIVATE DONOR TO INSTITUTION OF HIGHER EDUCATION) - DONORS TO HIGHER ED INSTITUTIONS MAY BE ANONYMOUS; IDENTITY MAY BE WITHHELD.
OIA02	1.1	GIFT RECORDS - INSTITUTIONAL.	THIS SERIES DOCUMENTS POTENTIAL OR REALIZED PRIVATE , CORPORATE, OR PUBLIC AGENCY FUNDING TO THE INSTITUTION, INCLUDING ENDOWMENTS AND TRUSTS. THIS SERIES INCLUDES LETTERS AND AGREEMENTS OF GIFT, COPIES OF BEQUEST INSTRUMENTS AND WILLS FROM INDIVIDUALS OR ESTATES, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM				CAUTION: THE NAMES OR OTHER IDENTIFYING INFORMATION ABOUT A DONOR MAY BE WITHHELD FROM PUBLIC DISCLOSURE UNDER THE PUBLIC INFORMATION ACT. GOVERNMENT CODE SEC. 552.1235.	I		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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OIA03	1.1	GIFT RECORDS - DEPARTMENT OR PROGRAM.	THIS SERIES DOCUMENTS POTENTIAL OR REALIZED PRIVATE , CORPORATE, OR PUBLIC AGENCY FUNDING TO A DEPARTMENT OR PROGRAM, INCLUDING ENDOWMENTS, TRUSTS, AND FUNDS RAISED BY SUPPORT/"FRIENDS" GROUPS. THIS SERIES COMPRISES AWARD GUIDELINES, MEMORANDA OF UNDERSTANDING, RECORDS OF FUND DISBURSEMENTS, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM				CAUTION: FOR RECORDS OF MAJOR GIFTS, REFER TO (GIFT RECORDS-INSTITUTIONAL). FOR DONOR FILES, REFER TO (DONOR FILES). FOR ONGOING CONTRACTS AND AGREEMENTS, REFER TO RRS 5.1.001.			
OIA05	1.3.001	STATE PUBLICATIONS.	INFO IN ANY FORMAT THAT IS PRODUCED BY THE AUTHORITY OF OR AT THE TOTAL OR PARTIAL EXPENSE OF A STATE AGENCY OR IS REQUIRED TO BE DISTRIBUTED.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.		FOR SERIAL PUBLICATIONS ISSUED IN SUCCESSIVE PARTS BEARING NUMERICAL OR CHRONOLOGICAL DESIGNATIONS (E.G. NEWSLETTERS, ANNUAL STATISTICAL REPORTS OF REGULATED ACTIVITIES). FROM THE DATE OF RELEASE OF THE NEXT PART IN THE SERIES.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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OLA01	1.1.048	LITIGATION FILES.	RECORDS CREATED BY OR ON BEHALF OF AN AGENCY IN ANTICIPATION OF OR IN THE ADJUDICATION OF A LAWSUIT.	AC	1			AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION OR ON MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. ARCHIVES NOTE: CASES 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 THE ARCHIVAL PRESERVATION.	O		
OLA02	1.1.014	LEGAL OPINIONS AND ADVICE.	FROM AGENCY LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS.	AV					O		
PAR02	5.6.009	PARKING PERMITS / DECALS.	ACCOUNT REGISTRATION FORMS. RETURNED PERMIT FORMS; PHYSICAL DECALS.		3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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PAR03		CITATION FORMS.	PARKING NOTICE VIOLATION.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR04		MISSING DECAL FORMS.	PERMITS REPORTED MISSING.		3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR07		BOOT DOCUMENTATION FORMS.	RECORD OF BOOT CITATION.		3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR09		STUDENT GOVERNMENT APPEALS.	APPEALS FROM STUDENTS.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR10		FACULTY / STAFF APPEALS.	APPEAL FORMS FROM FACULTY / STAFF.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR11		STUDENT GOVERNMENT APPEAL DISPOSITIONS.	APPEAL FINAL RESULTS.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR12		FACULTY / STAFF DISPOSITIONS.	APPEAL FINAL RESULTS.	AC	2			AC=FINAL OUTCOME OF DISPOSITION.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR13		COMPLAINT FORMS.	CUSTOMER COMPLAINT FORMS.	AC	2			AC=FINAL OUTCOME OF THE COMPLAINT.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR14		MINER METRO COMPLAINT FORMS.	COMPLAINT FORMS.	AC	2			AC=FINAL OUTCOME OF THE COMPLAINT.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR16		VEHICLE MODIFICATION FORMS.	CHANGES TO VEHICLE INFORMATION ON FILE.		3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR19		TRAFFIC PAYMENTS.	PAYMENTS APPLIED TO TRAFFIC CHARGES REPORT.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR20		PARKING PAYMENTS.	PAYMENTS APPLIED TO PARKING CHARGES REPORT.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR21		BOOT PAYMENTS.	STUDENT GOVERNMENT ASSOCIATION PAYMENT ARRANGEMENT.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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PAR22		VOIDS FORMS.	VOIDED CITATIONS.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR23		REDUCED TO WARNINGS.	WRITTEN ON THE CITATION.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PLN01	5.2.003	BUILDING PLANS, SPECIFICATIONS & RELATED CLOSE OUT DOCUMENTS.	INCLUDES ARCHITECTURAL AND ENGINEERING DRAWINGS, PROFILES, AND BLUEPRINTS.	LA					O	SEE ALSO ITEM NUMBERS 5.2.002 AND 5.2.028. ARCHIVES NOTE: ARCHIVAL REVIEW DESIGNATION IS FOR STATE-OWNED BUILDING ONLY.	
PLN03	5.2.002	BUILDING CONSTRUCTION PROJECT FILES.	PLANNING, DESIGN, AND CONSTRUCTION RECORDS; ACCEPTED AND REJECTED BIDS; CORRESPONDENCE, ETC.	AC	10			AC=COMPLETION OF PROJECT.	O	SEE ALSO ITEM NUMBERS 5.2.003 AND 5.2.028.	
PLAN04	5.2.028	BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS.	BUILDING CONSTRUCTION CONTRACTS, SURETY BONDS, AND INSPECTION RECORDS.	LA	10					SEE ALSO ITEM NUMBERS 5.2.002 AND 5.2.003.	
PLN05	5.2.012	ESTIMATE FILES.	(SUPPLY AND REPAIR COST ESTIMATES).		1						
PLN06	5.2	SURVEYS - REAL ESTATE.		LA							
PLN07	5.2	SURVEYS.	GEOTECHNICAL DATA USED TO ASSESS SUITABILITY OF LAND FOR FUTURE DEVELOPMENT.	LA							
PLN08	5.2	CAMPUS MASTER DEVELOPMENT PLAN.		AV					O		
PLN09	5.2.027	SPACE UTILIZATION DATA.		AV							
POL15	5.2.017	LOST AND STOLEN PROPERTY REPORT.		FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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POL16	5.4.001	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION.	ACCIDENT OR OCCUPATIONAL DISEASE REPORTS (BY SUPERVISORS AND EMPLOYEES) AND OTHER ASSOCIATED REPORTS REQUIRED TO BE SUBMITTED TO THE TEXAS DEPARTMENT OF INSURANCE OR ITS PREDECESSORS OR MAINTAINED INTERNALLY ON ACCIDENT FREQUENCY.	CE	5					DEPARTMENT OF INSURANCE RETAINS COPIES OF THE REPORTSSUBMITTED FOR 50 YEARS.	
POL17	3.1.026	CRIMINAL HISTORY CHECKS.	CRIMINAL HISTORY RECORD INFORMATION ON JOB APPLICANTS OR AGENCY EMPLOYEES OBTAINED FROM THE DEPARTMENT OF PUBLIC SAFETY (DPS).	AC				AC=THE 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 11, GOVERNMENT CODE FOR APPROPRIATE RETENTION AND USE OF THIS INFORMATION.	
POL19A		CASE REPORTS RELATED TO UNSOLVED HOMICIDES.		PM							
POL19		POLICE CASE REPORTS.	ORIGINAL OFFENSE REPORT ALONG WITH SUPPLEMENTAL INVESTIGATION REPORTS RELATIVE TO THAT OFFENSE (INCLUDES SUSPECTS AND ARRESTS).		50						
POL20	5.4.013	POLICE DISASTER RECOVERY PLAN.	DISASTER PREPAREDNESS AND RECOVERY PLAN.	US							
POL21		POLICE INCIDENT REPORTS.	REPORTS THAT DO NOT INVOLVE A REPORTABLE OFFENSE.		3						



STATE OF TEXAS
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SLR 105
Rev. 2017-07

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POL22		POLICE OFFENSE REPORT.	NO SUSPECTS OR ACTIVE NCIC ENTRY.	AC	2			AC=AFTER CLOSED.		PER 1. RETAIN UNTIL STATUE OF LIMITATIONS HAS ESTABLISHED IN THE CODE OF CRIMINAL PROCEDURES AND 2. NCIC (NATIONAL CRIME INFORMATION CENTER) POLICY.	
POL23		POLICE PERSONNEL BACKGROUND INFORMATION.	CAMPUS POLICE PERSONNEL INFORMATION MAY INCLUDE JOB POSITION/SALARY AND PROMOTIONS; BUT NOT LIMITED TO: HOURS OF TRAINING, CERTIFICATE OF COMPLETION, LICENSE AND DRIVING RECORD CHECKS, PERFORMANCE EVALUATIONS, TEST SCORES, CONTINUING EDUCATION, ACHIEVEMENTS OF THE EMPLOYEE.		3						
POL24	1.1.070	POLICE POLCY AND PROCEDURES MANUAL - FINAL.	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.	AC	3			AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	O		
POL26	5.4.002	EVACUATIONS PLANS.	PLANS FOR EVACUATION OF AGENCY FACILITIES IN CASES OF EMERGENCY.	US							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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POL28	3.3.020	WORK SCHEDULE ASSIGNMENTS.	WORK, DUTY, SHIFT, CREW, OR CASE SCHEDULES, ROSTERS, OR ASSIGNMENTS.		1						
POL29		CRIMINAL TRESPASS WARNINGS.	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 CITIATIONS IS CUSTOMARY.	AV							
PRE04	1.1	PROFESSOR EMERITUS FILES.	NOMINATIONS, LETTER FROM THE DEAN, SIMILAR DOCUMENTATION AND RECOMMENDATIONS FROM THE COMMITTEE RELATING TO THE REVIEW PROCESS FOR EMERITUS SELECTION.	PM					I		
PRE05	1.1.	TENURE LETTERS.	EVALUATIONS, RECOMMENDATIONS, AND SIMILAR DOCUMENTATION RELATING TO THE REVIEW PROCESS FOR PROMOTION AND TENURE FOR ALL FACULTY AND STAFF IN THE TENURE TRACK.	AC				AC=UNTIL PERSON TERMINATES.		DEPARTMENTAL COPY. SEEREERENCE 3.1.037 HUM60.	
PRE06	1.1	DOCKET INSTRUCTIONS.	AGENDA (MEETING) OR DOCKET, A LIST OF MEETING ACTIVITIES IN THE ORDER IN WHICH THEY ARE TO BE TAKEN UP.	AV							
PRE07	1.1	BOARD MEETING DIGEST.	OPEN MEETINGS OF STATE BOARDS, COMMISSIONS, COMMITTEES, AND COUNCILS FROM WHICH WRITTEN MINUTES ARE PREPARED FOR SUMMARY (DIGEST).	PM					I		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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					Years	Months	Days				
PRE09	1.1.048	LITIGATION FILES.	RECORDS CREATED BY OR ON BEHALF OF AN AGENCY IN ANTICIPATION OF OR IN THE ADJUDICATION OF A LAWSUIT.	AC	1			AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION OR ON MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. ARCHIVES NOTE: CASES 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.	O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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PRE10	1.1.	GIFT REPORTS.	GIFT REPORTS FROM POTENTIAL OR REALIZED PRIVATE , CORPORATE, OR PUBLIC AGENCY FUNDING TO THE INSTITUTION, INCLUDING ENDOWMENTS AND TRUSTS. THIS SERIES INCLUDES LETTERS AND AGREEMENTS OF GIFT, COPIES OF BEQUEST INSTRUMENTS AND WILLS FROM INDIVIDUALS OR ESTATES, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM					I		
PRE12	1.1.011	ALUMNI ASSOCIATION BY-LAWS.	ANY DOCUMENT THAT INITIATES, RESCINDS, OR AMENDS A REGULATION, POLICY, OR PROCEDURES THAT GOVERNS THE PROGRAMS, SERVICES, OR PROJECTS OF THE AGENCY.	US	3				I		
PRE13	1.1.019	PUBLIC RELATIONS RECORDS.	NEWS PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY. INCLUDES PRINT, ELECTRONIC, AUDIO, AND AUDIOVISUAL RECORDS.		2				O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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PRE14	1.1.070	RULES AND REGULATIONS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS SYSTEM.	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.	AC	3			AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	O		
PRE15A	1.3.002	PUBLICATION DEVELOPMENT FILES.	BACKGROUND MATERIAL, COPY (DRAFTS), ORIGINAL ARTWORK, PHOTO NEGATIVES, PRINTS, FLATS ETC. THIS INCLUDES ALL WORK PERFORMED BOTH INSIDE AND OUTSIDE THE AGENCY.	AV					O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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PRE15	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 ITEM NUMBER 1.1.058) ALSO MEETS THE DEFINITION, BUT IT MUST BE RETAINED PERMANENTLY; ITEM NUMBERS 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.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.		RECORD COPY KEPT AT PRESIDENT OFFICE AND COPIES SENT TO TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
PRE16	1.1.067	REPORTS, CONSULTANTS, AND COMMITTEES.	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 REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.						O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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PRE17	1.1.040	SPEECHES AND PAPERS.	NOTES OR TEXT OF SPEECHES, PAPERS, PRESENTATIONS, OR REPORTS DELIVERED IN CONJUNCTION WITH AGENCY WORK.	AC				AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.	O		
PRE30	4.5.002	INTERNAL MANAGEMENT REPORTS.	INCLUDES AGENCY MONTHLY BUDGET REPORTS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
PRE31	4.5.003	ANNUAL FINANCIAL REPORTS.	REQUIRED BY THE GENERAL APPROPRIATIONS ACT (100 DAY REPORT).	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.		PERMANENT COPY IS RETAINED AT THE PRESIDENT'S OFFICE. CAUTION: IF AN AGENCY DOES NOT PRODUCE A BIENNIAL OR ANNUAL NARRATIVE REPORT AS DESCRIBED IN ITEM NUMBER 1.1.066, THEN THESE ANNUAL FINANCIAL REPORTS MUST BE MARKED WITH ARCHIVAL CODE A. THE ARCHIVAL REQUIREMENT, WHEN A BIENNIAL OR ANNUAL NARRATIVE REPORT IS NOT PRODUCED, IS MET BY SENDING THE REQUIRED COPIES OF THE REPORTS TO THE TEXAS STATE PUBLICATION DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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PRE32	1.1.066	REPORTS - BIENNIAL OR ANNUAL AGENCY (NARRATIVE).	BIENNIAL NARRATIVE REPORTS TO THE GOVERNOR AND LEGISLATURE AS REQUIRED BY AN AGENCY'S ENABLING STATUES, INCLUDING ANNUAL NARRATIVE REPORTS IF THEY ARE REQUIRED BY STATUE.	AC	6			AC=SEPTEMBER 1 OF ODD - NUMBERED CALENDAR YEARS.	I	ARCHIVES NOTE: THE ARCHIVAL REQUIREMENT IS MET BY SENDING THE REQUIRED COPIES OF THE REPORTS TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
PRE34	4.7.006	COMPTROLLER STATEMENTS.		FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
PRE36	1.1.055	STRATEGIC PLANS.	INFORMATION RESOURCES AND OPERATIONAL STRATEGIC PLANS PREPARED IN ACCORDANCE WITH 2054.095 AND 2056.002, GOVERNMENT CODE.	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.	I	ARCHIVES NOTE: THE ARCHIVAL REQUIREMENT IS MET BY SENDING THE REQUIRED COPIES OF THE PLANS TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
PRE37	1.1.023	ORGANIZATION CHARTS.		US					I	RECORD KEPT IN PAPER AND ELECTRONIC MEDIUM.	
PRE38	1.1.027	PROPOSED LEGISLATION.	DRAFTS OF PROPOSED LEGISLATION AND RELATED CORRESPONDENCE.	AV					O		
PRE39	1.1	TRADEMARKS.		AC	20			AC=AFTER RECEIPT OF COPYRIGHT, PATENT, REGISTRATION OF TRADEMARK.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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PRE40	3.3.023	REQUEST AND AUTHORIZATION FOR 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 DEFRAIDED OR REIMBURSED.	FE	3						
PSY06	1.1	PUBLICATIONS.		US					O	PUBLICATIONS DONE BY STUDENTS AND ALSO BY THE FACULTY.	
PUR13	4.2.005	PURCHASE VOUCHERS.	REQUISITIONS, ORDERS, RECEIVING REPORTS, INVOICES, OR STATEMENTS, CHANGE ORDERS.	FE	10					ORIGINAL GRANT AUDIT REQUIREMENT. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR14		PRO-CARD- (UT El Paso Procurement Card).	BANK APPLICATION, CREDIT CARD AGREEMENT, DEAN/CHAIR/DIRECTOR AUTHORIZATION AGREEMENT, E-MAIL, ETC.		9					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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PUR16	5.1.001	CONTRACTS & LEASES.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, 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. a) EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015. b) EXECUTIED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	GOVERNMENT CODE, 441.1855.
PUR18	5.3.004	ORDERS - ACKNOWLEDGEMENT.		AV						RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR19	4.5.005	REPORTS - (HUB=HISTORICALLY UNDERUTILIZED BUSINESS REPORTS).	SPECIAL PURPOSE - I.E. FEDERAL FINANCIAL REPORTS, SALARY REPORTS, ETC. INCLUDES HUB REPORTS.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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PUR20	5.3.007	BID DOCUMENTATION.	INCLUDES BID REQUISITION/AUTHORIZATIONS, INVITATIONS TO BID OR PROPOSE, BID SPECIFICATIONS, SUCCESSFUL AND UNSUCCESSFUL BIDS, AND BID TABULATION/EVALUATIONS. a) ASSOCIATED WITH A CONTRACT EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015. b) ASSOCIATED WITH A CONTRACT EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015. c) UNSUCCESSFUL 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	7			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR31	5.3.008	PURCHASING LOGS.	LOG, REGISTER, ETC., PROVIDING A RECORD OF PURCHASE ORDERS ISSUED, ORDERS RECEIVED, AND SIMILAR DATA ON PROCUREMENT STATUS.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR32	1.2.001	DESTRUCTION SIGN OFF.	AGENCY LEVEL DOCUMENTS AUTHORIZING FINAL DISPOSITION OF RECORDS UNDER A CERTIFIED RECORDS RETENTION SCHEDULE.	FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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PUR33	1.2.005	RECORDS RETENTION SCHEDULE - AGENCY COPY (SLR 105).	AGENCY COPY. FORMERLY RMD 105. INCLUDES DOCUMENTATION OF CERTIFICATION AND APPROVAL-FORMS SLR105C (FORMERLY RMD 105C), AND/OR OTHER FORMS DESIGNATED BY THE STATE RECORDS ADMINISTRATOR.	US						ORIGINAL IS RETAINED BY THE STATE AND LOCAL RECORDS MANAGEMENT DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
PUR34	1.2.008	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD 102).	AGENCY COPY.	FE	3						
PUR35	1.2.010	RECORDS DISPOSITION LOGS.	LOGS SIMILAR RECORDS LISTING RECORDS DESTROYED OR TRANSFERRED TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, SHOWING RECORDS SERIES TITLE, DATES OF RECORDS, AND DATE DESTROYED OR TRANSFERRED.		10						
PUR36	1.2.012	RECORDS INVENTORY WORKSHEETS.	REVIEW AND ASSESSMENT OF RECORDS WORKSHEETS.	US							
PUR37	1.2.014	RECORDS MANAGEMENT PLANS.	RECORDS MANAGEMENT PLANS AND SIMILAR RECORDS THAT ESTABLISH THE POLICIES AND PROCEDURES UNDER WHICH RECORDS AND INFORMATION ARE MANAGED IN AN AGENCY.	US	1						
REG54		APPLICATION FOR GRADUATION.	STUDENT APPLICATIONS FOR GRADUATION.	AC	1			AC=AFTER DATE SUBMITTED.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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REG55		GRADUATION DIPLOMA.	THIS SERIES DOCUMENTS STUDENT COMPLETION OF DEGREE REQUIREMENTS, INCLUDING AUTHORIZATIONS CERTIFYING COMPLETION OF DEGREE REQUIREMENTS.	PM							
REG56		GRADUATION DIPLOMA SIGN-OUT FORM.	THIS SERIES INCLUDES RECORDS OF DIPLOMAS PICKED UP IN PERSON, MAILED, AND RETURNED.	PM							
REG57		AUDIT REGISTRATION - STUDENT RECORDS.	RECORD OF REGISTRATION INTO A COURSE FOR NO GRADE OR CREDIT.	AC	1			AC=AFTER DATE SUBMITTED.			
REG58		STUDENT REGISTRATION AND CHANGE OF COURSE (ADD / DROP) FORMS.	REGISTRATION FORMS, CLASS ROSTERS, AND SIMILAR RECORDS PROVIDING INFORMATION ON WHICH COURSES STUDENT 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 BY STUDENTS OR INSTRUCTOR).	AC	1			AC=END OF SEMESTER.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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REG59		CHANGE OF GRADE FORM.	THIS SERIES DOCUMENTS GRADE CHANGES SUBMITTED BY INSTRUCTORS THROUGH THE ACADEMIC DEPARTMENTS TO THE REGISTRAR.	PM					I		
REG60		FACULTY GRADE ROSTERS.	RECORD OF STUDENTS IN COURSE AND WORK COMPLETED. INCLUDES COMPUTER AND NON-COMPUTER-GENERATED GRADE SHEETS, AND OTHER SUCH MATERIALS THAT PERMIT A RECONSTRUCTION OF A STUDENT'S GRADED PERFORMANCE IN A COURSE.	PM					I	SUBMISSIONS RECEIVED BY REGISTRARS OFFICE AFTER POSTING DEADLINE HAS ELAPSED.	
REG61		CORRESPONDENCE - RELEVANT - STUDENT RECORDS.	MAILED WRITTEN REQUESTS BY STUDENTS TO UPDATE THEIR RECORD.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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REG62		CREDIT BY EXAMINATION FORMS.	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT III), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFI) AND EVALUATIONS, NON-TRADITIONAL TRANSCRIPTS AND CREDENTIALS, LIFE EXPERIENCE RECORDS, REQUESTS FOR ADVANCED CREDIT, AND SIMILAR DOCUMENTATION USED BY A UNIVERSITY TO EVALUATE AND DETERMINE AWARD OF CREDIT BY ADVANCED PLACEMENT.	AC	5			AC=AFTER DATE SUBMITTED.			
REG71		OFFICIAL GRADUATION LIST FROM DEANS, WITH ADDENDA.	OFFICIAL ROSTER OF NAMES OF STUDENTS WHO HAVE MET ALL REQUIREMENTS TO BE AWARDED A DEGREE.	PM					I		
REG74		NAME AND SSN CHANGE AUTHORIZATIONS - STUDENTS.	THIS SERIES DOCUMENTS STDUENT OR APPLICANT NAME CHANGES REPORTED TO THE ADMISSIONS OR REGISTRAR'S OFFICE BY STUDENTS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: LETTERS REQUESTING CHANGE IN NAME; NAME CHANGE AUTHORIZATIONS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	1			AC=AFTER DATE SUBMITTED.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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REG75		PASS / FAIL REQUESTS - STUDENTS.	REGISTRATION FORMS, CLASS ROSTERS, AND SIMILAR RECORDS PROVIDING INFORMATION ON WHICH COURSES STUDENT 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 BY STUDENT OR INSTRUCTOR).	AC	1			AC=AFTER DATE SUBMITTED.			
REG76A		PERSONAL DATA INFORMATION FORMS (BACTERIAL MENINGITIS)- WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.	AC	1			AC=AFTER DATE SUBMITTED.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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REG76		PERSONAL DATA INFORMATION FORMS (BACTERIAL MENINGITIS)-WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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REG77		DEPARTMENTAL REGISTRATION REQUESTS (ADD / DROP AND COURSE WAIVERS).	REGISTRATION FORMS, CLASS ROSTERS, AND SIMILAR RECORDS PROVIDING INFORMATION ON WHICH COURSES STUDENT 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 BY STUDENT OR INSTRUCTOR).	AC	1			AC=AFTER DATE SUBMITTED.			
REG78		TRANSCRIPTS REQUEST (STUDENTS).	REQUESTS FOR TRANSCRIPTS TO BE PROVIDED TO STUDENT OR SENT TO OTHER INSTITUTIONS.	AC	1			AC=AFTER DATE SUBMITTED.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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REG79		EXCHANGE PROGRAM TRANSFER CREDIT EVALUATIONS - STUDENT RECORDS.	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT III), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFI) AND EVALUATIONS, NON-TRADITIONAL TRANSCRIPTS AND CREDENTIALS, LIFE EXPERIENCE RECORDS, REQUESTS FOR ADVANCED CREDIT, AND SIMILAR DOCUMENTATION USED BY A UNIVERSITY TO EVALUATE AND DETERMINE AWARD OF CREDIT BY ADVANCED PLACEMENT.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
REG81		COMPLETE WITHDRAWAL AUTHORIZATIONS TO INCLUDE: (STUDENTS) - MILITARY LEAVE, MEDICAL, ADMINISTRATIVE, FAMILY EMERGENCY, DEATH OF STUDENT, DEATH OF FAMILY MEMBER.	REQUESTS AND AUTHORIZATIONS FOR A STUDENT TO WITHDRAW FROM CLASSES AFTER CALENDAR DEADLINES WITHOUT ACADEMIC PENALTY FOR REASONS ACCEPTABLE TO A UNIVERSITY.	AC	2			AC=AFTER DATE SUBMITTED.			
REG82		CATALOGS - INSTITUTIONAL.		PM					I		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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REG83		COMMENCEMENT PROGRAM.	THIS SERIES DOCUMENTS COMMENCEMENT PROGRAM PLANNING AND IMPLEMENTATION AT THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: COMMENCEMENT ATTENDANCE FORMS; PLANNING RECORDS CREATED BY COMMENCEMENT COMMITTEES OR OTHER PLANNING GROUPS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM					I		
REG87		CLASS SCHEDULES - INSTITUTIONAL.	LIST OF CLASSES OFFERED FOR TERM.	PM					I	RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
REG89		STUDENT REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION.	STUDENT REQUEST TO OPT OF DIRECTORY INFORMATION DISCLOSURE.	AC	1			AC=END OF SEMESTER.			
REG90		EXCHANGE PROGRAM FOREIGN TRANSCRIPTS.	FOREIGN TRANSCRIPTS TURNED IN BY THE STUDY ABROAD OFFICE TO AWARD TRANSFER CREDIT.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			
REG100		DIPLOMA RELATED REPLACEMENT / SHIPMENT REQUESTS.	REQUESTS FOR ADDITIONAL OFFICIAL COPIES OF DIPLOMA.	AC	1			AC=AFTER DATE SUBMITTED.			
REG101	4.6.002	RECONCILIATIONS.	ACCOUNT RECEIPTS OF TRANSCRIPTS, DIPLOMA REPLACEMENT/SHIPMENT.	FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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REG102		PROOF OF MENINGITIS VACCINE RECORD. STUDENTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
REG103		SUBPOENAS.	COURT ORDERED REQUEST TO RELEASE STUDENT EDUCATIONAL RECORDS.	PM						PM=FERPA REQUIRES THAT DOCUMENTATION OF INFORMATION DISCLOSURES TO AN OUTSIDE PARTY WITHOUT WRITTEN CONSENT MUST BE RETAINED PERMANENTLY.	
REG104		ENROLLMENT VERIFICATIONS.	DOCUMENT VERIFYING A STUDENT'S ENROLLMENT STATUS FOR TERM OR PREVIOUS TERMS AT UTEP.	AC	1			AC=DATE OF VERIFICATION.			34 CFR 99.32(a)(2).



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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REG105		CHANGE OF ADDRESS - STUDENTS.	CHANGE OF ADDRESS FORMS, RACE/ETHNICITY QUESTIONNAIRES, REQUESTS AND AUTHORIZATIONS TO CHANGE OTHER DEMOGRAPHIC DATA, AND SIMILAR SOURCE DOCUMENTATION USED TO UPDATE PERSONAL DATA INFORMATION ON TRANSCRIPTS OR OTHER STUDENT RECORDS.	AC	5			AC=AFTER DATE SUBMITTED.			
REG106		UT SYSTEM - TELECAMPUS PROGRAM - OFFICIAL STUDENT TRANSCRIPTS.	TRANSCRIPTS RECEIVED FROM PARTICIPATING UTOC INSTITUTIONS TO GRANT CREDIT TO STUDENTS TAKING AN ONLINE UTOC COURSE.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			
REG107		TUITION REBATE FORMS.	INCLUDES TUITION REBATE FORM AND ANY SUPPORTING DOCUMENTATION PERTAINING TO COLLEGE TUITION REBATE PROGRAM UNDER TEXAS EDUCATION CODE SEC. 54.0065.	AC	1			AC=AFTER DATE SUBMITTED.			
REG108		COURSE REPEAT PETITION FOR GPA RECALCULATION.	APPROVAL TO ALLOW A STUDENT TO RE-TAKE A COURSE; WRITTEN REQUEST TO RECALCULATE GPA BASED ON A GRADE CHANGE.	AC	5			AC=AFTER DATE SUBMITTED.			
REG109		OPTION 2 DOCUMENTATION.	(REINSTATEMENT OF STUDENT AFTER EXTENDED ABSENCE POLICY).	AC	5			AC=AFTER DATE SUBMITTED.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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REG110		ACADEMIC FRESH START DOCUMENTATION.	STUDENT REQUEST AT THE TIME OF ADMISSIONS OR RETURN TO UTEP TO NOT HAVE ANY COURSES TAKEN 10 OR MORE YEARS PRIOR INTO CONSIDERATION. STUDENT WILL NOT RECEIVE A CREDIT FOR COURSES TAKEN 10 OR MORE YEARS PRIOR.	AC	5			AC=AFTER DATE SUBMITTED.			
REG111		CLASS SCHEDULING AND CHANGE REQUESTS.	DEPARTMENTAL REQUEST TO ADJUST CLASS MEETING INFORMATION.	AC	1			AC=END OF TERM.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	TEXAS EDUCATION CODE, SECTION 51.931.
REG113		STUDENT TRANSCRIPTS AUTHORIZATION RELEASE TO THIRD PARTIES.	APPROVAL TO RELEASE A TRANSCRIPT TO A DESIGNATED PERSON OTHER THAN THE STUDENT.	AC	1			AC=AFTER DATE SUBMITTED.			
RES15		FACULTY/STAFF/ALUMNI AND FAMILY MEMBERS REGISTRATION FORMS (TO INCLUDE LIABILITY WAIVERS).	FORMS USED FOR MEMBERSHIP RENEWALS, NEW AND FOR ONE SINGLE USE GUESTS, THESE INCLUDE THE LIABILITY WAIVER.	AC	3			AC=CESSATION OF ACTIVITY FOR WHICH THE WAIVER WAS SIGNED.			
RES16		PROGRAM SCHEDULE (RECREATIONAL SPORTS).	USED FOR SPECIAL PROGRAMS, PROGRAMS, INCLUDES TEAM NAMES, DATES, TIMES OF PLAY AND LOCATION.	FE	1						
RES17		STUDENT INTRAMURAL SPORTS MEMBERSHIP FORMS (TO INCLUDE LIABILITY WAIVERS).	USED FOR INTRAMURAL SPORTS TO INCLUDE LIABILITY WAIVER, INCLUDES NAME, ADDRESS, E-MAIL, MINER GOLD CARD AND TEAM NAME.	AC	3			AC=CONCLUSION OF INTRAMURAL SPORTS SEASON.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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RES18	5.2.026	FACILITIES RESERVATION LOG.	FORM IS USED TO RESERVE AREAS OF THE RECREATIONAL CENTER, INCLUDES DEPARTMENT, ORGANIZATION INFORMATION, DATE AND DATE REQUESTED.		2						
RES19	5.2.015	INVENTORY, NOTICES OF EQUIPMENT REMOVED FORM.	STANDARD UNIVERSITY SURPLUS FORM, INCLUDES DEPARTMENT, DATE, TAG NUMBERS, AND SIGNATURE.	FE	3						
RSP03	1.1.014	LEGAL OPINIONS AND ADVICE ON INTELLECTUAL PROPERTY.	FROM RESEARCH & SPONSORED PROJECTS LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS.	AV					O		
RSP16	4.7.008	FEDERAL GRANT RECORDS AND OTHER SPONSORED GRANTS AND CONTRACTS.	FROM RESEARCH & SPONSORED PROJECTS DOCUMENTS STATE AND FEDERAL 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	10			AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).		GRANT AUDIT REQUIREMENT.CAUTION: RETENTION REQUIREMENTS MAY VARY DEPENDING ON THE SPECIFIC FUNDING AGENCY. AGENCIES MUST ENSURE THAT RECORDS ARE RETAINED FOR THE APPROPRIATE RETENTION PERIOD.	



STATE OF TEXAS
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SLR 105
 Rev. 2017-07

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RSP18	5.1.001	CONTRACTS AND AFFILIATION AND PROGRAM AGREEMENTS WITH LOCAL AND STATE.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, 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. a) EXECUTED, RENEWED OR AMENDED ON OR AFTER SEPTEMBER 1, 2015. b) EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.			GOVERNMENT CODE, 441.1855.
RSP19	4.8	TRANSMITTAL FORM (GRANT PROPOSALS NOT AWARDED).		AC	5			AC=DATE OF NOTIFICATION OF NON-AWARD.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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SAT18		PLACEMENT SCORES - APPLICANTS WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.		1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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SAT19		PLACEMENT SCORES - APPLICANTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.		1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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SAT20		ADMISSION TEST SCORES - APPLICANTS WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.		5						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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SAT21		ADMISSION TEST SCORES - APPLICANTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.		2						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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SAT22		ADVANCED PLACEMENT RECORDS-APPLICANTS WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.		5					RECORD KEPT IN ELECTRONIC MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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SAT23		CREDIT BY EXAMINATION FORMS.	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT III), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFI) AND EVALUATIONS, NON-TRADITIONAL TRANSCRIPTS AND CREDENTIALS, LIFE EXPERIENCE RECORDS, REQUESTS FOR ADVANCED CREDIT, AND SIMILAR DOCUMENTATION USED BY A UNIVERSITY TO EVALUATE AND DETERMINE AWARD OF CRED BY ADVANCED PLACEMENT.		2					RECORD KEPT IN ELECTRONIC MEDIUM.	
SAT24		PLACEMENT MATH TEST SCORES.	TEST SCORES RESULTS ARE USED TO ASSESS MATH READINESS AND PLACE STUDENTS IN THE INITIAL CLASSES.		2					VALIDATION TERM OF TEST-2 YEARS.	
SAT25		PLACEMENT ENGLISH AND READING TEST SCORES.	TEST SCORES RESULTS ARE USED TO ASSESS ENGLISH AND READING READINESS AND PLACE STUDENTS IN THE INITIAL CLASSES.		3					VALIDATION TERM OF TEST-3 YEARS.	
SCH01		STUDENT SCHOLARSHIP APPLICATIONS.	APPLICATION, ESSAYS, TRANSCRIPTS, TEST SCORES, LETTERS OF RECOMMENDATION, DEMONSTRATION OF NEED BASED SUMMARY, LETTERS OF AWARD NOTIFICATION OR DENIAL; LETTERS OF ACCEPTING OR DECLINING SCHOLARSHIP.	AC	5			AC=END OF AWARD YEAR.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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SCH03		STUDENT INFORMATION RELEASE FORM (INFORMATION RELEASED TO THE DONOR).	WRITTEN CONSENTS FOR INFORMATION DISCLOSURE FROM THE ELIGIBLE STUDENT.	AC				AC=STUDENTS WRITTEN CONSENT FOR INFORMATION DISCLOSURE MUST BE KEPT UNTIL TERMINATED OR FOR THE LIFE OF THE RECORD.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
SCH05		SCHOLARSHIP APPEAL FORM.	LETTERS OF APPEAL, DEMONSTRATION OF NEED BASED SUMMARY TO FURTHER THEIR EDUCATION.	AC		5		AC=DATE OF GRADUATION OR LAST DATE OF ATTENDANCE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
SCH07		EARLY HIGH SCHOOL GRADUATION SCHOLARSHIP.	ELIGIBLE HIGH SCHOOL STUDENT APPLICATION, ESSAYS, HIGH SCHOOL TRANSCRIPTS, TEST SCORES, LETTERS OF RECOMMENDATION, DEMONSTRATION OF NEED BASED SUMMARY, LETTERS OF AWARD NOTIFICATION OR DENIAL; LETTERS OF ACCEPTING OR DECLINING SCHOLARSHIP.	AC		5		AC=END OF AWARD YEAR. TEXAS HIGHER EDUCATION COORDINATING BOARD REQUIREMENT.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
SCH09		NON-RESIDENT TUITION EXEMPTION STATUS.	APPLICATIONS FOR AND SUPPORTING DOCUMENTATION EVIDENCING THE GRANT OF TUITION EXPEMPTIONS OR REMISSIONS.	AC		5		AC=DATE OF GRADUATION OR DATE OF LAST ATTENDANCE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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SDC16		STUDENT ORGANIZATIONS FILES.	THIS SERIES DOCUMENTS THE HISTORY, DEVELOPMENT, AND POLICIES OF CAMPUS STUDENT ORGANIZATIONS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: CONSTITUTIONS AND BYLAWS; PUBLICATIONS (WEBSITES, NEWSLETTERS, FILERS, 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; PHOTOGRPHAS; PRESS RELEASES; CLIPPINGS; SOCIAL MEDIA ACCOUNTS; AND RELATED DOCUMENTATION AND CORRESPONDENCE (INCLUDING EMAIL) THAT DOCUMENTS PROGRAMS, ACTIVITIES, AND EVENTS.	PM						RECORD KEPT IN ELECTRONIC MEDIUM.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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SDC18		PROGRAM / EVENT INFORMATION.	THIS SERIES DOCUMENTS THE HISTORY, DEVELOPMENT, AND POLICIES OF CAMPUS STUDENT ORGANIZATIONS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: CONSITUTIONS AND BYLAWS; PUBLICATIONS (WEBSITES, NEWSLETTERS, FILERS, 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 ROSERS; SCRAPBOOKS; PHOTOGRAPHS; PRESS RELEASES; CLIPPINGS; SOCIAL MEDIA ACCOUNTS; AND CORRESPONDENCE (INCLUDING EMAIL) THAT DOCUMENTS PROGRAMS, ACTIVITIES, AND EVENTS.	AV							
SDC20		STUDENT AWARD / RECOGNITION INFORMATION.	STUDENT NOMINATION LETTERS, LETTERS OF RECOMMENDATION, SUPPORTING DOCUMENTATION FROM THE DEAN/CHAIR/SPONSOR WITHIN AN ORGANIZATION OF THE INSTITUTION. AWARD LETTERS AND ACCEPTANCE LETTERS.	AC	5			AC=DATE OF GRADUATION OR LAST DATE OF ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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SGA18		ELIGIBILITY INFO - STUDENT SENATE DOCUMENTS.	STUDENT GOVERNMENT ASSOCIATION APPLICATION MUST BE TURNED IN FOR EXECUTIVE, LEGISLATIVE, JUDICIAL, FACULTY SENATE TO THE STUDENT GOVERNMENT OFFICE.	CE	3						
SGA19		STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BYLAWS.	WE, THE STUDENTS AT THE UNIVERSITY OF TEXAS AT EL PASO IN THIS GOVERNMENT TO REPRESENT ALL STUDENTS OF THIS UNIVERSITY, TO PROVIDE THE OFFICIAL VOICE THROUGH WHICH STUDENT OPINION MAY BE EXPRESSED, TO ENSURE STUDENT PARTICIPATION IN THE UNIVERSITY OF DECISION MAKING PROCESS, TO HELP DEFEND THE RIGHTS OF EACH STUDENT AND TO JOIN TOGETHER TO WORK OF THE ADVANCES OF THE UNIVERSITY COMMUNITY, DO HEREBY ESTABLISH THIS CONSTITUTION. WE, THE STUDENT GOVERNMENT ASSOCIATION THE UNIVERSITY OF TEXAS AT EL PASO DO HEREBY ESTABLISH THIS BY-LAWS TO EFFECTIVELY OPERATE THE STUDENT GOVERNMENT SENATE, IN ACCORDANCE WITH THE UT EL PASO STUDENT GOVERNMENT ASSOCIATION.	US	3				I		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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SHC03		NON - HOSPITAL PATIENT RECORDS - MEDICAL (INCLUDING X-RAYS).	THIS SERIES DOCUMENTS THE MEDICAL SERVICES HISTORY PROVIDED FOR STUDENTS TREATED BY THE STUDENT HEALTH CENTER IN NON-HOSPITAL SETTING (ACADEMIC INSTITUTION) BY MEDICAL PROVIDERS.	AC	7			AC=DATE OF LAST SERVICE. OR RETAIN UNTIL THE PATIENT REACHES 21ST BIRTHDAY, OR WHICHEVER DATE IS LATER.			22 TAC 165.1 (b) & (c).
SHC04		AUTHORIZED TO RELEASE INFORMATION.	RECORD OF EACH REQUEST FOR ACCESS TO AND EACH DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATIONAL RECORDS OF A STUDENT: DOCUMENTATION OF REQUESTS FROM AND DISCLOSURES TO ANY PARTY OTHER THAN THE STUDENT, AN OFFICIAL OF THE DISTRICT FOR WHAT THE DISTRICT HAS DETERMINED ARE LEGITIMATE EDUCATIONAL INTERESTS, A PARTY WITH OR WITHOUT WRITTEN CONSENT FROM THE STUDENT, OR A PARTY SEEKING DIRECTORY INFORMATION.	AC	7			AC= AFTER THE INFORMATION HAS BEEN RELEASED.			22 TAC 165.1 (b) & (c).
SHC05		DAILY PRESCRIPTIONS LOGS.	THIS SERIES DOCUMENT STUDENT HEALTH CENTER ON A DAILY BASIS INVENTORY AND OTHER RECORDS OF THE PURCHASE, ACQUISITION, DISPOSAL, OR DISPENSATION OF THE DRUGS; AS REQUIRED BY FEDERAL LAW, AND THE RULES OF THE TEXAS STATE BOARD OF PHARMACY.	AC	7			AC=THE LATER OF THE DATE THAT THE RECORD WAS REQUIRED TO BE CREATED, THE RECORD WAS ACTUALLY CREATED, OR THE PRESCRIPTION WAS LAST FILLED.			21 CFR 1304.04(a). HEATH AND SAFETY CODE, SECTION 481.067(c); 37 TAC 13.207.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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SHC07		ENVIRONMENTAL HEALTH & SAFETY PATIENT RECORDS - MEDICAL.	THIS SERIES DOCUMENTS THE MEDICAL SERVICE PROVIDED TO FACULTY AND STAFF IN A NON-HOSPITAL. PATIENT RECORDS - MEDICAL.	AC	20			AC=OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINSTRATION) REQUIREMENT.			22 TAC 165.1 (b) & (c).
TED28		REGISTRATION FORMS.	REGISTRATOIN FORMS, CLASS ROSTERS, 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.	AC	1			AC=END OF SCHOOL TERM.			
TED30		WITHDRAWAL AUTHORIZATIONS FORMS.	REQUESTS AND AUTHORIZATIONS FOR A STUDENT TO WITHDRAW FROM CLASSES AFTER CALENDAR DEADLINES WITHOUT ACADEMIC PENALTY FOR REASONS ACCEPTABLE TO A UNIVERSITY.	AC	1			AC=END OF SCHOOL TERM.			
TED32		GRADUATE STUDENT FILES FOR TEACHER ED.	ELIGIBLE STUDENTS FOR THE TEACHER EDUCATION GRADUATE PROGRAM; MAY INCLUDE BUT NOT LIMITED TO: APPLICATION FOR ADMISSION, ACCEPTANCE LETTERS, ENTRANCE EXAM SCORES, TRANSCRIPTS FROM OTHER COLLEGES, LETTERS OF RECOMMENDATION, RECRUITMENT MATERIAL.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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TED34	3.1.014	FACULTY SEARCH FILES.	FACULTY NOTES OF INTERVIEWS WITH CANDIDATES AND QUESTIONS ASKED. ALL OTHER RECORDS THAT DOCUMENT THE SELECTION PROCESS.	AC	5			AC=AFTER POSITION FILLED.			
TKC15	4.2.001	CASH DEPOSIT VOUCHERS.	TICKET CENTER DEPOSIT RECAP, CREDIT CARD SLIP COPIES AND CASH DEPOSIT SLIPS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
TKC18	4.3.001	SALES REPORTS.	TICKET CENTER MONTHLY RECAP SALES REPORTS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
TKC21	4.1.003	TICKET STOCK - BALANCING.	TICKET CENTER MONTHLY VOIDS AND REFUNDS BALANCE SHEETS.	FE	3						
TKC22	4.6.002	RECONCILIATIONS.		FE	5					ORIGINAL INCOME DOCUMENTATION, SALES, TICKETS.	
ULR01		CONVOCAION PROGRAMS.	THE PRESIDENT'S ANNUAL STATE OF THE UNIVERISTY SPEECH (STUDENT ENROLLMENT, STUDENT SUCCESS, PAST AND FUTURE ACCOMPLISHMENTS, TOP-RANK PROGRAMS, UTEP SERVES AS TOP ECONOMIC FORCE, IN THE REGION, ETC.).	PM					I		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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ULR03		COMMENCEMENT PROGRAMS.	THIS SERIES DOCUMENTS COMMENCEMENT PROGRAM PLANNING AND IMPLEMENTATION AT THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: COMMENCEMENT ATTENDANCE FORMS; PLANNING RECORDS CREATED BY COMMENCEMENT COMMITTEES OR OTHER PLANNING GROUPS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM							
ULR05	1.1	CONFERENCE DOCUMENTATION.	MONTHLY SCHEDULED UNIVERSITY CONFERENCES BY EVENT, BUILDING LOCATION, SERVICE FEES, NUMBER OF PARTICIPANTS, ETC.		5						
UNC01	1.3.001	STATE PUBLICATIONS.	INFO IN ANY FORMAT THAT IS PRODUCED BY THE AUTHORITY OF OR AT THE TOTAL OR PARTIAL EXPENSE OF A STATE AGENCY OR IS REQUIRED TO BE DISTRIBUTED.	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 SECTION 441.101-441.106).	
UNC02	1.3.002	PUBLICATION DEVELOPMENT FILES.	BACKGROUND MATERIAL, COPY (DRAFTS), ORIGINAL ARTWORK, PHOTO NEGATIVES, PRINTS, FLATS ETC. THIS INCLUDES ALL WORK PERFORMED BOTH INSIDE AND OUTSIDE THE AGENCY.	AV					O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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UNC03	5.1.001	ADVERTISING AGREEMENTS.		AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.			
UNC04	4.3.001	SALES INVOICES.		FE	3						
UNC05	1.1.019	PUBLIC RELATIONS RECORDS.	NEWS, PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY. INCLUDES PRINT, ELECTRONIC, AUDIO AND AUDIOVISUAL RECORDS.		2				O		
UNC06		CONVOCATION PROGRAMS.	THE PRESIDENT'S ANNUAL STATE OF THE UNIVERISTY SPEECH (STUDENT ENROLLMENT, STUDENT SUCCESS, PAST AND FUTURE ACCOMPLISHMENTS, TOP-RANK PROGRAMS, UTEP SERVES AS TOP ECONOMIC FORCE, IN THE REGION, ETC.).	PM							
UNN01	1.1.063	STAFF MEETINGS MINUTES AND NOTES.	MINUTES OR NOTES, AND SUPPORTING DOCUMENTATION TAKEN AT INTERNAL AGENCY STAFF MEETINGS.		1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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UNN03	1.1.067	REPORTS AND STUDIES (NON-FISCAL).	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 REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3			ARCHIVES NOTES: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E.	O		
UNN05	5.1.001	CONTRACTS AND LEASES.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, 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 TEXS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. a) EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015. b). EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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UNN07	5.2.026	FACILITIES RESERVATION LOGS.	RESERVATION LOGS OR SIMILAR RECORDS RELATING TO THE USE OF AGENCY FACILITIES SUCH AS MEETING ROOMS, AUDITORIUMS, ETC.		2						
UNN09	4.3.001	DYNAMITE GAMING (RECREATION CENTER) REGISTER TAPE TRANSACTIONS.	STUDENT UNION BUILDING GAME ROOM DAILY SALES TAPE RECEIPTS (VOIDS AND REFUNDS).	FE	3						
UNN11	4.1.003	DYNAMITE GAMING (RECREATION CENTER) GAMING SALES STUBS.	STUDENT UNION BUILDING GAME ROOM DAILY SALES SALES STUB RECEIPTS (VOIDS AND REFUNDS).	FE	3						
UNN12	5.6.005	UNION SERVICES VEHICLE MILEAGE REPORTS.	INCLUDES MILEAGE, FULE/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	FE	3						
UPB06	1.1.069	REPORTS - TEACHER WORKLOADS.	UPWARD BOUND STUDENT-CLASS WORKLOAD REPORTS BY ACADEMIC TERM.	AC	1			AC=END OF TERM.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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UPB22	4.7.008	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS.	THIS SERIES DOCUMENTS STATE AND FEDERAL 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. AGENCIES MUST ENSURE THAT RECORDS ARE RETAINED FOR THE APPROPRIATE RETENTION PERIOD.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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UPB27		APPLICATIONS FOR ADMISSION OR READMISSION.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MANY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSION RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
UPB32		STUDENT ADVISING FILES.	THIS SERIES INCLUDES RECORDS OF ACADEMIC ADVISEMENT TO STUDENTS. SERIES MAY INCLUDE ADVISORS' NOTES, ADVISING CHECKLISTS, AND CONVENIENCE COPIES OF GRADE RECORDS MAINTAINED BY REGISTRARS.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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VPA27		ACADEMIC RECORDS (ACCREDITATION LETTER).	THIS SERIES REFLECTS GRADES AWARDED BY INSTRUCTORS AND SERVES AS THE BASIS FOR STUDENTS' OFFICIAL ACADEMIC RECORDS. ALSO CALLED PERMANENT RECORDS CARDS, GRADE CARDS, GRADE SHEETS. RECORDS USUSALLY INCLUDE: STUDENT NAMES AND SOCIAL SECURITY NUMBER OR ID NUMBERS; COURSE TITLES AND NUMBERS; SECTIONS; GRADES AWARDED; AND INSTRUCTORS' SIGNATURES.	PM					I	CONSISTS OF ALL THE COLLEGES IN THE UNIVERSITY; UT POLICY. CAUTION: THIS RETENTION PERIOD APPLIES TO RECORDS OF THE REGISTRAR. DEPARTMENTAL COPIES OF GRADE SHEETS ARE CONVENIENCE COPIES.	
VPA29		DEGREE AUDIT RECORDS.	THIS SERIES DOCUMENTS STUDENT COMPLETION OF DEGREE REQUIREMENTS, INCLUDING AUTHORIZATIONS CERTIFYING COMPLETION OF DEGREE REQUIREMENTS. THE SERIES MAY INCLUDE OFFICIAL GRADUATION AUDIT FORMS THAT LIST STUDENTS' NAMES; COLLEGES; MAJORS; DEGREES; MINORS; THE BREAKDOWN OF INSTITUTIONAL DEGREE REQUIREMENTS AND HOW THE APPLICANTS HAVE FULFILLED THEM; GRADE POINT AVERAGES; DEANS' RECOMMENDATIONS/COMMENTS AND SIGNATURES; AND COMPREHENSIVE EXAMINATIONS.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
VPA30	1.1	REGENT RULES, UT SYSTEM GUIDELINES.	REGENT RULES, UT SYSTEM GUIDELINES.	US	5				I		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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VPA35	3.1.037	EMPLOYEE RECOGNITION RECORDS	AWARDS, INCENTIVES, FACULTY TENURE.	AC	5			AC=TERMINATION OF EMPLOYMENT.	O		
VPA36	1.1	DEGREE PROPOSALS (PROGRAM DEVELOPMENT RECORDS).	THIS SERIES PROVIDES A RECORD OF PLANNING AND DISCUSSIONS RELATING TO THE IMPLEMENTATION OF NEW UNDERGRADUATE AND ADVANCED DEGREE PROGRAMS AND ANY MAJOR REORGANIZATION OR CHANGES TO ESTABLISHED PROGRAMS. THIS SERIES MAY INCLUDE BUT NOT LIMITED TO: WORKING PAPERS; LETTER OF SUPPORT; REVIEW AGENDAS; FACULTY STATUS REPORTS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM						RECORD KEPT IN PAPER AND ELECTRONIC FORMAT.	
VPA38		3, 5 AND 10 YEAR PROGRAM REVIEWS (TO THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	NEW PROGRAMS MUST SUBMIT A YEARLY PROGRAM REVIEW FOR THE FIRST FIVE YEARS OF ITS EXISTENCE. GRADUATE PROGRAM REVIEWS ARE REQUIRED EVERY 7 YEARS FOR THE GRADUATE PROGRAMS.	PM							
VPA40		PROGRAM APPROVALS (FROM THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	PROGRAM APPROVALS ARE LETTERS FROM THE THECB (TEXAS HIGHER EDUCATION COORDINATING BOARD) APPROVING NEW DEGREE PROGRAMS AND CHANGES TO THE EXISTING DEGREE PROGRAMS.	PM							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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VPA42		STUDENT LEARNING OUTCOMES REPORTS (EVERY 10 YEARS TO THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	THESE ARE REGULAR ASSESSMENTS OF LEARNING OUTCOMES IN ACADEMIC PROGRAMS THAT ARE USED FOR CONTINUOUS IMPROVEMENT THAT USED TO BE REPORTED TO THE THECB (TEXAS HIGHER EDUCATION COORDINATING BOARD), IN CONJUNCTION WITH REAFFIRMATION OF ACCREDITATION. [THEY ARE REPORTED TO THE REGIONAL ACCREDITOR SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC) EVERY 5 YEARS, AS PART OF THE COMPLIANCE CERTIFICATION REPORT FOR REAFFIRMATION OF ACCREDITATION OR AS PART OF THE 5TH YEAR INTERIM REPORT.	PM							
VPA44		CORE CURRICULUM REVIEW REPORTS (EVERY 10 YEARS TO THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	THESE ARE REGULAR ASSESSMENTS OF CORE OBJECTIVES THAT ARE REPORTED TO SACSCOC (SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES) AND TO THE THECB (TEXAS HIGHER EDUCATION COORDINATING BOARD) AT THE TIME OF REAFFIRMATION OF ACCREDITATION, EVERY 10 YEARS.	PM							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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VPB03	1.1.006	COMPLAINT RECORDS.	COMPLAINT 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 MUS BE INCLUDED IN AND IS SUBJECT TO THE MINIMUM RETENTION PERIOD OF ITEM NUMBER 1.1.048.	
VPB04	5.1.010	LICENSES AND PERMITS FOR NON-VEHICLES.	ALCOHOLIC BEVERAGE PERMITS.	AC	2			AC= EXPIRATION DATE OF LICENSE OR PERMIT.			
VPB05	1.1.067	REPORTS AND STUDIES (NON-FISCAL).	TEXAS COORDINATING BOARD OF HIGHER EDUCATION REPORTS.		10				O		
VPB06		TRADEMARK LICENSING AGREEMENTS.	UT EL PASO RIGHTS OF RECOGNIZABLE TRADEMARK LOGO, DESIGN, SYMBOLS, AND PRODUCTS LICENSING AGREEMENTS.	AC	20			AC= AFTER CLOSED.	O		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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VPB07	5.1.001	CONTRACTS & LEASES.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, 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. a) EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015 b) EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	7			AC= EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.			GOVERNMENT CODE, 441.1855.



STATE OF TEXAS
Records Retention Schedule

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 Rev. 2017-07

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VPB08	5.1.001	COPYRIGHT LICENSING AGREEMENTS.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, 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. a)EXECUTED, RENEWED, OR AMENDED ON OR BEFORE SEPTEMBER 1, 2015. b) EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	7			AC= EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.			GOVERNMENT CODE, 441.1855.
VPB09		INSTITUTIONAL MEMBERSHIPS.	TRANSITORY MEMBERSHIPS THAT CHANGE ON AN ANNUAL BASIS.		5						
VPB11	5.1.013	INSURANCE POLICIES.	FOR VEHICLES, EQUIPMENT, ETC. a)Executed, renewed, or amended on or after September 1, 2015. b)Executed, renewed, or amended on or after August 31, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.			GOVERNMENT CODE, 441.1855.
VPB12		PROPERTY FILES.	UT EL PASO REAL ESTATE PROPERTY MANAGEMENT FILES (WILLS AND DEEDS).	PM							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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VPB13	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	2			AC=DATE REQUEST FULFILLED.			
VPB14	1.1.021	PUBLIC INFORMATION REQUESTS - EXEMPTED.	INCLUDES ALL CORRESPONDENCE AND DOCUMENTATION RELATING TO REQUESTS FOR RECORDS THAT ARE EXEMPT UNDER THE PUBLIC INFORMATION ACT (CHAPTER 552, GOVERNMENT CODE).	AC	2			AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.			