



June 8, 2017

Dr. Brian McCall
Chancellor
Lamar University, Texas State University System
200 E. 10th Street
Austin, TX 78701-2407

Re: Agency records retention schedule approved for use.

Dear Dr. Brian McCall,

Lorenzo de Zavala
State Archives and
Library Building

Your agency's records retention schedule is approved for use as of April 17, 2017. 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 Please ensure that all old copies of the schedule are superseded with this recertified copy.

1201 Brazos Street
Austin, Texas
78701

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.

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

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 April , 2022.

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

During a certification period, changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Erica Willson at 512-463-6627 or ewilson@tsl.texas.gov.

Members

Sharon T. Carr
F. Lynwood Givens
Larry G. Holt

Romanita Matta-Barrera
Wm. Scott McAfee
Martha Wong

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.

Director and Librarian
Mark Smith

Sincerely,

Assistant State Librarian
Gloria Meraz

A handwritten signature in black ink, appearing to read "Craig Kelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

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 734

Agency Name Lamar University

(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) Brian McCall

Date 3-7-17

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) Donna Osborne
Date 2/17/17

Cert/Recert No. 4 Amendment No. -

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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



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SLR 105

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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| Retention Codes (<i>Field 7</i>) | | | | Archival Codes (<i>Field 8</i>) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | O – Review by University Archivist |
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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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| 1.1.002 | ADM110 | Audits 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 + 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. |
| | ADM120 | Notary Public Records Records documenting notary transactions completed by a notary public employed by the university. The university may retain log books by agreement with the notary public in the event they separate from the university. | 10 | | 10 | | TSLAC (Texas State Library and Archives Commission) Local Schedule DC 2275-01 |
| 1.1.056 | ADM210 | ADA (Americans with Disabilities Act) Requests for employees and students participating in the Service to Students with Disabilities (SSD) or similar programs and anyone visiting university facilities includes supporting documentation. | 3 | | 3 | I | CAUTION: Refer to SSV100 for counseling records. |

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|----------------------------|--------------------|---|---------------------|---------|-------|-------------|--|-------------|---------------------------|
| 2. Agency Code 734 | | 3. Agency Name Lamar University | | | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | | |

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| 1.1.021 | ADM220 | 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 + 2 | | AC=Date of notification that records are exempt. | |
| 1.1.020 | ADM230 | Public Information Records Request-Not Exempted Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government code). | AC + 1 | | AC + 1 | | AC=Date request fulfilled. | |
| 1.1.072 | ADM240 | Public Information Reports Reports made to the Office of the Attorney General on an agency's Public Information Act activities | 2 | | 2 | | | |

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| CE – Calendar Year End FE – Fiscal Year End | PM – Permanent US – Until Superseded |
| LA – Life of Asset MO – Months | |



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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|----------------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|--------|---------------------------------|----|--|----|---|--|
| 1.1.057 | ADM310 | Correspondence-Ephemeral | AC | | AC | AC=After purpose of record has been fulfilled. <i>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 records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</i> | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | O – Review by University Archivist |
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Records Retention Schedule

SLR 105

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|--------|--|---|--|---|---|--|
| 1.1.007 | ADM315 | <p>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. Administrative correspondence decides and creates. Offices such as directors, deans, and assistant vice presidents may create administrative correspondence.</p> | 4 | | 4 | O | <p>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review.</p> <p>CAUTION: This record series and item number for administrative correspondence (1.1.007) should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period UAD 120 (1.1.004); A letter concerning an audit for that prescribed by ADM110 (1.1.002), etc. SEE ALSO item number ADM415 (1.1.011).</p> |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|---------------------------|--|--|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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| 1.1.008 | ADM320 | 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 | 2 | 0 | SEE comments to item number 1.1.007. SEE ALSO item number 1.1.010. | |
| 1.1.007 | ADM330 | Correspondence—Administrative Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification or redefinition of programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them. Administrative correspondence decides and creates. Offices, such as directors, deans, and assistant vice presidents may create administrative correspondence. | 4 | 4 | 0 | CAUTION: This record series and item number for administrative correspondence (1.1.007) should be used only for correspondence which is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations Request must be retained for the minimum retention period prescribed by UAD 120 (1.1.1.004); a letter concerning an audit for that perscribed by ADM110 (1.1.002), etc. SEE ALSO Item Number ADM415 (1.1.001). | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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| 1.1.007 | ADM340 | <p>Correspondence—Executive, (President, Provost)</p> <p>This series documents significant events and the development of administrative structure, policies, and procedures of the President’s Office and the Provost’s Office. It may also record the historical development of these offices. Other campus offices may be designated as creators of Executive correspondence depending on long-term significance to the university.</p> | AC | | AC | I | <p style="color: green;">ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors, and program heads, require archival review. Contact University Archives when these records have met their retention periods.</p> <p style="color: green;">CAUTION: This records series and item number for general correspondence (1.1.008) should be used only for correspondence that is not included in or directly related to another records series on the agency’s approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by (1.1.004); a letter concerning an audit for that prescribed by ADM110 (1.1.002), etc. SEE ALSO item number ADM 415 (1.1.011).</p> <p style="color: green;">AC=End of term in office</p> |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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| 1.1.006 | ADM405 | <p>Complaint Records Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.</p> | AC + 2 | | AC + 2 | <p>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.</p> |
| 1.1.013 | ADM410 | <p>Calendars, Appointment and Itinerary Records Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.</p> | CE + 1 | | CE + 1 O | <p>ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. 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.</p> |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|--------|--|--------|--|--------|---|-------------------------------------|
| 1.1.011 | ADM415 | Executive Orders Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency. | US + 3 | | US + 3 | I | |
| 1.1.010 | ADM417 | Directives, General Any document that officially initiates, rescinds, or amends general office procedures. | US + 1 | | US + 1 | | |
| 5.1.004 | ADM420 | Directory Information —Phone, Address, E-mail Listings | US | | US | | |
| 1.1 | ADM425 | Event Planning Records—Routine This series documents the efforts of a department or division to provide informative sessions, short courses, excursions, and celebratory events for students, faculty and or staff. Examples of routine events: departmental celebrations, retirement celebrations, etc. | AC + 1 | | AC + 1 | | AC = Completion of the event. |
| 1.2.003 | ADM430 | Forms History File Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests. | AC + 1 | | AC + 1 | | AC = Discontinuance of use of form. |

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
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| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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| 1.2.004 | ADM432 | Forms Inventory Any periodic listing of all forms used internally or externally by an agency. | US | | US | | |
| 1.1.069 | ADM435 | Reports - Activity Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities. | 1 | | 1 | | CAUTION: SEE item number 1.1.064. |
| 5.2.026 | ADM437 | Logs—Meeting Room Reservations Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, training rooms, auditoriums, etc. | 2 | | 2 | | See FCL230 for facilities reservation logs. See SDAD150 for classroom assignments. Departments may retain summary/statistical information for planning purposes. |
| 1.1.023 | ADM440 | Organizational Charts Records showing internal organizational structure, usually indicating management/supervisory hierarchy. These records should include a footer with the effective date of the organizational structure and the creation date of the document period. | US | | US | I | Records are archival and require preservation; send one copy to University Archives when superseded. |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|---------------------------|--|--|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|--------|---|------|--|------|---|--|--|
| 1.1.008 | ADM445 | Routine Requests: Information or Services Routine requests for a departmental service, for information, or for publications. Also includes routine requests about the university, such as requests for academic statistics. NOTE: This series covers many instances of routine requests and all examples are not listed. | 2 | | 2 | | | |
| 5.4.012 | ADM450 | Security Access Records (IDs, keys, passwords, etc.) | AC+2 | | AC+2 | | AC=Until superseded, date or expiration, or date of termination, whichever sooner. | |
| 5.2.018 | ADM455 | Service Orders/Work Orders This series documents requests and authorizations for needed services and/or repairs, institutional property and equipment. Includes billing code, service, labor, parts, and remarks. It may also be used as a cost reference for future jobs. | 1 | | 1 | | SEE 5.2.002 for requests that require construction or renovation. | |
| 1.1.040 | ADM460 | Speeches, Papers and Presentations Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work. | AC | | AC | I | AC = After completion of the event, or end of term in office. | |

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|----------------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
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| | | | Agency | Storage | Total | 9. Remarks | Remarks | | | | |

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|---------|--------|---|------|--|------|--|--|
| 1.1.041 | ADM465 | Suggestion System Records Suggestions submitted by agency personnel and responses. | 1 | | 1 | | |
| 1.1.038 | ADM470 | Customer Surveys Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance. | AC | | AC | AC = Final disposition of summary report. SEE item number 1.1.067 for summary reports compiled from customer surveys. | |
| 1.1.043 | ADM480 | Training Materials Instructional materials developed by an agency for training entities or individuals it regulates or serves. | FE+3 | | FE+3 | TSLAC 1.1.043. Note: Retention was set to accommodate departmental procedures of requesting training materials each semester that a course is taught (which supersedes the U.S. + 1 requirement from 1.1.043) and to accommodate accompanying financial records. | |

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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| 1.1.057 | ADM499 | <p>Transitory Information Records of temporary usefulness that are not an integral part of an university records series, that are not regularly filed within a recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or an employee or in preparation an ongoing records series. Typical records include: routine messages, internal meeting notices, routing slips, phone messages, etc.</p> | AC=after purpose has been fulfilled. (Usually less than one year; often less than one month) | | | | <p>Data input forms may be destroyed once the information is entered into the database and a regular backup has occurred. Transitory information may be destroyed on a regular basis without completing a disposition log and without approval signatures. Departments, however, are encouraged to set up procedures for destroying transitory information on a regular basis.</p> | |
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| Retention Codes (<i>Field 7</i>) | | | | Archival Codes (<i>Field 8</i>) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | O – Review by University Archivist |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | | |



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|--------|---|------|----|------|---|
| 1.1.058 | ADM510 | 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 | 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. |
| 1.1.063 | ADM520 | Meeting Minutes, Notes & Agendas-University Leadership | AC+5 | | AC+5 | O AC=End of semester. |
| 1.1.063 | ADM530 | Meeting Minutes, Notes & Agendas-Academic Leadership | AC+5 | | AC+5 | O AC=End of semester. |
| 1.1.063 | ADM540 | Meeting Minutes, Notes & Agendas-Faculty Senate | AC+5 | | AC+5 | I AC=End of semester. |

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



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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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| 1.1.063 | ADM550 | Meeting Minutes, Notes & Agendas--Staff | 1 | | 1 | | | |
| 1.1.063 | ADM560 | Meeting Minutes, Notes & Agendas—Construction Projects | 1 | | 1 | O | | |
| 1.1.063 | ADM570 | Meeting Minutes, Notes & Agendas, Committees, Councils, Task Forces | 2 | | 2 | O | | |
| 1.1.059 | ADM571 | Meetings, Certified Agendas or Tape Recordings of Closed Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils. | AC + 2 | | AC + 2 | | AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. | |
| 1.1.060 | ADM572 | Meetings, Audio or Videotapes of Open Audio or videotapes of open meetings of state boards, commissions, committees, and councils. | AC + 90 days | | AC + 90 days | | AC = Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058. | |

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



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Form SLR 105C must accompany this form.

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|--------|---|--------------|--------------|---|---|
| 1.1.061 | ADM573 | Meeting - Notes Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared. | AC + 90 days | AC + 90 days | | AC = Approval of the formal minutes by the governing body. SEE caution comment at item number 1.1.058. |
| 1.1.062 | ADM574 | 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 | 2 | I | SEE caution comment at item number 1.1.058. |
| 1.1.064 | ADM610 | 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 | 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. |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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Records Retention Schedule

SLR 105

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|--------|--|------|------|---|--|
| 1.1.024 | ADM630 | 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. Typical records include mission statements, vision statements, master plans, long-range and short-range plans. | AC+3 | AC+3 | I | Some records have historical value and require preservation, contact the University Archives after the retention period has expired. |
| 1.1.055 | ADM640 | Strategic Plans-University Level Information resources and informational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code. | AC+6 | AC+6 | I | AC=September 1 of odd-numbered calendar years. |
| 1.1.055 | ADM645 | Strategic Plans—Departmental Level Strategic plans developed for a specific department or program to assist with annual planning and resource allocations. Typical records final departmental or program strategic plans, significant drafts, and related correspondence. | AC+6 | AC+6 | | AC=September 1 of odd numbered years |

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



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Records Retention Schedule

SLR 105

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|--------|--|--------|--|--------|--|---|
| 1.2.014 | ADM710 | 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 | | US + 1 | | |
| 1.2.005 | ADM720 | Records Retention Schedule (SLR 105) Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator. | US | | US | | Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. |
| 1.2.001 | ADM730 | Destruction Authorizations Agency level documents authorizing final disposition of records under a certified records retention schedule. | FE + 3 | | FE + 3 | | |
| 1.2.010 | ADM740 | Records Disposition Logs Logs or 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 | | 10 | | |

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|--------|--|--------|--|--------|--|
| 1.2.008 | ADM750 | Request for Authority to Dispose of State Records (RMD 102) Agency copy. | FE + 3 | | FE + 3 | Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. |
| 1.2.006 | ADM760 | Records Transmittal Forms Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody. | AC + 2 | | AC + 2 | AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer. |
| 1.2.012 | ADM770 | Records Inventory Worksheets Worksheets, logs, or lists of current records—dates, contents, and location of where the records are held. Typical records include: Tape library inventory, tape rotation inventory lists, box lists, container lists, and similar records. | US | | US | |
| 1.2.015 | ADM780 | Disaster Recovery Service Transmittals (RMD 109) Also includes documentation for disaster recovery services provided by other entities. | FE + 1 | | FE + 1 | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|--------|---|----|--|-----|---|
| 1.2.016 | ADM785 | Disaster Recovery Service Approval Form (RMD 113) Agency copy of form. | AC | | AC | AC = Until superseded or termination of service. |
| 1.1.067 | ADM810 | Reports and Studies (Non-Fiscal) Final 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 not noted elsewhere in this schedule. Includes reports distributed either internally or to other entries. Typical records include final reports, in paper or electronic format | 3 | | 3 0 | |
| 1.1.065 | ADM820 | Reports and Studies (Non-Fiscal) Raw Data | AV | | 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 ADM610 Performance Measures/IE Data (1.1.064). |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| CE – Calendar Year End FE – Fiscal Year End | LA – Life of Asset MO – Months |
| PM – Permanent US – Until Superseded | |



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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| 1.1.067 | ADM830 | Reports and Studies (Non-Fiscal)—Statistical Statistical reports that are used to write 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* | | 3* | O | *Some records may have historical value and require preservation; contact the University Archives after the active retention period has expired. | |
| 1.1.068 | ADM840 | Reports on Performance Measures Quarterly and annual reports on agency performance measures submitted to executive and legislative offices. | AC+6 | | AC+6 | | AC=September 1 of odd-numbered calendar years. | |

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



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 1.1 | ADV110 | Annual Fund Drive Records | 10 | | 10 | | | | |
| 1.1 | ADV120 | Friends Records | FE+5 | | FE+5 | O | | | |
| 1.1 | ADV130 | Gifts, Records-Deferred Gifts/Donor Files | PM | | PM | O | | | |
| 1.1 | ADV140 | Gifts, Records-Deferred Gifts, Realized (Legal Papers) | AC+3 | | AC+3 | I | AC=Date gift realized. | | |
| 1.1 | ADV150 | Class Gift Records | 5 | | 5 | I | | | |
| 1.1 | ADV200 | Alumni Records This series documents the activities of an institution or department's alumni and may also provide alumni offices with information on alumni. Records may be used to create a network of support from alumni, primarily through organized alumni groups; to track alumni; to monitor their achievements, activities and recognitions; to create statistics; to reply to information requests; to provide information on the accomplishments of former students. | PM | | PM | I | | | |
| 1.1 | ADV230 | Alumni Association Services, Program Records | 5 | | 5 | O | | | |

Retention Codes (Field 7)

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 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
 O – Review by University Archivist



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Records Retention Schedule

SLR 105

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 1.1 | ADV240 | Alumni Association Records This series documents the activities of the alumni association board of directors. The board is responsible for promoting the interests and ideals of the institution; stimulating and encouraging school pride in students, graduates, and former students; and developing a sense of responsibility for continued progress in educational programs for the institution. | 5 | | 5 | I | | | |
| 1.1.019 | ADV310 | News/Press Releases-University | 2 | | 2 | I | | | |
| 1.1 | ADV360 | Topical Reference-Subject(Regular "Morgue" Files) | AV | | AV | I | | | |
| 1.1 | ADV370 | Topical Reference-Biography (People "Morgue" Files) | AV | | AV | I | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|-----|--------|--|-----|--|-----|---|---|--|
| 1.1 | ADV380 | <p>Photographs This series provides photographic documentation of institution's activities, events, students, faculty, and staff with significant relevance to either institution's or individual unit's function and mission. It may be used for student recruitment and orientation, fund-raising, publicity, publications, research, or teaching. Typical records include fully identified photographs in print, negative, and slide formats (names, dates, etc. are helpful).</p> | AV | | AV | I | | |
| 1.1 | ADV390 | <p>Films, Videotapes, and Sound Recordings This series provides visual and/or aural documentation of institutional activities and events including intercollegiate athletics, students, faculty, and staff with significant relevance to either the institution's or individual unit's function and mission. These productions may have been created for recruitment and orientation, fund-raising, publicity, research, or teaching.</p> | AC* | | AC* | O | <p>*Records are archival and require preservation; contact the University Archives prior to any disposition activities.</p> <p>AC=After completion of the event, until superseded, or until obsolete.</p> | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
O – Review by University Archivist



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|---------|---|--------|--------|---|---|--|--|
| 1.3.001 | MAR335 | <p>State Publications One copy of each state publication as defined on page xi of the Texas State Records Retention Schedule (4th Edition), Texas State Library, 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.</p> | AC + 2 | AC + 2 | I | <p>AC = Until superseded or obsolete.</p> <p>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.</p> <p>For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).</p> | | |
| 1.3.001 | MAR 340 | Publications-Brochures | AC+2 | AC+2 | I | | | |

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
O – Review by University Archivist



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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|---------|--|------|--|------|---|--|--|
| 1.3.002 | MAR 350 | Publications-Development Files Background material copy (drafts), original art work, photo negative prints, flats, etc. This includes all work performed both inside and outside the agency. | FE+3 | | FE+3 | O | | |
| 1.1 | MAR380 | Photographs, Audiovisual Recordings, and Other Nontextual Media This series provides photographic and/or audiovisual documentation of institution activities, events, students, faculty, and staff. It may be used for student recruitment or orientation, fund-raising, publicity, publications, research, or teaching. This series includes photographs, digital images, photographic scrapbooks, negatives, slide formats, sound recordings, video tapes, posters, and other non-textual media that document institutional history and activities,*except*such records noted elsewhere in the schedule. | AV | | AV | I | ARCHIVES NOTE: Archivists should apply archival selection criteria in the appraisal of these items. Selection criteria may include level of identification. Archivists may arrange with digital asset managers or similar personnel to identify historical photographs prior to transfer to the archives. Refer also to 1.1.057 for classification of those images that are weeded out (as unusable, almost-duplicates, etc.) | |
| 1.1 | MAR390 | Films, Video Tapes, and Sound Recordings | AC | | AC | O | AC= After completion of the event, until superseded, or until obsolete. | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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Archival Codes (Field 8)

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|------|------|---|---------------------------------|--|--|
| 1.3.001 | CUR110 | Catalogs/Bulletins This series provides a record of institutional policies and procedures, program requirements, and course offerings and may also be used for constructing new courses or reconstructing old courses. Information in the individual catalogs and bulletins includes academic policies and procedures, program names and descriptions, course names and descriptions, alpha numeric course designations, credits offered per course and related program and course information. | AC+2 | AC+2 | I | AC=Until superseded or obsolete | | |
| 1.1 | CUR120 | Schedule of Classes Documents detailing the classes offered per term by the University. Class schedules, which may include course number and title, instructor, time, and location where the class is held. | PM | PM | I | AACRAO Schedule E | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 1.1 | CUR130 | Student Handbooks This series documents the requirements, policies, and offerings of specific instructional units for use by current or potential students. | US+2 | | US+2 | I | | |
| 1.1 | CUR210 | Academic Degree & Course Proposals This series documents the development of new departmental and inter-departmental degree programs, courses and related curricula that are currently under consideration for adoption. The series may also document requests to drop courses from the curriculum and to change the names of courses, the number of credits or the prerequisite courses. | AC+10 | | AC+10 | I | AC=Until the degree or course proposal is ceased or superseded. | |
| | CUR220 | Curriculum Development Files (Course and Programs) Records related to the course of study, including records of courses deleted from the catalog. Includes courses, majors, minors, degrees, and various certificates (including teaching and other professional certificates). | AC+10 | | AC+10 | I | AC=When the course, program, or certificate is ceased. TSLAC Local Schedule JC3900-01. | |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 1.1 | CUR230 | Course Records This series provides a record of departmental course offerings and individual course contents. Typical records include syllabi; course descriptions; course outlines, course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; bibliographies; course announcements, hand-out materials; and related documentation and correspondence. | AC+2 | | AC+2 | O | AC=End of semester. Provost Office recommends two year retention for academic departments. | | |
| 1.1 | CUR240 | Course Records-Faculty Workload Reports Records that show which professors are teaching which courses. Report is provided to the Coordinating Board for funding purposes. | AC+2 | | AC+2 | I | AC=End of semester. | | |
| 1.1 | CUR250 | Course and Lab Fee Forms Records of fees charged for courses and labs; falls under the incidental fee statute of the Texas Education Code. | AC+10 | | AC+10 | | AC=When the course is ceased. Texas Education Code, Title 3, 54.504 | | |

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Records Retention Schedule

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 1.1 | CUR310 | Non-University Student Program Administration Records This series documents the administrative activities of special instructional and support programs directed to serve elementary through high school and non-institutional students belonging to special minority, or disadvantaged groups. | 10 | 10 | O | | |
| 1.1.064 | CUR400 | Academic Program Reviews (APR) Academic Program Reviews (APR), as undertaken by each academic department. These records are used for institutional assessment. Typical records include assessments, reviews, short-and long-term planning objectives. | US | US | I | US=Until superseded. | |

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



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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 2.2.010 | EDP110 | Data Processing Policies and Procedures Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc. | US + 3 | US + 3 | | CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE Item 2.1.009 | | |
| 2.2.002 | EDP130 | Chargeback Records to Data Processing Services Users Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes. | FE + 3 | FE + 3 | | | | |
| 2.2.016 | EDP150 | Software Registrations, Warranties and License Agreements | LA + 3 | LA + 3 | | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| LA – Life of Asset MO – Months | |



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 2.1.010 | EDP210 | Audit Trail Records Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs. | AC | | AC | | AC = All audit requirements have been met. | | |
| 2.1.002 | EDP220 | Master Files Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs. | AC | | AC | | AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. 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. | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|----|--|----|---|--|--|
| 2.1.011 | EDP230 | Finding Aids, Indexes, and Tracking Systems Automated indexes, lists, registers, and other finding aids used to provide access to records. | AC | | AC | AC = The related records have been destroyed. CAUTION: These records must carry the same retention period and archival code of the records they support. | | |
| 2.1.008 | EDP240 | Hardware Management and Documentation Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. | AC | | AC | 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. | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------------|------------------------------------|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 2.1.001 | EDP250 | <p>Processing Files Machine-readable files used in the creation, utilization, and updating of master files.</p> | AC | | AC | | <p>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.</p> <p>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.</p> | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | O – Review by University Archivist |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|----|--|----|--|--|--|
| 2.1.007 | EDP260 | Software Programs Automated software applications and operating system files including job control language, program listing/source code, etc. | AC | | AC | AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 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. | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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| 2.1.009 | EDP270 | <p>Technical Documentation</p> <p>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, and origin of the data elements.</p> | AC | | AC | | <p>AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.</p> <p>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.</p> | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | | | | | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
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|---------|--------|--|------|------|--|--|--|
| 2.2.011 | EDP310 | Batch Data Entry Control Records Forms and logs used to reconcile batches submitted for processing against batches received and processed. | AC | AC | AC = When reconciliation confirmed. | | |
| 2.2.004 | EDP320 | Computer Job Schedules/Reports Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed. Typical records include: schedules, logs, and related documentation. | 3 mo | 3 mo | | | |
| 2.2.015 | EDP330 | Internet Browser History/Web Sites Visited | AV | AV | The disposal of history files need not be documented through destruction authorizations (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). | | |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|----|--|----|---|--|--|
| 2.2.014 | EDP335 | Internet Cookies Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers. | AV | | AV | The disposal of Internet cookies need not be documented through destruction authorizations (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). | | |
| 2.2.012 | EDP340 | Output Records for Computer Production Reports showing transactions that were accepted, rejected, suspended, and/or processed. | AV | | AV | | | |
| 2.2.013 | EDP350 | Quality Assurance Records Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy. | AC | | AC | AC = No longer needed as an audit trail for any records modified. | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 2.2.001 | EDP360 | System Monitoring Records Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc. | AV | | AV | | | | |
| 2.2.015 | EDP370 | History Files - Web Sites A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer. | AV | | AV | | The disposal of history files need not be documented through destruction authorizations (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). | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------------|--|
| Retention Codes (<i>Field 7</i>) | | | | Archival Codes (<i>Field 8</i>) | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|---|---|--|---|--|--|
| 3.1.012 | PER110 | Employment Opportunity Announcements Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime. | 2 | 2 | | 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities]. | | |
| 3.1.001 | PER130 | 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 | 2 | | 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities]. | | |
| 3.1.014 | PER150 | 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 | 2 | | 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities]. CAUTION: Does not include criminal history checks. SEE item number 3.1.026. | | |

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



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|-------------|---------------------------|------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|--------|--|--------|---|--|--|
| 3.1.002 | PER160 | 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 + 5 | AC = Termination of employment. | | |
| 3.1.023 | PER200 | Position/Job Descriptions Job descriptions, including all associated task or skill statements, for positions in an agency. | AC + 4 | | AC + 4 | AC = Until superseded or job eliminated. 40 TAC 815.106(i). | | |
| 3.1.026 | PER205 | Criminal History Checks Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS). | AC | | 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 411, Government Code for appropriate retention and use of this information. | | |

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



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | | | | | |

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|---------|--------|--|------|--|------|---|--|--|
| 3.1.029 | PER210 | Employment Eligibility, Documentation or Verification of Federal reporting form (INS I-9). | AC+1 | | AC+1 | AC=Termination of employment. 8 CFR 0274a.2(b) (2)(i) (A) and (c) (2). CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from day of hire are kept for the 3 year retention period. | | |
| 3.1.038 | PER220 | Public Access Option Form Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024. | US | | US | SEE item number 3.3.011. | | |

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



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|-------|--|------|--|--|--|
| 3.1.013 | PER230 | 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+7 | Government Code, 441.1855 AC = Expiration or termination of the contract according to its terms. CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028 SEE related item 5.1.001 Contracts and Leases. | | |
| 3.1.034 | PER232 | 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 | | AV | SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process. | | |

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



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|-------------|---------------------------|------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|-------|--|------|--|-----------------|--|
| 3.1.035 | PER235 | <p>Performance Bonds Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency.</p> <p>a). Executed, renewed, or amended on or after September 1, 2015.</p> <p>b). Executed, renewed, or amended on or before August 31, 2015.</p> | AC+7 | | AC+7 | | | |
| | | | AC+4 | | AC+4 | | | |
| 3.1.036 | PER240 | <p>Apprenticeship Records Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.</p> | AC+ 5 | | AC+5 | | 29 CFR 30.8(e). | |

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
O – Review by University Archivist



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Records Retention Schedule

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 3.1.020 | PER270 | <p>Personnel Corrective Action Documentation</p> <p>Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.</p> | AC + 5 | | AC + 5 | | <p>AC = Termination of corrective action.</p> <p>CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the the minimum retention period described by item number 3.1.021.</p> | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | O – Review by University Archivist |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | | |



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------|------------------|---------------------------|--|--|--|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | | |
| | | | Agency | Storage | Total | 9. Remarks | 9. Remarks | | | | | | |

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| 3.1.021 | PER285 | <p>Personnel Disciplinary Action Documentation</p> <p>Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee 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.</p> | AC + 5 | | AC + 5 | | AC = Termination of employment. | | |
| 3.1.011 | PER310 | <p>Employee Retirement Selection-Optional Retirement Program/ Teachers Retirement System/ Texas Employee Retirement System</p> | AC+75 | | AC+75 | | AC=Termination of employment. | | |

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



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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|----|--------|--|--|--|
| 3.1.011 | PER320 | 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. | AC | AC | AC | 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. | | |
| 3.1.019 | PER410 | Performance Appraisals | 2 | | 2 | 29 CFR 1620.32(c). | | |
| 3.1.019 | PER420 | Performance Appraisals-Tenure or Promotion Track Employees | AC+ 2 | | AC+ 2 | AC=The end of the tenure or career ladder review period. 29 CFR 1620.3(c) | | |
| 3.1 | PER440 | Faculty Tenure and Promotion Records | AC+5 | | AC+5 | AC=Completion of the annual tenure review process. | | |
| 3.1.037 | PER450 | Employee Recognition Records Awards, incentives, tenure, etc. | AC + 5 | | AC + 5 | AC = Termination of employment. | | |
| 3.1.022 | PER460 | 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 employment. | 2 | | 2 | 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities]. | | |

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



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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|---------|--|---------|---|---|--|--|
| 3.1.024 | PER470 | Physical Examinations/Medical Reports Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required. | AC + 2 | | AC + 2 | | AC = Until superseded or termination of employment. CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014. | | |
| 3.1.002 | PER510 | Personnel Files (Human Resources) | AC+5 | | AC+5 | | AC=Termination of employment | | |
| 3.1.002 | PER520 | Personnel Files-Faculty, Tenured and Tenure Track (Faculty Records) | AC+10 | | AC+10 | I | AC=Termination of employment. 29CFR 1602.49; required for SACS Review. | | |
| 3.1.002 | PER530 | Personnel Files-Faculty, Adjunct (Faculty Records) | AC+10 | | AC+10 | | AC=Termination of employment. Required for SACS Review. | | |
| 3.1.002 | PER550 | Personnel Files-Departmental Copies | AC+5 | | AC+5 | O | AC=Employee separation from department (Transfer or Termination.) | | |
| 3.2.002 | PER570 | Employee Earnings Records | 4 | | 4 | | 40 TAC 815.106 (i) | | |
| 3.3.011 | PER600 | Former Employee Verification Records Minimum 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 + 75 | | AC = Termination of employment. See item number 3.1.038. | | |
| 3.3.015 | PER605 | Positions/Job Classification Review File Records relating to review and monitoring of job classifications within an agency. | US + 3 | | US + 3 | | | | |

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



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|--------|--|--------|---|---|--|--|
| 3.3.024 | PER610 | Personnel Policies and Procedures Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency. | US + 3 | | US + 3 | I | | | |
| 3.3.025 | PER615 | Job Procedure Records Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis. | US+3 | | US+3 | | | | |
| 3.3.027 | PER620 | Aptitude and Skills Tests Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer. | US + 2 | | US + 2 | | 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 [State Universities]. CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated. | | |
| 3.3.028 | PER621 | Aptitude and Skills Tests (Test Papers) Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer. | 2 | | 2 | | 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 [State Universities]. | | |

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



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|--|--------|--|--|--|
| 3.3.029 | PER622 | Aptitude and Skills Tests (Validation Records) Records of the validation of aptitude and skills tests. | AC + 2 | | AC + 2 | AC = As long as the test is used by an agency. 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 [State Universities]. | | |
| 3.3.030 | PER625 | Training Administration Records Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects. | US + 2 | | US + 2 | CAUTION: Does not include hazardous material training records. SEE item number 5.4.007. | | |
| 3.3.020 | PER630 | Work Schedules/Assignments Work, duty, shift, crew, or case schedules, rosters, or assignments. | 1 | | 1 | | | |
| 3.3.023 | PER640 | 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 employees are defrayed or reimbursed. | | | 3 | | | |

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



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Records Retention Schedule

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|--------|---|--|--|
| 3.3.004 | PER650 | Benefit Plans Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments. | US + 1 | US + 1 | 29 CFR 1627.3(b)(2). | | |
| 3.3.001 | PER660 | Affirmative Action Plans Affirmative Action Plans for both regular employees and apprenticeship programs. | 5 | 5 | 29 CFR 30.8 (e) for apprenticeship plans. | | |
| 3.3.026 | PER665 | Agency Staffing Reports Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis. | US+3 | US+3 | | | |
| 3.3.031 | PER670 | EEO Reports and Supporting Documentation Includes documentation used to complete EEO reports. | 3 | 3 | 29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50. | | |

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



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|---------------------------|--|--|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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| 3.3.032 | PER675 | Equal Pay Records Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the Federal Equal Pay Act. | 3 | | 3 | | 29 CFR 1620.32. | | |
| 3.2.010 | PER680 | Human Resources Information System (HRIS) Reports Includes supporting documentation | AC+4 | | AC+4 | | | | |
| 3.3.010 | PER685 | Labor Statistics Reports Reports providing statistical information on labor force. | 3 | | 3 | | | | |
| 3.2.008 | PER710 | Direct Deposit Application/Authorizations US | US | | US | | US=Until superseded or until employment is terminated | | |
| 3.2.001 | PER720 | 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 + 4 | | AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. | | |
| 3.2.004 | PER730 | Income Adjustment Authorizations Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes. | 2 | | 2 | | 29 CFR 516.6(c). | | |

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



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|--------|--|--|--|
| 3.2.009 | PER740 | State Deferred Compensation Records | AC + 5 | 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 <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas. | | |
| 3.2.003 | PER760 | Federal Tax Records Includes 1099, W2, FICA, and other tax records. | AC + 4 | AC + 4 | AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001 - 1(e)(2). | | |
| 3.2.005 | PER765 | W-4 Forms Employer's copy of "Employee's Withholding Exemption Certificate." | AC + 4 | AC + 4 | AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2). | | |
| 3.2.007 | PER770 | Unemployment Compensation Records | AC + 5 | AC + 5 | | | |
| 3.2.006 | PER780 | Wage Rate Tables | 2 | 2 | 29 CFR 516.6(a)(2). | | |

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



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|--|--------|--|---|--|
| 3.4.002 | PER790 | Leave Status Reports Cumulative report is issued each pay cycle and provides employee leave status information for each position. | FE + 3 | | FE + 3 | | | |
| 3.4.003 | PER795 | Less Than Full-Time Worked Reports Dates and hours. | 4 | | 4 | | 40 TAC 815.106(i). | |
| 3.4.004 | PER800 | Overtime Authorizations | 2 | | 2 | | | |
| 3.4.005 | PER805 | Overtime Schedules | 2 | | 2 | | | |
| 3.4.006 | PER810 | Time Cards and Time Sheets | 4 | | 4 | | 40 TAC 815.106(i). | |
| 3.4.006 | PER820 | Time Sheets and Attendance Forms— Student Workers Student time sheets and records of hours worked by student workers. This series includes records of time worked by students paid from restricted funds (including Department of Veterans Affairs, G.I. Bill, Department of Education, and other work study funds). | FE+4 | | FE+4 | | 40 TAC 815.016(i). FAgencies should expect the Employee Work Record to be reviewed from external and internal audits as contracts and grants, student financial aid, or Fair Labor Standards Act (FLSA). For work-study students, federal and state programs require agencies to retain the time record for a minimum of 3 years from the end of the award year. | |
| 3.4.007 | PER830 | Time Off and/or Sick Leave Requests | FE + 3 | | FE + 3 | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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Form SLR 105C must accompany this form.

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|--------|--------|--|--|--|--|
| 3.4.001 | PER840 | Accumulated Leave Adjustment Requests Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees. | FE+3 | FE+3 | | | | |
| 3.4.008 | PER850 | Sick Leave Pool Documentation Requests submitted, approvals, number of hours transferred in and out, etc. | FE + 3 | FE + 3 | | | | |

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
 O – Review by University Archivist



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|-------------|---------------------------|--|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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| | FIN100 | Ticket Sales Records—Other This series documents the printing, selling, distribution, and accounting of tickets for university-sponsored performing arts and other non-athletic events where tickets are sold for admission. Records may include: ticket stock orders, ticket type reports, ticket purchase manifest forms; box office balance sheets; ticket printing and control records; season ticket sales lists; receipts and orders for mail, phone, and in-person purchase of tickets; ticket sales summary sheets and reports; free ticket sign-up sheets; lists and reports of free tickets distributed to patrons, contributors, and others; deposit receipts; and related documentation and correspondence. | FE+3 | | FE+3 | | | | |
| 4.1.001 | FIN110 | Accounts Payable Information Records of payments made by the University. Includes stop payment requests. Typical records include: invoices, records of payments made, W-P forms and Vendor Maintenance Forms. | FE + 3 | | FE + 3 | | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|--|--------|--|---|--|--|
| 4.1.002 | FIN120 | Billing Detail/Department Account Records Department account records and other detail information regarding financial transactions, including budgets, expenditures, purchases, fees assessed includes invoices generated. Typical records include detailed information about departmental budgets and expenses. | FE + 3 | | FE + 3 | | CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007. | | |
| 4.1.002 | FIN121 | Student Charge Records (4-CA) Records related to student tuition and fees | 10 | | 10 | | | | |
| 4.3 | FIN125 | General Property Deposits-Refunds, Forfeits, Assignments | FE+3 | | FE+3 | | | | |
| 4.1.003 | FIN130 | Canceled Checks/Stubs/Warrants/Drafts Canceled checks, check stubs, warrants, and drafts from University accounts. Also includes stop payment requests | FE + 3 | | FE + 3 | | | | |
| 4.1.005 | FIN150 | Inventory and Other Cost Files Production, job, labor, quotes, pricing, specifications, etc. | FE + 3 | | FE + 3 | | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|--|--------|--|--|--|--|
| 4.1.006 | FIN160 | Investment Transaction Files Investment files, including detailed transaction files includes records of transactions, safekeeping receipts, certificates of deposit (CDs), quarterly investment reports, account statements, reconciliation pertaining to investments and endowments, and related records. | FE + 3 | | FE + 3 | | | | |
| 4.1.007 | FIN170 | Transfers or Budget Revisions Cost Center transfers/transmittals/budget revisions | FE + 3 | | FE + 3 | | | | |
| 4.1.008 | FIN180 | Electronic Fund Transfers Records of electronic fund transfers, including direct deposit registers. | FE + 3 | | FE + 3 | | | | |
| 4.2.001 | FIN210 | Cash Deposit Vouchers Cash deposit slips. | FE + 3 | | FE + 3 | | | | |
| 4.2.002 | FIN220 | Cash Receipts Cash receipts paid by students, faculty, staff, or visitors, as assessed by various departments for permits, services, or fees. | FE + 3 | | FE + 3 | | | | |
| 4.2.003 | FIN230 | Daily Cash Receipts Logs Logs listing cash received. | FE + 3 | | FE + 3 | | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 4.2.004 | FIN240 | Encumbrance Vouchers Orders, statements, change orders, etc. | FE + 3 | | FE + 3 | | | |
| 4.2.005 | FIN250 | Purchase Vouchers Requisitions, receiving reports, invoices, or statements, change orders, best value determinations, etc. | FE + 3 | | FE + 3 | | | |
| 4.2.006 | FIN260 | General Journal Vouchers Used to complete transactions needed to balance the budget for the University. | FE + 3 | | FE + 3 | | | |
| 4.2.007 | FIN270 | Expenditure Vouchers Travel, financial aid, payroll, etc. | FE + 3 | | FE + 3 | | | |
| 4.3.001 | FIN310 | Sales Journals or Registers Records of sales including interdepartmental transfers (IDTs). | FE + 3 | | FE + 3 | | | |
| 4.3.002 | FIN320 | Receipts Journals or Registers Registers of received funds, goods, or services. | FE + 3 | | FE + 3 | | | |
| 4.3.002 | FIN322 | Receipts Journals or Register: Gifts in Kind Records Receipts from donors. Maintain permanently for historical and planned giving purposes. | PM | | PM | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 4.3.003 | FIN330 | Expenditures Journals or Registers Typical records include: Warrant register, financial aid checklist, fee refund check register | FE + 3 | | FE + 3 | | | |
| 4.3.003 | FIN331 | Expenditures Journals or Registers: Warrant Register/CUFS Monthly Reports(4AC) | FE+10 | | FE+10 | | | |
| 4.4.001 | FIN410 | General and Subsidiary Ledgers | FE + 3 | | FE + 3 | | | |
| 4.4.001 | FIN411 | CUFS Monthly Reports/General Ledgers (4-AC) | FE+10 | | FE+10 | | | |
| 4.4.002 | FIN420 | Accounts Receivable Ledgers Records of incoming (receivable) funds. Typical records include receipts, copies of checks, copies of incoming electronic transfers. | FE + 3 | | FE + 3 | | | |
| 4.4.003 | FIN430 | Accounts Payable Ledgers | FE + 3 | | FE + 3 | | | |
| 4.4.004 | FIN440 | Employee Savings Bond Ledgers | FE + 3 | | FE + 3 | | | |
| 4.5.001 | FIN510 | Worksheets for Preparing Fiscal Reports Worksheets, data, and other information used to prepare fiscal reports. | FE + 3 | | FE + 3 | | | |

| Retention Codes (Field 7) | Archival Codes (Field 8) |
|---|---|
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 4.5.002 | FIN520 | Internal Fiscal Management Reports Includes agency monthly budget reports. Typical records include: travel reconciliation book, travel application fund request, travel application advances, online receivable reports, registration financial aid credits, coordinating board reports. | FE + 3 | | FE + 3 | | | |
| 4.5.002 | FIN521 | Internal Fiscal Management Reports (4-AC, 4-CA) Includes agency monthly budget reports. Typical records include class reports, departmental ledger sheets, and estimated income reports. | FE+10 | | FE+10 | | | |
| 4.5.003 | FIN530 | Annual Financial Reports Required by the General Appropriations Act (100 Day Report). Typical Records Include: Annual Financial Report, as published. (Hard copies to be printed for University Archives, Mary and John Gray Library, and the State of Texas depository requirements). | AC + 6 | | AC + 6 I | | Send five copies to University Archives as soon as report is published. | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 4.5.003 | FIN531 | Annual Financial Report-Friends Groups Annual financial report of various Friends groups, which often serve to assist colleges, departments, or programs. | AC+6 | | AC+6 | I | AC = September 1 of odd-numbered calendar years. 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 I. 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 Publications Depository Program, Texas State Library and Archives Commission. | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | O – Review by University Archivist |
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2. Agency Code **734** 3. Agency Name **Lamar University**

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

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|---------|--------|--|--------|--------|---|---|--|--|
| 4.5.005 | FIN550 | External Fiscal Reports Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB (Historically Important Businesses) Reports. | FE + 3 | FE + 3 | O | AC = September 1 of odd-numbered calendar years. 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 I. 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 Publications Depository Program, Texas State Library and Archives Commission. | | |
| 4.5.005 | FIN551 | Federal Tax Returns Federal Tax Returns sent to the IRS in compliance with federal reporting requirements. | FE+8 | FE+8 | | | | |

| Retention Codes (Field 7) | Archival Codes (Field 8) |
|---|---|
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|--------|--------|---|---|--|--|
| 4.5.005 | FIN552 | Property Tax Exemption Claim Records This series is used to document claims for exemption from institutions paying property taxes in Texas and other states due to the educational use of the property. Exemptions are typically made on an annual basis. | FE+8 | FE+8 | | IRS publication 552 | | |
| 4.5.006 | FIN560 | Annual Operating Budgets Required by the General Appropriations Act, this series relates to the University-wide operating budget. | FE + 3 | FE + 3 | I | IRS publication 552 | | |
| 4.5.007 | FIN570 | USAS (Uniform Statewide Accounting System) Reports – Daily | AC | AC | | AC=Receipt and reconciliation of monthly report. | | |
| 4.5.008 | FIN580 | USAS Reports - Monthly | AC | AC | | AC = Receipt and reconciliation of annual report. | | |
| 4.5.009 | FIN590 | USAS Reports - Annual | FE + 3 | FE + 3 | | | | |
| 4.6.001 | FIN610 | Balancing Records Daily cashier balancing reports and cashier balance summary reports, used to balance the cashier's drawer at the end of the day. | FE + 3 | FE + 3 | | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 4.6.002 | FIN620 | Reconciliations A process that compares two sets of records (usually the balances of two accounts) to make sure that they are in agreement. Reconciliations are used to ensure the balances match at the end of a particular accounting period. | FE + 3 | FE + 3 | | | | |
| 4.6.002 | FIN621 | Long Term Bond Coupons Bonds were historically issued in the form of bearer's certificates. Several coupons, one for each scheduled interest payment over the life of the bond, were printed on the certificate. At the date the coupon was due, the owner would detach the coupon and present it for payment. | 25 | 25 | | Retention requirements should cover the period from the issuance of the bonds to not less than three years after the bonds are retired (paid off). | | |
| 4.6.002 | FIN622 | Reconciliations: Bond Coupons Destruction Certificates List of coupons destroyed once they have been redeemed at a financial institution. General ledger sheets noting bond numbers and date of destruction. | 25 | 25 | | | | |
| 4.6.003 | FIN630 | Cash Counts Performed by custodians of petty cash or change funds as an internal control | FE + 3 | FE + 3 | | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 4.7.001 | FIN635 | Accounting Policies and Procedures Manual | US + 3 | | US + 3 | | | |
| 4.7.002 | FIN720 | Bank Statements Monthly, quarterly and/or annual bank statements. | FE + 10 | | FE + 10 | | | |
| 4.7.003 | FIN730 | Returned Checks/Warrants/Drafts (Uncollectable) | AC + 3 | | AC + 3 | | AC = After deemed uncollectable. | |
| 4.7.004 | FIN740 | Capital Asset Records Records documenting the purchase of capital assets, such as equipment. | LA + 3 | | LA + 3 | | | |
| 4.7.005 | FIN750 | Claim Files | AC + 3 | | AC + 3 | | | |
| 4.7 | FIN760 | Unclaimed Property Records Records related to reporting unclaimed property to the State of Texas. Typical records include: uncashed checks, documentation of unclaimed property reports to the Comptroller's Office. | 10 | | 10 | | AC = Resolution of claim. | |
| 4.7.006 | FIN765 | Comptroller Statements | FE + 3 | | FE + 3 | | Texas Comptroller of Public Accounts, Holder Information: Reporting Unclaimed Property Retention Note: Unclaimed property includes uncashed checks | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|--|--------|--|---|--|
| 4.7.007 | FIN770 | Detail Chart of Accounts A list of all financial accounts in use in a fiscal year. Typical records include: list of accounts by number, by department, and by authorized user. | FE + 3 | | FE + 3 | | | |
| 4.7.009 | FIN800 | Fixed Asset Sequential Number Logs | US + 3 | | US + 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 federal funding agency. Agencies must ensure that records are retained for the appropriate retention period. | |
| 4.7.010 | FIN810 | Long-Term Liability Records Obligations that become due more than one year into the future. Long-term liabilities include items like loans, deferred tax liabilities, and pension obligations and bonds. | AC + 3 | | AC + 3 | | AC=Retirement of debt. | |

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



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 4.7.011 | FIN820 | Texas Facilities Commission Statements (TFC) Charge or bill statements received by agencies from the TFC for services provided. | FE + 3 | | FE + 3 | | AC = Retirement of debt. | | |
| 4.7.012 | FIN830 | Signature Authorizations Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency. | US + FE + 3 | | US + FE + 3 | | FE=Fiscal year end. | | |
| 5.1.001 | FIN910 | Appraisals - Building or Property An opinion of the value of real property, including legal description, description of physical features, and calculation of value. | AV | | AV | | US=Until superseded, then fiscal year end + 3 years. | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | | | | | |

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|---------|--------|--|--------|--|--------|--|--|--|
| 5.1.010 | FIN930 | Licenses and Permits for Non-vehicles Does not include licenses and permits issued by an agency as part of its statutory responsibilities. | AC + 2 | | AC + 2 | AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs. | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | | | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|--------|--------|--|--|--|
| 5.1.011 | SVC110 | Procedure Manuals/Guidelines/Instructions Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; also includes manuals or guidelines given to students, staff, and/or faculty as an aid for navigating office procedure. Typical records include agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions. | US + 1 | US + 1 | AC = Expiration date of license or permit. | | |
| 5.1.007 | SVC120 | Photocopier and Telefax Usage Logs & Reports Logs and reports detailing the use of photocopiers and FAX machines, including volume reports. | AV | AV | | | |
| 5.1.005 | SVC130 | Postage and Shipping Records This series provides a record of postage expenses for items that are mailed by the department via UPS, US Postal Service, Federal Express or another carrier. Records may be used for billing and/or tracing. | FE+3 | FE+3 | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 5.1.012 | SVC140 | Requisitions for In-Agency or Inter-Agency Copy/Printing Service Includes word processing and data processing. | AV | | AV | | | | |
| 5.1.015 | SVC150 | Charge Schedules/Price Lists Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges. | US + 3 | | US + 3 | | | | |
| 5.1.003 | SVC160 | Correspondence Tracking Records Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers. | 1 | | 1 | | | | |
| 5.1.004 | SVC170 | Delivery Reports Includes departmental delivery reports for materials, equipment, and supplies. | 2 | | 2 | | | | |
| 5.2.001 | SVC200 | Mail and Telecommunications 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 | | US | | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|-------------|---------------------------|------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|----|--|----|--|--|--|
| 5.3.009 | SVC210 | Requests for Information Requests for information preliminary to the procurement of goods or services by direct purchase or bid. | AC | | AC | AC = Decision not to proceed with the procurement. CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007. | | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|------|--|------|--|---|--|--|
| 5.3.007 | SVC220 | <p>Bid Documentation Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations.</p> <p>a). Associated with a contract executed, renewed, or amended on or after September 1, 2015.</p> <p>b). Associated with a contract executed, renewed, or amended on or before August 31, 2015.</p> <p>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.).</p> | AC+7 | | AC+7 | | AC= Expiration or termination of the instrument according to its terms or decision not to proceed with the bid. | | |
| 5.3.004 | SVC230 | Order - Acknowledgments | AV | | AV | | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 5.3.008 | SVC240 | Purchasing Logs Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status. | FE + 3 | | FE + 3 | | | |
| 5.3.005 | SVC250 | Shipping Lists/Packing Slips This series documents the receipt of equipment, supplies, or other packed materials. | AV | | AV | | | |
| 5.3.002 | SVC260 | Freight Bills Paid Documents showing charges for a common carrier shipment. It gives a description of the freight, its weight, amount of charges (if collect), the rate of charges, and terms of the shipment. | FE+3 | | FE+3 | | | |
| 5.3.002 | SVC270 | Freight Claims Records that document a demand made upon a carrier for payment on account of loss or damage alleged to have occurred while shipment was in their possession | AC+2 | | AC+2 | | | |
| 5.2.001 | SVC300 | Appraisals-Building or Property | AV | | AV | O | | |
| 5.5.003 | SVC310 | System Activity Reports Internal listing of all incoming/outgoing agency telephone activity. | AV | | AV | | | |

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|-------------|---------------------------|--|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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| 5.5.002 | SVC320 | Station Activity Reports Internal listing of incoming/outgoing telephone activity to individual telephone stations. | AV | | AV | | | | | |
| 5.5.001 | SVC330 | Long Distance Telephone Logs Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions. | AV | | AV | | | | | |
| 5.5.001 | SVC340 | Billing Detail - Telecommunications In addition to summary detail, includes any accompanying detailed listing of long distance calls. | FE + 3 | | FE + 3 | | | | | |
| 5.5.007 | SVC350 | Disputed Call Documentation/Personal Call Reimbursement Documentation of disputed long distance calls including documents evidencing repayment by employees for personal long distance use. | FE+3 | | FE+3 | | | | | |
| 1.1.057 | SVC410 | Off-Campus Shuttle Bus Schedules Routes, schedules, and general information about transportation by and for Lamar University | AC+3 | | AC+3 | | Some records have historical value and require preservation; contact the University Archives after the active retention period has expired. | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code 734 | | 3. Agency Name Lamar University | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|---|-------------|---------------------------|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | | | |
| | SVC420 | LU Shuttle Bus-History Background information from inception of shuttle bus to the present | 5 | | 5 | Some records have historical value and require preservation; contact the University Archives after the active retention period has expired. | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 5.2.002 | FCL100 | Capital Construction Project Records This series is used to provide a record of the planning, administration, and implementation of current and potential capital construction projects on campus (Projects with a total expenditure of at least \$100,000 over six years); to project needs for projects; and as a reference to projects once they have been completed. This series also provides a record of the funding of current capital construction projects on campus and to prepare budgets and allocations for capital construction projects. | AC + 10 | | AC + 10 O | AC = Completion of project. SEE ALSO item numbers 5.2.003 and 5.2.028. | | |
| 5.2.002 | FCL110 | Building Construction/Renovation Project Files Records related to designing, building, and renovating University structures. | AC+10 | | AC+10 O | | | |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|-----------------|-----------------|--|--|--|
| 5.2.028 | FCL120 | Building Construction Contract and Inspection Records Records related to building construction contracts, and the inspection of buildings during various phases of construction to insure that construction is proceeding according to code, Building, Electrical, Plumbing Codes and Mechanical, Signs, Fire, and Energy Codes. | LA + 10* | LA +10*O | SEE ALSO item numbers 5.2.002 and 5.2.003. *Some records have historical value and require preservation; contact the University Archives after the active retention period has expired. | | |
| 5.2.003 | FCL130 | Building Plans and Specifications (University Owned Property) Records documenting the plans and specifications for buildings owned by the University. Typical records include architectural and engineering drawings, profiles, and blueprints. | State owned: LA | State owned: LA | O (state owned only) ARCHIVES NOTE: Archival review designation is for state-owned buildings only. | | |
| 5.2.003 | FCL135 | Building Plans and Specifications (Leased Property) Includes architectural and engineering drawings, profiles, and blueprints for leased property. | AC+2 | AC+2 | AC: For leased buildings, AC = Termination or cancellation of lease. SEE ALSO item numbers 5.2.002 and 5.2.028. | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|--------|--|--------|--|--|--|--|
| 5.2.024 | FCL140 | Material Specifications Guidelines or descriptions for various materials that may be referenced in construction specifications contained in contracts of requisitions. | AC + 2 | | AC + 2 | | AC = Material is no longer in the University. | | |
| 5.2.004 | FCL210 | Building Space Requests Requests for space within buildings, including the name of the requisition, individual/group, catering arrangements, physical set-up, and other details related to the use of University space for a meeting or event. | 1 | | 1 | | | | |
| 5.2.027 | FCL220 | Space Utilization Reports Analysis of space on campus at the University, College and/or Departmental level. Space may be analyzed in terms of amount, type, and utilization –the latter of which shows the amount of space utilized by classrooms, labs, studios, offices, library, recreation, general campus life, etc. | AV | | AV | | Records have no set retention period. However, it may be useful to retain 3-5 years' worth of reports for planning purposes. | | |

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| 2. Agency Code 734 | | 3. Agency Name Lamar University | | | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | | |

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| 5.2.026 | FCL230 | Facilities Reservation Logs Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc. | 2 | | 2 | | | | |
| 5.2.007 | FCL320 | Damage Reports Reports of damage to state property. | FE + 3 | | FE + 3 | | | | |
| 5.2.006 | FCL330 | Property Destruction, Certificates Of | FE+3 | | FE+3 | | | | |
| 5.2.022 | FCL410 | Utility Usage Reports Reports stating the amount of energy used by campus facilities, such as water, gas, and electricity. Includes actions taken to reduce energy useage and estimates of the amount of energy saved. | AV | | AV | | | | |
| 5.6.003 | FCL810 | Vehicle Files (Ownership and Activity) Records documenting the ownership, registration, maintenance, use, and final disposition of university owned automobiles, vans, trucks, and other motorized vehicles. Usually organized as one file per vehicle and maintained by the office that handles all vehicles for the University. | LA+1 | | LA+1 | | | | |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 5.6.007 | FCL820 | Vehicle Titles & Registrations Title and registration for university owned vehicles including cars, trucks, and vans. | LA | | LA | | | |
| 5.6.003 | FCL830 | Inspection and Repair Maintenance Records-Vehicles | LA+1 | | LA+1 | | | |
| 5.6.005 | FCL840 | Vehicle Use Reports Includes mileage, fuel-oil consumption, passengers carried and other related operational information. | FE+3 | | FE+3 | | | |
| 5.6.004 | FCL850 | License and Driving Record Checks | AC | | AC | | AC=Until superseded or until termination of employment. | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 5.2.018 | EQS110 | Quality Control Reports | 2 | | 2 | | | |
| 5.2.021 | EQS120 | Surplus Property Sale Reports | FE + 3 | | FE + 3 | | | |
| 5.2.020 | EQS130 | Supply Usage Records | FE + 1 | | FE + 1 | | | |
| 5.2.005 | EQS210 | Calibration Records (Equipment or Instrument) | 10 | | 10 | | | |
| 5.2.025 | EQS220 | Equipment Descriptions and Specifications | AC+2 | | AC+2 | | | |
| 5.2.008, 5.2.011 | EQS230 | Equipment History File; Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc. | LA + 3 | | LA + 3 | | For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001 | |
| 5.2.009 | EQS240 | Equipment Inventory Detail Report This series documents the acquisition, location, transfer, and disposition of state-owned property and equipment. | FE + 3 | | FE + 3 | | | |
| 5.2.010 | EQS250 | Equipment Manuals Manuals describing technical specifications, installation instructions, guides for proper use, service schedule, and other related information about a piece of equipment. | LA | | LA | | | |
| 5.2.011 | EQS260 | Equipment Manuals/AC Compressor | LA+3 | | LA+3 | | | |
| 5.2.014 | EQS310 | Inventory - Annual Physical Property, equipment, supply verification. | FE + 3 | | FE + 3 | | | |

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
O – Review by University Archivist



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|--|--------|--|---|--|--|
| 5.2.015 | EQS330 | Inventory, Notices of Equipment Removed From | FE + 3 | | FE + 3 | | | | |
| 5.2.023 | EQS340 | 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 | | FE + 3 | | | | |
| 5.2.016 | EQS350 | Inventory System Update Listings Listing shows all additions, changes, deletions, and transfer times for the monthly processing period. | AC | | AC | | AC = Transfer of information into annual listing. | | |
| 5.2.017 | EQS360 | Lost & Stolen Property Reports | FE + 3 | | FE + 3 | | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|---------|--|------|------|---|--|---------------------------|--|
| 5.4.013 | RSK110 | Disaster Preparedness and Recovery Plans Plans created to help the University (or individual departments) in the event of any kind of emergency by, be it whether related (hurricane, flood, tornado, winter storms, etc.), utility disruption, or manmade disaster. | US | US | | | | |
| 5.4.002 | RSK120 | Evacuation Plans Plans for evacuation of agency facilities in cases of emergency. | US | US | | | | |
| 5.4 | RSK130 | Institutional Bio Safety Committee (IBC) Minutes | PM | PM | I | | | |
| 5.1.013 | RSK 140 | Insurance Policies For vehicles, equipment, etc. 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+7 | | | Government Code, 441.1855 | AC=Expiration or termination of policy according to its terms. |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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Records Retention Schedule

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|---------|--|--------|--|--------|--|---|--|
| 5.4.001 | RSK160 | 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 | | CE + 5 | | 29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. | |
| 5.6 | RSK170 | Vehicle Accident Records | FE+3 | | FE+3 | | | |
| 5.4.011 | RSK180 | Visitor Control Registers/Access Logs Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities. | 3 | | 3 | | | |
| 5.4.010 | RSK 210 | Material Safety Data Sheets MSDS for chemicals present in the University. Material safety data sheets (MSDS) must be readily available to employees and training must be provided to employees working with hazardous chemicals or products. | AC | | AC | | AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable. | |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|-------------|---------------------------|--|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
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|---------|--------|---|--------|--------|--|--|--|
| 5.4.003 | RSK220 | Safety Inspection Records Fire, safety, and other inspection records of agency facilities and equipment. | AC + 3 | 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. | | |
| 5.4 | RSK230 | Fire Safety Management Records that document the physical campus and identifies fire suppression systems, fire alarm systems, and locations of hydrants. Refer to 29 CFR 1910 Sub part L for OSHA mandates. These records are ongoing and should be updated as renovations, upgrades, and new installs are completed. | US+5 | US+5 | 29CFR 1910(L) | | |
| 5.4.004 | RSK240 | Fire Marshal Orders Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code. | AC + 3 | AC + 3 | AC = Deficiency corrected. | | |

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|---------------------------|--|
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|---------|--------|---|--------|--------|---|--|--|
| 5.4 | RSK300 | Compliance Reporting-Environment: Federal, State, Local Governments This series documents institutional compliance with environmental laws and guidelines of federal, state, or local governments. | AC+10 | AC+10 | AC=Expiration of permit. | | |
| 5.4 | RSK310 | Indoor Air Quality-Testing, Monitoring & Remediation This series documents building surveys and plans to correct indoor air quality, including airborne hazards such as asbestos or mold. May also include testing for levels of emissions from building materials or interior furnishings. | 40 | 40 | 29CFR 1910.1020 | | |
| 5.4.008 | RSK320 | Hazard Communication Plans The Hazard Communication Standard written by OSHA also known as "Employee Right-to-Know" is designed to inform and train employees in the proper recognition, use and handling of hazardous chemicals or products. | US + 5 | US + 5 | Texas Health and Safety Code, 502.009(g). | | |

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
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| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 5.4.007 | RSK330 | Hazardous Materials Training Records Records of training given employees in an agency hazard communications program. | 5 | | 5 | | Texas Health and Safety Code, 502.009(g). | | |
| 5.4 | RSK335 | Hazardous Materials-Manuals, Policies, Procedures, Signage | US+5 | | US+5 | | | | |
| 5.4 | RSK340 | Hazardous Materials Management Records Records related to the manufacture, transportation, use, testing, and disposal of hazardous substances. | 30 | | 30 | | 29 CFR 1910 Subpart .H | | |
| 5.4 | RSK345 | Hazardous Materials-Remediation Records This series documents a building by building survey and plan to correct hazards, asbestos, or mold. | 40 | | 40 | | 29 CFR 1910.10.20. | | |
| 5.4 | RSK350 | Hazardous Materials-Exposure/Survey Forms This series is used to document student and employee exposure to hazardous chemicals as per federal regulation. | AC+30 | | AC+30 | | AC=Separation from the university. 29 CFR 1910.20 | | |

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

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|---------|--------|--|------|------|---|--|--|--|
| 5.4.008 | RSK360 | Chemical Hygiene Plan A Chemical Hygiene Plan is a written program developed and implemented by the University which sets forth procedures, equipment, personal protective equipment and work practices that (i) are capable of protecting employees from health hazards presented by hazardous chemicals used in that particular workplace and meets OSHA requirements. | US+5 | US+5 | | | | |
| 5.4.009 | RSK365 | Chemical Lists and Inventories List of chemicals present in the University. While especially applicable to laboratories, this series also requires a comprehensive list of chemicals, including cleaning supplies, that are present in the workplace. | 30 | 30 | | The broadest possible perspective should be taken when doing the survey. The HCS covers chemicals in all physical forms. | | |
| 5.4 | RSK370 | Water and Waste Water Permit Logs/Registers Log books, registers, or comparable documents providing a record of water and waste water permits issued by a local government or any of its departments. | PM | PM | O | TSLAC Local Schedule "Utility Services" 5025-13. | | |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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|---------|--------|---|--------|--|--------|---|--|--|
| 5.4 | RSK375 | Water and Waste Water Records Records relating to the testing, monitoring, and reporting requirements of public drinking water and/or waste water discharge. | AC+5 | | AC+5 | AC=After completion of permit, report, compliance actions, analysis, action, etc. 30 TAC 290.46 (f) (3); 30 TAC 290.11.2 (4); 30 TAC 312.47(a) & (b);30 TAC 305.125 (11) (B); 30 TAC 319.7. | | |
| 5.4.012 | RSK400 | Security Access Records Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems. | AC + 2 | | AC + 2 | AC = Until superseded, date of expiration, or date of termination, whichever sooner. | | |
| 5.4 | RSK410 | Biosafety-Manuals, Policies, Procedures, Signage Records of activities designed to reduce the risks associated with use of biohazard materials in the University setting. | 5 | | 5 | | | |
| 5.4.007 | RSK420 | Bloodborne Pathogens Training Records of activities designed to reduce the risks associated with individuals coming into contact with bloodborne pathogens. | 5 | | 5 | 25 TAC 96; 29 CFR 1910.1030 (h) (2) (ii); Texas Health and Safety Code 502.009 (g) | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|------|--------|---|-------|-------|--|--|--|
| 5.4. | RSK430 | Bloodborne Pathogens-Exposure Control Plan The Exposure Control Plan is designed to minimize exposure of employees as described in 25 TAC 96.201. | US+5 | US+5 | 25 TAC 96.202; 29 CFR 1910.1030 | | |
| 5.4 | RSK440 | Bloodborne Pathogens-Exposure/Incident/Injury/Records | AC+30 | AC+30 | AC=Student or employee separation from the university 29 CFR 1910.1030(h) (5) (iii); 29 CFR 1910.1020(d) (1) (ii) | | |
| 5.4 | RSK450 | Biohazard Incident Emergency Response Incident Action Plans are procedures to handle a specific type of incident, as well as guides to upgrading the incident to possibly a large emergency or disaster, where additional procedures, resources, etc. need to be invoked. | US+5 | US+5 | US=Until superseded. | | |
| 5.4 | RSK470 | Biowaste Materials Management Records related to the manufacture, transportation, use, testing, and disposal of potentially hazardous biological agents. | 30 | 30 | TSLAC 5.4; 29 CFR 1910 Subpart H; 25 TAC 330.1219; 30 TAC 330.1219 | | |

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| Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End | Archival Codes (Field 8) I – Transfer to University Archives O – Review by University Archivist |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
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| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 3.1 | RSK610 | Medical Records: Employee Accomodation (FMLA & ADA) Records document an individual employee's work related medical history, including documentation | AC+10 | AC+10 | AC+10 | AC=Termination of employment. Medical Liability Act Guidelines; 22 TAC 165; By law-Health and Safety Code, Section 241.103; 29 CFR 825.500. | | |
| 3.1 | RSK620 | Medical Records: Surveillance and Exposure (Employee) This series documents the medical history of employees working in positions with high exposure to high risk hazardous conditions. | AC+30 | AC+30 | AC+30 | AC=Termination of employment. TSLAC3.1; CFR 1910.1020(d)(1) (ii) | | |
| 3.1 | RSK630 | Medical Records: Workers' Compensation (Employee) Records related to on-the-job injuries that may or may not result in a Workers' Compensation filing. These records are considered medical records and must be retained even after a Workers' comp case is considered closed. | AC+30 | AC+30 | AC+30 | AC=Termination of employment. 29 CFR 1910.1020(d) (1) (ii) | | |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 4.7.008 | RSP100 | <p>Sponsored Programs Grant Contracts and Accounting Records</p> <p>This series provides a record of the establishment and administration of individually sponsored grant and contract restricted fund accounts, documents compliance with fiscal reporting requirements, and includes billing information for accounts receivable from sponsoring agencies and from departments for gift account fees. Grants may be federal, state, corporate, or private.</p> | AC+7*## | | AC+7*## O | <p>AC=Date of submission of the final expenditure report, or date any action involving those records is resolved.</p> <p>NOTE: For grants with terms that require longer retention, follow the terms of the grant. Grant proposal, award letter, minutes, and final research reports should be sent to the University Archives following the expiration of the retention period.</p> <p>CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must insure that records are retained for the appropriate retention period.</p> <p>a.) Retention AC+7 for contracts and leases executed, renewed, or amended on or after September 1, 2015. Per Government Code, 441.1855</p> <p>b) Retention AC+4 for contracts and leases executed, renewed, or amended on or before August 31, 2015. Per Government Code, 441.1855.</p> | | |
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Retention Codes (Field 7)

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
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| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 4.7.008 | RSP110 | Sponsored Programs Grant Research Activity Typical records include: Research data, working papers, research/activity reports; summary reports, and related documentation and correspondence. | AC+4*## | | AC+4 | O | AC=Date of submission of the final expenditure report period. *Some records are historical and require preservation; contact the University Archivist for assistance. OMB Circular A/110, individual grant terms, and internal audit requirements. | | |
| 4.1.002 | RSP200 | Institutionally Funded Faculty Research Grant Records This series documents the activities of the institutional councils and boards, which review proposals and make recommendations for awards to faculty for research that is not otherwise supported by organized or directed programs but is designed to lead to other funding sources. | FE+3 | | FE+3 | O | FE=End of the fiscal year in which the grant ended +3 years (FE+3.) | | |
| | RSP300 | Institutional Review Board (IRB) Minutes This series documents the review of research proposals that involve any type of use of human subjects. | 5 | | 5 | I | | | |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
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| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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| | RSP310 | Institutional Review Board (IRB) Research Records This series documents the review of research proposals that involve any type of use of human subjects. Typical records include: descriptions of protocol; sample questionnaires or surveys; copies of grant proposals; and review summaries. | AC+3 | | AC+3 | I | AC=Completion of research period. | | |
| 4.7.008 | RSP800 | Non-Research Grant Records This research documents requests and justification for transfers of direct payment funds from federal grantors. | AC=FE+3, or Completion of the grant plus the length of time required by the grant's term, whichever is longer. | | AC=FE+3 or completion of the grant plus the length of time required by the grant's terms, whichever is longer. | O | AC=Completion of the grant plus the length of time required by the grant's terms. If no terms are specified or if the grant requires less than a 3-year retention, the records should be retained through the end of the fiscal year in which the grant ended + 3 years (FE+3). Some records are historical and require preservation; contact the University Archivist for assistance. CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period. | | |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|--------------------|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |
| | RSP900 | Non-Funded Grant Proposals This series documents grant proposals developed by institutional units which have not been funded. | AC+3 | | AC+3 | | AC=Date of denial. | | | |

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



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Form SLR 105C must accompany this form.

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|---------------|--|------|--|------|--|--|--|--|
| | RTN110 | <p>Radio and Television License Records This series provides a record of licensing of university campus radio stations and television channels (including distance education) with the Federal Communications Commission. Records may include: FCC applications; licenses and contracts; related correspondence and other records required by 47 CFR 73.3527. Federal regulations state that TV and radio licenses will ordinarily be renewed for 8 years unless the public interest, convenience and necessity will be served by an initial license or a renewal for a lesser term.</p> | AC+7 | | AC+7 | | <p>New law enacted by TX SB20 21015-2016 84th Legislature requires 7 years retention of contracts</p> <p>AC=Until the license is superseded, expired, or canceled</p> | | |
|--|---------------|--|------|--|------|--|--|--|--|

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | | | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | | | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|--|--------|--|------|--|------|---|--|--|--|
| | RTN120 | <p>Daily Broadcast 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; engineers name; announcer's name; and technical difficulties.</p> | 2* | | AC+2 | O | <p>*Records may have historical value and require preservation; contact the University Archives after the active retention period.</p> <p>CAUTION: 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 license 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 has been fully satisfied or until the same has been barred by statute limiting the time for filing of suits upon such claims.</p> | <p>47 CFR 73.1840 (a).</p> <p>47 CFR 73.1800 and 73.1820 for Station Logs.</p> | |
| | RTN130 | Chief Operator Records | AC+2 | | AC+2 | O | AC=After completion of term / when superseded FCC Bulletin EB-18FM September 2009 Edition, Section I.C. | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | | Lamar University | |
|----------------------------|--------------------|--|---------------------|---------|-------|----|--|-------------|---------------------------|------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. | Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | | 9. Remarks | | | | |
| | RTN140 | Public Inspection File All stations are required to maintain a public inspection file at the main studio, available for public inspection at any time during regular business hours. | 2 | | 2 | O | FCC Bulletin EB-18 FM September 2009 Edition, Section I.F. | | | | |

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



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Records Retention Schedule

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|---|------|--|------|--|---|--|
| | SAD100 | Class Registration Lists and Course Status Records This series provides instructional units with an official record of students enrolled and classes taught. Also includes the condition under which courses are taken (audit; pass/fail; credit/no credit authorizations or approvals). This series is used to cross-check students who have enrolled against those who have registered, includes add/drop changes, and aids in the generation of statistical reports. | AC+1 | | AC+1 | | CAUTION: Not to be confused with withdrawal records. | |
| | SAD150 | Classroom Scheduling Records This series documents room assignments for classes offered during regular terms or for the summer session. | AV | | AV | | TSLAC Local Schedule JC 3900-06; | |
| | SAD200 | Examinations, Tests, Term Papers, and Homework Records | AC+2 | | AC+2 | | AC=End of semester. | |
| | SAD300 | Faculty Gradebooks | AC+2 | | AC+2 | | AC=End of semester TSLAC Local Schedule JC 3725-06 (b). | |
| | SAD350 | Request for Change of Final Grade / Appeals | AC+1 | | AC+1 | | AC=Decision on the request TSLAC Local Schedule JC 3725-06(b) | |

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



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Form SLR 105C must accompany this form.

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|---|------|--|------|--|--|--|
| | SAD400 | Course & Faculty Evaluations (Tenure Track Faculty) | AC+2 | | AC+2 | AC=Date of grant or denial of promotion tenure track. TSLAC Local Schedule JC 3850-06. | | |
| | SAD450 | Course & Faculty Evaluations (Non-Tenure Track Faculty) | AC+3 | | AC+3 | AC=After course is completed. TSLAC Local Schedule JC 3850-06. | | |
| | SAD500 | Student Files-Departmental / Program Records (Undergraduate) | AC+2 | | AC+2 | AC=Student separation from the department or university. TSLAC Local Schedule JC 3725-06. | | |
| | SAD501 | Student Files-Departmental/Program Records (Undergraduate)-Accredited Program Requirements | AC+3 | | AC+3 | AC=Student separation from the department or university. TSLAC Local Schedule JC 3725-06. AC+3 retention required by accredited academic programs such as Engineering. | | |
| | SAD550 | Student Files-Departmental /Program Records (Graduate) | AC+6 | | AC+6 | AC=Student separation from the department or university. Graduate students have 6 years to complete their degree. | | |
| | SAD600 | Student Teaching-Application File | AC+5 | | AC+5 | AC=End of semester in which the student completed the Student Teaching exercise. AACRAO Schedule C (attributed). | | |
| | SAD650 | Student Teaching-Final Evaluations and Certification Recommendation | 5 | | 5 | Benchmarking of other teaching programs in Texas show many have adopted a 5-year retention. | | |

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



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Form SLR 105C must accompany this form.

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|--|----|--|----|--|--|--|
| | SAP100 | Academic Records/Transcripts Transcript, or a record equivalent in function, of the academic achievement of each enrolled student, documenting courses taken, credits granted, grades received, and any degrees or certification awarded (including any narrative assessments or evaluations prepared in lieu of an assigned grade). | PM | | PM | Records are permanent and require preservation and vital records protection. AACRAO Schedule C; TSLAC Local Schedule JC 3725-11. | | |
| | SAP120 | Final Grade Rosters This series reflects grades awarded by instructors and serves as the basis for the students' official academic records. Records usually include students' name and ID numbers; course titles and numbers; sections; grades awarded; and instructors' signatures. | PM | | PM | Records are permanent and require preservation and vital records protection. AACRAO Schedule C; TSLAC Local Schedule JC 3725-06. Departmental retention of AC+2 | | |
| | SAP130 | Change of Grade Forms This series consists of forms initiated by academic departments to change a student grade. Forms are then forwarded to the Registrar's Office which then becomes the office of record. | PM | | PM | Records are permanent and require preservation and vital records protection. AACRAO Schedule C. Academic Departments may shred the departmental convenience copies AC+2 | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by University Archivist | |



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|-------------|---------------------------|------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | | | | 9. Remarks | |

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|--|--------|---|------|------|--|--|--|
| | SAP140 | Enrollment Correction Appeals Changes to the initial enrollment lists; traditionally these corrections are added to the Final Grade Roster. | PM | PM | Records are permanent and require preservation and vital records protection. | | |
| | SAP210 | 12th Day Class Rosters (4th day Class Rosters-Summer) Attendance reports prepared by faculty on class census day and used as source documentation for enrollment reports submitted to Texas Higher Education Coordinating Board (and other entities). Information contained in the reports student names and levels, grade point averages, demographic data, and academic majors. | FE+3 | FE+3 | TSLAC Local Schedule JC 3900-03. | | |
| | SAP220 | Registration Withdrawl Forms & Authorizations Authorization for a student to withdraw from classes after calendar deadlines, without academic penalty, for reasons acceptable to the university. | AC+3 | AC+3 | AC=End of academic term in which enrollment was terminated. AACRAO Schedule C TSLAC Local Schedule JC 3725-12. | | |

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



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Records Retention Schedule

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|---|------|--|------|---|--|--|--|
| | SAP310 | Grade Reports (Report Cards to Students) The series documents grades received by students for the term. This is the record copy of the reports distributed to students at the end of each term. | AC+1 | | AC+1 | | AC=Date distributed. AACRAO Schedule C | | |
| | SAP320 | Academic Certification Records This series documents the preparation of students earning degrees and/or certification for licenses or certificates to enter a profession, and forms the basis of the initial certification for various professions. | 5 | | 5 | | TSLAC Local Schedule JC3725-11 (Notes on transcripts are permanent); benchmarking with other universities. | | |
| | SAP330 | Independent Study Records This series documents departmental approval for students to enroll in independent study courses. | AC+2 | | AC+2 | | AC=Student separation from the department or university. | | |
| | SAP340 | Theses and Dissertations Records This series documents the completion and academic acceptance of graduate theses and dissertations presented to colleges in fulfillment of requirements for graduate degrees. | PM | | PM | I | Send to the Library for permanent retention in the collection. | | |

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



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|-------------|---------------------------|------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | | | | 9. Remarks | |

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|--|--------|--|------|------|--|--|--|
| | SAP400 | Academic Actions (Probation, Suspension, Reinstatement) Authorizations for academic actions, such as academic probation, suspensions, dismissals, etc. | AC+5 | AC+5 | AC=Graduation or date of last attendance. CAUTION: Refer to disciplinary action records. | | |
| | SAP410 | Disciplinary Action Document-Not Resulting in Expulsion | AV | AV | AV=End of academic term to which the records related. TSLAC Local Schedule JC 3900-02. | | |
| | SAP430 | Disciplinary Action Document-Resulting in Expulsion | 3 | 3 | TSLAC Local Schedule JC 3900-02. | | |

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
 O – Review by University Archivist



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Form SLR 105C must accompany this form.

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| 2. Agency Code | | 734 | | 3. Agency Name | | | | | Lamar University | |
|----------------------------|--------------------|--|---------------------|----------------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | | | | | |
| | SFA100 | Financial Aid Program-Institutional Program Files Records documenting the university's participation in financial aid programs (such as Federal Title IV). | AC+3 | | AC+3 | | AC=End of the award year. 39 CFR 668.24; FSA Recordkeeping & Disclosure | | | |

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
 O – Review by University Archivist



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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| 1.1.002 | SFA110 | Financial Aid Program—Audit Reports Audit and review reports, as well as self-evaluation audits, pertaining to the University's financial aid programs. | AC+7 | | AC+7 | | AC=End of award year. | 34CFR668.24 for Title V and HEA, 34 CFR 674.19(e)(3)(i) for Federal Perkins Loan, 34 CFR 675.19(b)(1) for Federal Work-Study (FWS), 34 CFR 690.82(a) for Federal Pell Grant, and 34 CFR 676.19(b) for Federal Supplemental Educational Opportunity Grant (FSEOG). | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | Remarks | | | | |

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|---------|--------|--|------|--|------|--|------------------------|--|--|
| 4.5.003 | SFA120 | <p>Financial Aid Program-Annual Financial Reports</p> <p>Records document cumulative loan activity of each fiscal year through a required year-end report made to the U.S. Department of Education.</p> | AC+6 | | AC+6 | | AC= End of award year. | <p>34CFR668.24 for Title V and HEA, 34 CFR 674.19(e)(3)(i) for Federal Perkins Loan, 34 CFR 675.19(b)(1) for Federal Work-Study (FWS), 34 CFR 690.82(a) for Federal Pell Grant, and 34 CFR 676.19(b) for Federal Supplemental Educational Opportunity Grant (FSEOG).</p> | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | O – Review by University Archivist |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|--|------|--|------|--|---|---|--|
| | SFA200 | Financial Aid Program-Fiscal Records | AC+3 | | AC+3 | | AC=End of award year in which the report was submitted. | 34 CFR 668.24(e)(1)(i) for Federal Title IV, 674.19(e)(3)(i) for Federal Perkins Loan, 675.19(b)(1) for Federal Work Study (FWS), and 676.19(b) for Federal Supplemental Opportunity Grant (FSEOG). | |
| | SFA210 | Financial Aid Program-Fiscal Operations Report (FISAP) and FFEL and Direct Loan Reports | AC+3 | | AC+3 | | AC=Date of final repayment or cancellation. | | |
| | SFA300 | Federal Campus-Based Aid | AC+3 | | AC+3 | | AACRAO Schedule H; 34 CFR 668.24 (e); FSA Record Keeping and Disclosure | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| CE – Calendar Year End FE – Fiscal Year End | LA – Life of Asset MO – Months |
| PM – Permanent US – Until Superseded | |



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|----------------------------|--------------------|---|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 734 | | 3. Agency Name Lamar University | | | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | | | | |

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|--|--------|---|------|--|------|--|---|--|
| | SFA310 | FFEL and Direct Loan Records related to student eligibility for Federal Family Education Loan Program ((FFEL) and Direct Loan Programs | AC+3 | | AC+3 | AC= Date of final repayment or cancellation. | | |
| | SFA320 | Pell Grant Records related to the administration of Pell Grants, as well as records that fulfill the reporting requirements for this type of aid. | FE+3 | | FE+3 | FE=end of fiscal year award was given | AACRAO Schedule H; 34 CFR 668.24(e); FSA Recordkeeping and Disclosure | |
| | SFA330 | Perkins Repayment Records | AC+3 | | AC+3 | AC=Date of final repayment or cancellation. Refer to SFA340 | 34 CFR 674.19(e)(3) | |
| | SFA335 | Perkins IRS Skip Trace Information Records related to tracking down Perkins loan recipients who have defaulted on repayment | AC+1 | | AC+1 | AC=Date loan assigned, canceled, or repaid. Refer to SFA340 | | |
| | SFA340 | Perkins Original Promissory Notes | AC | | AC | AC= Until loan is satisfied or documents are needed to enforce obligation. | 34 CFR 674.19(e)(4) | |
| | SFA400 | Institutionally Funded Grants and Scholarship-Applications | AC+3 | | AC+3 | AC=End of award year period. | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|--|-------------|---------------------------|
| 2. Agency Code | 734 | 3. Agency Name <b style="color: red;">Lamar University | | | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | | |

| 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | | |
|-------------------------|-----------------|--|--------|---------|-------|----------|---|---------|-----------------------|
| Records Series Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | Remarks | 106 No. | TSLAC ONLY Amend. No. |
| | SFA410 | Institutionally Funded Grants and Scholarship—Recipient Lists | AV | | AV | O | | | |
| | SFA420 | Graduate Student Tuition Remission Records | AC+3 | | AC+3 | | | | |
| | SFA430 | Tuition and/or Fee Waivers and Exemptions Records documenting the status of certain non-residents or foreign individuals, who may be applicants or students, that qualify to pay in-state tuition. | AC+3 | | AC+3 | | AC=End of award year. | | |
| | SFA500 | Student Financial Aid Files—Paper Records Records documenting student eligibility common to all Federal Title IV Aid Programs. | AC+3 | | AC+3 | | | | |
| | SFA510 | Student Financial Aid Files—Electronic Electronic records documenting student eligibility common to all Federal Title IV Aid Programs. Electronic files serve a purpose separate from the paper files. | AC+5 | | AC+5 | | AC=End of award year. Retention meets departmental need and exceeds minimums set in 34 CFR 682.10; AACRAO Schedule H. | | |

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|--|---------|--|---------|--|--|--|--|
| | SFA515 | Financial Aid Telephone Conversations Telephone conversations with financial aid customers, used to facilitate more effective management of our phone bank operations and ensure improved customer service through accountability and enhanced staff productivity. | 2 years | | 2 years | | | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|--|--------|--|--------|--|--|--|
| | SFA520 | <p>Athletic Scholarship and Grant-In-Aid Award Records</p> <p>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 questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheet notes; and related documentation and correspondence.</p> | AC+ 10 | | AC+ 10 | | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|---|----|--|----|--|---|--|--|
| | SFP100 | FERPA (Family Educational Rights and Privacy Act) Access Policies Written policies and procedures demonstrating how the University meets the requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and federal rules adopted under the act. | US | | US | | | | |
| | SFP200 | FERPA (Family Educational Rights and Privacy Act)-Student Access Waivers FERPA waivers of access by students to confidential letters and confidential statements of recommendation and revocations of such waivers. Student waivers for rights of access to see letters of recommendation for admission | AC | | AC | | FERPA states that letters of recommendation are not accompanied by waivers and retained beyond their intended use may be viewed by the student. | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------------|------------------------------------|
| Retention Codes (<i>Field 7</i>) | | | | Archival Codes (<i>Field 8</i>) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | O – Review by University Archivist |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|-------------|---------------------------|--|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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|--|--------|---|----|--|----|--|---|--|--|
| | SFP300 | FERPA (Family Educational Rights and Privacy Act) / PIA (Public Information Act) Records of Access to Information Record of each request for access and to each disclosure of personally identifiable information from the educational records of a student. Also applies to requests made under the FOIA (Freedom of Information Act) and the PIA (Public Information Act) | AC | | AC | | AC=Life of the record (s) subject to the request or 2 years, whichever is longer. | AACRAO Schedule C, Note 3; 34CFR 99 Subpart D Sec. 99.32(a); TSLAC Local Schedule JC 3775-02 | |
| | SFP400 | FERPA (Family Educational Rights and Privacy Act)-Record Amendment Requests Requests from students to amend student records, notices by the University of denial or consent, to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners. | 2 | | 2 | | | TSLAC Local Schedule JC 3775-05. | |

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



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| 2. Agency Code 734 | | 3. Agency Name Lamar University | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | | | | |
| | SFP500 | FERPA (Family Educational Rights and Privacy Act)-Protest of Record Statements Statements of students commenting on contested information in a student record, or stating why he or she disagrees with the University's decision not to amend a record, or both. | AC | | AC | AC=Life of the record containing the contested information. 34 CFR 99.21(c)(1). | | | |

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



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Records Retention Schedule

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| | | | | | | | | | |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|--|-------------|---------------------------|
| 2. Agency Code 734 | | 3. Agency Name <b style="color: red;">Lamar University | | | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | | |

| 4. | 5. | 6. | 7. | | | 8. | | 10. | 11. |
|-------------------------|-----------------|--|--------|---------|-------|--|--|-----------------|-----------------------|
| Records Series Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | | 106 No. | TSLAC ONLY Amend. No. |
| | SGR100 | Graduation-Applications | AC+1 | | AC+1 | AC=Graduation or last date of attendance. | | AACRAO Schedule | |
| | SGR200 | Graduation - Authorizations | AC+5 | | AC+5 | AC=Graduation or date of last attendance. | | | |
| 1.1 | SGR300 | Graduation - Diploma Administration This series involves the administrative preparations related to graduation as verified by the official academic records held and managed by the Registrar's Office. | 2 | | 2 | | | | |
| | SGR400 | Graduation-Lists (Registrar/Academic) This series involves the administrative preparations related to graduation, as verified by the official academic records held and managed by the Registrar's Office. | PM | | PM | AACRAO Schedule C and Schedule E; TSLAC Local Schedule JC 3725-08. | | | |
| 1.1 | SGR500 | Graduation / Commencement Records (Ceremony) This series relates to commencements' ceremonial function and documents commencement planning and implementation. | 10 | | 10 | I | | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | | | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | | | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|--|------|--|------|---|--|--|
| | SHC110 | Operational Permits, Licenses, Certifications | AC+3 | | AC+3 | AC=Expiration or cancellation of permit, license or certification. Texas Local Schedule HR 4750-05. | | |
| | SHC120 | HIPAA Documentation This records series documents disclosure of Protected Health Information (PHI) in accordance with the Health Information Portability and Accountability Act compliance regulations. | AC+6 | | AC+6 | 45 CFR 164.530(j)(2) | | |
| | SHC130 | Medical Waste Management Waste shipment records maintained by the generator of medical waste | 3 | | 3 | 30 TAC 330.1004 (h) (4); Texas Local Schedule HR 4750-03; CSEE TCEQ Regulatory Guidance, August 2007: Texas Regulations on Medical Waste. | | |
| | SHC140 | Documentation of Meningitis Education | 2 | | 2 | Texas Education Code Chapter 51.Z, §51.9191 (e) | | |
| | SHC150 | Healthcare Incident Reports Investigative reports documenting an unexpected occurrence during a patient healthcare encounter that results in either a near miss, which indicates no patient harm due to timely intervention, or results in unintended harm to a patient. | CE+3 | | CE+3 | TAC 22 Chapter 11 §217.16 | | |

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



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Records Retention Schedule

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|---|------|--|------|--|--|------------------|--|
| | SHC160 | Nurse Peer Review Programs Nurse Peer Review Program records document the evaluation of nursing services, the qualifications of a nurse, the quality of patient care rendered by nurses, the merits of a complaint concerning a nurse or nursing care, and a determination or recommendation regarding a complaint. | CE+3 | | CE+3 | | TAC 22 Chapter 11 §217.19 | | |
| | SHC161 | Tracking of Nurse Errors Tracking of nurse errors. | 1 | | 1 | | TSLAC 1.1.069 (Activity Reports); TAC 22 Chapter 11 §217.19 (a) (7) | | |
| | SHC210 | Patient Encounter Forms Documents each patient to the Student Health Center. Coding is standardized internationally, to ensure that each provider and insurer defines procedures and services for payment in exactly the same way. | AC+1 | | AC+1 | | AC=Entry into database. | | |
| | SHC220 | Patient Medical Records This series documents the medical services history provided for students treated by the Student Health Center | AC+7 | | AC+7 | | AC=Date of last service. Or, retain until patient reaches age 21, whichever is longer. | 22 TAC 165.1 (b) | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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Records Retention Schedule

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| 2. Agency Code | 734 | 3. Agency Name <b style="color: red;">Lamar University | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | | | | |

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| 1.1.069 | SHC230 | Patient Records Pick-Up Log Log used to enter the documents that medical providers leave at reception for patients to pick up. Patient signs log to indicate that they have retrieved the document. | 1 | | 1 | | TSLAC 1.1.069 (Activity Reports) | | |
| | SHC240 | Patient X-Rays X-rays for patient care. | 7 | | 7 | | 42 CFR 482.26 (d) (2); Texas Local Schedule HR 4800-25. | | |
| | SHC250 | Immunization Records and Forms This series is used to comply with the Texas Health and Safety Code reporting requirements for immunizations given to patients. | 10* | | 10* | | * If a minor, retention is 10 years or 21 st birthday, whichever is later. Local schedule HR 4775-03. Also refer to Public Law 99-660 (40 USC 300aa-25 Part C Sec. 2151: National Childhood Vaccine Injury Act of 1986). | | |
| | SHC310 | Laboratory: Test Requisitions Test requisitions (for all specialties) | 2 | | 2 | | 42 CFR 493.1105 (1) and (3)-CLIA. | | |
| | SHC320 | Laboratory: Slides –Hematology (differential) and all others | 2 | | 2 | | 42 CFR 493.1105; CLIA (no retention requirements stated). | | |
| | SHC330 | Laboratory: Tests-Pathology, Cytology, Histology | 10 | | 10 | | | 42 CFR 493.1101 | |
| | SHC340 | Laboratory: Proficiency Testing | 2 | | 2 | | 42 CFR 493.1105 (4) (CLIA). | URRS 195? | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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Records Retention Schedule

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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|-------------|---------------------------|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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| | SHC410 | Prescription Dispensation and Inventory Records | AC+ 2 | | AC+ 2 | 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, CAUTION: Refer to SHC430 for prescription records. By Federal regulation, inventories and records of all controlled substances must be maintained separately from all other records of the pharmacy. | 21 CFR 1304.04(a); Health and Safety Code, Section 481.067(c); 37 TAC 13.207 | |
| | SHC420 | Drug Destruction Records | FE+3 | | FE+3 | 22 TAC 15 §303.3; Texas Department of State Health Services RRS (Texas State Records Retention Schedule). | | |
| | SHC430 | Prescription Dispensation and Inventory Records—Controlled and Dangerous Drugs Original hard copy of prescription and corresponding drug dispensation and refills administered by the department as required by the State Pharmacy Board. | AC+2 | | AC+2 | AC=The date of the initial dispensing or the last refilling of the prescription, whichever date is later. A pharmacy shall retain a prescription for two years after the date of the initial dispensing or the last refilling of the prescription, whichever date is later. | | |
| | SHC440 | Pseudo Ephedrine Sales Logs | 2 | | 2 | Combat Methamphetamine Epidemic Act of 2005 | | |
| 1.1.069 | SHC450 | Prescription Pick-Up Log | 1 | | 1 | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | | | | | |

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|---------|--------|--|------|--|------|--|--|--|--|
| 4.1.002 | SHC510 | Student Insurance Billing Documents | FE+3 | | FE+3 | | | | |
| 4.1.002 | SHC520 | Student Insurance Reports | FE+3 | | FE+3 | | | | |
| | SHC530 | Student Health Insurance Waivers | AC+1 | | AC+1 | | AC=End of semester for which the waiver applies. Retention Note: These are not billing or financial records. These are requests for health insurance waiver from international students on non-immigrant visas, as outlined UPPS 07.09.04. Waivers are requested each semester. | | |

Retention Codes (Field 7)

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 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
 O – Review by University Archivist



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2. Agency Code **734** 3. Agency Name **Lamar University**

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

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| 5.1.001 | SHO100 | Housing Contracts-Student Contracts | AC+4 | | AC+4 | AC=Student separation from campus housing. See LEG400—Service Contracts | | |
| 5.1.001 | SHO110 | Housing Contracts-Summer Reservations | AC+4 | | AC+4 | AC=Expiration of contract. | | |
| | SHO200 | Student Housing Judicial Record | AC+4 | | AC+4 | AC=Expiration of contract, or resolution of incident whichever is later. CAUTION: Refer to UPD 120 for incidents referred to law enforcement. Refer to SAP400 for incidents which result in disciplinary action. | | |
| 1.1.069 | SHO300 | Student Housing Rosters | 1 | | 1 | | | |

Retention Codes (Field 7)

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LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

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O – Review by University Archivist



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|---------------------------|--|--|--|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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| | SLI100 | <p>Student Organizations and Honor Societies This series documents the history, development, and policies of campus organizations. Records may include but are not limited to: constitutions and bylaws; publications (websites, newsletters, flyers, brochures, posters, and other publications); annual review forms; annual reposts; meeting minutes and supporting documentation; committee, subcommittee, task force records; Student Senate bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; press releases; clippings; social media accounts; and related documentation and correspondence (including email that documents programs, activities, and events).</p> | AV | | AV | O | <p>CAUTION: Faculty sponsors of student organizations should remind students that many of the electronic records that they create for the organization are records that must be retained and transferred to the University Archives, and that students must take care to retain these records in whatever manner the university decides is best.</p> | | |
| | SLI200 | <p>Student Publications and Performances</p> | AC+3 | | AC+3 | O | <p>AC= End of semester for rosters, lists, events, and minutes. When superseded for by-laws and governing documents.</p> | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | | | | | |

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|--|--------|---|------|--|------|---|--|--|
| | SMS100 | Admissions-Incomplete Applications | AC+1 | | AC+1 | AC=End of admission period/semester. AACRAO Schedule A, TSLAC Local Schedule JC 3700-01. | | |
| | SMS200 | Admissions-Students Enrolled | AC+3 | | AC+3 | AC=Graduation or date of last attendance. CAUTION: International student academic records must be retained at least 1 year after final notice to Immigration and Naturalization Service. | | |
| | SMS250 | Admissions-Students Not Enrolled/Denied | AC+1 | | 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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|--|------------------------|--------------------|-----------------------|-------------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by University Archivist | |



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code **734** 3. Agency Name **Lamar University**

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

| | | | | | | | | |
|--|--------|--|------|--|------|---|------------------------------|--|
| | SMS300 | Admissions-International Students Enrolled | AC+3 | | AC+3 | AC=Graduation or date of last attendance. CAUTION: Must be retained at least 1 year after final notice to Immigration and Naturalization Service. | 8 CFR 214.3 (g), 22 CFR | |
| | SMS350 | Admissions-International Students Not Enrolled/Denied | 2 | | 2 | | | |
| | SMS400 | Residency Affidavits and Forms | AC+6 | | AC+6 | AC=Date of submission. Not for residency classification forms submitted by applicants as a part of the admissions process. Refer to URRS 108 and URRS 109. | Texas Education Code §54.052 | |
| | SMS500 | Admissions/Enrollment Report | PM | | PM | TSLAC Local Schedule JC 3900-07; AACRAO Schedule E (by association). | | |

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



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| 2. Agency Code 734 | | 3. Agency Name <b style="color: red;">Lamar University | | | | | | |
|----------------------------|--------------------|---|---------------------|---------|-------|---|-------------|---------------------------|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | | | |
| | SRR100 | Student Recruitment Records | 3 | | 3 | CAUTION: For recruitment of individual students refer to SRR100. For recruitment of athletes into the institution's intercollegiate athletics program, Refer to ICA200. | | |

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



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Form SLR 105C must accompany this form.

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2. Agency Code **734** 3. Agency Name **Lamar University**

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

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|---------|--------|---|------|--|------|--|--|--|
| | SSV100 | Client Records-ADA/Disability, Counseling, Psychological, and Psychiatric | AC+7 | | AC+7 | AC=Last contact with client. CAUTION: For patients less than 18 years of age, when last treated the records must be retained until the patient reaches age 21 or for seven years after the last treatment, whichever is longer. | | |
| | SSV150 | Client Records -Non-Medical Health Services | AC+7 | | AC+7 | AC=Last contact with client (or retain until client reaches age 21, whichever is longer). 22 TAC 165. | | |
| | SSV200 | Job Fairs and Student Placement/Recruiting Records | 2 | | | | | |
| 4.1.002 | SSV400 | Recreation -Facility /Program Membership Forms | FE+3 | | FE+3 | | | |
| 1.1.069 | SSV410 | Recreation-Attendance and Use Logs | 1 | | 1 | | | |

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



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|----------------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
 O – Review by University Archivist



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|------|--|------|--|--|--|
| | STS100 | National Exams-Scores (Entrance Exams) | AC+5 | | AC+5 | AC=Last attendance. AACRAO Schedule C. | | |
| 4.2.002 | STS200 | National Exams-Test Administration This series provides a record of the services rendered to clients by administering tests required of students seeking admission to various programs or seeking to substitute already acquired knowledge for formal college courses. | FE+3 | | FE+3 | | | |
| | STS300 | State Required Academic Assessment Records (THEA: Texas Higher Education Assessment) | AC+5 | | AC+5 | AC=Student separation from University. AACRAO Schedule B | | |
| | STS400 | Credit by Exams (AP, CLEP, Departmental, IB, SAT II) | AC+3 | | AC+3 | AC=Graduation or date of last attendance. | | |
| | STS500 | Institutional Exams (e.g. Engineering , Math) | AC+5 | | AC+5 | AC=Date of last attendance. AACRAO Schedule C. | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| PM – Permanent US – Until Superseded | |



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|--|------|--|------|---|----------------|--|
| | STU100 | Course Registration and Status Records | AV | | AV | CAUTION: Not to be confused with withdrawal records. Refer to STU110 | | |
| | STU110 | Administrative Course Change Forms (Adds/Drops) | AV | | AV | | | |
| | STU120 | Holds and Encumbrances (Academic) Documents used to place and remove holds on registration, student services, or the release of transcripts or other academic data until the subject the hold/encumbrance takes a specific action. | AC | | AC | AC=Date of release. | | |
| | STU130 | Registration Cancellations | FE+3 | | FE+3 | FE=Fiscal year end. | | |
| | STU140 | Student Records-Military Veterans/VA Files | AC+3 | | AC+3 | AC=Graduation or last attendance. Refer to URRS-360 for Hazelwood Act documentation and URRS-361 for records of US Department of Veterans Affairs certification. | 38 CFR 21.4209 | |
| | STU145 | Internship Applications—Not Enrolled/Denied Applications for internship programs for which student was denied or did not enroll. | AC+1 | | AC+1 | AC=End of academic term in which internship occurred. Refer to STU150 for other internship program records. | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|------|--|------|---|-----------------|--|
| | STU150 | Internship Program Records | AC+5 | | AC+5 | AC=End of academic term in which the internship took place. Refer to STU145 for internship applications for which student was denied. | | |
| | STU210 | Personal Data Update/Name Change Records | AV | | AV | For other personal data update records (Change of address forms, race/ethnicity questionnaires, and requests and authorizations to change other demographic data), refer to STU300. | | |
| | STU300 | Personal Data Update Records Change of address forms, race/ethnicity questionnaires requests and authorizations and other demographic data, and similar source documentation used to update personal data information on transcripts or other student records. | AC+1 | | AC+1 | | | |
| | STU310 | Routine Requests: Transcript Requests Request for transcripts to be provided to student or sent to other institutions. | AV | | AV | | | |
| 3.1.038 | STU320 | Public Access/Non Disclosure Form (Student Privacy Election) Student request to opt out of directory information disclosure. | AC | | AC | AC=Until termination of non-disclosure request. | 34 CFR 99.37(b) | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| | STU410 | Non-University Student Records This series documents and tracks the application, selection, and progress in special instructional programs in elementary through high school and non-institution students belonging to special, minority, or disadvantaged groups. | AC+3 | | AC+3 | | AC=Student separation from program. | | |
| | STU415 | Non-University Student Program Administration Records-Policy and Program Development Records This series documents the administrative activities of special instructional and support programs directed to serve elementary through high school and non-institution students belonging to special, minority, or disadvantaged groups. | PM | | PM | O | | | |

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



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Records Retention Schedule

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|--|--------|---|--|--|--|
| 1.1.058 | UAD110 | Board of Regents-Minutes and Resolutions | PM | | PM | I | One copy of all Board minutes should be sent directly to University Archives for long-term retention period. All departmental copies are considered convenience copies. | | |
| 1.1.004 | UAD120 | Legislative Appropriation Requests Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency. | AC + 6 | | AC + 6 | I | AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the 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. | | |
| 1.1.070 | UAD210 | Academic Policies | PM | | PM | I | Records are permanent and require preservation; contact University Archives to transfer superseded policies. | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| CE – Calendar Year End FE – Fiscal Year End | LA – Life of Asset MO – Months |
| PM – Permanent US – Until Superseded | |



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| 1.1.071 | UAD220 | Academic Policies-Working Files | AC+3 | | AC+3 | O | AC=Completion of new/updated policy. Some records have historical value and require preservation; contact the University Archives after the active retention period has expired. | |
| 1.1.070 | UAD230 | 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 + 3 | O | AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071. | |
| 1.1.071 | UAD240 | 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 + 3 | O | AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.070. | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|------|--|------|---|--|--|--|
| 1.1.068 | UAD310 | Reports-Academic 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 | | PM | I | | | |
| 1.1.065 | UAD330 | Reports-External Research and Surveys | AC | | AC | O | AC=Until report has fulfilled the purpose for which it was created. | | |
| 1.1 | UAD340 | Reports-Institutional Survey and Reporting (Required by Outside Entities) | PM | | PM | I | | | |
| 1.1.066 | UAD350 | Reports—State Legislative Reporting Requirements | AC+6 | | AC+6 | I | AC=September 1 of odd-numbered calendar years ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. | | |
| | UAD410 | Accreditation Reports-SACS | PM | | PM | I | TSLAC Local Schedule JC 3800-01 | | |

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|---|---|
| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| | | | | | | | | | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|---|----|--|----|---|--|--|
| | UAD420 | <p>Professional Accreditation Reports</p> <p>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: self-evaluation reports; final reports sent to accreditation organization; accreditation organization evaluation report; and related documentation and correspondence.</p> | PM | | PM | I | | |
|--|--------|---|----|--|----|---|--|--|

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|--|------------------------|--------------------|-----------------------|-------------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|--|----|--|----|---|-----------------------------------|--|--|
| | UAD430 | <p>Professional Accreditation Records— Working Files</p> <p>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.</p> <p>The series may include but is not limited to statistical data; working papers; and related documentation and correspondence.</p> | AC | | AC | O | AC=End of 2 accreditation cycles. | | |
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|--|------------------------|--------------------|-----------------------|-------------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|-----|--------|---|----|----|---|--|--|--|
| 1.1 | UAD440 | <p>Cooperative Programs Records</p> <p>This series documents the institution's participation in cooperative and shared educational or research programs. Such programs may share research facilities and resources or instructional programs such as programs permitting student matriculation at member institutions. This series may include but is not limited to: information on requirements and application procedures; committee minutes; meeting agendas; and memos of interpretation and understanding.</p> | PM | PM | I | | | |
|-----|--------|---|----|----|---|--|--|--|

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| Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded | Archival Codes (Field 8) I – Transfer to University Archives O – Review by University Archivist |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------|------------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | | | | | |

| | | | | | | | | | |
|-----|--------|---|------|--|------|---|---|--|--|
| 1.1 | UAD500 | Cooperative Program Records—Program Records This series documents the institution's participation in cooperative and shared educational or research programs. Such programs may share research facilities and resources or instructional programs such as programs permitting student matriculation at member institutions. This series may include but is not limited to: applications and eligibility certificates; working papers; fiscal records; and related documentation and correspondence. | AC+7 | | AC+7 | | AC=Termination of program or agreement. | | |
| 1.1 | UAD510 | Awards Administration and History Records This series documents the process of selecting institutional faculty, staff, students and alumni to receive awards, fellowships, and scholarships based on merit or achievement. Includes: eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, and biographies of winners. | AC | | AC | O | AC=Termination of award. ARCHIVES NOTE: Only institutional awards merit archival review. Department-level awards recognizing employee or student achievement do not need to be reviewed for archival value. Refer to RRS 1.1.019 for press releases. | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|-----|--------|---|------|--|------|---|---|--|--|
| 1.1 | UAD530 | Event Planning Records-University Special Events This series documents the efforts of a college or unit to provide informative sessions, short courses, workshops, training programs, excursions, celebratory events for members of the institution and committees it serves. This series may include but it not limited to: materials on planning and arrangements; reports; promotional and publicity materials; press releases and news clippings; photographs; presentation materials and handouts; schedules of speakers and activities; registration and attendance lists; participant evaluations; and related documentation and correspondence. | AC+4 | | AC+4 | O | AC=Completion of the event. Some records have historical value and require preservation; contact the University Archives after the active retention period has expired. | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by University Archivist | |



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|-----|--------|--|----|--|----|---|---|--|--|
| 1.1 | UAD535 | 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. | 7 | | 7 | | CAUTION: For records of major gifts refer to UAD540 (Gift Records-Institutional). For donor files refer to ADV130(Donor Files). For on-going contracts and agreements refer to RRS 5.1.001. | | |
| 1.1 | UAD540 | Gifts Received—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 gifts, copies of bequest instruments, and wills from individuals or estates and related documentation and correspondence. | PM | | PM | I | CAUTION: The name or other identifying information about a donor may be withheld from public disclosure by the Public Information Act. Government Code SEC. 552.1235. | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|-----|--------|--|---|--|---|---|--|--|--|
| 1.1 | UAD550 | Lecture Series Records This series documents the development and history of special lectures and continuing lectureships devoted to a variety of topics and disciplines sponsored by the institution. This series my include but is not limited to: information on funding, financial support, and honorary records; patron information; information on catering arrangements; and related documentation and related correspondence. | 5 | | 5 | O | CAUTION: Refer to UAD530 for records of event planning and administration. | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | | | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | | | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|-------------|---------------------------|--|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|------|--|------|---|--|--|--|
| 5.6.009 | UPD110 | Parking Permits or Assignments This series documents the issuance of permits for on-campus parking. This series may include but is not limited to: annual permit cards; temporary permits; parking permit reports; and related documentation and correspondence. | AC+3 | | AC+3 | | AC= Until superseded or permit expires. | | |
| 1.1 | UPD120 | Campus Crime Reporting (Clery Act) A written, easily understood crime log that reports the nature, date, time, general location, and disposition of the complaint (if known) of crimes investigated by campus police. | 7 | | 7 | | 20 U.S.C. 1092 (f); 34 CFR 668.46 | | |
| | UPD130 | Clery Act Reporting-Annual Security Report Created pursuant to the Clery Act. | 7 | | 7 | O | 20 USC Section 1092 (f); 34 CFR Section 668.46 NOTE: This record may possess ongoing administrative value to the creating department for research purposes. | | |
| | UPD200 | Profiling Records | CE+3 | | CE+3 | | Based on TSLAC 1.1.064 | | |
| | UPD210 | Case Cards (Incoming Cards) | 2 | | 2 | | TSLAC Local Schedule PS 4125-01. | | |

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|---|---|
| Retention Codes (Field 7) | Archival Codes (Field 8) |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|-------------|---------------------------|--|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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| | UPD220 | Communication Logs Records of internal communication including telephone and radio logs. | 30 days | | 30 days | | | | |
| | UPD240 | Case Records-Without Arrest 2 | 2 | | 2 | | TSLAC Local Schedule PS 4125-01. | | |
| | UPD260 | Case Records-With Arrest Report Arrest reports and fingerprints on each person arrested and charged with a felony or a misdemeanor not punishable by a fine only. Report includes the name (including aliases), date of birth, and physical description of the offender; the name of the arresting agency; the arrest charged and whether it is a felony or a misdemeanor; the date of arrest; and the date and exact disposition of the case by the agency. | 75 | | 75 | | May be destroyed upon date of death of individual, if known, Refer to UPD 265 for Class C misdemeanors or other violations punishable by fine only. CAUTION: If the arrest report does not provide the information listed in the record description, documents from offense investigation records (see UPD267) sufficient to provide the information must be retained 75 years or until date of death of the individual. | | |
| | UPD265 | Offense Records—Class C Misdemeanors Arrest reports and citations for Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only, such as, Minor in Possession (MIP), Minor in Consumption, and possession of drug paraphernalia. | 6 months | | 6 months | | | | |

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



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|---|---|--|---|--|--|--|--|
| | UPD267 | <p>Offense Records—Class A and B Misdemeanors and State Jail Felonies</p> <p>Cases cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi.</p> <p>Includes offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and ploygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations; affidavits; criminal process; victim impact statements; and other records relating and customary to investigation of criminal offenses or other violation of state law or local ordinance.</p> | 2 | | 2 | | <p>CAUTION: Records of cases not cleared must be retained until the statute of limitations has expired.</p> <p>NOTE: Records may be destroyed upon the death of the individual if known.</p> | | |
| | UPD270 | TCIC/TLETS Stolen Property Records | 2 | | 2 | | TSLAC Local Schedule PS 4175-12. | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by University Archivist | |



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| 2. Agency Code | 734 | 3. Agency Name | | | | | Lamar University | | | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------------|---------------------------|------------|--|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | |
| | | | Agency | Storage | Total | | | | 9. Remarks | | |

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|--|--------|-------------------------|------|--|------|--|--|--|--|
| | UPD280 | Accident Reports—Adults | AC+3 | | AC+3 | | AC=Date of report if no claim is filed, refer to RRS 4.7.005 Refer to RRS 5.4.001 for accident or occupational disease reports by supervisors or employees. | Civil Practice and Remedies Code, Section 16.001 for Accident Reports—Minors. 29 CFR 1904.33 for Accident Reports and Associated Documentation. | |
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Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
 O – Review by University Archivist



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | | | | | |

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|---------|--------|--|------|--|------|--|--|---|--|
| | UPD300 | Accident Reports—Minors Reports of accidents to minors on university property, or at university events, or in any situation in which the university could be party to a lawsuit. | AC+3 | | AC+3 | | AC=Date minor reaches majority age, if no claim is filed. If claim is filed, refer to RRS 4.7.005. | Civil Practice and Remedies Code, Section 16.001 for Accident Reports—Minors. 29 CFR 1904.33 for Accident Reports and Associated Documentation | |
| 1.1.069 | UPD400 | Facilities Access Logs (i.e. routine facilities checks) | 1 | | 1 | | | | |

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



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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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| | ICA100 | <p>Equity Athletics Disclosure Act (EADA) Records</p> <p>The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic programs, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by mens' and women's teams.</p> | AC+6 | | AC+6 | O | <p>AC=Submission of the report. No legal requirements. NCAA relies solely on institutional retention policies; it does not set retention requirements.</p> <p>Some records may have historical value and require preservation; contact the University Archives, after the active retention period has expired or when older records or in need of preservation.</p> | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | | | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|-------------|---------------------------|--|--|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | | | |

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| | ICA200 | <p>Recruiting Records This series documents the recruitment of athletes into the institution's intercollegiate athletic program. The series also provides a record of the recruitment process for prospective players created by the institution to comply with NCAA, and conference rules and regulations. Typical records include: the institution's questionnaire forms with personal, scholastic, sport, general, and transcript release information; information request for request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance (with By Law 501-j forms, number 40-C); letters of intent; copies of admission forms and materials; performance reports, telephone and conversation notes, mailing lists and related documentation and correspondence. Records of recruiting travel, including detailed itinerary information listing who traveled where and for how long.</p> | AC+5 | | AC+5 | | AC=End of eligibility. | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | | | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | | | |
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|----------------------------|--------------------|---|---------------------|---------|-------|-------------|--|-------------|---------------------------|
| 2. Agency Code 734 | | 3. Agency Name Lamar University | | | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | | |

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|--|--------|---|-------|--|-------|---|--|--|--|
| | ICA300 | Student Athlete Academic-Athletic Eligibility Records Academic progress reports to provide a record of verification by intercollegiate athletics of student athletes' academic progress to the NCAA or NAIA. | AC+10 | | AC+10 | | AC=Student separation from the department or university. | | |
| | ICA400 | Student Athletes-Individual Athlete Records 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 but 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. For records relating to the public profile of the athlete use ICA400 | AC+5 | | AC+5 | O | AC=Student separation from the department or university. | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | | | |
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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|------------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|--|------|--|------|---|--|----------------------|
| | ICA405 | <p>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 athlete, which are held under ICA400.</p> | PM | | PM | I | | |
| | ICA410 | <p>Student Athletes—Medical Records This series documents the medical history of each athlete before and during his/her attendance at the institution.</p> | AC+7 | | AC+7 | | AC=Last date on which service was given or until the patients' 21 st birthday whichever is later. | 22 TAC 165.19(b). |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
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| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | | | | 9. Remarks | |

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| | ICA420 | Positive Drug Test Records This series is used to provide the athletic director with a record of the positive results of drug testing done on student athletes. These records include: lab reports; interpretation; and related documentation and correspondence. | AC+5 | | AC+ | | AC=End of eligibility. | | |
| | ICA430 | Intercollegiate Athletic Insurance Claim Records This series documents medical treatment services rendered off-campus for practice or playing related injuries or illnesses which are eligible for partial payment by intercollegiate insurance. This series may include but is not limited to copies of policies; accident reports; annual insurance questionnaires; notes; claim forms; negotiations; payment of insurance records; and related documentation and correspondence. | AC+7 | | AC+7 | | AC=Last date on which service was given or until the patient's 21 st birthday, whichever is later. | | |

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| Retention Codes (<i>Field 7</i>) | | | | Archival Codes (<i>Field 8</i>) | | | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | I – Transfer to University Archives | US – Until Superseded | O – Review by University Archivist | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
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| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|--|----|--|----|---|--|--|--|
| | ICA500 | <p>Sport-Game Records This series documents the practice, playing, and attendance statistics about each game and the season for each sport by playing year. This series may include but is not limited to: player academic statistics; attendance figures; player training charts; season and game player statistics; recruitment records; special team statistics; rankings; awards information; NAIA and NCAA game statistics; media releases; all-conference nominations; spring and fall camp depth charts; numerical rosters; media guides; narrative reports on games and scrimmages; final team statistics for each game; NAIA and NCAA official scoring summaries, play-by-play written reports; and related documentation and correspondence. For records relating to the public profile of the athlete use ICA405.</p> | 75 | | 75 | 0 | | | |
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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
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| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|--|------|--|------|--|--------------------------|--|--|
| | ICA510 | Sport-Practice Schedule/Reports This series is used to monitor practice time for athletic teams and assist in complying with NCAA, NAIA and conference rules and regulations. This series contains team rosters indicating time spent in: practices; meetings; training and conditioning; and competition. | 5 | | 5 | | | | |
| | ICA520 | Sport-Away Game Arrangments/Travel Itinerary This series is used to provide a reference record of arragements made for and schedules of past games. This series may include but is not limited to: team practice schedules; team position assignments/depth charts; itinaries; bus lists; notes; and related documentation and correspondence. | AC+5 | | AC+5 | | AC=End of sports season. | | |

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



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Form SLR 105C must accompany this form.

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| | | | | | | | | | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|--|--------|---|------|--|------|--|----------------------------|--|--|
| | ICA530 | Sport-Competition Contracts and Scheduling Contracts This series documents competition schedules set up with other institutions by coaches and the athletic director. This series may include but is not limited to: correspondence; phone notes; contracts; final schedules; and related documentation and correspondence. | AC+7 | | AC+7 | | AC=Expiration of contract. | | |
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Retention Codes (Field 7)

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 AV – Administrative Value

CE – Calendar Year End
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Archival Codes (Field 8)

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | |
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| Lamar University | | | | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | | | |
| | | | | | | 9. Remarks | | |

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| 4.1.002 | ICA700 | <p>Ticket Sales Records</p> <p>This series documents the printing, selling, distribution, and accounting of tickets for university-sponsored athletic events where tickets are sold for admission. A portion of athletic event receipts is shared with visiting teams. Records may include: ticket stock orders; ticket type reports; ticket purchase manifest forms; box office balance sheets; ticket printing and control records; season ticket sales lists; receipts and orders for mail, phone, or in-person purchase of tickets; ticket sales summary sheets and reports; free ticket sign-up sheets; lists and reports of free tickets distributed to patrons, contributors, and others; deposit receipts; and related documentation and correspondence.</p> | FE+5 | | FE+5 | | <p>CAUTION: Records should be kept in compliance with NCAA or NAIA requirements, as applicable.</p> <p>Refer to FIN100 for ticket sales and reconciliation records for non-athletic events.</p> | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|------|------|--|---|--|--|
| 5.1.001 | ICA750 | <p>Concession/Lease /Licensing Agreements This series documents the sale of concessions at sports events and the use of university trademarks for the sale of institutional and NCAA-licensed merchandise at sporting events. a)Executed, renewed, or amended on or after September 1, 2015 b)Executed, renewed, or amended on or before August 31, 2015</p> | AC+4 | AC+4 | | AC=Termination of the lease/agreement. See LEG200 and LEG400 (Contracts and Licensing Agreements), | | |
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| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|---------------|--|------|--|------|---|--|--|--|
| | LEG100 | <p>Real Property Records This series documents the real property acquired and sold by the institution. This series does not include leases. Typical records include purchase agreements; title abstracts, easement details, public hearing notices and minutes; county recorder's plat descriptions; memoranda of understanding; earnest money receipts; sales agreements; property deeds; working papers; and related documentation and correspondence.</p> | PM* | | PM* | O | <p>*Records have permanent and require preservation; contact the University Archives for long-term storage arrangements.</p> | | |
| 5.1.010 | LEG110 | <p>Facilities Licenses, Permits, and Certificates Licenses and permits (non-vehicles) required for the university to provide services and maintain facilities, including insurance requirements. Typical records include: Licenses, permits, and certificates for activities such as tree trimming, tree removal, street cutting, excavation, road closure, special events. Also includes insurance certificates.</p> | AC+2 | | AC+2 | | <p>AC=Expiration, cancellation, revocation, or denial. CAUTION: Does not include parking permits. Refer to 5.6.009</p> | | |

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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | |
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| | | Lamar University | | | | | | | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | | |

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|-----|--------|--|------|-----|------|---|--|--|--|
| 5.1 | LEG200 | Trademarks Licensing Records This series documents the legal authority for outside entities to use the logos and other symbols constituting the registered trademarks of the institution. The records consist of folders for each vendor or individual seeking legal use of institutional trademarks for any reason. | AC+7 | | AC+7 | | AC=Expiration of license period. | | |
| 5.1 | LEG300 | Intellectual Property Agreements Includes license agreements, know-how agreements, and other contractual agreements resulting from the licensing of technology or the transfer of intellectual property | AC+7 | AC+ | O | O | AC=Completion of all terms and extensions of the agreement. CAUTION: Does not include patent records refer to URRS 277 | OMB Circular A-110.53 Authorized by 31 U.S.C. 503, 31 U.S.C. 1111, 41 U.S.C. 405, and E.O. 11541.11541. | |

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| Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded | Archival Codes (Field 8) I – Transfer to University Archives O – Review by University Archivist |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
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| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|--|--------|--|--------|--|---|---|--|--|
| 5.1.001 | LEG400 | <p>Contracts and Leases (including Service Contracts)</p> <p>Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide.</p> <p>a)Executed, renewed, or amended on or after September 1, 2015.</p> <p>b)Executed, renewed, or amended on or before August 31, 2015.</p> | a)AC+7 | | a)AC+7 | | O | <p>AC=Date contract expired, or date that all issues arising (litigation, claim, negotiation, audit, open records request, administrative review, or any other action involving the contract or documents) are resolved-which-ever is later.</p> <p>Some records related to leasing space have historical value and require preservation; contact University Archives when the active retention period has expired.</p> | | |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|------------|-------------|---------------------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | | | | | |

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|---------|--------|---|-------|--|-------|---|--|--|
| 5.1 | LEG410 | Contracts and Agreements Records-Internal Contracts and agreements made within areas of the university, such as contracts for service and repair of departmental computers and peripherals. | AC+2# | | AC+2# | AC=Expiration of contract. #Since this series includes only internal contracts within the university itself, the new law enacted by TX SB20 2015-2016 84 th Legislature (which requires 7 years retention of contracts) does not appear to apply. | | |
| 5.1.017 | LEG420 | Contract Log | FE+3 | | FE+3 | | | |
| 5.1 | LEG450 | Memoranda of Understanding and Waivers | AC+4 | | AC+4 | AC=Expiration of agreement. | | |
| 5.1 | LEG500 | Waivers: Hold Harmless, Liability, and Release Records | AC+4 | | AC+4 | AC=Conclusion of event | | |
| 1.1.014 | LEG600 | Legal Opinions and Advice | AV | | AV | O Some records have historical value and require preservation; contact the University Archives when the active retention period has expired. | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 2. Agency Code | 734 | 3. Agency Name | | | | | | Lamar University | | |
|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|-------------|---------------------------|------------|--|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
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| 1.1.048 | LEG610 | Litigation Files | AC+1 | | AC+1 | O | <p>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.</p> <p>Some records have historical value and require preservation; contact the University Archives when the active retention period has expired.</p> | | |
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Retention Codes (Field 7)

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Archival Codes (Field 8)

I – Transfer to University Archives
 O – Review by University Archivist



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|----------------------------|--------------------|------------------------|---------------------|---------|-------|-------------|--|-------------|---------------------------|--|
| 2. Agency Code | 734 | 3. Agency Name | | | | | | | Lamar University | |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|---------|--------|---|------|--|------|---|--|--|
| 1.1.069 | LIB110 | Patron Attendance and Use Logs | 1 | | 1 | | | |
| 1.2.013 | LIB120 | Records Control Materials/Location Guides | AC | | AC | AC=When control aid is updated, revised, or no longer needed. | | |
| 6.2 | LIB200 | Library Catalog Catalog of bibliographic records used as a guide to library holdings. | US | | US | The disposal or supersession of library catalog records need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010). | | |
| 6.2 | LIB205 | Library Materials Control Records Includes records of the cataloging of library material. | US | | US | AC=Catalog updated. CAUTION: Does not include the library catalog. Refer to LIB200 The disposal of library material control records need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010). | | |
| 2.2.016 | LIB210 | Electronic Resource Management/License Management | LA+3 | | LA+3 | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| LA – Life of Asset MO – Months | |



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|----------------------------|--------------------|------------------------|--|----------------|---------------------|---------|-------|-------------|--|-------------------------|---------------------------|
| 2. Agency Code | | 734 | | 3. Agency Name | | | | | | Lamar University | |
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| | | | | | Agency | Storage | Total | 9. Remarks | | | |

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| | LIB310 | Acquisitions Records Typical records include standing order cards or lists indicating the name and address of the requestor; book titles; transaction date; invoice number; and related documentation and correspondence. | AC | | AC | AC= catalog updated CAUTION: Refer to RRS 4.7.004 (Capital Asset Records) for records documenting purchase of library materials. | | |
| 1.1.057 | LIB330 | Circulation Records-Borrowing & Use 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 the materials borrowed; the due date; overdue and fine payment notations; and related documentation and correspondence. | AC | | AC | AC=Until the transaction is completed. The disposal of circulation records need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010). | | |
| 4.2.002 | LIB332 | Circulation Records-Courtesy Borrowers' Records Records documenting guest borrowers of library materials. Records may include guest borrowers name, address, telephone number, company or institution, and patron status. | AC | | AC | AC=Expiration of borrowing privileges and clearing of fines. CAUTION: If borrower application serves as an agreement between the borrower and the institution (e.g., to follow library rules), refer to RRS 5.1.001. | | |

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| 4.2.002 | LIB340 | Inter-Library Loan (ILL) Records This series documents requests made of the institutions within the university system for materials by outside institutions and also institutions requests from other library systems. This series applies to circulating library resources only. (Not to archival, special collections, or museum materials). | FE+3 | FE+3 | | | CAUTION: Records Management Officers should insure that ILL records maintained by a third-party vendor are retained in accordance with this record series. | |
| 6.2 | LIB350 | Reference Records This series documents requests for information about, or access to, items within the institution's collections. This series may include but is not limited to: reference request forms, general email correspondence, disposition of or time spent fulfilling the request, call slips, (also called pull slips), and related documentation and correspondence. | FE+3 | FE+3 | | | | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| 1.1.057 | LIB360 | Serials Records The series documents the receipt of materials acquired by the library. Typical records include periodical check-in cards, shelf-list cards; payment cards; serials data input work forms sheets; data base reports; item records; and related documentation. | AC | | AC | | AC=After cataloging complete | | |
| | LIB410 | Special Collections: Accession Register | PM | | PM | I | | | |
| | LIB420 | Special Collections: Collection /Artifact and Document Loan Register | PM | | PM | I | | | |
| | LIB430 | Special Collections: Collection/Donor Files | PM | | PM | I | Refer to RRS 2.1.011 (Finding aids, indexes, and tracking systems) or archival finding aids. | | |
| | LIB440 | Special Collections: Event and Exhibit Records | PM | | PM | I | | | |
| | LIB450 | Special Collections: Patrons/Visitor Logs | PM | | PM | I | | | |

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| | | | Agency | Storage | Total | 9. Remarks | | | | |

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|-----|---------------|---|----|----|--|--|--|--|
| 6.2 | MUS492 | <p>Collection or Artifact Loan Records Artifact and material loans contracted between units of the institution or between the institution and either other institutions or individuals. These records include: signed and legally binding agreements for incoming and outgoing loans between the collection administrators; receipts for loans and return of materials to legal holder; and related forms, documentation and correspondence.</p> | PM | PM | | | | |
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| | | | | | Agency | Storage | Total | 9. Remarks | | | |

INDEX

RECORDS RETENTION SCHEDULE ABBREVIATIONS

- ADM=Administrative
- ADV=Advancement, Alumni, and Public Relations
- CHD=Child Development Center
- CUR=Curriculum
- EDP=Electronic Data Processing
- EQS=Equipment and Supplies
- FCL=Facilities Management
- FIN= Fiscal / Financial
- ICA= Intercollegiate Athletics
- LEG=Legal Records
- LIB=Library and Special Collections
- PER=Personnel
- RSK=Risk Management
- RSP=Research and Sponsored Programs
- RTN=Radio and Television
- SAD=Student Academic Departments
- SAP= Student Records: Academic Progress

- SFA=Student Financial Aid
- SFP= Student Records: FERPA
- SGR= Student Records: Graduation
- SHC=Student Health Center
- SHO=Student Housing
- SLI=Student Life
- SMS=Student Admissions
- SRR=Student Recruitment and Retention
- SSV=Student Services
- STS= Student Records: Testing
- STU= Student Records: Administration
- SVC=Support Services
- UAD=University Administration
- UPD=University Police Department
- MUS=Museum
- MAR=Marketing

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|--|------------------------|--------------------|-----------------------|-------------------------------------|------------------------------------|
| Retention Codes <i>(Field 7)</i> | | | | Archival Codes <i>(Field 8)</i> | |
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