



March 18, 2013

Mr. Jim Brunjes
Senior Vice Chancellor and Chief Financial Officer
Texas Tech University System Angelo State University
PO Box 42016
Thomas J. Rusk Building,
Lubbock, TX 79409-1041

State and Local
Records Management

Re: Texas Tech University System Angelo State University
6th Recertification, Amendment Number 1

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

Dear Mr. Brunjes:

4400 Shoal Creek Blvd.
Austin, Texas
78756

Enclosed are approved amendment pages to your records retention schedule. Please maintain these pages with your currently approved schedule so that they can be easily referenced.

www.tsl.state.tx.us

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

Commission Chairman
Michael C. Waters

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please call the information analyst assigned to your agency, Angela Ossar, at 512-463-6623.

*Interim
Director and Librarian*
Edward Seidenberg

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure
cc: State Auditor, State Archivist
cc: (without enclosure) Kent Hance

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01-768/737



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 737

Agency Name Angelo State 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) Jim C. Brunjes

Date July 11, 2012

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature [Blank]

Name (Print or type) [Blank]

Date [Blank]

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 3/11/13

Cert/Recert No. 6 Amendment No. 1



STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 2

2. Agency Code 737		3. Agency Name Angelo State University									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.
1.1.007	78	Correspondence - Administrative Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.	4		4	O	CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another 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 item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.		3	78	C

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

1.1.008	79	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	SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		4	79	C
6.6	430	Continuing Education Records Includes registration forms, class lists, final grades/credit sheets, syllabi, course information, certification information, and other administrative records regarding continuing education courses and students.	AC + 5		AC + 5	AC = End of academic term. CAUTION: May contain confidential records.				N



November 29, 2011

Mr. Jim Brunjes
Senior Vice Chancellor and Chief Financial Officer
Texas Tech University System Angelo State University
PO Box 42016
Thomas J. Rusk Building,
Lubbock, TX 79409-1041

RE: Texas Tech University System Angelo State University
Retention schedule approved for use.

Dear Mr. Brunjes:

Enclosed is a copy of your recertified records retention schedule. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

During a certification period, state regulations (13 TAC §6.4) also require 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, contact the government information analyst assigned to your agency.

Your efforts in maintaining an up-to-date 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. Your schedule will be due for recertification on the last working day of November 2014. If you have any questions, call the information analyst assigned to your agency, Angela Ossar, at 512-463-6623.

Sincerely,

Sarah Jacobson
Manager, Records Management Assistance

Enclosure
cc: State Auditor, State Archivist
cc: (without enclosure) Kent Hance

State and Local
Records Management

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Austin, Texas
78711-2927

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Austin, Texas
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Commission Chairman
Sandra J. Pickett

Members
Sharon T. Carr
Martha Dory Freeman
Larry G. Holt
Wm. Scott McAfee
Sally Reynolds
Michael C. Waters

Director and Librarian
Peggy D. Rudd

Assistant State Librarian
Edward Seidenberg

*Making
information
work
for all
Texans*



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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(Submitting agencies complete this section only)

Agency Code 737

Agency Name Angelo State 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) Jim Brunjes

Date 7/14/2011

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 [Blank]

Name (Print or type) [Blank]

Date [Blank]

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) Peggy D. Rudd

Date 11/21/11

Cert/Recert No. 6 Amendment No. [Blank]

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 79

2. Agency Code 737		3. Agency Name Angelo State 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		

		Category 1: Administrative Records Section 1.1 - General					
1.1.002	34	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		
1.1.004	167	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.
1.1.043	404	Training Materials Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US + 1		US + 1		

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 – Month	US – Until Superseded	O – Review by University Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **2** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			
1.1.006	69	Complaint Records Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC + 2		AC + 2	AC = Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		

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

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **3** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			
1.1.007	78	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.	3		3	O	<p>ARCHIVES NOTE: Archival review is required only for the administrative correspondence of the Office of the President, vice presidents, the Provost's Office, Legal Counsel, Internal Audit, and other upper executive staff members. This record series also includes correspondence from task forces, university committees and faculty.</p> <p>CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another 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 item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.</p>		1

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 – Month	US – Until Superseded				



STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page **4** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			
1.1.008	79	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.	1		1		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	1
1.1.010	94	Directives Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1			
1.1.011	121	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		

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	
AV – Administrative Value	FE – Fiscal Year End	MO – Month					



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **5** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			
1.1.013	162	Itinerary Information- Calendars and Appointment Books Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE + 1		CE + 1	O	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.	
1.1.014	166	Legal Opinions and Advice From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	O	Caution: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See 1.1.048.	
1.1.019	194	News and Publications- Faculty and Staff Subject Files News clippings, press releases and photographs.	10		10	O	Agency policy to retain longer than TSLAC minimum.	

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 – Month	US – Until Superseded		



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **6** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			
1.1.020	199	Public Information Requests- Approved 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.		
1.1.021	200	Public Information Requests- Denied 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.		
1.1.023	202	Organization Charts	US		US	I			
1.1.024	227	Plans and Planning Records Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC + 3		AC+3	O	AC = Decision made to implement or not to implement result of planning process. ARCHIVES NOTE: Data processing planning records are not archival.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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 – Month
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **7** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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		
1.1.026	396	Texas Register Submissions Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC + 1		AC + 1		AC = Date of publication in the Texas Register.	
1.1.027	254	Proposed Legislation Drafts of proposed legislation and related correspondence.	AV		AV			
1.1.038	83	Customer Surveys Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC +3		AC+3		AC = Final disposition of summary report See 1.1.067 for summary reports compiled from customer surveys.	
1.1.040	304	Speeches, Papers and Presentations Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC		AC	O	AC = End of term in office or termination of service in a state position.	
1.1.041	383	Suggestion System Records Suggestions submitted by agency personnel and responses.	1		1			

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)			
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **8** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			
1.1.048	176	Litigation Files Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC + 1		AC + 1	O		
						AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the University Archivist for archival preservation.		
1.1.053	274	Registration Logs Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC		AC			
						AC = Report filed with the Texas Ethics Commission.		

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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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **9** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			
1.1.055	307	Strategic Plans Information resources and operational 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. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Publications Depository Program, Texas State Library and Archives Commission.	
1.1.056	16	ADA (Americans with Disabilities Act) Documentation Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.	3		3		28 CFR 35.105(c).	

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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 – Month
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **10** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			

1.1.057	406	<p>Transitory Information Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC		AC	<p>AC = Purpose of record has been fulfilled.</p> <p>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.</p> <p>The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</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			
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page **11** of **79**

2. Agency Code 737		3. Agency Name Angelo State University						
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			Agency	Storage	Total			
1.1.058	188	Meeting Agenda and Minutes Official agenda and minutes of state boards, committees, commissions, councils, task forces, departments and administrative organizations that conduct open meetings as required by Government Code, Chapter 551.	PM		PM	I		
							ARCHIVES NOTE: Agency retains permanent record copy. 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. SEE ALSO caution comment at item number 1.1.060.	
1.1.059	192	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. Government Code, 551.104(a). SEE caution comment at item number 1.1.058.	

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page **12** of **79**

2. Agency Code 737		3. Agency Name Angelo State University						
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			Agency	Storage	Total	9. Remarks		
1.1.060	193	Meetings, Audio or Videotapes- Open Meetings 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 ALSO caution comment at item number 1.1.058.		
1.1.061	189	Meeting- Notes Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes were prepared.	AC + 90		AC + 90	AC = Approval of the formal minutes by the governing body.		

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page **13** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			
1.1.062	191	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.	
1.1.063	190	Meeting Minutes/Notes- Staff Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1		1			
1.1.064	18	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.	

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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 – Month
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2. Agency Code 737		3. Agency Name Angelo State 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
1.1.065	277	Reports and Studies- Raw Data Information or data collected and compiled for the purpose of producing non-fiscal reports.	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 1.1.064.		
1.1.066	278	Reports- Annual and Biennial Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	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 plans to the Publications Depository Program, Texas State Library and Archives Commission.		
1.1.067	276	Reports and Studies- Administrative 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			

Retention Codes (Field 7)

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Archival Codes (Field 8)

I – Transfer to University Archives
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2. Agency Code 737		3. Agency Name Angelo State 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			
1.1.068	281	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.		
1.1.069	279	Reports- Employee/Activity Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, absences, task completion times, number of public contacts, and similar activities.	1		1	CAUTION: SEE item number 1.1.064.		
1.1.070	21	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.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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2. Agency Code 737		3. Agency Name Angelo State 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
1.1.071	22	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.		
		Category 1: Administrative Records Section 1.2 - Records Management							
1.2.001	267	Records Destruction Authorizations Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE + 3		FE + 3				
1.2.003	134	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.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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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			
1.2.005	271	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.	
1.2.010	268	Records Disposition Logs Logs or similar records listing records destroyed or transferred to the University Archives, showing records series title, dates of records, and date destroyed or transferred.	10		10			
1.2.012	269	Records Inventory Worksheets	US		US			
1.2.013	266	Records Control Locator Aids Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC		AC = When control aid is updated, revised, or no longer needed.	
1.2.014	270	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			
Category 1: Administrative Records								
Section 1.3 - Publications and Publicity								

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			Agency	Storage	Total	9. Remarks			
1.3.001	19	Agency Publications Information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed. The term does not include information the distribution of which is solely limited to contractors with or grantees of the agency, staff persons within the agency or within other government agencies, or members of the public under a request made under the open records law, Government Code, Chapter 552. The term includes but is not limited to: a publication distributed in print, on microform, as audio visual material, as interactive media or on electronic external storage device; an on-line publication which is an index to other on-line publications, one or more text, graphic, or other digital files, or a user interface to a computer database.	AC + 5		AC + 5	O	AC = Until superseded or obsolete. University retains record copy and sends required copies to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
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			Agency	Storage	Total	9. Remarks		

1.3.001	20	Agency Publications- Serials/Newsletters	US + 5		US + 5	O	US = For serial publications issued in successive parts, from the date of release of the next part in the series. Send the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Agency policy to retain longer than TSLAC minimum.		
1.3.002	256	Publication Development Files Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV		AV	O			
		Category 2: Electronic Data Processing Records Section 2.1 - Automated Applications							
2.1.001	36	Automated Files- Processing Files Machine-readable files used in the creation, utilization, and updating of master files.	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.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total				
2.1.002	35	Automated Files- 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: Software needed for access to electronic records must be retained for the period of time required to access the records.		
2.1.007	301	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. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

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US – Until Superseded

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			Agency	Storage	Total	9. Remarks			
2.1.008	147	Hardware 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. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.			

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)			
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			Agency	Storage	Total	9. Remarks			

2.1.009	393	<p>Technical Documentation Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, 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. 13 TAC 6.94.</p> <p>CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p>		
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Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total	9. Remarks		
2.1.010	33	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.	
2.1.011	131	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.	
		Category 2: Electronic Data Processing Records Section 2.2 - Computer Operations and Technical Support						
2.2.001	15	Activity 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			

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total	9. Remarks		
2.2.002	72	Computer Utilization/Chargeback Records 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			
2.2.004	71	Computer Job Schedules and Reports Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	3 months		3 months			
2.2.011	39	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.		
2.2.012	205	Output Records for Computer Production Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV		AV	Output may either be in printed or magnetic form. If magnetic, the files, programs and documentation must be available.		

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)			
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			Agency	Storage	Total	9. Remarks		

2.2.013	259	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.		
2.2.016	302	Software Registrations, Warranties and License Agreements	LA + 3	LA+3			
		Category 3: Personnel Records Section 3.1 - Employee					
3.1	46	Biographical Records- Resumes	AC + 1	AC + 1	O AC = Termination of employment.		
3.1.001	29	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 1602.49		

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 PM – Permanent US – Until Superseded
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			Agency	Storage	Total	9. Remarks		
3.1.002	28	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.		
3.1.006	80	Counseling Records Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC + 3		AC + 3	AC = Termination of counseling. CAUTION: Period is AC+10 if counseling provided by, and records kept by a licensed psychologist as required by 22 TAC 465.22(d)(2).		
3.1.011	106	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 = 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.		

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			Agency	Storage	Total			
3.1.012	108	Employment Advertisements/Announcements Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2	29 CFR 1602.49(a)		
3.1.013	109	Employment Contracts	AC + 4		AC + 4	AC = Expiration or termination of the contract according to its terms.		
3.1.014	110	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 1602.49(a) CAUTION: Does not include criminal history checks. See 3.1.026.		
3.1.018	146	Grievance Records Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC + 2		AC + 2	AC = Final decision on the grievance. CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. See 1.1.048.		

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			Agency	Storage	Total	9. Remarks		
3.1.019	215	Performance Appraisals- Staff and Non-Tenure Track	2		2		29 CFR 1620.32(c)	
3.1.019	216	Performance Appraisals- Teaching Assistant [non-faculty]	AC + 3		AC + 3		AC = Completion of teaching course or lab. 29 CFR 1620.32(c)	
3.1.019	217	Performance Appraisals- Tenure Track	6		6		29 CFR 1620.32(c)	
3.1.020	220	Personnel Corrective Action Documentation Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC + 5		AC + 5		AC = Termination of corrective action. 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.	
3.1.021	221	Personnel Disciplinary Action Documentation Disciplinary actions are those actions which may affect pay, status, or tenure.	AC + 5		AC+5		AC = Termination of employment.	

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3.1.022	222	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 1602.49(a)		
3.1.023	251	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).		
3.1.024	185	Medical- Drug Testing Records	AC + 2		AC + 2	AC = Until superseded or termination of employment. CAUTION: Does not include pre-employment physical examinations. SEE number 3.1.014.		
3.1.024	187	Medical- 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.		

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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			
3.1.026	295	Security Clearances/Criminal History Checks Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC	AC = After the expiration of the probationary term of the individual's employment. CAUTION: Some agencies that are authorized to obtain criminal history record information from DPS are required to destroy the information after it is used for the immediate purpose for which it was obtained. SEE Section 411.094(e), Government Code.		
3.1.027	402	Training and Educational Achievement Records (Individual) Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC + 5		AC + 5	AC = Termination of employment.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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 – Month
	PM – Permanent US – Until Superseded



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2. Agency Code 737		3. Agency Name Angelo State 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				
3.1.029	97	Documentation or Verification of Citizenship Federal reporting form (INS I-9).	AC + 1		AC + 1	AC = Termination of employment. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2). CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS 1-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.			
3.1.031	102	Employee Benefits - Other than Insurance Agency copies of information relating to the selection of available benefit options other than insurance.	AC + 2		AC + 2	AC = Until superseded or termination of employment CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.			

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 737		3. Agency Name Angelo State 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			
3.1.034	47	Biographical Records- Resumes Not Solicited	AV		AV		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. See item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
3.1.035	386	Surety/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.	AC + 4		AC + 4		AC = Expiration or termination of the bond according to its terms. CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028.	
3.1.037	107	Employee Recognition Records Awards, incentives, tenure, etc.	AC + 5		AC + 5		AC = Termination of employment.	
3.1.038	255	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.	

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)			
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			Agency	Storage	Total			

Category 3: Personnel Records Section 3.2 - Payroll								
3.2.001	104	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.		
3.2.002	105	Employee Earnings Records Includes payroll notification letters	4		4	40 TAC 815.106(i).		
3.2.003	129	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).		
3.2.004	152	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).		
3.2.005	417	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).		
3.2.006	418	Wage Rate Tables	2		2	29 CFR 516.6(a)(2).		
3.2.007	409	Unemployment Compensation Records	AC + 5		AC + 5	AC = After settled		
3.2.008	93	Direct Deposit Application/Authorizations	US		US			

Retention Codes (Field 7)

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Archival Codes (Field 8)

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			Agency	Storage	Total	9. Remarks		
3.2.009	305	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.		
3.2.010	151	Human Resources Information System (HRIS) Reports Includes supporting documentation.	AC + 4		AC + 4	AC = Issuance of report.		
3.2	211	Payroll- Cover Sheets/Notifications for Hourly Payroll	FE + 3		FE + 3			
3.2	213	Payroll- Zero Bills not written to history report	3 months		3 Months			
Category 3: Personnel Records Section 3.3 - Personnel Administration								
3.3.001	17	Affirmative Action Plans Affirmative action plans.	5		5			

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
3.3.004	40	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).	
3.3.010	164	Labor Statistics Reports Reports providing statistical information on labor force.	3		3			
3.3.011	133	Former Employee Verification Records - Personnel Office Only 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.	
3.3.015	252	Positions/Job Classification Review File Records relating to review and monitoring of job classifications within an agency.	US + 3		US + 3			
3.3.020	420	Work Schedules/Assignments Work, duty, shift, crew, or case schedules, rosters, or assignments.	1		1			

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
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			Agency	Storage	Total	9. Remarks			
3.3.022	397	Texas Workforce Commission (TWC) Reports Reports to the agency from TWC or its predecessor pertaining to employees.	3		3				
3.3.023	407	Travel and Reimbursable Activities- Requests and Authorizations to Engage in Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE + 3		FE + 3				
3.3.024	249	Policies and Procedures- Personnel 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				
3.3.025	163	Job Procedure Records Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US + 3		US + 3				

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total			
3.3.026	23	Agency Staffing Reports Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US + 3		US + 3			
3.3.030	401	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 5.4.007.	
3.3.031	98	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.	

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)			
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			Agency	Storage	Total			

3.3.032	112	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 (c).		
3.3	101	Employee Affidavits	AC + 5		AC + 5	AC = Until superseded or termination of employment.		
3.3	103	Employee Confidentiality Forms	AC		AC	AC = Until superseded or termination of employment.		
3.3	223	Personnel Office- New Position/ Reclassification Letters	PM		PM			
3.3	224	Personnel Office- Veterans' Preference Documents	PM		PM			
Category 3: Personnel Records Section 3.4 - Time and Leave								
3.4.001	14	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			

Retention Codes (Field 7)

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Archival Codes (Field 8)

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2. Agency Code	737	3. Agency Name	Angelo State 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		

3.4.002	165	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	168	Less Than Full-Time Worked Reports Dates and hours.	4		4		40 TAC 815.106(i).	
3.4.004	206	Overtime Authorizations	2		2			
3.4.005	207	Overtime Schedules	2		2			
3.4.006	399	Time Cards and Time Sheets	4		4		40 TAC 815.106(i).	
3.4.007	400	Time Off and/or Sick Leave Requests	FE + 3		FE + 3			
3.4.008	297	Sick Leave Pool Documentation Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3		FE + 3			
Category 4: Fiscal Records Section 4.1 - Worksheets, Detail Information on Financial Event or Transaction								
4.1.001	9	Accounts Payable Information	FE + 3		FE + 3			
4.1.002	42	Billing Detail	FE + 3		FE + 3		CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001 and 5.5.007.	
4.1.003	57	Canceled Checks/Stubs/Warrants/Drafts	FE + 3		FE + 3			
4.1.005	158	Inventory and Other Cost Files Production, job, labor, quotes, pricing, specifications, etc.	FE + 3		FE + 3			

Retention Codes (*Field 7*)

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Archival Codes (*Field 8*)

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

4.1.006	161	Investment Transaction Files	FE + 3		FE + 3				
4.1.007	405	Transfers or Budget Revisions Transfers or adjustment to budgets.	FE + 3		FE + 3				
4.1.008	99	Electronic Fund Transfers Direct Deposit Registers.	FE + 3		FE + 3				
Category 4: Fiscal Records									
Section 4.2 - Documents of Original Entry									
4.2.001	60	Cash Deposit Vouchers Cash deposit slips.	FE + 3		FE + 3				
4.2.002	61	Cash Receipts Includes receipts for fees (permits, licenses, renewals, etc.).	FE + 3		FE + 3				
4.2.003	84	Daily Cash Receipts Logs	FE + 3		FE + 3				
4.2.004	111	Encumbrance Vouchers Orders, statements, change orders, etc.	FE + 3		FE + 3				
4.2.005	257	Purchase Vouchers Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3				
4.2.006	139	General Journal Vouchers	FE + 3		FE + 3				
4.2.007	122	Expenditure and Travel Vouchers Travel, payroll, etc.	FE + 3		FE + 3				
Category 4: Fiscal Records									
Section 4.3 - Journals or Registers									

Retention Codes (Field 7)

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			Agency	Storage	Total	9. Remarks		

4.3.002	264	Receipts Journals or Registers	FE + 3		FE + 3			
4.3.003	123	Expenditures Journals or Registers	FE + 3		FE + 3			
4.3	56	Business Transactions- Journals and Registers	FE + 3		FE + 3			
4.3	177	Loan Journals or Registers	AC + 5		AC + 5	AC = Loan approved. Federally funded student financial aid must adhere to AC+5.		
Category 4: Fiscal Records Section 4.4 - Ledgers								
4.4.001	138	General and Subsidiary Ledgers	FE + 3		FE + 3			
4.4.002	11	Accounts Receivable Ledgers	FE + 3		FE + 3			
4.4.003	10	Accounts Payable Ledgers	FE + 3		FE + 3			
Category 4: Fiscal Records Section 4.5 - Reports								
4.5.001	421	Worksheets for Preparing Fiscal Reports	FE + 3		FE + 3			
4.5.002	157	Internal Fiscal Management Reports Includes agency monthly budget reports.	FE + 3		FE + 3			

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
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			Agency	Storage	Total			
4.5.003	26	Annual Financial Reports Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6	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 A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
4.5.005	280	Reports- External Fiscal Special purpose - i.e. federal financial reports, salary reports, etc.	FE + 3		FE + 3			
4.5.006	27	Annual Operating Budgets Required by the General Appropriations Act.	FE + 3		FE + 3	O		
Category 4: Fiscal Records Section 4.6 - Documents Showing Compliance with System of Internal Control								

Retention Codes (Field 7)

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			Agency	Storage	Total			

4.6.001	37	Balancing Records	FE + 3		FE + 3			
4.6.002	265	Reconciliations	FE + 3		FE + 3			
4.6.003	59	Cash Counts	FE + 3		FE + 3			
Category 4: Fiscal Records Section 4.7 - Other Fiscal								
4.7.001	8	Accounting Policies and Procedures Manual	US + 3		US + 3			
4.7.002	38	Bank Statements	FE + 3		FE + 3			
4.7.003	289	Returned Checks/Warrants/Drafts (Uncollectable)	AC + 3		AC+3		AC=After deemed uncollectable.	
4.7.004	58	Capital Asset Records	LA + 3		LA + 3			
4.7.005	65	Claim Files	AC + 3		AC + 3		AC = Resolution of claim.	
4.7.006	70	Comptroller Statements	FE + 3		FE + 3			
4.7.007	92	Detail Chart of Accounts One for all accounts in use for a fiscal year.	FE + 3		FE + 3			
4.7.008	142	Grants- Federal Information on File	AC + 3		AC + 3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.	

Retention Codes (*Field 7*)

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4.7.010	49	Bonds Cancelled and paid interest coupons, bond and coupons of destruction and current bonds and bondholder records.	AC + 3		AC + 3		AC = Retirement of debt.	
4.7.012	298	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			
4.7	408	Truth-in-Lending Statements	5	10	15		Buckley Amendment, Confidential record.	
4.7	141	Grants- Applications and Proposals	FE + 3		FE + 3	O		
4.7	143	Grants- Private Foundations and/or Non-State or Federal Sources: Approved	AC + 3		AC + 3		AC = Satisfaction of the grant according to its terms.	
4.7	144	Grants- Private Foundations and/or Non-State or Federal Sources: Rejected	AC + 1		AC + 1		AC = Rejection of grant proposal.	
4.7	145	Grants- State Grant Records	AC + 3		AC + 3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).	
4.7	273	Refunds and Repayments	FE + 5		FE+5		Pell Grant Federal Regulations and other campus based programs 34 CFR 676.19(c).	

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Category 5: Support Services Records Section 5.1 - General									
5.1.001	75	Contracts and Leases 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, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC + 4		AC + 4	O	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.		
5.1.003	90	Delivery Reports Includes dormitories	2		2				
5.1.004	180	Mailing and Telecommunications Lists 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				
5.1.005	253	Postage Records Records and reports of postage expenses, including postal meter usage.	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	Archival Codes (Field 8) I – Transfer to University Archives O – Review by University Archivist
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2. Agency Code 737		3. Agency Name Angelo State 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			
5.1.007	283	Requisitions for In-Agency or Inter-Agency Copy/Printing Service Includes word processing and data processing.	AV		AV				
5.1.011	226	Photocopier and Telefax Usage Logs and Reports	AV		AV				
5.1.012	64	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				
5.1.013	156	Insurance Policies For vehicles, equipment, etc.	AC + 4		AC + 4		AC = Expiration or termination of the policy according to its terms.		
5.1.014	198	Office Procedures Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US + 1		US + 1				

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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 – Month
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			Agency	Storage	Total	9. Remarks			

5.1.015	179	Mailing and 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				
5.1.017	74	Contract Log List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE + 3		FE + 3				
Category 5: Support Services Records Section 5.2 - Facility Management									
5.2.001	30	Appraisals - Building or Property	AV		AV	O			
5.2.002	53	Building Construction Project Files Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC + 10		AC + 10	O	AC = Completion of project. Includes surety bonds. See also item numbers 5.2.003 and 5.2.028.		
5.2.003	54	Building Plans and Specifications Includes architectural and engineering drawings, profiles, and blueprints.	Owned= LA Leased= AC+2		Owned= LA Leased= AC+2	I	AC= For leased buildings, termination or cancellation of lease. See also item numbers 5.2.002 and 5.2.028.		
5.2.004	55	Building Space Requests	1		1				
5.2.006	63	Certificate of Destruction of Property	FE + 3		FE + 3				

Retention Codes (Field 7)

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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			

5.2.007	85	Damage Reports Reports of damage to state property.	FE + 3		FE + 3			
5.2.008	114	Equipment History File and Service Agreements Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA + 3		LA+3			
5.2.009	115	Equipment Inventory Detail Report Forms Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 3		FE+3			
5.2.010	116	Equipment Manuals	LA		LA			
5.2.011	118	Equipment Warranties	AC + 1		AC + 1		AC = Expiration of warranty.	
5.2.012	119	Estimate Files (Supply and Repair Cost Estimates)	1		1			
5.2.014	159	Inventory- Annual Physical Property, equipment, supply verification.	FE + 3		FE + 3			
5.2.015	195	Notices of Equipment Removed From Inventory	FE + 3		FE + 3			

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			Agency	Storage	Total	9. Remarks			
5.2.016	160	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.			
5.2.018	260	Quality Control Reports	2		2				
5.2.019	296	Service Orders Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	1		1				
5.2.020	385	Supply Usage Records	FE + 1		FE + 1				
5.2.021	387	Surplus Property Sale Reports	FE + 3		FE + 3				
5.2.022	410	Utility Usage Reports/Logs	AV		AV				
5.2.023	422	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				
5.2.024	183	Material Specifications	AC + 2		AC + 2	AC = Material is no longer in the agency.			
5.2.025	113	Equipment Descriptions and Specifications	AC + 2		AC+2	AC=Equipment is no longer in the agency.			

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			Agency	Storage	Total				9. Remarks

5.2.026	124	Facilities Reservation Logs Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.	2		2			
5.2.027	303	Space Utilization Reports	AV		AV			
5.2.028	52	Building Construction Contract and Inspection Records Building construction contracts, surety bonds, and inspection records.	LA + 10		LA + 10	O	SEE ALSO item numbers 5.2.002 and 5.2.003.	
5.2	48	Boiler Records	3		3			
5.2	51	Building Capital Improvement Program	AV + 3		AV + 3	O		
5.2	117	Equipment Use Logs	AV		AV			
5.2	225	Pesticide Application Records (TDA)	2		2		TDA Records Retained for 5 years. 30 year retention if usage exceeds 55 gal/year and farm labor costs exceed \$50,000/permanent and \$15,000/seasonal. Texas Dept. of Agriculture.	
5.2	250	Pool Chemical Reading Logs	FE+3		FE+3			
5.2	272	Refrigerant Records	3		3			
5.2	291	Sanitation Landfill Tickets	FE + 3		FE + 3			
5.2	299	Site Development- Project and Planning Files and Related Materials	PM		PM			
5.2	419	Water Tests/Treatment	5		5			

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			Agency	Storage	Total	9. Remarks			

Category 5: Support Services Records Section 5.3 - Purchasing									
5.3.002	135	Freight Bills Paid	FE + 3		FE + 3				
5.3.003	136	Freight Claims	AC + 2		AC + 2		AC=Resolution of claim.		
5.3.004	201	Order Acknowledgments	AV		AV				
5.3.005	208	Packing Slips	AV		AV				
5.3.007	41	Bid Documentation Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE + 3		FE + 3		Caution: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item numbers 5.1.001 and 5.2.028.		
5.3.008	258	Purchasing Logs Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3		FE + 3				
5.3.009	282	Requests for Information (Goods and Services) Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC		AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		
Category 5: Support Services Records Section 5.4 - Risk Management									

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			Agency	Storage	Total	9. Remarks			

5.4.001	7	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.		
5.4.002	120	Evacuation Plans Plans for evacuation of agency facilities in cases of emergency.	US		US			
5.4.003	153	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 5.2.028.		
5.4.004	132	Fire Orders Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC + 3		AC + 3	AC = Deficiency corrected.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total				9. Remarks
5.4.007	149	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).			
5.4.010	182	Material Safety Data Sheets	AC		AC	AC=After sheets are updated or hazardous chemical no longer stored by agency, as applicable.			
5.4.011	416	Visitor Control Registers Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3				
5.4.012	294	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.			
5.4.013	95	Disaster Preparedness and Recovery Plans	US		US				
5.4	89	Deeds and Easements	LA		LA	I			
5.4	100	Emission Records	5		5	UT5050-01, Air Pollution Control Monitoring Records (30 TAC 101.8(d).			
5.4	148	Hazardous Materials Disposal Records	PM		PM	Opinion of the Angelo State University Environmental Health, Safety and Risk Management Office.			

Retention Codes (Field 7)

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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							

Category 5: Support Services Records Section 5.5 - Telecommunications									
5.5.001	43	Billing Detail - Telecommunications (Other Than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		Same retention period for TEX-AN—see 5.5.006 Comments: The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol compiles telephone service without call detail records. For these bill summaries, SEE item number 4.7.011 . SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.		
5.5.002	178	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				
5.5.003	306	Station Activity Reports Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV		AV				

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			Agency	Storage	Total	9. Remarks			

5.5.004	389	System Activity Reports Internal listing of all incoming/outgoing agency telephone activity.	AV		AV			
5.5.007	44	Billing Detail- Disputed Call Documentation Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE + 3		FE + 3			
		Category 5: Support Services Records Section 5.6 - Vehicles						
5.6.003	154	Inspection Repair and Maintenance Records - Vehicles	LA + 1		LA + 1			
5.6.004	175	License and Driving Record Checks	AC		AC	AC = Until superseded or until termination of employment.		
5.6.005	412	Vehicle Use Reports/Logs Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE + 3		FE + 3			
5.6.007	411	Vehicle Titles & Registrations	LA		LA			
5.6.009	209	Parking Permits or Assignments	US		US			
5.6	413	Vehicles- Inventory	FE + 3		FE + 3			
5.6	414	Vehicles- Minimum Use Waivers	LA + 1		LA + 1			
5.6	415	Vehicles Request for Transportation	FE + 3		FE + 3			

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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2. Agency Code	737	3. Agency Name							Angelo State 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						

		Category 6: Support Services Records Section 6.1 - Police Records							
6.1	96	Dispatch Reports Record created by dispatcher on each call for service showing date and time call received, nature of call, and details of action taken in response to call.	2		2	O	Local Retention Schedule for Records of Public Safety Agencies item number 4100-05.		
6.1	228	Police- Accident Records Records relating to traffic accidents, including accident reports, supplemental accident reports, photographs, correspondence, and related documentation.	2		2		Local Schedule for Records of Public Safety Agencies item number 4150-01. CAUTION: If as the result of an accident, a person is arrested and charged with driving while intoxicated or with at least a second degree felony, the accident report shall be considered an offense investigation record and must be retained for the appropriate retention period SEE items 240-244.		

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) LA – Life of Asset MO – Month PM – Permanent US – Until Superseded I – Transfer to University Archives O – Review by University Archivist
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			Agency	Storage	Total				
6.1	229	Police- Arrest Records (Adults) Arrest report and fingerprints on each person arrested by the law enforcement agency and charged with a felony or a misdemeanor not punishable by fine only.	75		75		Arrest reports must be retained for 75 years or until the date of death of the individual, if known, for felonies and misdemeanors not punishable by fine only. Local Schedule for Records of Public Safety Agencies item number 4125-02.		
6.1	230	Police- Juvenile Delinquency Records [Informal Disposition Cases] Offense reports, disposition reports, fingerprints, photographs, and other records relating to the investigation of an offense or alleged offense committed by a juvenile and the taking of the juvenile into custody in those instances in which the juvenile is made subject to informal discipline, rather than being referred to a juvenile court or placed in a first offender program.	AC		AC		AC = Upon completion of informal disposition. Local Schedule for Records of Public Safety Agencies item number 4256-06		

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			Agency	Storage	Total			

6.1	395	Police- Juvenile Delinquency Records [Non-referred cases] Offense reports, disposition reports, fingerprints, photographs, and other records relating to the investigation of an offense or alleged offense committed by a juvenile and the taking of the juvenile into custody in those instances in which the juvenile is not referred to a juvenile court, placed in a first offender program, or is made subject to informal disposition within 10 days of being taken into custody.	AC		AC	AC = Immediate destruction Local Schedule for Records of Public Safety Agencies item number 4225-10. Family Code, Section 58.001(c).		
6.1	231	Police- Communication Logs/Tapes	30 days		30 days	Local Schedule for Records of Public Safety Agencies item number 4100-04.		
6.1	232	Police- Complaint Card Records of investigations that result in sustained informal discipline or of investigations whose findings are inconclusive.	5		5	Local Retention Schedule for Records of Public Safety Agencies item number 4075-01(c). CAUTION: A 1-year infraction free period must precede the date of destruction.		
6.1	233	Police- Complaint Card Records of investigations whose findings are not sustained, unfounded, or exonerated.	3		3	Local Retention Schedule for Records of Public Safety Agencies item number 4075-01(d).		

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			Agency	Storage	Total			

6.1	234	Police- Complaint Card Written complaints and records of oral complaints received from the public concerning the conduct of law enforcement officers, fire department personnel, and emergency medical personnel that do not lead to an internal affairs investigation.	AC + 2		AC + 2	AC=Determination not to initiate an internal affairs investigation. Local Retention Schedule for Records of Public Safety Agencies item number 4075-01(e).		
6.1	235	Police- Complaint Cards Records of investigation of law enforcement shooting incidents which result in death or injury to a person, including a police officer.	PM		PM	Local Retention Schedule for Records of Public Safety Agencies item number 4075-01(a).		
6.1	236	Police- Complaint Cards Records of investigations that result in sustained formal discipline.	15		15	Local Retention Schedule for Records of Public Safety Agencies item number 4075-01(b).		
6.1	237	Police- Criminal Offense Records (Unsolved)	AC		AC	AC=End of statute of limitations. Local Schedule for Records of Public Safety Agencies item number 4125-05(a)		
6.1	238	Police- Field Interrogation Reports Reports on persons stopped and interrogated in the field because of suspicious behavior.	AV		AV	Local Retention Schedule for Records of Public Safety Agencies item number 4150-05.		

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			Agency	Storage	Total			

6.1	239	Police- Incident Reports Reports concerning incidents or complaints that, after investigation, did not appear to have involved the commission of a crime.	3		3		Local Retention Schedule for Records of Public Safety Agencies item number 4150-07.		
6.1	240	Police- Offense Investigation Records- Class A and B Misdemeanors and State Jail Felonies	2		2		Local Schedule for Records of Public Safety Agencies item number 4125-05(b)(2).		
6.1	241	Police- Offense Investigation Records- Class C Misdemeanors Includes class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only.	6 MO		6 MO		Local Schedule for Records of Public Safety Agencies item number 4125-05(b)(1).		
6.1	242	Police- Offense Investigation Records- Driving While Intoxicated	10		10		Local Schedule for Records of Public Safety Agencies item number 4125-05(b)(5).		
6.1	243	Police- Offense Investigation Records- First-Degree and Capital Felonies	50		50		Local Schedule for Records of Public Safety Agencies item number 4125-05(b)(4).		
6.1	244	Police- Offense Investigation Records- Second and Third-Degree Felonies	10		10		Local Schedule for Records of Public Safety Agencies item number 4125-05(b)(3).		

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6.1	245	Police- Property Records (Lost and Found) Reports, logs, property cards, receipts, notices, and similar records documenting the receipt, processing, chain of custody, and disposition by return, destruction, or sale of evidential, stolen, abandoned, unclaimed, impounded, or recovered property.	AC + 4		AC + 4	AC = Return or disposal of property. Local Retention Schedule for Records of Public Safety Agencies item number 4175-09.		
6.1	246	Police- Statistical Reports Files- Annual	PM		PM	Local Retention Schedule for Records of Public Safety Agencies item number 4025-01(c). JC3950-01a, Annual Security Report (34 CFR 668.46- Clery Act).		
6.1	425	Police- Crime Log	7		7	Includes crimes occurring on campus, in a non-campus building or property, on public property as defined by 34 CFR, Section 668.46(a), or within the patrol jurisdiction of campus police. JC3950-01b.		

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 – Month	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 737		3. Agency Name Angelo State 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		

6.1	426	Police- Emergency Response and Evacuation Procedures Policies developed to provide warning to students and employees of crimes representing a threat to safety.	US + 5		US + 5			
6.1	247	Police- Statistical Reports Files- Monthly	3		3	Local Retention Schedule for Records of Public Safety Agencies item number 4025-01(b). JC 3950-01d, Crime Statistics (34 CFR 668.46(d)- Clery Act).		
6.1	427	Police- Annual Fire Safety Report	PM		PM	JC3950-02a		
6.1	428	Police- Fire Statistics Statistics on the number of fires, the number of persons who received fire-related injuries, the number of deaths related to fire, and the property damage caused by fire for each on-campus student housing facility.	3		3	JC3950-02b		
6.1	429	Police- Fire Log A written, easily understood fire log that records the nature, date, time and general location of fires occurring in on-campus student housing facilities.	7		7	JC3950-02c		
6.1	248	Police- Tickets	FE + 5		FE + 5			
Category 6: Support Services Records								
Section 6.2 – Library and Archives								

Retention Codes (Field 7)

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Archival Codes (Field 8)

I – Transfer to University Archives
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			Agency	Storage	Total	9. Remarks			

6.2	6	Accession Records – Library and Archives	PM		PM			
6.2	45	Bindery Lists	FE + 3		FE + 3			
6.2	171	Library- Circulation Records	US		US			
6.2	172	Library Course Materials	US		US			
6.2	173	Library- Interlibrary Loan Lending (ILL) Request	AC + 3		AC + 3		AC = Approval or denial of request.	
6.2	174	Library- Interlibrary Loan Lending (ILL) Search Requests	FE + 3		FE + 3			
		Category 6: Agency Program Records						
		Section 6.3 – Academic and Miscellaneous						
6.3	1	Academic Calendars	5		5	O		
6.3	12	Accreditation Records	FE + 10		FE + 10	O	Records kept according to accrediting organization's requirement.	
6.3	13	Accreditation Records (State)	PM		PM			
6.3	24	Alumni files	AV		AV	O		
6.3	31	Athletics- Conference Records	10		10	I	Agency policy.	
6.3	32	Athletics- Game Films	AV		AV	O		
6.3	50	Broadcast / Program Logs	FE + 3		FE + 3			
6.3	66	Class Rolls, Summaries and Rosters	AC + 5		AC + 5		AC = End of academic year in which data is posted to transcripts. JC3725-06a.	

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total	9. Remarks			

6.3	67	Classes- Course Information and Descriptions	US		US	O			
6.3	68	Classes- Schedule Change Requests	AC + 1		AC + 1		AC = End of academic term. JC3725-04		
6.3	73	Consent/Release for Records Disclosure	AC		AC		AC=Until terminated by the student, or terminate at same time as pertinent student record.		
6.3	76	Copyright Information Documentation kept on materials that may have been used for university activity but for which the university does not own the copyrights to and/or may not own the physical item itself.	AC + 10		AC + 10		AC=After activity is completed.		
6.3	77	Copyright Records Documentation kept on materials that were done as "work for hire" (created by employees within the scope of their employment) for which the university owns part or full rights to.	AC		AC		AC=95 years from the work's first publication or 120 years from its creation, whichever is shorter. Copyright is automatic and does not have to be registered.		

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
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			Agency	Storage	Total			

6.3	81	Course Inventory Data Files – Office of Institutional Research Documentation kept by the Office of Institutional Research which is used to track historical information on courses, their credit hours, activity type and other related information.	PM		PM		Agency policy to retain the information permanently.		
6.3	82	Curriculum Records	AV		AV	O			
6.3	86	Dean of Students- Student Information Files	5		5				
6.3	87	Death Certificates	PM		PM				
6.3	88	Deceased Student Files	AC + 9		AC + 9		AC = Date of notification of death.		
6.3	91	Departmental Grants, Financial Assistance, and Stipends Funds provided by a department to cover travel and research costs.	AC + 5		AC + 5		AC = Date of award.		
6.3	125	Faculty Appointment, Promotion and Tenure Files	AC + 5		AC + 5	O	AC = Termination of employment. Not to exceed 20 years.		
6.3	126	Faculty Handbooks	US + 3		US + 3	O			
6.3	127	Faculty Teaching/Workload Reports	5		5				
6.3	137	Fundraising Revenues/Planning	FE + 3		FE + 3				
6.3	140	Gift Income Records and Donor Files	PM		PM				
6.3	150	Housing- Lodging Requests	1		1				

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

6.3	169	Letters of Reference/Recommendations	1		1	CAUTION: Letters of reference/recommendation related to tenure fall under Faculty Tenure Files, which have a retention time of AC + 5.		
6.3	170	Liability Release Forms/Records	PM		PM	Opinion, TTU General Counsel (8/1992).		
6.3	181	Mass Add/Drop Changes	AC + 1		AC + 1	AC = Changes made. Buckley Amendment, confidential record.		
6.3	184	Medical- Charge, Payment, Refund Batch Documents	AC + 10		AC + 10	AC=Date of service or until all audit questions, appeal hearings, investigations or court cases are resolved. Medicaid minimum is 5 years, 1TAC 354.1004; Medicaid Managed Care is 10 years 42 CFR 422.504(d)(2).		
6.3	186	Medical- Patient Files/Medical Records Includes lab work and x-ray	AC + 10		AC + 10	AC = Clinical: Last date of service or the patient's 21 st birthday, whichever is later. Texas Medical Board minimum is 7 years from the last date of service or the patient's 21 st birthday, whichever is later. 22 TAC 165; Medicaid Managed Care is 10 years (42 CFR 422.504(d)(2)) CAUTION: Any litigation must be concluded before final disposal.		

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			Agency	Storage	Total				

6.3	196	Office of Institutional Research- Integrated Postsecondary Education Data System	17	3	20		Agency policy		
6.3	197	Office of Institutional Research- Legislative Budget Board Reports Reports submitted to the to the Budget Board each long semester.	AC + 6		AC + 6	I	AC = September 1 of odd-numbered calendar year. 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.		
6.3	203	Organizational Memberships	AV		AV				
6.3	204	Orientation Material	US + 1		US + 1	O	Office of origin retains record copy.		
6.3	262	Ram-TV Inventory	AC		AC		AC = When items [promotional] are mailed out.		
6.3	263	Ram-TV Public Inspection Files	AC		AC		AC = Keep until FCC has notified otherwise.		
6.3	275	Registration Logs and Rosters Logs or sign-in sheets for meetings, conferences and special events	AV		AV				
6.3	300	Small Business Development Center- Client Files	FE + 3		FE + 3				
6.3	308	Student Affairs- Student Services Fees Request	FE + 3		FE + 3				

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			Agency	Storage	Total	9. Remarks			

6.3	309	Student Retention Reports and Information	AV		AV				
6.3	388	Surveillance/Security Tapes	AC + 6 MO		AC + 6 MO		AC = After date recorded.		
6.3	390	Tape, Audio/Video- Music Performance Recordings	AV		AV	O			
6.3	391	Tape, Audio/Video- Presentation, Recruitment, etc.	AV		AV	O			
6.3	392	Tape, Video- Broadcasts and Teleconferencing	AV		AV	O			
6.3	394	Teleconference Information	AV		AV				
6.3	398	Textbook adoption Records	3		3				
Category 6: Agency Program Records Section 6.4 - Research and Patent Records									
6.4	25	Animals- Research/Laboratory Records	AC + 3		AC + 3		AC = End of project. Animal Welfare Act of 1966, P.L. 89-544, 9 CFR 2.35.		
6.4	210	Patents, Trademarks and Documents, Research Records, and Records Reflecting Usage	AC + 20		AC + 20		AC = After receipt of patent and registration of trademark.		
6.4	284	Research Applications	AC + 3		AC + 3		AC = Approval or rejection of application.		
6.4	285	Research Data	PM		PM		Confidential until published.		
6.4	286	Research Data- Raw	AC + 3		AC + 3		AC = Completion of project.		
6.4	287	Research Services Dept.- Human Test Subjects	AC + 3		AC + 3		AC = Completion of project.		

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			Agency	Storage	Total	9. Remarks			

6.4	288	Research Specimens- Herbarium Research/Laboratory Records	PM		PM				
		Category 6: Agency Program Records							
		Section 6.5 - Admissions & Entrance Exams							
6.5	2	Academic Testing Services- ACCUPLACER Applications and Scores (Master copies)	PM		PM		Buckley Amendment, Confidential record.		
6.5	3	Academic Testing Services- American College Test (ACT) Residual Applications and Scores - Master copy	PM		PM				
6.5	4	Academic Testing Services- College-Level Examination Program (CLEP) Score Rosters [Master copies]	PM		PM		Buckley Amendment, Confidential record.		
6.5	5	Academic Testing Services- Student Exam Scores and Reports (Internal) for Admission and Placement Applies to exams, applications for exam and related materials administered and monitored by Academic Testing Services. Includes CLEP, correspondence applications, ACT Residual Applications and Scores, and Quick TASP/Quick THEA Applications	AC + 5		AC + 5		AC = Selections. Buckley Amendment, Confidential record.		

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			Agency	Storage	Total			
6.5	317	Students- Applications for Admissions- Enrolled/accepted	AC + 5		AC + 5	AC = Beginning of semester of application. Buckley Amendment, Confidential record. (Students may have access to admissions comments).		
6.5	318	Students- Applications for Admissions- Not enrolled and/or rejected Includes letters of recommendation	AC + 1		AC + 1	AC = Beginning of semester of application. Buckley Amendment, Confidential record. (Students may have access to admissions comments).		
6.5	370	Students- Scores and Reports (External), Admission	AC + 5		AC + 5	AC = Selections. Buckley Amendment, Confidential record.		
6.5	376	Students- Transcript Request	AC + 1		AC + 1	AC = Date submitted. Buckley Amendment, Confidential record.		
6.5	377	Students- Transcripts	PM		PM	Buckley Amendment, Confidential record. Retention period based on TACRAO guidelines for academic records.		
6.5	378	Students- Transcripts [Applicants Who Did Not Attend and/or Get Accepted]	AC + 1		AC + 1	AC = End of application term. Buckley Amendment, JC3700-01, Confidential record.		
Category 6: Agency Program Records Section 6.6 - Other Student Related Records								
6.6	128	Federal Parent Loan for Undergraduate and Graduate Students (PLUS) Loan Program	AC + 5		AC + 5	AC = End of loan period for which loan was intended. 34 CFR 682.610(a)(2)		

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			Agency	Storage	Total	9. Remarks			
6.6	130	Veterans Administration Educational Assistance Allowances Records include but are not limited to: State Veterans Affairs forms that certifies resident veterans educational benefits entitlements (Hazelwood Act); individual veteran student records that certify to the U.S. Department of Veterans Affairs that the student is eligible for educational benefits, is currently enrolled at the institution in a qualifying curriculum, and is maintaining standards required to receive entitlements; and related forms, documentation and correspondence.	AC + 3		AC + 3	AC = Termination of enrollment 38 CFR 21.4209(f), JC3750-01a(5). All audit requirements will be met prior to disposal.			
6.6	214	Pell Grants	AC + 5		AC + 5	AC = End of award year. All audit requirements will be met prior to disposal. 34 CFR 690.82(a).			
6.6	218	Perkins Loan Program (NDSL)- Loans Repaid	AC + 5		AC + 5	AC = Date of final payment. 34 CFR 674.19(e)(3)			
6.6	219	Perkins Loan Program- National Direct Student Loan (NDSL)- Original Promissory Notes	AC + 5		AC + 5	AC = Assigned to U.S. Department of Education, cancelled or repaid. 34 CFR 674.19(e)(3)			
6.6	292	Scholarships- Awarded, Donor Files, etc. - Departmental	AC + 3		AC + 3	AC = End of award year. JC3750-02i.			

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6.6	293	Scholarships- Awarded, Donor Files, etc. - Federal	AC + 5		AC + 5	AC = End of award year. Federal Register, 1-19-81, Part 3, Dept. of Education, Vol. 46, no. 12, 672.19, P3C, JC3750-021h.		
6.6	424	Students- 4th and 12th Class Day Reports	5		5	Buckley Amendment, Confidential record..		
6.6	311	Students- Academic Progress Records	AC + 5		AC + 5	AC = Graduation or date of last attendance. Buckley Amendment, Confidential record.		
6.6	310	Students- Academic Records	PM		PM	Buckley Amendment, Confidential record.		
6.6	313	Students- Academic Status Report	PM		PM	Buckley Amendment, Confidential record.		
6.6	314	Students- Academic Suspension Waiver	AV		AV	Buckley Amendment, Confidential record.		
6.6	315	Students- Add/Drop Class Records	AC + 5		AC + 5	AC = Graduation or date of last attendance. Buckley Amendment, Confidential record.		
6.6	316	Students- Advisement	AC + 5		AC + 5	AC=Graduation or date of last attendance.		
6.6	319	Students- Athletic Eligibility Records	5		5	Buckley Amendment, Confidential record.		
6.6	320	Students- Athletic File	AC + 3		AC + 3	O AC = Graduation or last day of attendance.		

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6.6	321	Students- Attendance Records	1	4	5		Buckley Amendment, Confidential record.		
6.6	322	Students- Authority to Inspect Records Written consent from the student for information disclosure.	PM		PM		JC3775-02c		
6.6	323	Students- Change of Status Forms	AC + 5		AC + 5		AC = Graduation or date of last attendance.		
6.6	324	Students- Class Roll Summary	1	4	5				
6.6	325	Students- Class Schedules: Preparation Records	1	4	5				
6.6	326	Students- Comprehensive Exams	AV		AV				
6.6	327	Students- Counseling Notes	AC + 10		AC + 10		AC = After last session attended.		
6.6	328	Students- Course Equivalencies	US + 1		US + 1				
6.6	329	Students- Course Outlines and Descriptions	FE + 1	6	FE + 7				
6.6	330	Students- Course Proposal Files	5		5	O	JC 3900-01		
6.6	331	Students- Curriculum Change Records	AV		AV				
6.6	332	Students- Data Sheets	AC		AC		AC = Graduation or date of last attendance.		
6.6	334	Students- Degree Application	AC + 1		AC + 1		AC = Graduation or date of last attendance. Buckley Amendment, Confidential record.		

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6.6	335	Students- Degree Plans	PM		PM		Buckley Amendment, Confidential record. Retention period based on Texas Association of College Registrars and Admissions Officers (TACRAO) guidelines for academic records.		
6.6	336	Students- Disciplinary Records	AC + 7		AC + 7		AC = Graduation or withdrawal. Buckley Amendment, Confidential record.		
6.6	338	Students- Enrollment Statistics	PM		PM	I	Retention period based on TACRAO guidelines for statistical reports.		
6.6	339	Students- Enrollment Verification	AC + 1		AC + 1		AC = Verification. Buckley Amendment, Confidential record. However, student directory information which includes names, on-campus address, D.O.B. and major is public information.		
6.6	340	Students- Evaluations of Course Instructor	3		3				
6.6	341	Students- Evaluations of Course Instructor Reports	6		6				
6.6	342	Students- Exam Make Up Request	2		2				
6.6	343	Students- Exam Scantrons & Reports	1		1				
6.6	344	Students- Excused Absence Requests	1		1				

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			Agency	Storage	Total			

6.6	345	Students- Financial Aid Records	AC + 5		AC + 5	AC = Graduation or withdrawal. All audit requirements will be met prior to disposal. Buckley Amendment, Confidential record. Federal Register, 1-19-81, Part 3, Dept. of Education, Vol. 46, No. 12, 676.19, PC3, PG.5292, JC3750-01a(6)(7)(8).		
6.6	346	Students- Grade Appeals	AC + 3		AC + 3	AC = After appeal denied or approved.		
6.6	347	Students- Grade Books	AC + 4		AC + 4	AC = End of Semester. Retention period based on TACRAO guidelines for academic records.		
6.6	348	Students- Grade Changes	PM		PM	Buckley Amendment, Confidential record. Retention period based on TACRAO guidelines for change of grade forms.		
6.6	349	Students- Grade Reports Sent to Students	1		1	Buckley Amendment, Confidential record.		
6.6	350	Students- Grade Sheets (Original)	PM		PM	Buckley Amendment, Confidential record. Retention period based on TACRAO guidelines for class lists (original grade sheets).		
6.6	351	Students- Graduation Status and Ranking	PM		PM	Buckley Amendment, Confidential record. Retention period based on TACRAO guidelines.		

Retention Codes (Field 7)

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 FE – Fiscal Year End

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 MO – Month

PM – Permanent
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Archival Codes (Field 8)

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **76** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			

6.6	352	Students- Housing Records	FE + 5		FE + 5	O	All audit requirements will be met prior to disposal. Retention based upon Federal requirements for Pell Grant and other campus based programs. 34 CFR 676.19(c).		
6.6	353	Students- ID Request	AC + 1		AC + 1		AC = Request received. Buckley Amendment, Confidential record.		
6.6	354	Students- ID System [University] Includes name, ID number, meal plan, One Card plans, classification, address, access privileges both building and student access to facilities such as rec., student health, ethnicity, gender, etc.	AC + 4		AC + 4		AC = After last enrollment.		
6.6	356	Students- Immigration Records	AC + 5		AC + 5		AC = Graduation or withdrawal. Buckley Amendment, Confidential record.		
6.6	355	Students- Military Training, Credit for	AV		AV		Buckley Amendment, Confidential record.		
6.6	357	Students- Name Change Request	AC + 5		AC + 5		AC = Request received. Buckley Amendment, Confidential record.		
6.6	358	Students- Nondisclosure of Information Written refusal from the student to disclosure of directory information.	AC		AC		AC = Termination of enrollment. JC3775-02d, Buckley Amendment, Confidential record.		
6.6	359	Students- Pass/Fail Records	AC + 1		AC + 1		AC = Graduation or withdrawal. Buckley Amendment, Confidential record.		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page **77** of **79**

2. Agency Code 737		3. Agency Name Angelo State 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			
6.6	360	Students- Permits for Admission to Register	AV		AV	Buckley Amendment, Confidential record.		
6.6	361	Students- Placement and Career Counseling	AC + 5		AC + 5	AC = Termination of counseling. Buckley Amendment, Confidential record.		
6.6	362	Students- Probation/Suspension	AC + 3		AC + 3	AC = Termination of enrollment. Buckley Amendment, Confidential record.		
6.6	363	Students- Recognition (Awards, etc.)	AC + 3		AC + 3	O AC = Issuance of award or recognition.		
6.6	364	Students- Recruitment Records	AC + 3		AC + 3	AC = After application term. JC3900-05, Buckley Amendment, Confidential record.		
6.6	365	Students- Reports Reports generated by departments that do not fall under other categories such as admissions, grades, financial aid, etc	5		5	Buckley Amendment, Confidential record.		
6.6	366	Students- Residency Questionnaire	AV		AV	Buckley Amendment, Confidential record.		
6.6	367	Students- Scholarship Applications (Rejected)	AC + 1		AC + 1	AC = End of academic period for which aid was denied. JC3750-01b. See also Students- Financial Aid Records. Buckley Amendment, Confidential record.		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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			Agency	Storage	Total	9. Remarks		

6.6	368	Students- Scholarship Records (Departmental)	AC + 3		AC + 3	AC = End of award year. JC3750-02i, Buckley Amendment, Confidential record.		
6.6	369	Students- Scholarship Records (Federal)	AC + 5		AC + 5	AC = End of award year. Federal Register, 1-19-81, Part 3, Dept. of Education, Vol. 46, No. 12, 672.19, P3C, JC3750-02h. Buckley Amendment, Confidential record.		
6.6	371	Students- Statistics Historical information gathered on the student make up of the university, including degrees given and racial/ethnic information	PM		PM			
6.6	372	Students- Student Organizations	AV		AV	O		
6.6	373	Students- Student Teaching	AC + 10		AC + 10	AC = Completion of teaching.		
6.6	374	Students- Test Materials (External)	US		US			
6.6	375	Students- Tests, Student Academic	AC + 1		AC + 1	AC = After test administered. Buckley Amendment, Confidential record.		
6.6	380	Students- Waiver Records	AC + 2		AC + 2	AC = As long as the record to which access waiver documentation applies is maintained. JC3775-03. Buckley Amendment, Confidential record.		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page **79** of **79**

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			Agency	Storage	Total			
6.6	381	Students- Withdrawal/Reinstatement	AC + 3		AC + 3	AC = End of academic term in which enrollment is terminated. Buckley Amendment, Confidential record.		
6.6	382	Students- Work-Study: Certificates of Payment	FE + 5		FE + 5	Retention based upon Federal requirements for Pell Grant and other campus based programs. 34 CFR 676.19(c). All audit requirements will be met prior to final disposal.		
6.6	384	Supplemental Educational Opportunity Grants (SEOG)	AC + 5		AC + 5	AC = Submission of Fiscal Operations Reports and Application to Participate (FISAP report). 34 CFR 675.19.		

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