



November 8, 2016

Mr. Mark McGurk
Vice President for Business Affairs
UT of the Permian Basin
4901 E University Blvd
Odessa, TX 79762

Re: Agency records retention schedule amendment approved for use.

Dear Mr. McGurk:

Amendment 1 to your agency's 6th recertification of your records retention schedule is approved for use as of Tuesday, November 1, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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.

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.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Megan Carey at 512-463-5494 or mcarey@tsl.texas.gov.

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: Agency head; State Auditor

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

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Assistant State Librarian
Gloria Meraz

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 742
The University of Texas of the Permian Basin

(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) Mark McGurk

Date 08/24/2016

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature

Name (Print or type)

Date

Not Required at This Time

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

Signature

Name (Print or type)

Date

[Handwritten signature: Donna Osborne]
Donna Osborne
11/1/16

Cert/Recert No.

6

Amendment No.

1

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.



Records Retention Schedule Amendment

1. Agency Code: 742		2. Agency Name: The University of Texas at the Permian Basin											
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations	13. N, C, O	14. Current AIN
					Years	Months	Days						
C-1013A	3.1.013	Employment Contracts	Executed, renewed, or amended on or after September 1, 2015	AC	7			AC=Expiration or termination of the contract according to its terms			Gov't Code, 441.1855	C	C-1013
C-1013B	3.1.013	Employment Contracts	Executed, renewed, or amended on or before August 31, 2015	AC	4			AC=Expiration or termination of the contract according to its terms			Gov't Code, 441.1855	N	
C-1035A	3.1.035	Performance Bonds	Executed, renewed, or amended on or after September 1, 2015	AC	7			AC=Expiration or termination of the bond according to its terms		See related item 5.1.001 Contracts and Leases (Excludes constructing or architectural surety bonds). SEE item number 5.2.028	Gov't Code, 441.1855	C	C-1035
C-1035B	3.1.035	Performance Bonds	Executed, renewed, or amended on or before August 31, 2015	AC	4			AC=Expiration or termination of the bond according to its terms		(Excludes constructing or architectural surety bonds). SEE item number 5.2.028	Gov't Code, 441.1855	N	
D-2005	4.2.005	Purchase Vouchers	Requisitions, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE	3							C	D-2005

Retention Codes (field 7)

AC – After closed, terminated, completed, expired, settled
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end

LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

Records Retention Schedule Amendment

D-7008	4.7.008	Grant Records	This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	AC	3			AC=Satisfaction of all uniform administrative requirements for grants and cooperative agreements to state and local governments.	Caution: Retention requirements may vary depending upon the funding agency and those retention periods should be followed.	C	D-7008
D-7011	4.7.011	Texas Facilities Commission Statements (TFC)	Charge or bill statements received by agencies from the TFC for services provided	FE	3						D-7011

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Records Retention Schedule Amendment

E-1001A	5.1.001	Contracts and Leases	<p>Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide.</p> <p>Executed, renewed, or amended on or after September 1, 2015</p>	AC	7	AC=Expiration or termination of the instrument according to its terms.	SEE related item numbers 3.1.35 Performance Bonds and 5.3.07 Bid Documentation. SEE item number 5.2.28 for building construction contracts and item number 5.1.17 for contract logs.	Gov't Code, 441.1855	C	E-1001
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Archival Codes (Field 10)

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Records Retention Schedule Amendment

E-1001B	5.1.001	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, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or before August 31, 2015.	AC	4		AC=Expiration or termination of the instrument according to its terms.	SEE related item numbers 3.1.35 Performance Bonds and 5.3.07 Bid Documentation. SEE item number 5.2.28 for building construction contracts and item number 5.1.17 for contract logs.	Gov't Code, 441.1855	N	
E-1013A	5.1.013	Insurance Policies	For vehicles, equipment, etc. Executed, renewed, or amended on or after September 1, 2015	AC	7		AC= Expiration or termination of the policy according to its terms.		Gov't Code, 441.1855	C	E-1013
E-1013B	5.1.013	Insurance Policies	For vehicles, equipment, etc. Executed, renewed, or amended on or before August 31, 2015	AC	4		AC= Expiration or termination of the policy according to its terms.		Gov't Code, 441.1855	N	
E-2008	5.2.008	Equipment History File	Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA	3		LA= Life of asset	For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.01		C	E-2008

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Records Retention Schedule Amendment

E-3007A	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			Gov't Code, 441.1855	C	E-3007
E-3007B	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3						Gov't Code, 441.1855	N	

Retention Codes (field 7)

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Retention Codes (field 7)

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Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

Records Retention Schedule Amendment

E-3007C	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations from unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline,	AC	2		AC=Date of notification of denial or date of withdrawal, as applicable.		Gov't Code, 441.1855	N	
E-3009	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC			AC=Decision not to proceed with the procurement.	Caution: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.07		C	E-3009
F-17		Grade Sheets	Includes computer and non-computer-generated grade sheets, and other such materials that permit a reconstruction of a student's graded performance in a course.	AC	1		AC= End of course			C	F-17

Retention Codes (field 7)

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Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist



May 12, 2015

Mr. Mark McGurk
Vice President for Business Affairs
UT of the Permian Basin
4901 E University Blvd
Odessa, TX 79762

RE: Agency records retention schedule approved for use

Dear Mr. McGurk:

Your agency's records retention schedule is approved for use as of May 11, 2015. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **May 2020**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Marianna Symeonides, at 512-463-5448 or msymeonides@tsl.texas.gov.

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

Sincerely,

A handwritten signature in black ink, appearing to read "CK", written over a light blue horizontal line.

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, W David Watts

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

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Sandra J. Pickett

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.742/742



STATE OF TEXAS

Records Retention Schedule Certification

MS
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 742
Agency Name The University of Texas of the Permian Basin

(Check one)

- Initial Certification - Form SLR 105
- X 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
- X Records Management Officer

Signature Dale L. Cassidy

Name (Print or type) Dale L. Cassidy, VPBA

Date March 14, 2014

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature _____
Name (Print or type) _____
Date _____

Not Required at This Time

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

Signature E. Schildberg
Name (Print or type) _____
Date 05-11-2015

Cert/Recert No. 6 Amendment No. _____

CAUTION

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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.



Records Retention Schedule
The University of Texas of the Permian Basin
September 2015 – August 2020
Texas State Records Retention Schedule
4th Edition
Caution

A state record whose retention schedule 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 105 must accompany this form.

Page 1 of 30

9/26/2014

2. Agency Code: 742		3. Agency: THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN (UTPB)							
4. Record 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.	A-101	DEEDS AND OTHER DOCUMENTS REFLECTING LEGAL TITLE	LA	LA					
1.1.	A-102	FACULTY AND/OR STUDENT HANDBOOKS	US+3	US+3		O			
1.1.	A-103	SPONSORED GRANTS AND CONTRACTS (INCLUDING AFFILIATION AGREEMENTS)	AC+5	AC+5			AC=AFTER CONCLUSION		
1.1.	A-106	CLIENT FILES (SMALL BUSINESS DEVELOPMENT CENTER)	AC+5	AC+5			AC=AFTER CLOSED, EXPIRED, SETTLED		
1.1.	A-109	GIFT RECORDS	PM	PM		I			
1.1.	A-110	PATENTS, TRADEMARKS, AND	AC+20	AC+20		I	AC=AFTER RECEIPT OF COPYRIGHT, PATENT, REGISTRATION OF TRADEMARK		
1.1.	A-111	PERMITS (CONTAINS TEMPORARY PERMITS FOR VARIOUS STUDENT FUNCTIONS)	US	US					
1.1.	A-115	GRANT PROPOSALS	2	2					
1.1.02	A-1002	INTERNAL AUDIT REPORTS-SYSTEM ADMINISTRATION, COMPONENT INSTITUTIONS	AC+7	AC+7			AC=COMPLETION OF AUDIT AND RELEASE OF ADUTI FINDINGS. REVIEW OF PRIOR AUDIT WORK IS PART OF PROCESS OF AUDIT OFFICE.		
1.1.04	A-1004	LEGISLATIVE APPROPRIATION REQUESTS	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 Texas State Publications Depository Program. The Texas State Library Archives Commission.		
1.1.06	A-1006	COMPLAINT RECORDS	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.		



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105 must accompany this form.

Page 2 of 30	9/26/2014
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2. Agency Code: 742		3. Agency: THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN										
4. Record 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							
1.1.07	A-1007	ADMINISTRATIVE CORRESPONDENCE	4	4	4	O	THIS RECORD 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 IN THIS 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 the period prescribed by item number 1.1.002, etc. SEE ALSO ITEM NUMBER 1.1.011. ARCHIVES NOTE: only the administrative correspondence of executive staff requires archival review.					
1.1.08	A-1008	GENERAL CORRESPONDENCE	2	2	2		SEE COMMENT ON ITEM NUMBER 1.1.007 AND SEE ALSO 1.1.010.					
1.1.10	A-1010	DIRECTIVES Any document that officially initiates, rescinds or amends general office procedures	US+1	US+1	US+1							
1.1.11	A-1011	EXECUTIVE ORDERS	US+3	US+3	US+3	I						
1.1.13	A-1013	CALENDARS, APPOINTMENT BOOKS OR PROGRAMS AND SCHEDULING	CE+1	CE+1	CE+1	O	ONLY THE CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD 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.					



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105 must accompany this form.

Page 3 of 30

9/26/2014

2. Agency Code: 742		3. Agency: THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN							
4. Record 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				
1.1.14	A-1014	LEGAL OPINIONS FROM THE OFFICE OF GENERAL COUNSEL	AV		AV	O	CAUTION: DOES NOT INCLUDE LEGAL OPINIONS OR ADVICE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION. SEE ITEM NUMBER 1.1.48.		
1.1.19	A-1019	PUBLIC RELATIONS RECORDS	2		2	O			
1.1.20	A-1020	PUBLIC INFORMATION REQUESTS- NOT EXEMPTED- APPROVED INCLUDES ALL CORRESPONDENCE & DOCUMENTATION RELATING TO REQUESTS FOR RECORDS	AC+1		AC+1		AC=DATE REQUEST FULFILLED.		
1.1.23	A-1023	ORGANIZATIONAL CHARTS	US		US	I			
1.1.24	A-1024	PLANS AND PLANNING RECORDS	AC+3		AC+3	O	AC=DECISION MADE TO IMPLEMENT OR NOT AS A RESULT OF PLANNING PROCESS. O=PAPER & ELECTRONIC.		
1.1.26	A-1026	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1		AC=DATE OF PUBLICATION IN THE TEXAS REGISTER.		
1.1.27	A-1027	PROPOSED LEGISLATION	AV		AV				
1.1.38	A-1038	CUSTOMER SURVEYS	AC+3		AC+3	O	AC = Final disposition of summary report.SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.		
1.1.40	A-1040	SPEECHES, PAPERS AND PRESENTATIONS	AC		AC	O	AC=END OF SERVICE IN A STATE POSITION		
1.1.41	A-1041	SUGGESTION SYSTEM RECORDS. Suggestions submitted by agency personnel, and responses.	1		1				
1.1.43	A-1043	TRAINING MANUALS, POLICE TRAINING CURRICULUM, TRAINING RECORDS (CLASSROOM TEACHING MATERIALS).	US+1		US+1				



STATE OF TEXAS
Records Retention Schedule

SLR 105
Form SLR 105 must accompany this form.

Page 4 of 30	9/26/2014
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2. Agency Code: 742		3. Agency: THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.48	A-1048	LITIGATION FILES	AC+10		AC+10	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 in a law suit.		
<p>ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.</p>									
1.1.53	A-1053	REGISTRATION LOGS. Logs or similar records used to register persons appearing before state agencies, as required by Chapter 2004, Government Code.	AC		AC	I	AC=REPORT FILED WITH THE TEXAS ETHICS COMMISSION.		
1.1.055	A-1055	STRATEGIC PLANS PREPARED IN ACCORDANCE WITH TEXAS GOVERNMENT CODE 2054.095 & 2056.002.	AC+6		AC+6		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 Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.056	A-1056	AMERICANS WITH DISABILITIES ACT ("ADA") DOCUMENTATION. Self-evaluations and plans for compliance.	3		3		28CFR35.105 (c)		
1.1.057	A-1057	TRANSITORY INFORMATION	AC		AC		AC= Purpose of record has been fulfilled USE CAUTION ASSIGNING THIS RECORD SERIES ITEM NUMBER TO RECORDS TO MAKE SURE THAT THE RECORDS ARE NOT PART OF ANOTHER SERIES OF DOCUMENTS. The disposal of Transitory Information need not be documented through destruction signoffs or in records disposition logs, but a record should be kept at the departmental level in accordance with UTPB's records management plan.		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Form SLR 105 must accompany this form.
Page 5 of 30 9/26/2014

2. Agency Code: 742		3. Agency: THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN							
4. Record 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				
1.1.058	A-1058	MEETING AGENDA AND MINUTES	PM		PM	I	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement is met by sending the required copies of agenda and minutes to the University Archives. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.		
1.1.059	A-1059	MEETINGS, CERTIFIED AGENDAS OR TAPE RECORDINGS OF CLOSED MEETINGS. Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, or 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.		
1.1.060	A-1060	MEETINGS, AUDIO OR VIDEOTAPES OF CLOSED MEETINGS	AC + 3 MO		AC + 3 MO	O	AC = Official approval of written minutes of the meeting by the governing body of the agency. O = Paper or electronic. 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 boards in lieu of written minutes. The proceedings of all state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058		
1.1.061	A-1061	MEETING - NOTES	AC + 3 MO		AC + 3 MO		AC = Approval of formal minutes by the governing body. SEE caution comment at item number 1.1.058.		
1.1.062	A-1062	MEETING - SUPPORTING DOCUMENTATION	2		2	O	SEE caution comment at item number 1.1.058.		
1.1.063	A-1063	MEETING - NOTES	1 +AV		1 +AV				



STATE OF TEXAS
Records Retention Schedule

SLR 105
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Page 6 of 30 9/26/2014

2. Agency Code: 742		3. Agency: THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7.			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.064	A-1064	AGENCY PERFORMANCE MEASURES DOCUMENTATION	FE + 3		FE+3		This series will include student information/surveys done to evaluate the course and/or the instructor. 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 performance of agency performance measures.		
1.1.065	A-1065	REPORTS AND STUDIES (NON-FISCAL) RAW DATA	3		3		Does not include source documentation used for information or date included in or directly related to another records series in this schedule. SEE 1.1.064		
1.1.66	A-1066	REPORTS - BIENNIAL OR ANNUAL AGENCY (NARRATIVE)	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 Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.67	A-1067	REPORTS AND STUDIES (NON-FISCAL)	FE+7		FE+7	O			
1.1.68	A-1068	REPORTS - REPORTS ON PERFORMANCE MEASURES	AC+6		AC+6		AC=September 1 of odd-numbered calendar years		
1.1.69	A-1069	REPORTS - ACTIVITY	1		1		CAUTION: SEE item number 1.1.064		
1.1.70	A-1070	AGENCY RULES, POLICIES, AND PROCEDURES - FINAL	AC+3		AC+3	O	AC = Completion or termination of program, rules, policies, or procedures.		
1.1.71	A-1071	AGENCY RULES, POLICIES, AND PROCEDURES-AC+3 WORKING FILES			AC+3	O	AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.070.		
1.1.75	A-1075	ALTERNATIVE DISPUTE RESOLUTIONS - FINAL AGREEMENT	AC+4		AC+4		AC=DATE OF FINAL AGREEMENT. Texas Civil Practice and Remedies Code, Chapter 154.071.		



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1.2	A-201	BOND DESTRUCTION CERTIFICATES	AC+5		AC+5		AC=BONDS HAVE BEEN PAID IN FULL AND PRESENTED TO U. T. SYSTEM ADMINISTRATION. CERTIFICATES SHOULD BE HELD 5 YEARS FROM THE MATURITY DATE OF THE BOND.		
1.2.01	A-2001	DESTRUCTION AUTHORIZATIONS	FE+3		FE+3				
1.2.03	A-2003	FORMS HISTORY FILE	AC+1		AC+1		AC=Discontinuance of use of form		
1.2.04	A-2004	FORMS INVENTORY	US		US				
1.2.05	A-2005	RECORDS RETENTION SCHEDULE	- (SLR 105)	US	US		Original is maintained by the State and Local Records Management Division, Texas State Library and Archives.		
1.2.06	A-2006	RECORDS TRANSMITTAL FORMS (RMD-101)	(RMD- AC+2		AC+2		AC= Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the records management officer.		
1.2.08	A-2008	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD 102) AGENCY COPY	FE+3		FE+3		Original is maintained by the State and Local Records Management Division, Texas State Library and Archives.		
1.2.010	A-2010	RECORDS DISPOSITION LOGS	10		10				
1.2.011	A-2011	RECORDS CENTER STORAGE APPROVAL FORMS (RMD106)	US		US		Original is maintained by the State and Local Records Management Division, Texas State Library and Archives.		
1.2.012	A-2012	RECORDS INVENTORY WORKSHEETS	US		US				
1.2.013	A-2013	RECORDS CONTROL LOCATOR AIDS (INDEXES, LISTS OF CONTENTS)	AC		AC		AC= When control aid is updated, revised or no longer needed.		
1.2.014	A-2014	RECORDS MANAGEMENT PLANS	US+1		US+1				
1.2.015	A-2015	DISASTER RECOVERY SERVICE TRANSMITTALS (RMD 109)	FE+1		FE+1				
1.2.016	A-2016	DISASTER RECOVERY SERVICE APPROVAL FORM (RMD 113)	AC		AC		AC=Until superseded or termination of service		



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1.3.001	A-3001	STATE PUBLICATIONS	AC+2		AC+2		AC=UNTIL SUPERSEDED OR OBSOLETE		
							The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.3.002	A-3002	PUBLICATION DEVELOPMENT FILES	AV		AV		O		
	ATH01	STUDENT ATHLETE EDUCATION RECORDS	AC+6		AC+6		Includes all college transcripts, precollege test scores and related information and correspondence; records concerning financial aid, other documents obtained pertaining to NCAA eligibility. AC= graduation or dismissal.		
	ATH02	STUDENT NCAA COMPLIANCE RECORDS	6		6		Subject to NCAA Compliance (including certification of compliance form, student-athlete statement, drug testing consent form, student-athlete affirmation).		
	ATH03	NCAA COMPLIANCE RECORDS	6		6		Includes information on sports sponsorship, and designation of institutional representatives.		
	ATH04	ASC COMPLIANCE RECORDS	6		6		Medical hardships and transfer forms.		
	ATH05	PUBLIC RELATIONS RECORDS, NEWS, PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY UTPB. INCLUDES PRINT, ELECTRONIC, AUDIO, AUDIOVISUAL.	PM		PM		Includes sport media folders, rosters, programs, schedules, statistics, quick facts, player of the week forms, awards, etc.		
	ATH06	RULES AND REGULATIONS	6		6		Including NCAA rules, interpretations records and/or files and documentation to substantiate the dissemination and communication of rules and educational ,aterial. Subject to NCAA review.		
	ATH07	DAILY INJURY REPORT	PM		PM				
	ATH08	NCAA PROVISIONAL COMPLIANCE REPORTS	PM		PM		Including institutional self-study and third year provisional report. Subject to NCAA review.		



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1.1.67	ATH09	YEARLY REPORTS	PM		PM	O	Including equity in Athletics Disclosure Act, Graduation Rate, and US News and World Report. Subject to NCAA and federal agency review.		
4.5.05	ATH10	EXTERNAL FISCAL REPORTS (NCAA FINANCIAL AND REPORT)	PM		PM				
	ATH11	TEAM ROSTERS AND PHOTOGRAPHS	PM		PM	O			
	ATH12	MEDICAL RECORDS	AC+7		AC+7		AC=Last date of service		
	ATH13	SPORTS STATISTICS	PM		PM				
2.1.01	B-1001	PROCESSING FILES	AC		AC		AC=Completion of 3rd update cycle except for: A) Raw data input. B) Routine or benchmark data. C) File for processing job which does not add to, delete, or modify master file.		
2.1.02	B-1002	MASTER FILES	AC		AC		AC=Completion of 3rd update cycle except for: A) Data file which replaces textual record. B) Output data file extracted from system to produce printed reports - Dispose when no longer needed to create report.		
2.1.07	B-1007	SOFTWARE PROGRAMS	AC		AC		AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR 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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			Agency	Storage	Total				
2.1.08	B-1008	HARDWARE DOCUMENTATION	AC	AC			AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR 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.		
2.1.09	B-1009	TECHNICAL DOCUMENTATION	AC	AC			AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR 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.		
2.1.10	B-1010	AUDIT TRAIL RECORDS	AC	AC					
2.1.11	B-1011	FINDING AIDS, INDEXES, AND TRACKING SYSTEMS	AC	AC					
2.2.	B-201	DATA ENTRY LOGS	AV	AV					
2.2.	B-202	COMPUTER NETWORK BACKUP TAPES	US	US					
2.2.01	B-2001	SYSTEM MONITORING RECORDS	AV	AV					
2.2.02	B-2002	CHARGEBACK RECORDS TO DATA	FE+3	FE+3					
2.2.10	B-2010	DATA PROCESSING POLICIES AND PROCEDURES	US+3	US+3			CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE Item number 2.1.009.		
2.2.11	B-2011	BATCH DATA ENTRY CONTROL	AC	AC			AC = When reconciliation confirmed.		



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2.2.12	B-2012	OUTPUT RECORDS FOR COMPUTER PRODUCTION	AV		AV				
2.2.13	B-2013	QUALITY ASSURANCE RECORDS	AC		AC		AC=NO LONGER NEEDED AS AN AUDIT TRAIL FOR ANY RECORDS MODIFIED.		
2.2.14	B-2014	INTERNET COOKIES	AV		AV		The disposal of history files need not be documented through destruction authorizations.		
2.2.15	B-2015	HISTORY FILES - W EB SITES	AV		AV		The disposal of history files need not be documented through destruction authorizations.		
2.2.16	B-2016	SOFTW ARE REGISTRATIONS, WARRANTIES AND LICENSES	LA+3		LA+3				
3.1.	C-101	COMMISSIONED OFFICERS BACKGROUND AND TRAINING RECORDS	AC		AC		AC=UNTIL TERMINATED RECORD BECOMES PART OF INDIVIDUAL PERSONNEL FILES		
3.3.031	C-102	EEO REPORT/DOCUMENTATION	3		3				
3.1.	C-103	WORKERS' COMPENSATION CLAIM FILES	AC+50		AC+50		AC=UNTIL WORKERS COMPENSATION CLAIM IS CLOSED.		
3.1.	C-104	POLICE TRAINING ROSTER AND GRADES	50		50		ROSTER IS MAINTAINED TO RECORD NAMES OF POLICE PERSONNEL RECEIVING TRAINING.		
3.1.	C-105	FACULTY PROFESSIONAL FILE (EVALUATION PAPERS FOR TENURE OR PROMOTION)	AC		AC		AC=Kept in VICE President for Academic Affairs' office until promotion is approved or denied; then file is returned to the Dean who returns it to the faculty member.		
3.1.	C-106	INDIVIDUAL PERSONNEL FILES	AC+50		AC+50		AC=TERM OF EMPLOYMENT.		
3.1.01	C-1001	APPLICATIONS OF PERSONS NOT HIRED (INCLUDES JOB REQUISITIONS AND POSTINGS)	2		2		29CFR1602.49(A) .		
3.1.02	C-1002	APPLICATIONS OF PERSONS - HIRED	AC+5		AC+5		AC = TERMINATION OF EMPLOYMENT.		
3.1.06	C-1006	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		AC=TERMINATION OF COUNSELING.		
3.1.1011	C-1011	EMPLOYEE'S INSURANCE FILES. Agency copies of information related to the selection of available benefit options other than insurance.	AC		AC		AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT.		



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			Agency	Storage	Total				
3.1.12	C-1012	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS	2		2		29 CFR 1602.49(a) (State Universities).		
3.1.13	C-1013	EMPLOYMENT CONTRACTS	AC+4		AC+4		AC=Expiration or termination of the contract according to its terms.		A1
3.1.14	C-1014	EMPLOYMENT SELECTION RECORDS	2		2		29 CFR 1602.49(a) (State Universities). CAUTION: Does not include criminal history checks. SEE item number 3.1.026.		
3.1.18	C-1018	GRIEVANCE RECORDS (AS PART OF INDIVIDUAL PERSONNEL FILE)	AC+2		AC+2		AC=FINAL DECISION OF THE GRIEVANCE. DOES NOT INCLUDE FORMAL COMPLAINTS FILED BY AN AGENCY EMPLOYEE WITH THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE OF THE DEPT. OF LABOR. SEE ITEM 1.1.048.		
3.1.19	C-1019	PERFORMANCE APPRAISALS	2		2		29CFR1620.32 (c)		
3.1.20	C-1020	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	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 minimum retention period described by item number 3.1.021.		
3.1.21	C-1021	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT		
3.1.22	C-1022	PERSONNEL INFORMATION OR ACTION FORMS	2		2		29 CFR 1602.49(a)		
3.1.23	C-1023	POSITION/JOB DESCRIPTIONS	AC+4		AC+4		AC = UNTIL SUPERSEDED OR TERMINATION OF EMPLOYEMENT. 40 TAC 815.106 (i)		
3.1.24	C-1024	PHYSICAL EXAMINATIONS / MEDICAL REPORTS	AC+4		AC+4		AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYEMENT. CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014.		



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			Agency	Storage	Total				
3.1.26	C-1026	CRIMINAL HISTORY CHECKS	AC		AC		AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED. CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.		
3.1.27	C-1027	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL).	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT.		
3.1.29	C-1029	EMPLOYMENT ELIGIBILITY (FORM INS-I-9)	AC+1		AC+1		AC=TERMINATION OF EMPLOYMENT. CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		
3.1.31	C-1031	BENEFIT PLANS--OPTIONAL RETIREMENT PLAN, AND TEACHERS RETIREMENT INFORMATION FOR INDIVIDUAL EMPLOYEES	AC+50		AC+50		8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		
3.1.34	C-1034	RESUMES-UNSOLICITED	AV		AV		SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process. 8 CFR 2741.2(b)(2)(i)(A) and c(2).		
3.1.35	C-1035	PERFORMANCE BONDS	AC+4		AC+4		AC=Expiration or termination of the bond according to its terms. (Excludes constructing or architectural surety bonds). SEE item number 5.2.028.		A1
3.1.36	C-1036	APPRENTICESHIP RECORDS	5		5		29 CFR 30.8(e)		
3.1.37	C-1037	EMPLOYEE RECOGNITION RECORDS	AC+5		AC+5		AC=Termination of Employment		
3.1.38	C-1038	PUBLIC ACCESS OPTION FORM	US		US		SEE item number 3.3.011.		



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			Agency	Storage	Total				
3.2.01	C-2001	EMPLOYEE DEDUCTION AUTHORIZATION. 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.	AC+4		AC+4		AC=After termination of employee or after amendment, expiration, or termination of authorization , whichever sooner. SEE item number 3.3.011.		
3.2.02	C-2002	EMPLOYEE EARNING RECORDS	4		4		40 TAC 815.106(i)		
3.2.03	C-2003	FEDERAL TAX RECORDS - includes 1099, W 2, FICA, and other tax records	AC+4		AC+4		AC=Tax due date, date claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001 - 1(e)(2).		
3.2.04	C-2004	INCOME ADJUSTMENT AUTHORIZATIONS	2		2		29 CFR 516.6(C)		
3.2.05	C-2005	W -4 FORMS	AC+4		AC+4		AC= UNTIL SUPERSEDED, OBSOLETE, OR SEPARATION OF EMPLOYMENT. 26- CFR31.6001-1(e)(2)		
3.2.06	C-2006	W AGE RATE TABLES	2		2		29 CFR 516.6(A)(2)		
3.2.07	C-2007	UNEMPLOYMENT COMPENSATION RECORDS	AC+5		AC+5		AC=AFTER TERMINATION OF EMPLOYMENT		
3.2.08	C-2008	DIRECT DEPOSIT APPLICATION/AUTHORIZATIONS	US		US				
3.2.09	C-2009	STATE DEFERRED COMPENSATION RECORDS	AC+5		AC+5		AC=All accounts with a vendor or vendors for the individual participant have been closed		
3.2.10	C-2010	HUMAN RESOURCE INFORMATION SYSTEM REPORTS AND DOCUMENTATION	AC+4		AC+4		AC=AFTER TERMINATION OF EMPLOYMENT		
3.3.	C-301	APPLICANT ACTIVITY FORMS	FE+3		FE+3				
3.3.	C-302	PERSONNEL, TEMPORARY AND SEASONAL EMPLOYEE RECORDS	AC+3		AC+3		AC=AFTER TERMINATION OF EMPLOYMENT		



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3.3.	C-303	WORKERS' COMPENSATION AND UNEMPLOYMENT COMPENSATION REPORTS	FE+10		FE+10		USED IN PREPARING ANALYSES OF PROGRAM EXPERIENCE.		
3.3.	C-304	EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES AND REVIEW FORMS	5		5				
3.3.01	C-3001	AFFIRMATIVE ACTION PLANS	5		5		29 CFR 30.8(e) for apprenticeship plans		
3.3.04	C-3004	BENEFIT PLANS	US+1		US +1		29 CFR 516.6 (C)		
3.3.10	C-3010	LABOR STATISTICS REPORT	3		3				
3.3.11	C-3011	FORMER EMPLOYEE VERIFICATION RECORDS. Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC+75		AC+75		AC=Termination of employment. SEE item number 3.1.038.		
3.3.15	C-3015	POSITIONS/JOB CLASSIFICATION REVIEW FILE	US+3		US+3				
3.3.20	C-3020	WORK SCHEDULES/ASSIGNMENTS	1		1		Including Physical Plant work-orders		
3.3.22	C-3022	TEXAS WORKFORCE COMMISSION (TWC) REPORTS	3		3				
3.3.23	C-3023	REIMBURSABLE ACTIVITIES, REQUEST AND AUTHORIZATION TO ENGAGE IN	FE+3		FE+3				
3.3.24	C-3024	PERSONNEL POLICIES AND PROCEDURES	US+3		US+3				
3.3.25	C-3025	JOB PROCEDURE RECORDS	US+3		US+3				
3.3.26	C-3026	AGENCY STAFFING REPORTS	US+3		US+3				
3.3.27	C-3027	APTITUDE AND SKILL TESTS	US+2		US+2		29 CFR 1602.49. CAUTION: One copy of each different test (different in terms of questions or administration procedures) should be retained for the period indicated.		



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3.3.28	C-3028	APTITUDE AND SKILLS TESTS (TEST PAPERS)	2		2		29 CFR 1602.49		
3.3.29	C-3029	APTITUDE AND SKILLS TESTS (VALIDATION RECORDS)	AC+2		ACc+2		29 CFR 1602.49 AC=As long as the test is used by an agency.		
3.3.30	C-3030	TRAINING ADMINISTRATION RECORDS	US+2		US+2		CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.		
3.3.31	C-3031	EEO REPORTS AND SUPPORTING DOCUMENTATION	3		3		29CFR 1602.30, 1602.32, 1602.39, 1602.41,1602.48 AND 1602.50		
3.3.32	C-3032	EQUAL PAY REPORTS	3		3		29 CFR 1620.32		
3.4.01	C-4001	ACCUMULATED LEAVE ADJUSTMENT REQUEST	FE+3		FE+3				
3.4.02	C-4002	LEAVE STATUS REPORTS	FE+3		FE+3				
3.4.03	C-4003	LESS THAN FULL-TIME W ORK REPORTS	4		4		40 TAC 815.106(I)		
3.4.04	C-4004	OVERTIME AUTHORIZATIONS	2		2				
3.4.05	C-4005	OVERTIME SCHEDULES	2		2				
3.4.06	C-4006	TIME SHEETS	FE+4		FE+4				
3.4.07	C-4007	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3				
3.4.08	C-4008	SICK LEAVE POOL DOCUMENTATION-REQUESTS, APPROVALS, TRANSFERS, IN/OUT, ETC.	FE+3		FE+3				



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			Agency	Storage	Total				
4.1.	D-101	ACCOUNTING TRANSACTIONS	FE+3		FE+3				
4.1.02	D-1002	BILLING DETAIL	AC+3		AC+3		AC=END OF FISCAL YEAR IN WHICH COLLECTED.		
4.1.03	D-1003	CANCELED CHECK/STUBS/W ARRENTS/DRAFTS	FE+3		FE+3				
4.1.04	D-1004	ENCUMBRANCE DETAIL	FE+3		FE+3				
4.1.05	D-1005	INVENTORY AND OTHER COST FILES	FE+3		FE+3				
4.1.06	D-1006	INVESTMENTS TRANSACTION FILES	FE+3		FE+3				
4.1.07	D-1007	TRANSFERS OF BUDGET REVISIONS	FE+3		FE+3				
4.1.08	D-1008	ELECTRONIC FUND TRANSFERS	FE+3		FE+3				
4.2.	D-201	VOUCHERS AND RELATED INFORMATION FOR PAYMENT OF OUTSIDE LEGAL SERVICES	FE+2	1	FE+3				
4.2.	D-202	REFUND CHECK LOGS AND DEPOSITS	FE+2	5	FE+7				
4.2.	D-203	ACCOUNTING RECORDS (VOUCHERS AND RELATED INFORMATION)	FE+3		FE+3				
4.2.01	D-2001	CASH DEPOSIT VOUCHERS	FE+3		FE+3				
4.2.02	D-2002	CASH RECEIPTS - includes receipts for fees	FE+3		FE+3				
4.2.03	D-2003	DAILY CASH RECEIPTS LOG	FE+3		FE+3				
4.2.04	D-2004	ENCUMBRANCE VOUCHERS-ORDERS, STATEMENTS, CHANGE ORDERS, ETC.	FE+3		FE+3				
4.2.05	D-2005	PURCHASE VOUCHERS-EXPENDITURES, REQUISITIONS, PURCHASE ORDERS, RECEIVING REPORTS, INVOICES OR STATEMENTS, BIDS, OTHERS	FE+3		FE+3				A1



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			Agency	Storage	Total				
4.2.06	D-2006	GENERAL JOURNAL VOUCHERS	FE+3		FE+3				
4.2.07	D-2007	EXPENDITURE VOUCHERS - Travel, payroll, etc.	FE+3		FE+3				
4.3.02	D-3002	RECEIPTS JOURNALS OR REGISTERS	FE+3		FE+3				
4.3.03	D-3003	EXPENDITURES JOURNALS OR REGISTERS	FE+3		FE+3				
4.4.	D-401	LEDGERS	5		5		MAINTAINED FOR INDIVIDUAL DONOR AND/OR OPEN RECORDS REQUESTS AND ADMINISTRATIVE VALUE.		
4.1.01	D-4001	ACCOUNTS PAYABLE INFORMATION	FE+3		FE+3				
4.4.02	D-4002	ACCOUNTS RECEIVABLE LEDGER	FE+3		FE+3				
4.4.03	D-4003	ACCOUNTS PAYABLE LEDGER	FE+3		FE+3				
4.4.04	D-4004	EMPLOYEE SAVINGS BOND LEDGERS	FE+3		FE+3				
4.5.	D-501	EXPENDITURE SUMMARIES (INTERNAL OFFICE RECORDS)	FE+5		FE+5		ADMINISTRATIVE AND BUDGETING PURPOSES		
4.5.	D-502	BUDGET SUMMARIES INCLUDING OPERATING BUDGETS	FE+50		FE+50	O	BUDGET OFFICE IS THE SOURCE OF HISTORICAL INFORMATION FOR SYSTEM AND INSTITUTIONAL INQUIRIES.		
4.5.	D-505	DONOR REPORTS	5		5		MAINTAINED FOR INDIVIDUAL DONOR AND/OR OPEN RECORDS REQUESTS AND ADMINISTRATIVE VALUE.		
4.5.	D-506	O'DONNELL DONOR REPORTS	PM		PM		NOTE: O'Donnell donor reports are retained permanently.		
4.5.01	D-5001	WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+9		FE+9				
4.5.02	D-5002	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3		FE+3				
4.5.03	D-5003	ANNUAL FINANCIAL REPORT	AC+6		AC+6		AC=SEPTEMBER 1 OF ODD-NUMBER CALENDAR YEARS.		



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			Agency	Storage	Total				
4.5.05	D-5005	EXTERNAL FISCAL REPORTS	FE+3		FE+3		SPECIAL PURPOSE - I.E. FEDERAL FINANCIAL REPORTS, SALARY REPORTS, HUB REPORTS, ETC.		
4.5.06	D-5006	ANNUAL OPERATING BUDGETS	FE+5		FE+5				
4.5.07	D-5007	USAS REPORTS - DAILY	AC		AC		AC=RECEIPT AND RECONCILIATION OF ANNUAL REPORT		
4.5.08	D-5008	USAS REPORTS - MONTHLY	AC		AC		AC=RECEIPT AND RECONCILIATION OF ANNUAL REPORT		
4.5.09	D-5009	USAS REPORTS - ANNUAL	FE+3		FE+3				
4.6.	D-602	INTERNAL ACCOUNT BALANCING AND DETAIL	FE+5		FE+5		ADMINISTRATIVE AND BUDGETING PURPOSES. MAINTAINED IN MIDLAND FOR EASE OF ACCESS.		
4.6.01	D-6001	BALANCING RECORDS	FE+3		FE+3				
4.6.02	D-6002	RECONCILIATIONS	FE+3		FE+3				
4.6.03	D-6003	CASH COUNTS	FE+3		FE+3				
4.7.	D-709	SALES TAX RESALE CERTIFICATE	US		US				
4.7.01	D-7001	ACCOUNTING POLICIES AND PROCEDURES MANUAL	US+3		US+3				
4.7.02	D-7002	BANK STATEMENTS	7		7		MAINTAINED FOR INDIVIDUAL DONOR AND/OR OPEN RECORDS REQUESTS AND ADMINISTRATIVE VALUE.		
4.7.03	D-7003	RETURNED CHECKS/W ARRANTS/DRAFTS(UNCOLLECTABLE)	AC+3		AC+3		AC=AFTER DEEMED UNCOLLECTIBLE		
4.7.04	D-7004	CAPITAL ASSET RECORDS (to include invoices, purchase orders, receiving documents, requisitions)	LA+3		LA+3				
4.7.05	D-7005	CLAIMS FILES	AC+3		AC+3		AC=AFTER CLOSED OR SETTLED.		



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			Agency	Storage	Total				
4.7.06	D-7006	COMPTROLLER STATEMENTS	FE+3		FE+3				
4.7.07	D-7007	DETAIL CHART OF ACCOUNTS (ONE FOR ALL ACCOUNTS IN USE FOR A YEAR)	FE+3		FE+3				
4.7.08	D-7008	FEDERAL GRANT RECORDS	AC+3		AC+3		AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		A1
4.7.09	D-7009	FIXED ASSET SEQUENTIAL NUMBER LOG	US+3		US+3				
4.7.10	D-7010	LONG TERM LIABILITY	AC+3		AC+3		AC=RETIREMENT OF DEBT		
4.7.11	D-7011	TEXAS BUILDING AND PROCUREMENT COMMISSION STATEMENTS (TBPC)	FE+3		FE+3				A1
4.7.12	D-7012	SIGNATURE AUTHORIZATIONS	US+FE+3		US+FE+3				
5.1.01	E-1001	CONTRACTS AND LEASES (INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AUTOMOBILE AND CONSTRUCTION EXCEPT FOR BUILDINGS).	AC+4		AC+4		AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. Documents include affidavits, publication of calls for bids, accepted bids, purchase orders, inspection reports, and correspondence. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		
5.1.03	E-1003	DELIVERY REPORTS			2				
5.1.04	E-1004	MAILING AND TELECOMMUNICATIONS LISTINGS	US		US				
5.1.05	E-1005	POSTAGE RECORDS	FE+3		FE+3				
5.1.07	E-1007	REQUISITION FOR COPY/PRINT SERVICE	AV		AV				
5.1.10	E-1010	LICENSES AND PERMITS FOR NON-VEHICLES	AC+2		AC+2		AC= Expiration date of license or permit.		
5.1.11	E-1011	PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS	AV		AV				



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			Agency	Storage	Total				
5.1.12	E-1012	CHARGE SCHEDULES/PRICE LISTS	US+3		US+3				
5.1.13	E-1013	INSURANCE POLICIES	AC+4		AC+4		AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		
5.1.14	E-1014	OFFICE PROCEDURES	US+1		US+1				
5.1.15	E-1015	CORRESPONDENCE TRACKING RECORDS	1		1		Use for any record created to track any type of incoming and outgoing correspondence by the U.S. Postal Service or by private couriers.		
5.1.17	E-1017	CONTRACT LOG	FE+3		FE+3		List of agency contract, leases, and agreements including general obligation, land lease, utilities, and construction contracts.		
5.2.	E-201	MAINTENANCE RECORDS, UNIVERSITY RESIDENCES	LA		LA				
5.2.	E-202	BUILDING CONTRACTS (ARCHITECT, EQUIPMENT, AND FURNITURE CONTRACTS AND RELATED CORRESPONDENCE)	AC+11		AC+11		AC= CLOSE OF PROJECT.		
5.2.	E-203	CONSTRUCTION PROJECT FILES (BID PROPOSALS, CHANGE ORDERS, VOUCHERS, AND CLAIMS)	AC+11		AC+11	O	AC= CLOSE OF PROJECT.		
5.2.	E-204	ANNUAL INSPECTIONS OF PHYSICAL PLANT CONDITION	FE+3		FE+3				
5.2.01	E-2001	APPRAISALS-BUILDINGS OR PROPERTY	AV		AV	O			
5.2.02	E-2002	BUILDING CONSTRUCTION PROJECT FILE	AC+10		AC+10		AC = COMPLETION OF PROJECT. SEE ALSO item numbers 5.2.003 and 5.2.028.		
5.2.03	E-2003	BUILDING PLANS AND SPECIFICATIONS	LA		LA	O	AC: For leased buildings, AC = Termination or cancellation of lease. SEE ALSO item numbers 5.2.002 and 5.2.028.		
5.2.04	E-2004	BUILDING SPACE REQUESTS	1		1				



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			Agency	Storage	Total				
5.2.05	E-2005	CALIBRATION (EQUIPMENT OR INSTRUMENT)			10				
5.2.06	E-2006	PROPERTY DESTRUCTION, CERTIFICATES OF	FE+3		FE+3				
5.2.07	E-2007	DAMAGE REPORTS	FE+3		FE+3				
5.2.08	E-2008	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS	LA+3		LA+3				
5.2.09	E-2009	EQUIPMENT INVENTORY DETAIL REPORT	FE+3		FE+3				
5.2.10	E-2010	EQUIPMENT MANUALS	LA		LA				
5.2.11	E-2011	EQUIPMENT W ARRANTIES	AC+1		AC+1		AC=EXPIRATION OF WARRANTY		
5.2.12	E-2012	ESTIMATE FILES (SUPPLY AND REPAIR COST ESTIMATES	1		1				
5.2.14	E-2014	INVENTORY - ANNUAL PHYSICAL (Property, equipment, supply verification)	FE+3		FE+3				
5.2.15	E-2015	INVENTORY, NOTICE OF EQUIPMENT REMOVED FROM	FE+3		FE+3				
5.2.16	E-2016	INVENTORY SYSTEM UPDATE LISTING (MONTHLY)	AC		AC		AC=TRANSFER OF INFORMATION TO ANNUAL LIST		
5.2.17	E-2017	LOST & STOLEN PROPERTY REPORT	FE+3		FE+3				
5.2.18	E-2018	QUALITY CONTROL REPORT	2		2				
5.2.19	E-2019	SERVICE ORDERS	1		1				
5.2.20	E-2020	SUPPLY USAGE RECORDS	FE+1		FE+1				
5.2.21	E-2021	SURPLUS PROPERTY SALE	FE+3		FE+3				



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			Agency	Storage	Total				
5.2.22	E-2022	UTILITY USAGE REPORTS	AV		AV				
5.2.23	E-2023	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING)	FE+3		FE+3				
5.2.24	E-2024	MATERIAL SPECIFICATIONS	AC+2		AC+2		AC=MATERIAL IS NO LONGER IN THE AGENCY.		
5.2.25	E-2025	EQUIPMENT DESCRIPTIONS AND SPECIFICATIONS - SET BY AGENCY	AC+2		AC+2		AC=EQUIPMENT IS NO LONGER IN THE AGENCY.		
5.2.26	E-2026	FACILITIES RESERVATION LOGS	2		2				
5.2.27	E-2027	SPACE UTILIZATION REPORTS	AV		AV				
5.2.28	E-2028	BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS - INCLUDES SURETY BONDS	LA+10		LA+10	O	SEE ALSO item numbers 5.2.002 and 5.2.003.		
5.3.02	E-3002	FREIGHT BILLS PAID	FE+3		FE+3				
5.3.03	E-3003	FREIGHT CLAIMS	AC+2		AC+2		AC=RESOLUTION OF CLAIM		
5.3.04	E-3004	ORDER - ACKNOW LEDGEMENTS	AV		AV				
5.3.05	E-3005	PACKING SLIPS	AV		AV				
5.3.07	E-3007	BID DOCUMENTATION - REQUISITION/AUTHORIZATION, INVITATION TO BID, SPECIFICATIONS, TABULATIONS	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 number 5.1.001 and 5.2.028.		



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			Agency	Storage							
5.3.08	E-3008	PURCHASING LOGS-RECORD OF ORDER	FE+3		FE+3						
5.3.09	E-3009	REQUESTS FOR INFORMATION	AC		AC		AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.				
5.4.01	E-4001	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION	CE+5		CE+5		29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.				
5.4.02	E-4002	EVACUATION PLANS	US		US						
5.4.03	E-4003	INSPECTION REPORTS	AC+3		AC+3		AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028.				
5.4.04	E-4004	FIRE ORDERS	AC+3		AC+3		AC=DEFICIENCY CORRECTED.				
5.4.07	E-4007	HAZARDOUS MATERIALS TRAINING	5		5		Texas Health and Safety Code 502.009(g)				
5.4.08	E-4008	HAZARD COMMUNICATION PLANS	US+5		US+5		Texas Health and Safety Code 502.009(g)				
5.4.09	E-4009	WORKPLACE CHEMICAL LISTS	30		30		Texas Health and Safety Code 502.005(d)				
5.4.010	E-4010	MATERIAL SAFETY DATA SHEETS	AC		AC		AC=After sheets are updated or the hazardous chemical is no longer stored by the Agency, as applicable.				
5.4.011	E-4011	VISITOR CONTROL REGISTERS	3		3		Texas Health and Safety Code 502.005(d)				
5.4.012	E-4012	SECURITY ACCESS RECORDS	AC+2		AC+2		AC=Until superseded, date of expiration, or date of termination, whichever is soonest.				
5.4.013	E-4013	DISASTER PREPAREDNESS AND RECOVERY PLANS	US		US						



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			Agency	Storage	Total				
5.5.001	E-5001	BILLING DETAIL - TELECOMMUNICATIONS (OTHER THAN TEX-AN)	FE+3		FE+3		SEE item number 5.5.006 for TEX-AN billing detail.		
5.5.001	E-5002	LONG DISTANCE TELEPHONE LOG	AV		AV		Logs for facsimile or electronic calls.		
5.5.003	E-5003	STATION ACTIVITY REPORTS	AV		AV		The current month, plus the two previous months of reports are maintained electronically. Paper listings are sent to departments for verification.		
5.5.004	E-5004	SYSTEM ACTIVITY REPORTS - INTERNAL LISTING OF ALL INCOMING/OUTGOING TELEPHONE ACTIVITY	AV		AV				
5.5.006	E-5006	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN)	FE+3		FE+3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.		
5.5.007	E-5007	DISPUTED CALL DOCUMENTATION - RELATED TO DISPUTED LONG DISTANCE CALLS	FE+3		FE+3				
5.6.003	E-6003	INSPECTIONS REPAIR/MAINTENANCE RECORDS - VEHICLES	LA+1		LA+1				
5.6.004	E-6004	LICENSE AND DRIVING RECORD CHECKS	AC		AC		AC=Until superseded or until termination of employment.		
5.6.005	E-6005	VEHICLES USE REPORTS - (includes mileage, fuel/oil consumption, passengers carried and other detailed operational information)	FE+3		FE+3				
5.6.007	E-6007	VEHICLE TITLES AND REGISTRATIONS	LA		LA				
5.6.009	E-6009	PARKING PERMITS OR ASSIGNMENTS	US		US				



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			Agency	Storage	Total				
	F-11	CONTINUING EDUCATION	FE+3		FE+3		UNIVERSITY OUTREACH PROGRAMS INCLUDES APPLICATION FORMS AND TESTING		
	F-110	NOTIFICATION OF AWARDS	FE+3		FE+3				
4.5.002	F-111	REPORT OF ACTIVITY (STUDENT FINANCIAL AID PROGRAMS)	FE+5		FE+5		Including Office of Student Financial Aid		
	F112	VERIFICATION OF EXPENDITURES (STUDENT FINANCIAL AID PROGRAMS)	FE+5		FE+5				
	F-113	VERIFICATION/CERTIFICATION OF STUDENT RECORDS	FE+3		FE+3				
	F-114	ADMISSIONS RECORDS	AC+3		AC+3		AC=TERMINATION OF ENROLLMENT.		
	F115	STUDENT PLACEMENT FILES	AC+3		AC+3		AC=TERMINATION OF ENROLLMENT.		
1.3.001	F-116	ALUMNI RECORDS (Including Commencement Programs)	AC+2		AC+2	O	AC=Until superceded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).		
	F-117	FACULTY SENATE RECORDS	FE+3		FE+3	O			



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			Agency	Storage	Total						
1.3.001	F-118	STUDENT SCHEDULES	AC+2		AC+2	O	<p>AC=Until superceded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.</p> <p>For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).</p>				
	F-119	STUDENT SENATE	FE+3		FE+3	O					
	F-12	TEST QUESTIONS/EXAMS	AC+1		AC+1		AC=As long as the test is used.				
	F-120	PROGRAM BOARD RECORDS (MEETINGS, PROGRAMS, ETC.)	FE+3		FE+3						
	F121	STUDENT NOTICES	FE+3		FE+3						
	F-123	GRADUATE STUDIES (STUDENT RECORDS FOR GRADUATE SCHOOL) - ACTIVE	PM		PM		Inactive files transfer to F-124				
	F-124	GRADUATE STUDIES (STUDENT RECORDS FOR GRADUATE SCHOOL) - ACTIVE	AC		AC		AC=Graduation or student leaving program				
	F-125	TEXTBOOK REQUISITIONS	FE+3		FE+3						
	F-126	SYLLABI	2		2		Used to evaluate faculty				
	F-127	DIVISIONAL STUDENT FILES	FE+3		FE+3						
	F-128	DIVISIONAL STUDENT WORKER FILES	FE+3		FE+3						



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	F-129	GRADUATION/DEGREE FILES	PM		PM				
	F-13	STUDENT DISCIPLINARY ACTION DOCUMENTS (SEPARATE CONFIDENTIAL RECORD DEPENDING ON PENALTY	PM		PM		REGENTS RULES AND REGULATION RULE 50101 SECTION 8		
	F-130	ACADEMIC RECORDS (INCLUDING NARRATIVE EVALUATIONS, COMPETENCY ASSESSMENTS, ETC.)	PM		PM				
	F-131	REGISTRATION RECORDS	FE+3		FE+3				
	F-133	CLASS SPECIFICATIONS-UT SYSTEM	US		US				
	F-134	ADVISING FILES	AC+3		AC+3				
	F-135	ADMISSIONS REPORT	FE+3		FE+3				
	F-136	STUDENT LOANS-NOTES AND RELATED RECORDS	FE+3		FE+3				
	F-137	VA STUDENT FILES	AC+3		AC+3		AC=Graduation or termination of enrollment		
	F-138	STUDENT HOUSING (INCLUDES APPLICATIONS, CONTRACTS, AND PAYMENT RECORDS)	FE+3		FE+3				
	F-139	ACADEMIC APPEALS (INCLUDING ACADEMIC PETITIONS)	AC+3		AC+3		AC=Satisfactory conclusion		
	F-14	APPLICANTS-NOT ADMITTED (CONTAINS ADMITTANCE APPLICATION AND LETTER OF REFUSAL FOR ADMITTANCE)	FE+3		FE+3				
	F-140	FOREIGN STUDENT FILES (CONTAINS APPLICATION AND ACADEMIC RECORDS)	PM		PM				



STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105 must accompany this form.

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2. Agency Code: 742		3. Agency: THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN							
4. Record 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				
	F-141	TRANSCRIPTS - STUDENT PERMANENT RECORDS	PM		PM				
	F-142	TRANSCRIPTS - REQUESTS FOR	2		2				
	F-143	SCHOLARSHIPS/GRANTS	AC+5		AC+5		AC=Submission of report to granting agency or end of award year		
	F-144	CHANGE OF COURSES (ADD/DROP FORMS)	AC+1		AC+1		AC= End of semester		
	F-145	WITHDRAWAL FORMS	AC+3		AC+3		AC= End of semester		
	F-146	TUITION AND FEE CHARGES (REGISTRATION PAYMENT RECEIPTS)	FE+3		FE+3				
	F-15	CLINICAL/LABORATORY EVALUATION	AC+3		AC+3		AC= End of research		
	F-161	COURSE MATERIALS, TESTS, ASSIGNMENTS, ROSTERS	AC+1		AC+1		AC= End of of course		
	F-17	GRADE SHEETS	AC+5		AC+5		AC= End of academic year in which data is posted to transcripts		
	F-18	STUDENT HEALTH INSURANCE	FE+3		FE+3				
	F-19	STUDENT FINANCIAL AID PROGRAMS	FE+5		FE+5				



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G-01	CASE REPORTS - Original offense report along with supplemental investigation reports related to that offense (includes suspects and arrests.)	AC+25	AC+25	AC= STATUTE OF LIMITATIONS HAS RUN		
G-02	CASE REPORTS RELATED TO UNSOLVED HOMICIDES	AC+50	AC+50	AC= STATUTE OF LIMITATIONS HAS RUN		
G-03a	OFFENSE REPORTS - NO SUSPECTS OR ACTIVE NATIONAL CRIME INFORMATION CENTER (NCIC) ENTRY	AC+1	AC+1	AC= DEPENDENT ON THE NATURE OF THE OFFENSE. STATUTE OF LIMITATIONS, AS ESTABLISHED IN THE CODE OF CRIMINAL PROCEDURES, HAS RUN.		
G-03b	NATIONAL CRIME INFORMATION CENTER (NCIC) POLICY	AC+2	AC+25	AC=DEPENDENT ON THE NATURE OF THE OFFENSE PER NCIC POLICY.		
G-04	INCIDENT REPORTS - INCIDENTS THAT DO NOT INVOLVE A REPORTABLE OFFENSE	2	2			
G-05	CRIMINAL TERSPASS WARNINGS	12 mos	12 mos	12 MONTHS FROM THE DATE THE WARNING IS ISSUED		