



January 8, 2019

Dr. Brian McCall  
Chancellor  
Texas State University  
601 Colorado St.  
Austin, TX 78701-2904

Re: Agency records retention schedule approved for use.

Dear Dr. McCall,

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](http://www.tsl.texas.gov)

*Commission Chairman*

Michael C. Waters

*Members*

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

*Director and Librarian*

Mark Smith

*Assistant State Librarian*

Gloria Meraz

Your agency's records retention schedule is approved for use as of December 27, 2018. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure that all old copies of the schedule are superseded with this recertified copy.

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

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

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

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

Sincerely,

Craig Kelso  
Director and State Records Administrator

cc: Agency head

**TSLAC**

Preserving yesterday  
Informing today  
Inspiring tomorrow



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 754

Agency Name Texas 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) Brian McCall

Date 5-1-2018

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature

Name (Print or type)

Date

Not Required at This Time

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

Signature [Handwritten Signature]

Name (Print or type) Gloria Meraz

Date 10/27/18

Cert/Recert No. 5 Amendment No. -

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## 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

1. Agency Code: 754			2. Agency Name: Texas State University								
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
ADM110	1.1.002	Audits (Internal & External)		AC	7			AC = Publication or release of final audit findings.			
ADM120		Notary Public Records			10						Local Schedule DC 2275-01
ADM210	1.1.056	ADA (Americans with Disabilities Act) Documentation			3				I	Self evaluations, plans, and meeting minutes have historical value.	28 CFR 35.105(c)
ADM220	1.1.021	Public Information Requests - Exempted (Not Filled)		AC	2			AC = Date of notification that records are exempt.			
ADM230	1.1.020	Public Information Requests - Not Exempted (Fulfilled)		AC	1			AC = Date request fulfilled.			
ADM240	1.1.072	Public Information Requests - Reports			2						
ADM310	1.1.057	Correspondence - Ephemeral		AC				AC = After purpose of record has been fulfilled.			
ADM320	1.1.008	Correspondence - General			2					CAUTION: This records series and item number for general correspondence should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule.	

**Retention Codes (field 7)**

AC – See event trigger for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

FE – Fiscal year end

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

**Archival Codes (Field 10)**

A/I – Transfer to State/University Archivist  
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ADM330	1.1.007	Correspondence - Administrative			4				O	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the University Archives when these records have met their retention periods. CAUTION: This records series and item number for administrative correspondence should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule.	
ADM335	1.1.007	Correspondence - Consequential (Board of Regents)	TSUS Office/State Leadership: policy issues		5				O		
ADM340	1.1.007	Correspondence - Executive (President, Provost)		AC				AC = End of term in office.	I		CAUTION: These records must be retained for at least 4 years to meet state requirements.

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ADM345		Subject Files - Executive	This series documents the executive actions of a state university. The series includes information in the form of correspondence and memoranda, policy statements, organization and program development records, reports concerning accreditation requirements, budget material, faculty and student relations, personnel matters, tenure and salary issues, physical plant development, grant awards, research programs, foundation endowments, fiscal accountability, academic requirements, student athletic issues, and other related topics. These records reflect administration of policies, coordination of institution functions, and overall management of major divisions and departments of a state university.		4				I		URRS-2
ADM405	1.1.006	Complaint Records		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 for LEG610 - Litigation Records (1.1.048).	

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ADM410	1.1.013	Desk Calendars / Appointment Books		CE	1				O	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of the university president, executive staff, board or commission members, division directors, and program heads require archival review.	
ADM415	1.1.011	Directives - Executive Orders		US	3				I		
ADM417	1.1.010	Directives - General		US	1						
ADM420	5.1.004	Directory Information - Mail and Telecommunications Listings		US							
ADM425	1.1	Event Administration Records - Routine	This series documents facilities, services and other accommodations provided by the institution for events.	AC	1			AC = Completion of the event.		SEE item UAD530 for University special events (including Presidential events) - and note that university-wide events records may be archival.	URRS-40
ADM430	1.2.003	Forms History File		AC	1			AC = Discontinuance of use of form.			
ADM432	1.2.004	Forms Inventory		US							
ADM435	1.1.069	Logs - Attendance and Use Logs			1						
ADM437	5.2.026	Logs - Meeting Room Reservations			2						
ADM440	1.1.023	Organization Charts		US					I		
ADM445	1.1.008	Routine Requests: Information or Services			2					SEE item STU310 for routine transcript requests.	

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					Years	Months	Days				
ADM450	5.4.012	Security Access Records		AC	2			AC = Until superseded, date of expiration, or date of termination, whichever sooner.			
ADM455	5.2.019	Service Orders / Work Orders			1						
ADM460	1.1.040	Speeches, Papers, and Presentations		AC				AC = End of term in office or termination of service in a state position	O	University-level speeches, papers, and addresses should be sent to the University Archives for preservation. TSUS-level speeches, papers, and addresses should be reviewed by the State Archives.	
ADM465	1.1.041	Suggestion Records			1						
ADM470	1.1.038	Surveys and Questionnaires	Surveys and questionnaires given to students, alumni, employees, patrons, clients, etc.	AC	3			AC = Final distribution of final summary report.			URRS-248
ADM480	1.1	Training Administration - Professional Development Office Files		FE	3					CAUTION: Minimum retention is US+1. Retention of FE+3 set to accommodate Professional Development procedures and accompanying financial records.	
ADM482	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US	1						
ADM490		Faculty and Staff Election Records		AC				AC = Results are verified			URRS-338

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ADM499	1.1.057	Transitory Information		AC				AC = After purpose has been fulfilled. (Usually less than 1 year; often less than 1 month.)		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. The disposal of transitory information need not be documented through destruction signoffs (ADM730) or in records disposition logs (ADM740), but agencies should establish procedures governing disposal of these records as part of its records management plan (ADM710).	
ADM500	1.1.026	Texas Register Submissions		AC	1			AC = Date of publication in the Texas Register.			

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ADM510	1.1.058	Meeting Agenda and Minutes - TSUS		PM					I	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This records series and ADM511, ADM512, and AMD513 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.	
ADM511	1.1.059	Meetings, Certified Agendas or Tape Recordings of Closed		AC	2			AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.			Government Code, 551.104(a).
ADM512	1.1.060	Meetings, Audio or Videotapes of Open		AC			90	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.	

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ADM513	1.1.061	Meetings - Notes		AC			90	AC = Approval of the formal minutes by the governing body.			
ADM514	1.1.062	Meetings - Supporting Documentation			2				I		
ADM520	1.1.063	Meeting Records - University Leadership			4				I		URRS -13
ADM530	1.1.063	Meeting Records - Academic Leadership			4				I		URRS -13
ADM540	1.1.063	Meeting Records - Faculty Senate			4				I		URRS -13
ADM550	1.1.063	Meeting Records - Staff			1						
ADM560	1.1.063	Meeting Records - Construction Projects			1				O		
ADM570	1.1.063	Meeting Records - Committees, Councils, Task Forces			3				O	CAUTION: Federal or state regulations may require longer retention periods (for example, radiation committee meeting records must be retained permanently). SEE series RSK for meetings related to environmental issues.	URRS-22

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ADM575		External Committee Records	This series documents the relationship and participation of institution units in external professional and educational associations and other organizations. The unit's role may be one of membership on the advisory or administrative board, participation in a task force or subcommittee, or one of membership in consortia. This series may include but is not limited to: promotional information; rules and regulations; reports; proposals and planning records; workshop and conference records; surveys and questionnaires; minutes; and related documentation and correspondence.	AC				AC = Termination of service on committee, disbanding of committee, or records of committee no longer administratively valuable to the agency.  CAUTION: Refer to URRS-23 (University Committee Records) for meeting records of internal university committees.			URRS-24
ADM610	1.1.064	Performance Measures - Documentation (Includes IE Data)		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.	
ADM630	1.1.024	Plans and Planning Records		AC	3			AC = Decision made to implement or not to implement result of planning process.	O		

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ADM640	1.1.055	Strategic Plans		AC	6			AC = September 1 of odd-numbered calendar years.	I	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission. For strategic plans for individual departments/programs, SEE item ADM630 Plans and Planning Records.	
ADM710	1.2.014	Records Management Plans		US	1						
ADM720	1.2.005	Records Retention Schedule (SLR105)		US							
ADM730	1.2.001	Destruction Authorizations		FE	3						
ADM740	1.2.010	Records Disposition Logs			10						
ADM750	1.2.008	Request for Authority to Dispose of State Records (RMD102)		FE	3						
ADM760	1.2.006	Transmittal Forms		AC	2			AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the University Archives.			
ADM770	1.2.012	Records Inventory Worksheets		US							

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ADM772	1.2.013	Records Control Locator Aids		AC				AC = When control aid is updated, revised, or no longer needed.		CAUTION: These records must carry the same retention period and archival code of the records they support.	
ADM780	1.2.015	Disaster Recovery Service Transmittals (RMD 109)		FE	1						
ADM785	1.2.016	Disaster Recovery Service Approval Form (RMD 113)		AC				AC = Until superseded or termination of service.			
ADM810	1.1.067	Reports and Studies (Non-Fiscal)			3				O		
ADM820	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data		AV						CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number ADM610.	
ADM830	1.1.067	Reports and Studies (Non-Fiscal) - Statistical			3				O		
ADM840	1.1.068	Reports - Agency Performance and Fund Management		AC	6			AC = September 1 of odd-numbered calendar years.			
ADM850	1.1.069	Reports - Routine Activity			1						

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ADV100		Donor Files	Includes individual donor and prospective donor files.	AC				AC = Prospect ceases to be viable.		CAUTION: Includes donor or prospective donor information only. For records of gifts, refer to ADV115 (Gift Records - Institutional) and ADV120 (Gift Records - Department or Program). CAUTION: The name or other identifying information about a donor may be withheld from public disclosure under the Public Information Act. Government Code Sec. 552.1235.	URRS-344
ADV110	1.1	Fundraising Records	This series documents institutional efforts to raise funds to support program functions and facilities.		7					CAUTION: Does not include financial records. Refer to ADV120 (Gift Records - Department or Program) or ADV115 (Gift Records - Institutional).	URRS-33
ADV115		Gift Records - Institutional	This series documents potential or realized private, corporate, or public agency funding to the institution, including endowments and trusts.	PM							URRS-76
ADV120	1.1	Gift Records - Department or Program	This series documents potential or realized private, corporate, or public agency funding to a department or program, including endowments, trusts, and funds raised by support/"friends" groups.		7					CAUTION: For records of major gifts, refer to ADV115. For donor files, refer to ADV100. For ongoing contracts and agreements, refer to LEG400 and LEG410.	

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ADV150	1.1	Gift Records - Class and Alumni			5				I		URRS-34
ADV200	1.1	Alumni Records		AV					O		
ADV230	1.1	Alumni Association Services Program Records	This series documents the implementation of programs administered by the office such as those relating to marketing products, credit cards, insurance, and football tickets.		5				O		
ADV240	1.1	Alumni Association Records			5				I		
ADV300	1.1.019	Public Relations Records			2				O		
ADV330	1.3.001	Publications		AC	2			AC = Until superseded or obsolete.	I	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.	
ADV340	1.3.001	Publications - Brochures		AC	2			AC = Until superseded or obsolete.	I		

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ADV350	1.3.002	Publications - Development Files		AV					O	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).	
ADV360	1.1	Subject Files - Media and Communications ("Morgue" files)	This series provides background information on institutional faculty and staff, buildings, events, traditions, and other special topics used to write articles, respond to inquiries, and other purposes.	AV					I		URRS-10

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					Years	Months	Days				
ADV380	1.1	Photographs		AV					I	ARCHIVES NOTE: Archivists should apply archival selection criteria in the appraisal of these items. Selection criteria may include level of identification. Archivists may arrange with digital asset managers or similar personnel to identify historical photographs prior to transfer to the archives. Refer also to 1.1.057 for classification of those images that are weeded out (as unusable, almost-duplicates, etc.)	URRS-6
ADV390	1.1	Films, Videos, and Sound Recordings		AV					I	ARCHIVES NOTE: Archivists should apply archival selection criteria in the appraisal of these items. Selection criteria may include level of identification. Archivists may arrange with digital asset managers or similar personnel to identify historical photographs prior to transfer to the archives. Refer also to 1.1.057 for classification of those images that are weeded out (as unusable, almost-duplicates, etc.)	URRS-6

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**Retention Codes (field 7)**

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## Records Retention Schedule

1. Agency Code: 754			2. Agency Name: Texas State University								
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					Years	Months	Days				
CHD100		Licensing, Safety, and Compliance Records	Records documenting the licensing of the university child care facilities by the Texas Department of Family and Protective Services (DFPS).	AC		3		AC = After superseded, expiration, or obsolete.			40 TAC §746.801 and §746.803; URRS-339
CHD110		Food/Nutrition Service Program Records	Records document the administration of child care food programs which provide meals to children through the Child and Adult Food Program (CACFP).		4						Complies with 7 CFR 210 and 225 (U.S. Department of Agriculture)
CHD120		Health-Care Professional Recommendations/Orders	Includes healthcare professional recommendations or orders for providing specialized medical assistance to the child.	AC		3		AC = Health-care professional has indicated that the specialized medical assistance is no longer needed.			40 TAC §746.603(a)(10) and (b)(2); URRS-442
CHD130		Medication Administration	Medication logs, instructions, and other records related to the administration of medication to children in the child-care facility's care.	AC		3		AC = Administration of medication.			40 TAC §746.603(a)(9) and (b)(1); URRS-441
CHD200		Individual Child (Client) Records		AC		3		AC = Child's last semester of enrollment.			40 TAC §746.603(a)(1-8) and (b)(3); 40 TAC §746.801(1); URRS245
CHD210		Clinical Logs	Clinical files for individual children enrolled in TxState child care programs. Includes client records for evaluation, therapy and diagnostic services such as Speech Therapy and Audiology.	AC	7			AC = Last contact with client (or retain until client reaches age 21, whichever is longer).			22 TAC 165
CHD300	4.1.002	Child Care Subsidy Financial Records	Records supporting subsidies for expenses related to child care.	FE	3						

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EDP110	2.2.010	Data Processing Policies & Procedures		US	3					CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item EDP270.	
EDP130	2.2.002	Chargeback Records to Data Processing Services Users		FE	3						
EDP150	2.2.016	Software Management: Registrations, Warranties, and License Agreements		LA	3						
EDP210	2.1.010	Audit Trail Records		AC				AC = All audit requirements have been met.			
EDP220	2.1.002	Database Master Files - Ongoing Electronic Records		AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected, or when hardware or software changes occur.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	
EDP230	2.1.011	Finding Aids, Indexes and Tracking Systems		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.	

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EDP240	2.1.008	Hardware Management and Documentation		AC				AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
EDP250	2.1.001	Processing Files		AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	
EDP260	2.1.007	Software Programs		AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.

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					Years	Months	Days				
EDP270	2.1.009	Technical Documentation		AC				AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
EDP310	2.2.011	Batch Data Entry Control Records		AC				AC = When reconciliation confirmed.			
EDP320	2.2.004	Computer Job Schedules and Reports				3					
EDP330	2.2.015	History Files / Websites		AV							
EDP335	2.2.014	Internet Cookies		AV							
EDP340	2.2.012	Output Records for Computer Production		AV							
EDP350	2.2.013	Quality Assurance Records		AC				AC = No longer needed as an audit trail for any records modified.			
EDP360	2.2.001	System Monitoring Records / Logs			1						
EQS110	5.2.018	Quality Control Reports			2						
EQS120	5.2.021	Surplus Property Sale Reports		FE	3						
EQS130	5.2.020	Supply Usage Records		FE	1						

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					Years	Months	Days				
EQS210	5.2.005	Calibration Records (Equipment or Instrument)			10						
EQS220	5.2.025	Equipment Descriptions & Specifications		AC	2			AC = Equipment is no longer at the University.			
EQS230	5.2.008	Equipment History File		LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with FIN910 Appraisals - Building or Property	
EQS235	5.2.019	Service Orders			1						
EQS240	5.2.009	Equipment Inventory Detail Report		FE	3						
EQS250	5.2.010	Equipment Manuals		LA							
EQS260	5.2.010	Equipment Manuals - A/C Compressor		LA	3						
EQS270	5.2.011	Equipment Warranties		AC	1			AC = Expiration of Warranty.			
EQS280	5.2.012	Estimate Files (Supply and Repair Cost Estimates)			1						
EQS310	5.2.014	Inventory - Annual Physical		FE	3						
EQS330	5.2.015	Inventory - Equipment Removed from Inventory		FE	3						
EQS340	5.2.023	Inventory Listing - Year-to-date Activity		FE	3						

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					Years	Months	Days				
EQS350	5.2.016	Inventory System Update Listings		AC				AC = Transfer of information into annual inventory listing.			
EQS360	5.2.017	Lost & Stolen Property Reports		FE	3						
FCL100	5.2.002	Capital Construction Project Records		AC	10			AC = Completion of project.	I		
FCL110	5.2.002	Building Construction / Renovation Project Files		AC	10			AC = Completion of Project.	O		
FCL120	5.2.028	Building Construction Contract & Inspection Records		LA	10				O		
FCL130	5.2.003	Building Plans and Specifications (State Owned Property)		LA					O	SEE ALSO items FCL110 and FCL120.	
FCL135	5.2.003	Building Plans and Specifications (Leased Property)		AC	2			AC = After completion of the lease.		SEE ALSO items FCL110 and FCL120.	
FCL140	5.2.024	Material Specifications		AC	2			AC = Material is no longer in the University.			
FCL210	5.2.004	Building Space Requests			1						
FCL220	5.2.027	Space Utilization Reports		AV							
FCL230	5.2.026	Facilities Reservation Logs			2						
FCL320	5.2.007	Damage Reports		FE	3						
FCL330	5.2.006	Property Destruction, Certificates of		FE	3						
FCL410	5.2.022	Utility Usage Reports		AV							

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					Years	Months	Days					
FCL420		Line Locate Records - Requested		AC	2			AC = Completion of project requiring the locate request		CAUTION: If damage to lines or cables becomes subject to litigation, the locate records must be retained in accordance with LEG610 (Litigation Files).	URRS-79	
FCL425		Line Locate Records - Provided			2					CAUTION: If damage to lines or cables becomes subject to litigation, the locate records must be retained in accordance with LEG610 (Litigation Files).	URRS-497	
VCL110	5.6.007	Vehicle Titles & Registrations		LA								
VCL120	5.1.013	Vehicle Insurance Policies - Vehicles	Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of policy according to its terms.	O		Government Code, 441.1855	
VCL120.b	5.1.013	Vehicle Insurance Policies - Vehicles	b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of policy according to its terms.			Government Code, 441.1855	
VCL130	5.6.003	Inspection, Repair, and Maintenance Records - Vehicles	(moved from FCL830)	LA	1							
VCL140	5.6.003	Vehicle Files (Ownership / Activity)	(moved from FCL810)	LA	1							
VCL150	5.6.005	Vehicle Use Reports	(moved from FLC840)	FE	3							
VCL210	5.6.004	License and Driving Record Checks	(moved from FCL850)	AC				AC = Until superseded or until termination of employment.				
VCL220	5.6.008	Pilot License Verifications		AC	5			AC = Termination of employment.				

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					Years	Months	Days				
VCL230	5.6.001	Airplane Flight Logs (State-Owned)		LA	3						
VCL240	5.6.001	Airplane Flight Logs (Leased)		FE	3						
VCL500	5.6.009	Parking Permit Records - Campus		AC	3			AC = Until superseded or permit expired			URRS-234
VCL502	5.6.009	Parking Permit Records - TSUS Office		US							
VCL510		Parking Citation Records		AC	3			AC = Resolution			URRS-235
FIN110	4.1.001	Accounts Payable Information		FE	3						
FIN120	4.1.002	Billing Detail / Department Account Records		FE	3					CAUTION: Does not include long distance telephone billing detail. SSE items SVC340, SVC345, SVC350.	
FIN121	4.1.002	Student Charge Records		AC	10			AC = Student account settled and all debts are resolved.			
FIN123		Student Short-Term / Emergency Loans	Short-term promissory notes and payment option agreements, such as loans for books or other expenses.	AC	3			AC = Fiscal year in which student account settled and all debts are resolved.			
FIN125	4.x.xxx	General Property Deposits - Refunds, Forfeits, Assignments		FE	3						
FIN130	4.1.003	Canceled Checks/Stubs/Warrants/Drafts		FE	3						
FIN140	4.1.004	Encumbrance Detail		FE	3						
FIN150	4.1.005	Inventory and Other Cost Files		FE	3						

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					Years	Months	Days				
FIN160	4.1.006	Investment Transaction Files		FE	3						
FIN170	4.1.007	Cost Center Transfers / Transmittals / Budget Revisions		FE	3						
FIN180	4.1.008	Electronic Fund Transfers		FE	3						
FIN210	4.2.001	Cash Deposit Vouchers		FE	3						
FIN220	4.2.002	Cash Receipts		FE	3						
FIN230	4.2.003	Daily Cash Receipts Logs		FE	3						
FIN240	4.2.004	Encumbrance Vouchers		FE	3						
FIN250	4.2.005	Purchase Vouchers (Includes P-Cards)		FE	3						URRS-82
FIN260	4.2.006	General Journal Vouchers		FE	3						
FIN270	4.2.007	Expenditure Vouchers		FE	3						
FIN310	4.3.001	Sales Journals or Registers		FE	3						
FIN320	4.3.002	Receipt Journals or Registers		FE	3						
FIN322	4.3.002	Receipts Journals or Registers: Gift-In-Kind Records		PM							SEE UAD540 for non-monetary gifts to the institution/agency.
FIN330	4.3.003	Expenditures Journals or Registers		FE	3						
FIN410	4.4.001	General and Subsidiary Ledgers		FE	3						
FIN420	4.4.002	Accounts Receivable Ledgers		FE	3						

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					Years	Months	Days				
FIN430	4.4.003	Accounts Payable Ledgers		FE	3						
FIN440	4.4.004	Employee Savings Bond Ledgers		FE	3						
FIN510	4.5.001	Fiscal Reports - Working Files		FE	3						
FIN511	4.5.003	Annual Financial Report - Working Files		FE	15					Retention period requested by finance department	
FIN520	4.5.002	Internal Fiscal Management Reports		FE	3						
FIN530	4.5.003	Annual Financial Report - Agency		AC	6			AC = September 1 of odd-numbered years.	I		The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.
FIN531	4.5.005	Annual Financial Report - Friends Groups		FE	3				O	SEE ALSO items ADV120, ICA320, ICA325.	
FIN550	4.5.005	External Fiscal Reports		FE	3				O		
FIN551	4.5.005	Federal Tax Returns		FE	8				O	IRS pub 552 and 583.	
FIN552	4.5.005	Property Tax Exemption Claim Records		FE	8				I	IRS pub 552 and 583.	
FIN560	4.5.006	Annual Operating Budgets		FE	3				I		

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FIN562	4.5.006	Monthly Operating Budgets		FE	3						
FIN570	4.5.007	USAS Reports - Daily		AC				AC = Receipt and reconciliation of monthly report.			
FIN572	4.5.008	USAS Reports - Monthly		AC				AC = Receipt and reconciliation of annual report.			
FIN574	4.5.009	USAS Reports - Annual		FE	3						
FIN600	4.7.001	Accounting Policies and Procedures Manual		US	3						
FIN602	4.7.006	Comptroller Statements		FE	3						
FIN610	4.6.001	Balancing Records		FE	3						
FIN620	4.6.002	Reconciliations		FE	3						
FIN621	4.6.002	Long Term Bond Coupons			25						
FIN622	4.6.002	Reconciliations: Bond Coupons Destruction Certificates			25						
FIN630	4.6.003	Cash Counts		FE	3						
FIN720	4.7.002	Bank Statements		FE	10						
FIN730	4.7.003	Returned Checks / Warrants / Drafts (Uncollectible)		AC	3			AC = After deemed uncollectible.			
FIN740	4.7.004	Capital Asset Records		LA	3						
FIN750	4.7.005	Claim Files		AC	3			AC = Resolution of claim.			
FIN760	4.x.xxx	Unclaimed Property Records			10					Texas Comptroller of Public Accounts, Holder Information: Reporting Unclaimed Property	

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FIN770	4.7.007	Detail Chart of Accounts		FE	3						
FIN775	4.7.009	Fixed Asset Sequential Number Logs		US	3						
FIN810	4.7.010	Long-Term Liability Records		AC	3			AC = Retirement of debt.			
FIN820	4.7.011	Texas Facilities Commission (TFC) Statements		FE	3						
FIN830	4.7.012	Signature Authorizations		AC	3			AC=US+FE		Once superseded, retain fiscal year end + 3 years.	
FIN840		Ticket Sales Records - other than athletics	This series documents the printing, selling, distribution, and accounting of tickets for university-sponsored performing arts and other non-athletic events where tickets are sold for admission.	FE	3					SEE items ICA710 and ICA715 for records related to tickets for athletic events.	URRS-71
FIN910	5.2.001	Appraisals - Building or Property		AV					O		
GRC100		Graduate Faculty Nomination Records	Records maintained by the Graduate College for nominating individuals to be appointed graduate faculty status. Individuals who are nominated for appointment as graduate faculty must meet criteria set forth in AA/PPS No. 04.01.30 (7.03)		4					Retention recommended by the Graduate College; records are subject to SACS review and/or audit.	
GRC200		Graduate Assistant Justifications	Records of the Graduate College that document exceptions to the graduate student employment requirements.		4					Retention recommended by the Graduate College; records are subject to SACS review and/or audit.	

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LEG100		Real Property Records		LA	10				I	Records have historical value; long-term preservation storage should be addressed. Contact University Archives for long-term digital and physical storage arrangements.	URRS-80
LEG110	5.1.010	Licenses, Permits, and Certificates	Records documenting the application for and the issuance of permits and licenses by the institution for sales, solicitation, facility usage, and similar activities.	AC	2			AC = Expiration date of license or permit.			Per General Counsel; URRS-503
LEG200	5.1	Trademarks Licensing Records		AC	4			AC = Expiration of license.			Per General Counsel.
LEG250		Copyright Records	This records series pertains to the form of protection that may be obtained for original works of authorship by a University employee within the scope of his or her employment, including works such as intellectual, artistic, computer software, and literary works.	AC				AC = Expiration of copyright.			17 U.S.C. 302; URRS-301
LEG300	5.1	Intellectual Property Agreements		AC	4			AC = Expiration of agreement.		Per General Counsel. Some records have historical value and require preservation; contact the University Archives when the active retention period has expired. For ongoing contracts and releases, long-term preservation storage may need to be addressed.	

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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
LEG310		Patent and Invention Records - Patents, Licensing, and Disclosure Records		PM					O		URRS-277
LEG312		Patent and Invention Records - Denied or Not Pursued		AC	7			AC = Date of last office action or related correspondence in file.		These patent applications remain confidential unless published by the US Patent Office or an international patent office.	URRS-512
LEG314		Patent and Invention Records - Auxiliary Files			7				O		URRS-276
LEG400	5.1.001	Contracts and Leases (including Service Contracts)	Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms.			Government Code, 441.1855
LEG400.b	5.1.001	Contracts and Leases (including Service Contracts)	b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms.			
LEG410	5.1	Contracts and Agreements Records - Internal		AC	2			AC = Expiration of contract.		Per General Counsel.	
LEG420	5.1.017	Contract Log		FE	3						
LEG450	5.1	Memoranda of Understanding and Waivers	Executed, renewed, or amended on or after September 1, 2015.	AC	4			AC = Expiration of agreement.			Government Code, 441.1855
LEG450.b	5.1	Memoranda of Understanding and Waivers	b) Executed, renewed, or amended on or before August 31, 2015.	AC	7			AC = Expiration of agreement.			Government Code, 441.1855

**Retention Codes (field 7)**

AC – See event trigger for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

**FE – Fiscal year end**

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**Archival Codes (Field 10)**

A/I – Transfer to State/University Archivist  
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LEG500	5.1	Waivers: Hold Harmless, Liability, and Release Records		AC	4			AC = Conclusion of event.		Per General Counsel.	
LEG600	1.1.014	Legal Opinions and Advice		AV					O	Some records have historical value and require preservation; contact the University Archives when the active retention period has expired.	
LEG610	1.1.048	Litigation Files		AC	1			AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	O	Some records have historical value and require preservation; contact the University Archives when the active retention period has expired.	
LEG700	1.1.027	Proposed Legislation		AV							
LEG710	1.1.053	Registration Log		AC				AC = Report filed with the Texas Ethics Commission.			
LIB100	2.1	Library Catalog	Catalog of bibliographic records used as a guide to library holdings.	US						The disposal or supersession of library catalog records is exempt from the records disposition log requirement.	URRS-201
LIB110	1.1.069	Patron Attendance and Use Logs			1						

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LIB120	1.2.013	Location Guides	Records that indicate the location of materials.	AC				AC = When control aid is updated, revised, or no longer needed.		AC = When control aid is updated, revised, or no longer needed. CAUTION: These records must carry the same retention period and archival code of the records they support.	URRS-388
LIB130	1.1.064	Library Statistics and Performance Measures	Statistical information related to functions such as acquisition, cataloging, reference, and collection storage.	FE	3					Relates to SACS Outcomes Assessments and other performance measures.	
LIB140	4.7.004	Library Collection Asset Records	Records of payments made by the University for library books and library reference materials (i.e. journals, microforms, audio/visual media, computer-based information, manuscripts, maps, documents and similar items) that provide information essential to learning or that enhance the quality of academic, professional or research libraries.	LA	3			LA = For financial purposes, the life of asset for library collection materials is 15 years.		Life of Asset time period determined by the university's General Accounting Office, in conjunction with recommendations from the State Comptroller.	
LIB210	2.2.016	Electronic Resource Management / License Management		LA	3						
LIB300		Library Materials Control Records	Includes records of the acquisition and cataloging of library material.	AC				AC = Catalog updated.		SEE item LIB130 for statistical records to support Annual Report Measures, Institutional Effectiveness, Outcomes Assessments, or other goals.	URRS-388

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LIB330	1.1.057	Circulation Records		AC				AC = Transaction is completed.			URRS-217
LIB332		Courtesy Borrowers Records		AC				AC = Expiration of borrowing privileges and clearing of fines.		CAUTION: If borrower application serves as an agreement between the borrower and the institution (e.g., to follow library rules), refer to LEG450 or LEG500 as appropriate.	URRS-214
LIB334		Equipment Checkout Records	Records documenting the physical control of the library's lending program for equipment (e.g., laptops, tablets, cameras, etc.) to individual borrowers.	FE	3						URRS-387
LIB335	4.2.002	Fines & Fees		FE	3						
LIB340	4.2.002	Inter-Library Loan (ILL) Records		FE	3					CAUTION: ILL records maintained by a third-party vendor should be retained in accordance with this record series.	URRS-209
LIB360	1.1.057	Serials Records		AC				AC = After cataloging complete.			
LIB410		Collection Control Records	This series documents the maintenance of materials which typically involve accessioning, cataloging, preserving, and/or referencing.	PM						Refer to EDP230 for archival finding aids.	URRS-215

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LIB420		Collection or Artifact Loan Register		AC	4			AC = Acceptance of return of items per contract terms.  Upon the expiration of the retention period, repositories should consider transferring loan records to the Collection Control Record (LIB400) if they possess continuing reference or administrative value.	I		URRS-216
LIB440		Exhibition Records		AC				AC = Conclusion of exhibit.	I	SEE items ADM425 (routine) and UAD530 (University) for event planning records. NOTE: Materials pertaining to major exhibits may possess long-term historical value and may be retained in the archives.	URRS-212
LIB450	5.4.011	Patron / Visitor Logs		PM					I	Retention sent as a security measure; log records help date last known access in the event of missing materials.	
LIB455		Patron Registration Records		4						Refer to LIB450 for sign-in sheets, guest books, patron logs, and similar records documenting visitors to limited access or restricted areas of university facilities.	URRS-207
LIB460		Reference Request Records		FE	3						URRS-206

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LIB465		Permissions History Files	Records of the repository granting/denying permission to reproduce images of items in the collection.	AV							URRS-205
LIB500	4.1.002	Faculty Research Grant – Library Materials		FE	3				O	Some records are historical and require preservation; contact the University Archivist for assistance.	
LIB900	3.1.014	Career Ladder Promotion Evaluation Records		AC	2			AC = End of promotion review cycle.		Retention based on PER150 - Employee Selection Records.	
PER110	3.1.012	Employment Opportunity Announcements/Job Postings			2						29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].
PER120	3.1.034	Resumes - Unsolicited		AV							
PER130	3.1.001	Applications for Employment - Not Hired			2						29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].
PER140	3.1.002	Applications for Employment - Hired		AC	5			AC = Termination of employment.			
PER150	3.1.014	Employment Selection Records			2					CAUTION: Does not include criminal history checks - SEE item PER210.	29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].
PER160		Certificates and Licenses	Certificates, licenses, or permits required of employees to qualify for or remain eligible to hold a position requiring certification or licensing.	AC	5			AC = Until superseded, expired, or upon separation of employee, as applicable.			URRS-502

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PER200	3.1.023	Position/Job Descriptions		AC	4			AC = Until superseded or job eliminated.			40 TAC 815.106(i)
PER210	3.1.026	Criminal History Checks		AC				AC = When the criminal history record has served the immediate purpose for which it was obtained.		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	
PER215	3.1.029	Employment Eligibility/Federal I-9 Forms		AC	1			AC = Termination of Employment		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 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).
PER220	3.1.038	Public Access/Non-Disclosure Form (Employee Privacy Election)		US						Retain most current version in HR personnel file for AC+75	Texas Public Information Act, Government Code 55.2024
PER225	3.1.022	Personnel Information or Action Forms			2						29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].

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					Years	Months	Days				
PER230	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			Government Code, 441.1855
PER230.b	3.1.013	Employment Contracts	Executed, renewed, or amended on or before August 31, 2015.	AC	4						Government Code, 441.1855
PER235	3.1.035	Performance Bonds	Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration of the bond according to its terms		CAUTION: Does not include construction or architectural surety bonds. SEE item FCL120. SEE related item LEG400 Contracts and Leases.	Government Code, 441.1855
PER235.b	3.1.035	Performance Bonds	Executed, renewed, or amended on or before August 31, 2015.	AC	4					CAUTION: Does not include construction or architectural surety bonds. SEE item FCL120. SEE related item LEG400 Contracts and Leases.	Government Code, 441.1855
PER240	3.1.036	Apprenticeship Records		AC	5			AC = After the apprenticeship is filled.			29 CFR 30.8 (e)
PER245	3.1.024	Physical Examinations/Medical Reports		AC	2			AC = Until superseded or termination of employment.		CAUTION: Does not include pre-employment physical examinations (SEE item number PER150).	
PER250	3.1.018	Employee Grievance Records		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 item LEG610.	

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					Years	Months	Days				
PER255	3.1.039	Employee Ombudsman Records		AC				AC = Final decision or matter closed		CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. SEE LEG610, PER260, PER250, PER270, and PER285.	
PER260	3.1.006	Employee Counseling Records		AC	3			AC = Termination of counseling			
PER270	3.1.020	Employee/Personnel Corrective Action Documentation		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 PER285, all documentation from this series used to support disciplinary action must be retained for the the minimum retention period described by item PER285.	
PER285	3.1.021	Employee/Personnel Disciplinary Action Documentation		AC	5			AC = Termination of employment			

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PER310	3.1.031	Employee Retirement Selection-ORP/TRS/ERS		AC	75			AC = Termination of employment		Benefit selection is a one-time choice, must be retained as part of prior state service records.	
PER320	3.1.011	Employee Insurance Records		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 PER720.	
PER410	3.1.019	Performance Appraisals			2						29 CFR 1620.32 (c)
PER420	3.1.019	Performance Appraisals - Tenure or Promotion Track Employees		AC	2			AC = The end of the tenure or career ladder review period			29 CFR 1620.32 (c)
PER440	3.1	Faculty Appointment, Tenure & Promotion Records		AC	5			AC = Termination of employment			URRS-57
PER450	3.1.037	Employee Recognition Records		AC	5			AC = Termination of employment			
PER460	3.1.027	Training and Educational Achievement Records (Individual)		AC	5			AC = Termination of employment			

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PER510	3.1.002	Personnel Files (Human Resources)		AC	5			AC = Termination of employment		NOTE: Prior to any destruction activity, review files for PER600 - Former Employee Verification / Prior State Service Records, PER310 - Employee Retirement Selection - ORP/TRS/ERS, and PER220 - Public Access / Non-Disclosure Form (Employee Privacy Election) which have long-term retention. See item PER550 for convenience copies of personnel files maintained by employing department.	
PER520	3.1.002	Personnel Files - Faculty, Tenured, and Tenure-track (Faculty Records)		AC	10			AC = Termination of employment	I	Required for SACS review.	29 CFR 1602.49
PER530	3.1.002	Personnel Files - Faculty, Adjunct (Faculty Records)		AC	10			AC = Termination of employment		Required for SACS review.	
PER550	3.1.002	Personnel Files - Departmental Copies		AC	5			AC = Employee Separation from Department (Transfer or Termination)	O		
PER555		Manager Employee Personnel File	Manager's supporting notes, documentation, correspondence, memoranda, kudos, or reports related to the evaluation of an employee's job performance that are used for the performance appraisal.	AC	2			AC = Date evaluation is completed or termination of employment, whichever sooner.		CAUTION: Refer to PER410 for Performance Appraisals.	URRS-340

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PER600	3.3.011	Former Employee Verification/Prior State Service Records		AC	75			AC = Termination of Employment				
PER605	3.3.015	Position/Job Classification Review File		US	3							
PER608	3.3.025	Job Procedure Records		US	3							
PER610	3.3.024	Personnel Policies & Procedures		US	3				I			
PER615		Outside/Secondary Employment Authorizations	Requests and authorizations to perform work outside of the institution.	AC	2			AC = Date of separation or until superseded.			URRS-504	
PER620	3.3.027	Aptitude & Skills Tests		US	2					CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR 1602.49 [State Universities]	
PER621	3.3.028	Aptitude & Skills Tests - Test Papers			2						29 CFR 1602.49 [State Universities]	
PER622	3.3.029	Employment Testing (Validation Records)		AC	2			AC = As long as the test is used by an agency			29 CFR 1602.49 [State Universities]	
PER625	3.3.030	Training Administration Records		US	2					SEE item RSK330 for Hazardous Materials Training.		
PER630	3.3.020	Work Schedules/Assignments			1							
PER640	3.3.023	Reimbursable Activities (Travel, Education, Professional Development)		FE	3							

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PER650	3.1.031	Employee Benefits - Other than Insurance		AC	2			AC = Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be retained according to PER720.	29 CFR 1627.3 (b)(2)
PER660	3.3.001	Affirmative Action Plans			5						29 CFR 30.8 (e) for apprenticeship plans
PER665	3.3.026	Agency Staffing Reports		US	3						
PER670	3.3.031	EEO Reports and Supporting Documents			3						29 CFR 1602.39, 1602.41, 1602.48, and 1602.50
PER675	3.3.032	Equal Pay Records			3						29 CFR 1620.32
PER680	3.2.010	Human Resources Information System (HRIS) Reports		AC	4			AC = After Completion of the issue for which the report was created			
PER685	3.3.010	Labor Statistics Report			3						
PER690	3.3.022	Texas Workforce Commission (TWC) Reports			3						
PER700	3.2.002	Employee Earnings Record (Payroll)			4						40 TAC 815.106(i) and 20 CFR 516.3
PER710	3.2.008	Direct Deposit Authorizations		US				US=Until superseded or employment is terminated			
PER720	3.2.001	Employee Deduction/Garnishment Authorizations		AC	4			AC = Termination of employee, or after amendment, expiration, or termination of authorization, whichever is sooner			
PER730	3.2.004	Income Adjustments Authorizations			2						29 CFR 516.6(c)

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PER740	3.2.009	State Deferred Compensation Records		AC	5			AC = All accounts with a vendor or vendors for the individual participant have been closed		For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.	
PER750	3.2.006	Wage Rate Tables			2						29 CFR 516.6(a)(2).
PER760	3.2.003	Federal Tax Records		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)
PER765	3.2.005	W-4 Forms		AC	4			AC = Until superseded, obsolete, or upon separation of employee			26 CFR 31.6001-1 (e)(2)
PER770	3.2.007	Unemployment Compensation Records		AC	5			AC = After compensation completed			
PER780	3.2.006	Agency Pay Plan		AC	2			AC = After superseded			29 CFR 516.6(a)(2)
PER810	3.4.006	Time Sheets - Employee (non-student)			4						40 TAC 815.106 (i)
PER820	3.4.006	Time Sheets and Attendance Forms - Student Workers		FE	4						40 TAC 815.106 (i); 34 CFR 675.19; URRS-67
PER830	3.4.007	Leave Requests - Employee		FE	3						
PER840	3.4.001	Accumulated Leave Adjustment Records		FE	3						
PER845	3.4.002	Leave Status Reports		FE	3						

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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
PER850	3.4.008	Sick Leave Pool Documentation		FE	3						
PER855	3.4.003	Less Than Full-Time Worked Reports			4						40 TAC 815.106(i).
PER860	3.4.005	Overtime Schedules			2						
PER865	3.4.004	Overtime Authorizations			2						
RSK100	5.4	Environmental Regulations Records	This series documents institutional compliance with environmental laws and guidelines of federal, state, or local governments.	AC	10			AC = Expiration of permit.		CAUTION: For records pertaining to radiation regulation, please SEE item RSK135 and other series on this schedule.	URRS-90
RSK102		Biological Select Agents and Toxins Records - Administrative		AC	30			AC = After destroyed or removed from inventory.			42 CFR 73.1(c); URRS-489
RSK104		Carcinogenic Compounds Research Use Records - Administrative		AC	30			AC = Separation from the university.			29 CFR 1910.1020(d); Health and Safety Code, Section 502.005(d); URRS-94
RSK106		Asbestos Records - Administrative		AC	30			AC = Separation of employee or date of project completion, whichever is later.			29 CFR 1910.1001; 29 CFR 1910.1020(d) for Inspection Records. 25 TAC 295.62(a) for Asbestos Management Records. URRS-98
RSK110	5.4.013	Disaster Preparedness, Response, and Recovery Plans		US							

**Retention Codes (field 7)**

AC – See event trigger for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

**Retention Codes (field 7)**

FE – Fiscal year end  
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 PM – Permanent  
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**Archival Codes (Field 10)**

A/I – Transfer to State/University Archivist  
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RSK115	5.4	Disaster Response and Recovery Records	This series documents the events and damages to institutional property due to storms, riots, fires, droughts, floods, and other events affecting citizens and facilities within the jurisdiction of the institution.	5					O	CAUTION: If grant monies are received to assist with the response or recovery, the retention requirements for this series may vary depending on the specific funding agency. Universities must ensure that records are retained for the appropriate retention period.	URRS-100
RSK120	5.4.002	Evacuation Plans		US							
RSK130	5.4	Institutional Biosafety Committee (IBC)			5						
RSK135	5.4	Radiation Safety Committee Records		PM					I	Send older committee records to the University Archives for preservation.	URRS-84
RSK140	5.1.013	Insurance Policies	Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of policy according to its terms.	O		Government Code, 441.1855
RSK140.b	5.1.013	Insurance Policies	Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of policy according to its terms.	O		Government Code, 441.1855
RSK160	5.4.001	Accident Reports and Associated Documentation (Occupational)	Accidents or occupational disease reports by employees or supervisors. Includes related documentation.	CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33
RSK162		Accident Reports - Adult	Reports of accidents to adults on university property, at university events, or any other situation in which the university could be party to a lawsuit.	AC	3			AC = Date of report if no claim is filed.		If claim is filed, use FIN 750. Use RSK160 for reports regarding university employees.	URRS-89

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RSK164		Accident Reports - Minors	Reports of accidents to minors on university property, at university events, or any other situation in which the university could be party to a lawsuit.	AC	3			AC = Date minor reaches majority age, if no claim is filed.		If claim is filed, use FIN 750. Use RSK160 for reports regarding university employees.	URRS-498
RSK170	5.6	Vehicle Accident Records		FE	3						
RSK180	5.4.011	Visitor Control Registers/Access Logs			3						
RSK210	5.4.010	Material Safety Data Sheets		AC				AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with SVC220/SVC220b.	
RSK220	5.4.003	Safety Inspection Records		AC	3			AC = Date of inspection; if inspection reveals a deficiency, then the date the deficiency is corrected.		CAUTION: Does not include inspection reports of building construction. SEE item FCL120.	
RSK230	5.4	Fire Safety Management		US	5						29 CFR 1910 (L)
RSK240	5.4.004	Fire Marshal Orders		AC	3			AC = Date of inspection; if inspection reveals a deficiency, then the date the deficiency is corrected.			
RSK310	5.4	Indoor Air Quality - Testing, Monitoring, & Remediation			40						29 CFR 1910.1020

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RSK320	5.4.008	Hazard Communication Plans		US	5						Texas Health and Safety Code, Section 502.009(g); 25 TAC 295.1-13
RSK330	5.4.007	Hazardous Materials - Training			5						Texas Health and Safety Code, Section 502.009(g)
RSK335	5.4	Hazardous Materials - Manuals, Policies, Procedures, Signage		US	5						
RSK340	5.4	Hazardous Materials Management Records			30						29 CFR 1910 Subpart H
RSK345	5.4	Hazardous Materials - Remediation Records			40						29 CFR 1910.1020
RSK360	5.4.008	Chemical Hygiene Plan		US	5						29 CFR 1910.1020
RSK365	5.4.009	Workplace Chemical Lists			30						Texas Health and Safety Code, Section 502.005(d); 25 TAC 295.11(i)(1)(A)
RSK370	5.4	Water & Wastewater Permit Logs/Registers		PM					I		Local Schedule "Utility Services" 5025-13.
RSK375	5.4	Water & Wastewater Records		AC	5			AC = After completion of permit, report, compliance actions, analysis, etc.			30 TAC 290.46(f)(3); 30 TAC 290.112(4); 30 TAC 312.47(a) & (b); 30 TAC 305.125 (11)(B); 30 TAC 319.7.
RSK410	5.4	Biosafety - Manuals, Policies, Procedures, Signage		US	5						
RSK420	5.4.007	Bloodborne Pathogens - Training			5						25 TAC 96; 29 CFR 1910.1030(h)(2)(ii); Texas Health and Safety Code 502.009(g)

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RSK430	5.4	Bloodborne Pathogens - Exposure Control Plan		US	5						25 TAC 96.202; 29 CFR 1910.1030	
RSK440	5.4	Bloodborne Pathogens - Exposure/Incident/Injury Records		AC	30			AC = Student or employee separation from the University.			29 CFR 1910.1030(h)(5)(iii); 29 CFR 1910.1020(d)(1)(ii)	
RSK450	5.4	Biohazard Incident Emergency Response		US	5							
RSK470	5.4	Biowaste Materials Management			30						29 CFR 1910 Subpart H; 25 TAC 330.1219; 30 TAC 330.1219	
RSK610	3.1	Medical Records: Employee Accommodation (FMLA & ADA)		AC	10			AC = Termination of employment. Medical Liability Act guidelines;			22 TAC 165; By law - Health and Safety Code, Section 241.103; 29 CFR 825.500.	
RSK620	3.1	Medical Records: Surveillance & Exposure (Employee)		AC	30			AC = Exposure or separation of employee or student, whichever is longer.			29 CFR 1910.1020(d); URRS-52	
RSK630	3.1	Medical Records: Workers' Compensation (Employee)		AC	30			AC = Termination of employment.			29 CFR 1910.1020(d)(1)(ii)	
RSP102	4.7.008	Grant Research Records - Working Files	Contracts and leases executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Date of submission of the final expenditure report, or date any action involving those records is resolved.	O	CAUTION: Retention requirements may vary depending on the specific federal funding agency; default to longer retention requirements.	NIH Guidelines; OMB Circular A: 110-.53 ; URRS-296	

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					Years	Months	Days					
RSP102.b	4.7.008	Grant Research Records - Working Files	Contracts and leases executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Date of submission of the final expenditure report, or date any action involving those records is resolved.	O	CAUTION: Retention requirements may vary depending on the specific federal funding agency; default to longer retention requirements.	NIH Guidelines; OMB Circular A: 110-.53 ; URRS-296	
RSP104		Grant Research Records - Final Research Report	Contracts and leases executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Date of submission of the final expenditure report, or date any action involving those records is resolved.	I	CAUTION: Retention requirements may vary depending on the specific federal funding agency; default to longer retention requirements.	NIH Guidelines; OMB Circular A: 110-.53; URRS-297	
RSP104.b		Grant Research Records - Final Research Report	Contracts and leases executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Date of submission of the final expenditure report, or date any action involving those records is resolved.	I	CAUTION: Retention requirements may vary depending on the specific federal funding agency; default to longer retention requirements.	NIH Guidelines; OMB Circular A: 110-.53; URRS-297	
RSP120	4.7.008	Grant Research Records without Contracts - Working Files		AC	4			AC = Date of submission of the final expenditure report.	O		NIH Guidelines; OMB Circular A: 110-.53 ; URRS-296	
RSP122		Grant Research Records without Contracts - Final Research Reports		AC	4			AC = Date of submission of the final expenditure report.	I		NIH Guidelines; OMB Circular A: 110-.53; URRS-297	
RSP150	4.7.008	Non-Federal Grant Records with Contracts	This series documents grants and contracts from private foundations or non-federal government agencies awarded to faculty, staff and graduate assistants.	AC	7			AC = Satisfaction of the grant according to its terms.			URRS-77	

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					Years	Months	Days				
RSP152	4.7.008	Non-Federal Grant Records without Contracts	This series documents grants and contracts from private foundations or non-federal government agencies awarded to faculty, staff and graduate assistants.	AC	3			AC = Satisfaction of the grant according to its terms.			URRS-77
RSP200		Institutionally Funded Research - Grant Records		FE	3						
RSP202	4.1.002	Institutionally Funded Research - Project Funding Review		FE	3			FE = End of the fiscal year in which the grant ended			URRS-287
RSP205		Institutionally Funded Research - Project Review Records		AC	5			AC = Date of notification			URRS-286
RSP210		Institutionally Funded Research - Minutes and Final Research Reports		PM					I		URRS-288
RSP300		Institutional Review Board (IRB) Minutes			5						
RSP310		Institutional Review Board (IRB) Research Records		AC	3			AC = Completion of research	I		

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RSP320		Scientific Misconduct Records		AC	7			AC = Completion of proceeding involving the research misconduct allegation.		CAUTION: If the research facility has been notified in writing that specified records shall be retained pending completion of an investigation or proceeding, the research facility shall hold those records until their disposition is authorized in writing by the Animal and Plant Health Inspection Service of the United States Department of Agriculture.	42 CFR 93.317(b); URRS-278
RSP330		Institutional Animal Care and Use Committee (IACUC) Records - Committee Records		AC	3			AC = Completion of the activity.		CAUTION: If the research facility has been notified in writing that specified records shall be retained pending completion of an investigation or proceeding, the research facility shall hold those records until their disposition is authorized in writing by the Animal and Plant Health Inspection Service of the United States Department of Agriculture.	9 CFR 2.35 ; URRS-289
RSP335		Animal Breeding and Management Records		AC				AC = Life of animal or transfer of animal to another institution			

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RSP340		Research, Clinical, and Teaching Drug Inventory Records			2						21 CFR 1304.04(a); URRS-255
RSP345		Body Donation Records	This records series consists of completed bequeathal forms and cadaver information for people who have donated their bodies to the institution for research purposes.	PM							URRS-345
RSP400		Research Data - Non-Grant Funded Projects	This series documents the routine research activities of research projects that are not funded by grants and are not subject to any state or federal guidelines.	AV						For research data related to grant-funded or sponsored research, please refer to RSP100s.	URRS-281
RSP800	4.7.008	Non-Research Grant Records		AC				AC = Completion of the grant plus the length of time required by the grant's terms.* If no terms are specified or if the grant requires less than a 3-year retention, records should be retained through the end of the fiscal year in which the grant ended + 3 years (FE+3). *which ever is longer		Some records are historical and require preservation; contact the University Archivist for assistance.	
RSP900		Denied Research Grant Proposal Applications Records		AC	2			AC = Date of denial			URRS-295
RSP905		Unfunded Research Grant Proposal Development Records		AV							URRS-298

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RTN110		Radio and Television License Records		AC	5			AC = Expiration or cancellation of license or permit.			FCC Bulletin EB-18FM September 2009 Edition, Section I.A. URRS-306		
RTN120		Daily Broadcast Logs and Station Records			3						FCC Bulletin EB-18FM September 2009 Edition, Section I.B. 47 CFR 73.1840(a). 47 CFR 73.1800 and 73.1820 for Station Logs. URRS-307		
RTN130		Chief Operator Records		AC	2			AC = After completion of term / when superseded.			FCC Bulletin EB-18FM September 2009 Edition, Section I.C.		
RTN140		Public Inspection Files			2						FCC Bulletin EB-18FM September 2009 Edition, Section I.F.		
SVC110	5.1.014	Office Procedures		US	1								
SVC120	5.1.011	Photocopier and Telefax Usage Logs & Reports		AV									
SVC130	5.1.005	Postage & Shipping Records		FE	3								
SVC140	5.1.007	Requisitions for In/Inter-Agency Copy/Printing Service		AV									
SVC145	1.1.057	Printing Estimates - Campus Printing Services		AC				AC = After estimate has expired (30 days).					
SVC150	5.1.012	Charge Schedules / Price Lists		US	3								

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SVC160	5.1.015	Correspondence / Package Tracking Records			1							
SVC170	5.1.003	Delivery Reports			2							
SVC210	5.3.009	Requests for Information		AC				AC = Date of direct purchase, issuance of request for bids, or decision to not proceed with the procurement, as applicable.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with SVC220/SVC220b.		
SVC220	5.3.007	Bid Documentation	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.				
SVC220.b	5.3.007	Bid Documentation	Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.				
SVC222	5.3.007	Bid Documentation - Unsuccessful		AC	2			AC = Date of notification of denial or date of withdrawal, as applicable.				
SVC230	5.3.004	Internal Requests for Supplies & Equipment		AV								
SVC232	5.3.004	Order Acknowledgements		AV								
SVC240	5.3.008	Purchasing Logs		FE	3			FE=Fiscal year end.				

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SVC250	5.3.005	Shipping Lists / Packing Slips		AV							
SVC260	5.3.002	Freight Bills Paid		FE	3						
SVC270	5.3.003	Freight Claims		AC	2			AC = Resolution of claim.			
SVC310	5.5.004	System Activity Reports		AV				AV=While administratively valuable (no set retention period).			
SVC320	5.5.003	Station Activity Report		AV							
SVC330	5.5.002	Telephone - Long Distance Log		AV							
SVC335	5.5.006	Billing Detail - Telecommunications (TEX-AN)		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 FIN820.	
SVC340	5.5.001	Billing Detail - Telecommunications (Other Than TEX-AN)		FE	3					SEE item SVC350 for disputed calls and for repayment by employees for personal long distance usage.	
SVC350	5.5.007	Disputed Call Documentation		FE	3						
SVC410	5.6.x	Off-Campus Shuttle Bus Schedules		AC	3			AC = After completion of the semester schedule.	O		

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SVC420	1.1	Campus Shuttle Bus - History			5				O		
SVC500	5.1.010	Licenses and Permits for Non-Vehicles		AC	2			AC = Expiration date of license or permit.			
SCV510	5.1.013	Insurance Policies for Non-Vehicles	Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of policy according to its terms.	O		Government Code, 441.1855
SCV510.b	5.1.013	Insurance Policies for Non-Vehicles	Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of policy according to its terms.	O		Government Code, 441.1855
UAD100		Texas State University System Foundation	Records include financial statements, meeting agendas and minutes.	US	5				I	Some records are archival; contact the archives prior to disposition. Articles of incorporation are permanent records and should be preserved in the archives.	
UAD110	1.1.058	Board of Regents - Minutes and Resolutions		PM					I	One copy of all Board minutes/agendas/resolutions should be sent to University Archives for long-term retention. All departmental copies are considered convenience copies.	

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UAD120	1.1.004	Legislative Appropriations Requests [Biennial]		AC	6			AC = September 1 of odd-numbered calendar years.	I	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the 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.	
UAD210	1.1.070	Academic Rules, Policies, Procedures - Final		PM					I	Records are permanent and require preservation; contact the University Archives to transfer superseded policies.	
UAD220	1.1.071	Academic Policies - Working Files		AC	3			AC = Completion of new / updated policy.	O	Some records have historical value and require preservation; contact the University Archives after the active retention period has expired.	
UAD230	1.1.070	Agency Rules, Policies & Procedures - Final		AC	3			AC = Completion or termination of program, rules, policies, or procedures.	I	Records are archival and require preservation; contact the University Archives after the active retention period has expired.	

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**Archival Codes (Field 10)**

A/I – Transfer to State/University Archivist  
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# Records Retention Schedule

1. Agency Code: 754			2. Agency Name: Texas State University								
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
UAD240	1.1.071	Agency Rules, Policies & Procedures - Working Files		AC	3			AC = Completion or termination of program, rules, policies, or procedures.	O	Some records have historical value and require preservation; contact the University Archives after the active retention period has expired.	
UAD300	1.1.068	Reports – Agency Performance Measures		AC	6			AC = September 1 of odd-numbered calendar years.			
UAD310	1.1.068	Reports - Academic Statistics		PM					I		URRS-179
UAD311		Reports - Academic Statistics - Raw Data		AV							URRS-178
UAD315		Admissions / Enrollment Reports		PM						For raw data or working files used to create these reports, refer to ADM820 (Reports and Studies (Non-fiscal) - Raw Data). These reports are also used to determine financial aid eligibility.	URRS-177
UAD320	1.1.066	Reports - Annual or Biennial Agency Reports (Narrative)		AC	6			AC = September 1 of odd-numbered calendar years.	I	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
UAD330	1.1.065	Reports - External Research & Surveys		AC				AC = Until report has fulfilled the purpose for which it was created.	O		
UAD340	1.1	Reports - Agency Survey and Reporting		PM					I		

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UAD350	1.1.066	Reports - State Legislative Reporting Requirements		AC	6			AC = September 1 of odd-numbered calendar years.	I		
UAD355		Reports: Student Perceptions of Instruction (SPI)			2						House Bill 2504 (2009)
UAD360	1.1.072	Public Information Reports			2						
UAD410		Accreditation Reports - Agency		PM					I		Local Schedule JC 3800-01
UAD420		Accreditation Reports – Professional & Program Accreditation		PM					I		Local Schedule JC 3800-01
UAD430		Accreditation Planning & Working Files		AC	1			AC = Date of accreditation or reaccreditation.	O		URRS-274
UAD440		Cooperative Programs Records		AC	7			AC = Termination of program or agreement	I	These records are also used to determine financial aid eligibility. SEE item EDP220 for information held in the SIS.	URRS-20
UAD505		Awards Selection Records			2					CAUTION: This records series documents the process of selecting an individual to receive an award. A record of an employee's receiving an award, incentive, or tenure should be classified under PER440 and/or PER450.	URRS-48
UAD510		Award Administration and History Records		AC				AC = Termination of award	I		URRS-47

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UAD520	1.1.024	Plans and Planing Records - Agency		AC	5			AC = Term of president.	O	Some records have historical value and require preservation. Contact the University Archives after the active retention period has expired.	
UAD530	1.1	Event Administration Records - University/Agency Events		AC	4			AC = Completion of the event.	O		URRS-42
UAD540	1.1	Records of Gifts Received (non-monetary)	Non-monetary gifts, including artwork and artifacts.	PM					I	SEE item ADV115 for financial gifts.	URRS-76
UAD550	1.1	Lectures and Lecture Series Records			5				I	Records have historical value and require preservation. CAUTION: Refer to UAD530 and records of the event administration.	URRRS-43
UAD600	1.1.073	Administrative Hearings (Regulatory)		AC	3			AC = Last action.	O		
UAD610	1.1.075	Alternative Dispute Resolutions - Final Agreement		AC	4			AC = Date of final agreement.			Texas Civil Practice and Remedies Code , Chapter 154.071.
UAD620	1.1.074	Sunset Review Report and Documentation		AC	3			AC = After the subsequent Sunset Review.	O		
UPS100		Daily Bulletins			1						PS4025-02 ; URRS-395
UPS110	1.1.067	Monthly Statistical Reports			3				O		
UPS120	1.1.067	Annual Department Report			3				I		

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UPS121		Clery Act Reporting - Annual Security Report.			7				I		20 U.S.C. 1092(f); 34 CFR Section 668.46; URRS-226
UPS122		Clery Act Reporting - Crime Statistics			7						URRS-225
UPS123		Clery Act Reporting - Crime Log			7						URRS-224
UPS124		Clery Act Reporting - Emergency Response and Evacuation Procedures		AC	7			AC = Until superseded, expired, or discontinued			URRS-223
UPS130		Bicycle Registration Records		AC				AC = Date of expiration or when administrative value has been met			URRS-237
UPS200		Surveillance Videos		AV						For incidents and offences captured on recordings, follow retention periods for related records.	PS4050-06; URRS-405
UPS210		Video/Audio recordings, no incident	Officer-worn or from police vehicles.				90			For incidents and offences captured on recordings, follow retention periods for Internal Affairs records or Offense Investigations, as appropriate, but not less than 90 days. The disposal or overwriting of surveillance videos is exempt from the records disposition logs (RDL) requirement.	Police vehicles: By law - Code of Criminal Procedure §2.135(b). Officer-worn: By law - Occupations Code §1701.655(b)(2).

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UPS220		Weapons Records - Inventory		US	3						PS4050-05d ; URRS-404
UPS222		Weapons Records - Disposition			3						PS4050-05c; URRS-403
UPS224		Weapons Records - Inspection and Repair		LA							PS4050-05b; URRS-402
UPS226		Weapons Records - Issuance		AC	3			AC = Return of weapon			PS4050-05a; URRS-401
UPS240		Police Animal Records		AC	2			AC = Retirement or sale of animal			URRS-399
UPS250		GPS Tracking Records					30			CAUTION: If the GPS data are used to establish the location of a police vehicle as part of an investigation, they should be retained with the investigation case file.	PS4050-07; URRS-406
UPS255	5.6.005	Police Vehicle Logs		FE	3						
UPS260		Automated License Plate Reader (ALPR) Information		AV							PS4175-21
UPS310		Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE)		AC	2			AC = Employee separation.			Section 1701.351(a) of the Texas Occupations Code.
UPS320		Internal Affairs Investigation Records - Unfounded/Exonerated		AC	3			AC = Completion of the investigation.			PS4075-01d; URRS-410

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					Years	Months	Days				
UPS322		Internal Affairs Investigation Records - Informal Discipline/Inconclusive		AC	5*			AC = Completion of the investigation.		*Provided a 1-year infraction-free period precedes the date of destruction.	PS4075-01c; URRS-409
UPS324		Internal Affairs Investigation Records - Formal Discipline		AC	15			AC = Completion of the investigation.			PS4075-01b; URRS-408
UPS326		Internal Affairs Investigation Records - Death/Injury		PM							PS4075-01a; URRS-407
UPS400		Communication Logs			1						PS4100-06; URRS-445
UPS410		Dispatch Reports (includes case cards)			2				O	<b>Retention Note:</b> Prior to disposal, dispatch records shall be appraised by the records management officer for historical value, and those determined by the records management officer to merit retention for historical reasons must be retained <b>PERMANENTLY</b> .	PS4100-05; URRS-230
UPS420		Campus Notifications			3						URRS-394
UPS430		Antenna and Transmitter Documentation			1						By regulation - 47 CFR §90.447 (retention); 47 CFR §73.213 (antenna); 47 CFR §90.215 (transmitter). PS4100-03; URRS-500

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					Years	Months	Days				
UPSS00		Police Activity Logs or Dockets			2				O	2 years; or 2 years after last entry if in a bound volume. Retention Note: Prior to disposal, activity logs or dockets that are kept in a bound volume shall be appraised by the records management officer for historical value, and those determined by the records management officer to merit retention for historical reasons must be retained PERMANENTLY.	PS4125-01 ; URRS-412
UPSS05		Rap Sheets		AV							PS4125-06 ; URRS-416
UPSS10		Arrest Reports: Class C misdemeanors, unclassified violations of state law, or local ordinance punishable by fine only				6					PS4125-02; URRS-233
UPSS15		Arrest Reports: all other offenses			75					75 years, or date of death of individual, if known, whichever sooner.	PS4125-02; URRS-233

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					Years	Months	Days				
UPS520		Offense Records - Class C Misdemeanors				6				Retention Note: a) Retention periods date from date of arrest or citation, and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification. b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable. c) For any classification of offense, records can be destroyed after death of individual if death occurs before retention period expires.	URRS-389

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					Years	Months	Days				
UPS525		Offense Records - Class A and B Misdemeanors and State Jail Felonies			2					Retention Note: a) Retention periods date from date of arrest or citation, and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification. b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable. c) For any classification of offense, records can be destroyed after death of individual if death occurs before retention period expires.	URRS-232

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					Years	Months	Days				
UPS530		Offense Records - Second- and Third-Degree Felonies and DWI Offenses			10					Retention Note: a) Retention periods date from date of arrest or citation, and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification. b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable. c) For any classification of offense, records can be destroyed after death of individual if death occurs before retention period expires.	URRS-390

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					Years	Months	Days				
UPS535		Offense Records - First-Degree and Capital Felonies		AC	50					Retention Note: a) Retention periods date from date of arrest or citation, and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification. b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable. c) For any classification of offense, records can be destroyed after death of individual if death occurs before retention period expires.	URRS-391
UPS540		Offense Investigation - cases not cleared		AC				AC = Until the statute of limitations has expired.		Expiration of the statute of limitations	By law – Code of Criminal Procedure, Chapter 12. PS4125-05a

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					Years	Months	Days				
UPS560		Police Audiovisual Recordings - Offense Greater than Class C		AC				AC = 30 days after entry of final judgment in the case, or 90 days after date of stop, whichever is later.		camera and documenting an incident that involves the use of deadly force by a peace officer or that is otherwise related to an administrative or criminal investigation of an officer may not be deleted, destroyed, or released to the public until all criminal matters have been finally adjudicated and all related administrative investigations have concluded. The disposal of police audiovisual recordings need not be documented on a disposition log, but institutions should establish procedures governing disposal of these records as part of its records management plan.	Code of Criminal Procedure, art. 2.135-2(b); URRS-415
UPS565		Police Audiovisual Recordings - Class C/Not Charged		AC				AC = Date of the stop.			URRS-414
USP570		Evidence Tags	Identification tags indicating information about the evidence, including chain of custody.	AC				AC = return of evidence to the rightful owner (when allowed); forfeit evidence for use by law enforcement agency / court; or evidence destroyed (when allowed).			Chapter 18 of the Code of Criminal Procedure.

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					Years	Months	Days				
UPS610		Stolen Property Records (TCIC/TLETS)		AV							Local Schedule PS 4175-12.
UPS615		Campus Security and Incident Reports (no crime/no arrest)			3					Reports created or received by law enforcement agencies concerning incidents or complaints that do not become part of arrest and offense investigation reports. This series includes: copies of child abuse reports; family violence reports; gunshot wound reports; and other incident reports that, after investigation, do not appear to involve the commission of a crime.	PS4150-07; URRS-228
UPS620		Warning Citations		AV							PS4150-09
UPS630		Accident Reports (copies)		AV						Send originals to TXDOT. If an arrest is made, retain copy with the arrest/offense file for the appropriate retention period of those records.	PS4150-01
UPS640		Death in Custody Reports			3						PS4150-03 ; URRS-418
UPS650		Field Interrogation Reports		AV							PS4150-05; URRS-420

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UPS660		Missing And Unidentified Persons Files		AC	3			AC = Date person located or body identified.		<b>Retention Note:</b> If the location of the person or the identification of a body leads to a criminal investigation by the law enforcement agency, the records described must be retained for the same period as arrest and offense investigation records	PS4150-08 ; URRS-422
UPS710		Special Watch Records/ facilities access logs		AV							PS4175-11; URRS-430
UPS715		Mug Shots		AV							PS4175-06; URRS-427
UPS720		Criminal Intelligence and Analysis Files		AV						AV, but no longer than 2 years in relation to criminal activity engaged in by a child, or no longer than 5 years in relation to criminal activity engaged in by not a child.	PS4175-02a; URRS-425
UPS730		Fingerprint Records		AV						Retention Note: For fingerprint records that are part of an arrest report, see the arrest report.	PS4175-03; URRS-426
UPS732		Chemical Breath Test Records			2						PS4175-01; URRS-424
UPS734		Polygraph Examination Records			2					<b>Retention Note:</b> If a report of the results of a polygraph examination is placed in offense investigation records, it must be retained for the retention period for those records.	By regulation - 16 TAC §88.79(a). PS4175-08; URRS-429

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UPS736		Concealed Handgun Permit List		US						US or obsolete.	PS4175-18b
UPS738		Pawn Shop Tickets		AV							PS4175-07; URRS-428
UPS740		Law Enforcement Information Dissemination, Inquiry, And Receipt Records (includes Wanted Persons Files)	Records of communication between law enforcement agencies that are not made part of an offense investigation report or other series on this schedule.	AV							PS4175-05b; URRS-439; URRS-431
UPS750		Emergency Protective Order Lists		US							PS4175-16c; URRS-435
UPS752		Emergency Protective Orders - Issued pursuant to Code of Criminal Procedure		AC				AC = Date order expires according to its terms.			By law - Code of Criminal Procedure §17.292(j). PS4175-16a; URRS-434
UPS754		Emergency Protective Orders - Issued pursuant to Family Code Ch. 85		AC				AC = Date of receipt of notice of vacation of order, or date order expires according to its terms, whichever sooner.			By law - Family Code §85.025. PS4175-16b; URRS-514
UPS800		Campus Fire Statistics - Annual Fire Safety Report		PM					I		URRS-222
UPS802		Campus Fire Statistics - Fire Statistics				3					URRS-221
UPS804		Campus Fire Statistics - Fire Log				7					URRS-220
UPS810		Fire Alarm and Drill Records				3					URRS-229

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ICA100		Equity Athletics Disclosure Act (EADA) Records		AC	6			AC = Submission of the report.	O	No required retention period. NCAA relies solely on institutional retention policies; it does not set retention requirements.	
ICA200		Recruiting Records - Athletics		AC	5			AC = End of eligibility			
ICA250		Student Athletes Dining Rosters			2						URRS-316
ICA300		Athletic Eligibility Records		AC	10			AC = Student separation from the department or University.			URRS-337
ICA310		Student Athletes Academic Advising Records		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.		Student advising files now serve multiple administrative purposes, including supporting financial aid and NCAA audits. SEE item SFA520 for records related to Financial Aid.	19 TAC §22.4 (2018); URRS-317
ICA320		Athletic Scholarship and Grant-In-Aid Award Records - NCAA Records			10					SEE item SFA520 for records related to Financial Aid.	URRS-161

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 R/O – Review by State/University Archivist

## Records Retention Schedule

1. Agency Code: 754			2. Agency Name: Texas State University								
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
ICA325		Athletic Scholarship and Grant-In-Aid Award Records - All records except NCAA		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.		SEE item SFA520 for records related to Financial Aid	19 TAC §22.4 (2018); URRS-160
ICA400		Individual Athlete Records - Confidential		AC	5			AC = Date of separation from the institution.	O		URRS-327
ICA402		Individual Athletes Records - Public Profile		PM					O		URRS-326
ICA410		Student Athletes Medical Records		AC	7			AC = Last date on which service was given or until the patient's 21st birthday, whichever later.			22 TAC 165.1(b); URRS-315
ICA420		Drug Test Records - Positive Results		AC	7			AC = End of eligibility.			URRS-323
ICA422		Drug Test Records - Negative Results			2						URRS-322
ICA430		Intercollegiate Athletic Insurance Records		AC	7			AC = Last date on which service was given or until the patient's 21st birthday, whichever later			22 TAC 165.1(b); URRS-325

**Retention Codes (field 7)**

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 AV – Administratively valuable  
 CE – Calendar year end

**Retention Codes (field 7)**

FE – Fiscal year end  
 LA – Life of Asset  
 PM – Permanent  
 US – Until Superseded

**Archival Codes (Field 10)**

A/I – Transfer to State/University Archivist  
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## Records Retention Schedule

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					Years	Months	Days					
ICA432		Student Athlete Insurance Records - Secondary Coverage Insurance		AC	7			AC = Claim settled			URRS-335	
ICA440		Catastrophic Injury Insurance Records		AC	5			AC = Closure of claim			URRS-336	
ICA500		Game Statistics			75				I		URRS-330	
ICA505		Play Books			5						URRS-324	
ICA510		Practice Schedule Records			5						URRS-321	
ICA520		Game Arrangement Records		AC	5			AC = End of sport season.			URRS-332	
ICA530		Competition Scheduling Records		AC	7			AC = Expiration of contract.			URRS-319	
ICA535		Game Officials' Evaluation Forms			1							
ICA550		Competition Record - NCAA Reporting Requirements			10						URRS-334	
ICA700		Game Day Totals		FE	3						URRS-311	
ICA705		Game Tickets and Ticket Orders		FE	3						URRS-309	
ICA710		Ticket Sales and Event Cash Reconciliation Records - Athletics		FE	5					CAUTION: Records should be kept in compliance with NCAA or NAIA requirements, as applicable.	URRS-346	
ICA740		Sports Merchandising Records		FE	3						URRS-318	
ICA745		Concessions Sales Records		FE	3							

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ICA750		Licensing Agreements	Lease or licensing of university trademarks for the sale of institutional and NCAA-licensed merchandise at sporting events	AC	7			AC = Termination of the agreement.		SEE items LEG200 and LEG400 (Contracts and Licensing Agreements), per General Counsel.	
SFA100		Financial Aid Program - Institutional Program Files		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.		CAUTION: If an audit is announced, an institution shall retain its records until the audit has been completed or not less than seven (7) years after the expiration date of the Memorandum of Understanding for State Financial Aid Programs (MOU), whichever is later.	34 CFR 668.24 for Title IV and HEA, 34 CFR 674.19(e)(3)(i) for Federal Perkins Loan, 34 CFR 675.19(b)(1) for Federal Work-Study (FWS), 34 CFR 690.82(a) for Federal Pell Grant, and 34 CFR 676.19(b) for Federal Supplemental Educational Opportunity Grant (FSEOG).; 19 TAC §22.4 (2018); URRS-149
SFA110	1.1.002	Financial Aid Program - Audit Reports		AC	7			AC = Completion of audit report.		CAUTION: If an audit is announced, an institution shall retain its records until the audit has been completed or not less than seven (7) years after the expiration date of the Memorandum of Understanding for State Financial Aid Programs (MOU), whichever is later.	1.1.002; 34 CFR 682.414; AACRAO Schedule H:1

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SFA120	4.5.003	Financial Aid Program - Annual Financial Reports		AC	7			AC = End of award year; retention begins September 1 of odd-numbered years.			19 TAC §22.4 (2018)
SFA200		Financial Aid Program - Fiscal Records		AC	7			AC = End of award year.			19 TAC §22.4 (2018)
SFA210		Financial Aid Program - Fiscal Operations Report (FISAP)		AC	7			AC = End of the award year in which the report was submitted.			34 CFR 668.24(e)(1)(i) for Federal Title IV, 674.19(e)(3)(i) for Federal Perkins Loan, 675.19(b)(1) for Federal Work Study (FWS), and 676.19(b) for Federal Supplemental Educational Opportunity Grant (FSEOG); URRS-141
SFA220		Financial Aid Program - Health Profession and Nursing Student Loan Administration Records		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			45 CFR 74.53(b); 19 TAC §22.4 (2018); URRS-385

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SFA300		Federal Campus-Based Aid		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 668.24(e); FSA Recordkeeping & Disclosure; 19 TAC §22.4 (2018)
SFA310		FFEL and Direct Loan		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 682.414; FSA Recordkeeping & Disclosure; 19 TAC §22.4 (2018)

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SFA320		Pell Grant Administration Records		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 668.24(e); FSA Recordkeeping & Disclosure; 19 TAC §22.4 (2018)
SFA330		Perkins Repayment Records		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 668.24(e); FSA Recordkeeping & Disclosure; 19 TAC §22.4 (2018)

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					Years	Months	Days				
SFA335		Perkins IRS Skiptrace Information		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 668.24(e); FSA Recordkeeping & Disclosure; 19 TAC §22.4 (2018)
SFA340		Perkins Original Promissory Notes		AC	7			AC = Until loan is satisfied or documents are needed to enforce obligation.			34 CFR 668.24(e); FSA Recordkeeping & Disclosure; 19 TAC §22.4 (2018)
SFA400		Institutionally Funded Grants & Scholarships - Applications		AC	3			AC = End of award year.			Local Schedule JC 3750-01
SFA410		Institutionally Funded Grants & Scholarships - Recipient Lists		AV					O		
SFA420		Tuition Exemption and Remission Records		AC	7			AC = End of award year.			19 TAC §22.4 (2018); URRS-156
SFA425		Tuition Rebate Documentation		AC	5			AC = Graduation or date of last attendance.			URRS-137
SFA430		Tuition and/or Fee Waivers and Exemptions		AC	7			AC = End of award year.			34 CFR 682.414; FSA Recordkeeping & Disclosure; 19 TAC §22.4 (2018)

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					Years	Months	Days				
SFA500		Student Financial Aid Files - Paper Records		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 682.610; 19 TAC §22.4 (2018)
SFA510		Student Financial Aid Files - Electronic		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 682.610; 19 TAC §22.4 (2018)
SFA515		Financial Aid Telephone Conversations				6				Per Legal Counsel	

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SFA520		Athletic Scholarship and Grant-in-Aid Award Records		AC	7			AC = End of award year.		Retention set to accommodate financial aid eligibility; there are no specific NCAA requirements for retention.	19 TAC §22.4 (2018)
SFA610		Financial Aid Application and Award Records - Income Contingent Loan (ICL), Perkins Loan, Federal Work-Study, Federal Supplemental Educational Opportunity Grant (FSEOG) Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 668.24, 674.19(e)(3), 675.19(b)(1), and 676.19(b); 19 TAC §22.4 (2018); URRS-362
SFA620		Financial Aid Application and Award Records - Pell Grant Program		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 690.82(a); 19 TAC §22.4 (2018); URRS-363

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					Years	Months	Days				
SFA630		Financial Aid Application and Award Records - Stafford and PLUS Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 682.610(a)(2), 34 CFR 668.24; 19 TAC §22.4 (2018); URRS-364
SFA640		Financial Aid Application and Award Records - Health Profession and Nursing Student Loan Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			42 CFR 57.215(b), 57.315(a)(2), and 60.56(b); 19 TAC §22.4 (2018); URRS-365

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					Years	Months	Days				
SFA650		Financial Aid Application and Award Records - Veterans Administration Education Assistance Allowances		AC	3			AC = Termination of enrollment.		VA records have an AC+3 retention. Financial Aid eligibility determined by data entered into the student information system.	38 CFR 21.4209(f); URRS366
SFA660		Financial Aid Application and Award Records - All Other Federal or State Grant, Scholarship, and Work-Study Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			19 TAC §22.4 (2018); URRS-367

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SFA670		Financial Aid Application and Award Records - All Other Federal or State Loan Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			19 TAC §22.4 (2018); URRS-368
SFA680		Financial Aid Application and Award Records - All Local Grant, Scholarship, Loan, or Work-Study Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			19 TAC §22.4 (2018); URRS-369
SFA690		Financial Aid Application and Award Records - Non-awarded		AC	1			AC = End of academic period for which aid denied.			URRS-370

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SFA710		Financial Aid Disbursement and Repayment Records - Income Contingent Loan (ICL) and Perkins Loan Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 674.19(e)(3); 19 TAC §22.4 (2018); URRS-371
SFA715		Financial Aid Disbursement and Repayment Records - Federal Work-Study (FWS) and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 675.19(b)(1), 676.19(b), and 668.24(a); 19 TAC §22.4 (2018); URRS-372

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SFA720		Financial Aid Disbursement and Repayment Records - Pell Grant Program		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 690.82(a), 34 CFR 668.24; 19 TAC §22.4 (2018); URRS-373
SFA730		Financial Aid Disbursement and Repayment Records - Stafford and PLUS Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			34 CFR 682.610(a)(2); 19 TAC §22.4 (2018); URRS-374

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SFA740		Financial Aid Disbursement and Repayment Records - Health Profession and Nursing Student Loan Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			42 CFR 57.215(c) and 57.315(a)(3); 19 TAC §22.4 (2018); URRS-375
SFA745		Financial Aid Disbursement and Repayment Records - Health Education Assistance Loan (HEAL) Program		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			42 CFR 60.56(b); 19 TAC §22.4 (2018); URRS-376

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SFA750		Financial Aid Disbursement and Repayment Records - Veterans Administration Educational Assistance Allowances		AC	3			AC = Termination of enrollment.		VA records have an AC+3 retention. Financial Aid eligibility determined by data entered into the student information system.	38 CFR 21.4209(f); URRS-377
SFA760		Financial Aid Disbursement and Repayment Records - All Other Federal or State Grant, Scholarship, or Work-Study Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			19 TAC §22.4 (2018); URRS-378

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## Records Retention Schedule

1. Agency Code: 754			2. Agency Name: Texas State University								
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
SFA770		Financial Aid Disbursement and Repayment Records - All Other Federal or State Loan Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			19 TAC §22.4 (2018); URRS-382
SFA780		Financial Aid Disbursement and Repayment Records - Local Grant, Scholarship, or Work-Study Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			19 TAC §22.4 (2018); URRS-379

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**Archival Codes (Field 10)**

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					Years	Months	Days				
SFA782		Financial Aid Disbursement and Repayment Records - All Other University-administered Federal or State Loan Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			19 TAC §22.4 (2018); URRS-380
SFA784		Financial Aid Disbursement and Repayment Records - Institutionally Funded Loan Programs		AC	7			AC = (a) not less than seven (7) years after the date of the completion of the award period; (b) the date of the receipt of the institution's final claim for payment of final expenditure report; or (c) until a resolution of all billing questions in connection with the account has been resolved, whichever is later.			19 TAC §22.4 (2018); URRS-381
SHC110		Operational Permits, Licenses, and Certifications		US						CAUTION: Institutions should ensure that they are keeping licenses for as long as required by the organization issuing the license.	URRS-192

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SHC115		Quality Assurance Records / Health Services	This series documents the setting of measurable standards and procedures for health systems and professional quality by professionals on staff.	FE	3						URRS-485
SHC120		HIPAA Documentation	Documentation required of by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), including policies, procedures, and compliance efforts.	AC	6			AC = Date of creation or date when last in effect, whichever is later.			45 CFR 164.530(j)(2)
SHC122		Disclosure of Protected Health Information	This records series documents disclosure of Protected Health Information (PHI) in accordance with the Health Information Portability and Accountability Act compliance regulations.	FE	6						URRS-456
SHC130		Medical Waste Management			3					See TCEQ Regulatory Guidance, August 2007: Texas Regulations on Medical Waste.	30 TAC 330.1004(h)(4)
SHC140		Documentation of Meningitis Education			2						Texas Education Code Chapter 51.Z, §51.9191€
SHC150		Healthcare Incident Reports		CE	3						TAC 22 Chapter 11 §217.16
SHC160		Nurse Peer Review Programs		CE	3						TAC 22 Chapter 11 §217.16
SHC161		Tracking of Nurse Errors			1						1.1.069 (Activity Reports); TAC 22 Chapter 11 §217.19(a)(7)

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SHC170		Continuing Medical Education (CME) Class Records			6					The Accreditation Council for Continuing Medical Education (ACCME) requires records be kept on file for a minimum of 6 years.	URRS-495
SHC200		Patient Medical Logs	This series is used to log in patients (database). It may also be used to create annual census reports and 3-year census comparisons. Log information may include but is not limited to: the date and time that the patient came in; appointment; ; diagnosis; patient photo; patient service; and remarks.		3						URRS-189
SHC210	1.1.057	Patient Encounter Forms		AC	1			AC = Entry into database.			
SHC212		Health Assessment	This series documents provision of health-related services, for example: cholesterol screening, blood pressure testing, etc. This series may include but is not limited to: tests; goals and objectives; diagnostic reports; questionnaires; permission to forward the information to the patient's primary care physician, and related data.		2						URRS-461

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SHC214		Student Health History Forms	This series documents a student's medical history. The series contains student medical history forms for students who have never visited an institution's student health center and therefore do not have a medical record on file. These forms are a prerequisite for enrollment at most institutions.	AC	3			AC = Graduation or date of last attendance.			URRS-198
SHC220		Patient Medical Records		AC	7			AC = Date of last service. Or, retain until patient reaches age 21, whichever is longer.			22 TAC 165 1(b)(1); URRS-496
SCH230	1.1.069	Patient Records Pick-up Log			1						
SHC240		Patient X-Rays			7						42 CFR 482.26(d)(2); Texas Local Schedule HR 4800-25.
SHC250		Immunization Records and Forms		AC				AC = 21st birthday or 10 years following end of calendar year in which the consent form was signed, whichever is later.		CAUTION: For immunization reports required by the Texas Education Code and the Texas Health and Safety Code, USE item ADM330-Administrative Correspondence.	URRS-463

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SHC260		Abuse and Neglect Records		AC	10			AC = Report date. If the patient is a minor, the record retention period is extended until ten years after the minor reaches the age of majority.			URRS-447
SCH265		Adverse Drug Event Records			5						URRS-452
SHC310		Laboratory - Test Requisitions			2						42 CFR 493.1105(1) and (3) – CLIA.
SHC315		Laboratory - Unclaimed Anonymous Lab Tests	Records related to anonymous lab testing, such as for HIV. The patient is given a unique number to obtain lab results. Because no personal identification is collected, it is not possible to file these into a patient file.		2						
SHC320		Laboratory - Slides - Hematology (differential) and all others			2						42 CFR 493.1105; CLIA (no retention requirements stated).
SHC330		Laboratory - Tests - Final Pathology, Cytology, Histopathology			10						42 CFR 493.1105 (6) (CLIA); 42 CFR 493.1101; URRS-460
SHC340		Laboratory - Proficiency Testing			2						42 CFR 493.1105 (4) (CLIA)

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SHC342		Laboratory - Inspection and Calibration Records	This series documents in-house inspection of laboratory equipment on a quarterly basis. This series comprises calibration records.		3						42 CFR 493.1105 for Laboratory Records; URRS-195
SHC350		Communicable Disease Records	This series fulfills the public health requirement of reporting the discovery of communicable disease. Information is transferred to the county health department, but the log is maintained by the laboratory.		3						
SHC400		Pharmacy - Drug Administration Records	Inventory and other records of the purchase, acquisition, disposal, or dispensation of drugs as required by federal law and regulations, state law, and the rules of the Texas State Board of Pharmacy.	AC	2			AC = The later of the date that the record was required to be created, the record was actually created, or the prescription was last filled.			21 CFR 1304.04(a); URRS-187
SHC405		Drug Recall Notices	Food and Drug Administration (FDA) and manufacturer recalls on drugs.	AC				AC = 5 years after the records of manufacture have been completed or six months after the latest expiration date for the individual product, whichever later.			21 CFR 600.12; 21 CFR 7.49; URRS-459
SHC410		Prescription File		AC	2			AC = The later of the date that the record was required to be created, the record was actually created, or the prescription was last filled.	CAUTION: Refer to SHC400 for inventory and other drug administration records.		21 CFR 1304.04; Health and Safety Code, Section 481.075(i)(2) and Section 483.023; 37 TAC 13.207 21 CFR 1304.04; URRS 188

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SHC420		Drug Destruction Records		FE	3						22 TAC 15 §303.3; Texas Department of State Health Services RRS.
SHC430		Prescription File - Controlled or Dangerous Drugs	[moved to SHC415 for consistency]	AC	2			AC = The later of the date that the record was required to be created, the record was actually created, or the prescription was last filled.		CAUTION: By federal regulation, paper prescriptions for Schedule II controlled substances shall be maintained in a separate prescription file. Paper prescriptions for Schedules III, IV, and V controlled substances shall be maintained either in a separate prescription file for Schedules III, IV, and V controlled substances only or in such form that they are readily retrievable from the other prescription records of the pharmacy. Electronic records must be readily retrievable at the registered location if requested by the Drug Enforcement Administration (DEA) or other law enforcement agent. An electronic application storing prescription data must be capable of printing out or transferring the records in a format that is readily understandable to a DEA or other law enforcement agent at the registered location. Electronic copies of prescription records must	Health and Safety Code 483.023; 21 CFR 1304.04; URRS 188

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SHC440		Pseudoephedrine Sales Logs			2					Combat Methamphetamine Epidemic Act of 2005	
SHC450	1.1.069	Prescription Pick-Up Log			1						
SHC500		Student Health Insurance Records	University copies of information relating to the selection by students of health insurance offered to students through the university.	AC				AC = Until superseded or date of last attendance.			URRS-184
SHC510	4.1.002	Student Insurance Billing Documents		FE	3						
SHC520	4.1.002	Student Insurance Reports		FE	3						
SHC530		Student Health Insurance Waivers		AC	1			AC=end of semester for which the waiver applies.		Retention note: These are not billing or financial records. These are requests for health insurance waivers from international students on non-immigrant visas, as outlined by UPPS 07.09.04. Waivers are requested each semester.	UPPS 07.09.04
SHO100	5.1.001	Student Housing Tenant Records		AC	7			AC = End of student's occupancy or, for contracts, expiration of contract.			URRS-239
SHO110	5.1.001	Non-Student Summer Reservations		AC	7			AC = Expiration of contract.			

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SHO150		Student Housing Applications - Denied/Not Assigned	Applications and selection decision documentation for applications that do not result in occupancy.	AC	1			AC = End of application term.		CAUTION: If the institution obtains credit report information, then records created under this series must be retained 5 years beyond the application term. Fair Credit Reporting Act, 15 USC 1681p.	
SHO200		Student Housing Judicial Files		AC	4			AC = Expiration of contract or resolution of incident, whichever is later.		CAUTION: Refer to UPS615 (Campus Security and Incident Reports) for incidents referred to law enforcement. Refer to SAP410, SAP420, or SAP430 for disciplinary action records.	Per General Counsel.
SHO300	1.1.069	Student Housing Rosters			1						
SHO600		Menus		AV						CAUTION: If menu's primary function is providing a price list, retain according to RRS 5.1.012.	URRS-242
SHO650		Alcoholic Beverage Control Records		AC	3			AC = Date of event.		CAUTION: Does not include Texas Alcoholic Beverage Commission (TABC) certificates required of servers.	URRS-241

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SLI100		Student Organization Administrative Records		AV					O	CAUTION: Faculty sponsors of student organizations should remind students that many of the electronic records they create for the organization are records that should be transferred to the University Archives, and that students must take care to retain these records in whatever manner the University decides is best.	URRS-302
SLI200		Student Publications and Performances	Records of student publications, such as the University Star, and student-led public performances, such as plays, debates, musicals, and concerts.	AC	3			AC = End of semester for rosters, lists, events, and minutes. When superseded for by-laws and governing documents.	O	These records provide documentation about student life and may have historical value to the university.	
SRR100		Recruitment Records - Individual Students	This series documents effort of the institutional units to recruit individual students based upon disadvantaged status, academic performance, and other criteria.	AC	1			AC = End of application term.		CAUTION: Does not include records of recruitment of athletes into the institution's intercollegiate athletics program, refer to ICA200 - Recruiting Records.	URRS-173
SSR110		Recruitment Records - Departments and Programs	This series documents effort of the institutional units to recruit students based upon disadvantaged status, academic performance, and other criteria.		3					CAUTION: For recruitment of individual students, refer to SSR100. For recruitment of athletes into the institution's intercollegiate athletics program, refer to ICA200.	URRS-515

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SSV100		Client Records - ADA/Disability, Counseling, Psychological, and Psychiatric	<i>All of these types of client records may contain medical information.</i>	AC	7			AC = Last contact with client (or retain until client reaches age 21, whichever is longer).		CAUTION: For patients less than 18 years of age when last treated, the records must be retained until the patient reaches age 21 or for seven years from the date of last treatment, whichever is longer.	TAC Rule 465.22 (d)(2); URRS-511; URRS-181; URRS-246
SSV110		Client Records - Medical Records	Includes programs such as Physical Therapy	AC	7			AC = Last contact with client (or retain until client reaches age 21, whichever is longer).		CAUTION: For patients less than 18 years of age when last treated, the records must be retained until the patient reaches age 21 or for seven years from the date of last treatment, whichever is longer.	TAC Rule 465.22 (d)(2)
SSV150		Client Records - Non-Medical Health Services	This series documents provision of health-related services to clients on an outpatient basis by offices other than the student health center. Includes client records for evaluation, therapy and diagnostic services. Includes speech therapy and audiology services.	AC	7			AC = Last contact with client (or retain until client reaches age 21, whichever is longer).		CAUTION: For patients less than 18 years of age when last treated, the records must be retained until the patient reaches age 21 or for seven years from the date of last treatment, whichever is longer.	22 TAC 165
SSV155		Client Records - Health Assessments	This series documents provision of health-related services, for example: cholesterol screening, blood pressure testing, etc.		2						URRS-461
SSV200		Job Fairs and Recruiting Records			2						URRS-247

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SSV210		Career Counseling and Placement Records		AC	5			AC = Graduation or date of last attendance.			URRS-299
SSV250		Job Shadowing Program		AC	2			AC = End of the semester in which the job shadowing took place; or 2 years after the student turns 18, whichever is longer.			Per Legal Counsel: statute of limitations for personal injuries is 2 years.
SSV300	3.1.039	Ombudsman Records - Student		AC				AC = Final decision or matter closed.			
SSV400	4.1.002	Recreation – Facility/Program Membership Forms		FE	3						
SSV410	1.1.069	Recreation – Attendance and Use Logs			1						
SSV420	5.1.	Recreation – Activity Release Forms		AC	4			AC = Conclusion of event, or end of the last semester in which an individual participated.			5.1; Per General Counsel; based on LEG500 - Waivers: Hold Harmless, Liability, and Release Records.
SSV500		Identification Card Administration Records	This series includes images, application forms, or similar records documenting the issuance of identification cards to university students, staff, or faculty.	AC				AC = Until superseded or expired.	CAUTION: For records documenting the issuance of keys or authorization of access to university facilities, refer to ADM450 Security Access Records (IDs, Keys, Authorization Lists, etc.).		URRS-252

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INT100		International Scholars Program Administration Records	This series documents a program which allows one or more visiting scholars to assume residence on campus for an academic year or a shorter duration.		3						22 CFR 62.10(h); URRS-66
INT210		International Scholars Records - J-1 Exchange Visitor Files	This series documents the short-term appointment of nonimmigrant international scholars as visiting faculty, specialists, researchers, and trainees.	AC	3			AC = End of participation in program.			22 CFR 62.10(h); URRS58
INT220		International Scholars Records – Immigrant Petition File	Includes documentation of an institution’s sponsorship of an applicant using USCIS Form I-140 (Immigrant Petition for Alien Worker).	AC	5			AC = Date applicant granted lawful permanent residence by USCIS or no longer employed by the institution, whichever is earlier.			URRS-393
INT230		International Scholars Records – Nonimmigrant Visa Petition File	Includes both internal documents and forms submitted to the U.S. Citizenship and Immigration Services (USCIS), including Form I-129, Petition for a Nonimmigrant Worker.	AC	1			AC = Date individual no longer employed by the institution in sponsored nonimmigrant status.			URRS-392

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INT240		International Scholars Records – Nonimmigrant Visa Public Inspection File	This series documents the temporary employment of international exchange visitors (nonimmigrants) by the institution and is used to monitor compliance with federal United States Citizenship and Immigration Services (USCIS) regulations.	AC	1			AC = Last date the institution employs any individual in H-1B nonimmigrant status under the Labor Condition Application for which the Public Inspection File was created or, if no nonimmigrants were employed under the labor condition application, one year from the date the labor condition application expired or was withdrawn.			20 CFR 655.760(c); URRS-60
INT250		International Scholars Records – Labor Certification (PERM)	This series documents the application and approval of international scholars for permanent immigrant status.	AC	5			AC = Date of filing the 'Application for Permanent Employment Certification' (Form ETA 9089).			20 CFR 656.10(f); URRS-59
INT260		Tax Documentation for International Scholars	This series documents international students' and scholars' acquisition of social security numbers.	AC	3			AC = Date of application.			URRS-54
SMS100		Admissions - Incomplete Applications		AC	1			AC = End of admission period / semester.			AACRAO Schedule A; URRS-109.

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SMS200		Admissions - Students Enrolled		AC	7			AC = Graduation or last date of attendance.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years. SEE item SMS300 for Admissions - International Students Enrolled. SEE item EDP220 for information held in the SIS.	19 TAC §22.4 (2018); URRS-108.
SMS250		Admissions - Students Not Enrolled / Denied		AC	1			AC = End of application term.		SEE series INT for international students.	AACRAO Schedule A.
SMS300		Admissions - International Students Enrolled		AC	7			AC = Graduation or date of last attendance.		CAUTION: Must be retained at least 1 year after final notice to Immigration and Naturalization Service. Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years. SEE item EDP220 for information held in the SIS.	8 CFR 214.3(g); 22 CFR 62.10(h); Sec. 416 of the USA PATRIOT ACT; 19 TAC §22.4 (2018); URRS-180.
SMS350		Admissions - International Students Not Enrolled / Denied			2						AACRAO Schedule A; URRS-105.

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A/I – Transfer to State/University Archivist  
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## Records Retention Schedule

1. Agency Code: 754			2. Agency Name: Texas State University									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations	
					Years	Months	Days					
SMS400		Residency Affidavits and Documentation		AC	7			AC = Student separation from the University.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years.	URRS-103; 19 TAC §22.4 (2018)	
STS100		National Exams - Scores (Entrance Exams)		AC	7			AC = Last attendance.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years.	19 TAC §22.4 (2018)	
STS200	4.2.002	National Exams - Test Administration		FE	3						4.2.002 (Cash Receipts); URRS-106.	
STS300		State Required Academic Assessment Records (THEA: Texas Higher Education Assessment)		AC	7			AC = Student separation from the University.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years.	19 TAC §22.4 (2018)	
STS400		Advance Placement and Credit Records - Awarded		AC	7			AC = Graduation or date of last attendance.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years.	19 TAC §22.4 (2018); URRS-355	
STS405		Advance Placement and Credit Records - Not Awarded		AC	1			AC = End of academic year in which decision made.			URRS-358	
STS500		Institutional Competency Exams		AC	5			AC = Date of last attendance.			AACRAO Schedule C	

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CUR110	1.3.001	Catalogs / Bulletins		AC	2			AC = Until superseded or obsolete.	I		
CUR120	1.1	Schedule of Classes		PM					I		AACRAO Schedule E; URRS271
CUR121		Schedule of Classes Working Files			1						URRS270
CUR125		Course Schedule Maintenance Forms			2						URRS-266
CUR130	1.1	Student Handbooks		US	2				I		
CUR200		Academic Program Administrative Records			5						URRS-273
CUR205		Special Academic Programs Records - Policy and Program Development Records		PM							URRS-260
CUR207		Special Academic Programs Records - Working Files			7						URRS-259
CUR210	1.1	Degree Program Proposal, Development and Review Records - Final	This series provides a record of planning and discussions relating to the implementation of new undergraduate and advanced degree programs and any major reorganization or changes to established programs.	PM					O		URRS-262

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					Years	Months	Days				
CUR211		Degree Program Proposal, Development and Review Records - Working Files	This series provides a record of planning and discussions relating to the implementation of new undergraduate and advanced degree programs and any major reorganization or changes to established programs		5						URRS-262
CUR220		Curriculum Development Files (Course and Program)		AC	10			AC = When the course, program, or certificate is ceased.	I		Local Schedule JC 3900-01.
CUR225		Curriculum Change Authorizations		AV							URRS-131
CUR230	1.1	Course Records		AC	2			AC = End of semester.	I	Provost Office recommends 2 year retention for academic departments.	URRS-267
CUR240	1.1	Course Records - Faculty Workload Reports		AC	2			AC = End of semester.	I		
CUR250	1.1	Fee Assessment Forms		AC	5			AC = Graduation or date of last attendance.	I		URRS-150
CUR400	1.1.064	Academic Program Reviews (APR)		US					I	Internal policy stating frequency of review cycle changes; retain until new APR approved.	

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					Years	Months	Days				
SAD100		Class Lists	This series provides instructional units with an official record of students enrolled in courses taught.	AC				AC = When the list of students who have enrolled has been cross-checked with the list of students who have registered.		<i>CAUTION: Class lists often have long-term value in the generation of statistical and other reports. They should be reviewed before disposal, as some of these records may merit long-term or permanent retention.</i>	URRS-351
SAD120		Applications for Admissions to Program - Not Enrolled/Denied	This series includes applications for admission to programs with admissions requirements separate and beyond those of the institution.	AC	1			AC = End of application term.		CAUTION: Not to be used for records of admissions to the institution. SEE series SMS for institutional admissions.	URRS-101
SAD130		Internship Applications - Not Enrolled / Denied	Applications for internship programs for which student was denied or did not enroll.	AC	1			AC = end of academic term in which internship occurred.			URRS-386
SAD132		Internship Program Records		AC	5			AC = End of the semester in which the internship took place.			URRS-124
SAD135		Independent Study Records		AC	2			AC = Student separation from the department or institution.		Provost: University policy states that students have 2 years to contest a grade.	URRS-125
SAD150		Classroom Scheduling Records		AV							Local Schedule JC 3900-06
SAD200		Student Coursework		AC	2			AC = End of semester.		Provost: University policy states that students have 2 years to contest a grade	URRS-127
SAD300		Faculty Grade Book		AC	2			AC = End of semester.		Recommendation of Provost - students have 2 years to contest a grade.	URRS-110

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					Years	Months	Days				
SAD350		Request for Change of Final Grade/Appeals		AC	1			AC = Decision on the request			
SAD400		Course & Faculty Evaluations (tenure track faculty)			8					Texas State tenure-track faculty are on a 6-year tenure review cycle; evaluation records should be held for 2 years after the tenure decision is made.	URRS-258
SAD450		Course & Faculty Evaluations (non-tenure track faculty)		AC	3			AC = after course is completed			URRS-507
SAD505		Student Information Files - Departmental/Program - Graduated		AC	7			AC = Student graduation date		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years. SEE item SAD500 for student advising files.	19 TAC §22.4 (2018); URRS-112
SAD510		Student Information Files - Departmental/Program - Intermittent Students		AC				AC = When the department/program determines that the student is no longer a viable candidate for continuing their education, but at least 7 years after last attendance.		Requested by departments to support students who take longer than the standard 4-year period to complete their degree. Records used to determine financial aid eligibility. Records for graduated students move to SAD505. SEE item SAD500 for student advising files.	19 TAC §22.4 (2018); URRS-112

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					Years	Months	Days				
SAD600		Student Teaching - Application File		AC	5			AC = End of semester in which the student completed the Student Teaching exercise.			
SAD650		Student Teaching - Final evaluations and Certification Recommendation			5						
SAP100		Academic Records / Transcripts		PM				Records are permanent and require preservation and vital record protection.			AACRAO Schedule C; URRS-122
SAP120		Final Grade Rosters		PM				Records are permanent and require preservation and vital record protection.			URRS-133
SAP130		Grade Change Records		PM					Academic departments may dispose of departmental copies AC+2, where AC = end of semester in which the course was completed. Registrar's records are permanent and require preservation.		AACRAO Schedule C; URRS-118
SAP140		Enrollment Correction Appeals		PM				Records are permanent and require preservation and vital record protection.		Records are also used to determine financial aid eligibility. SEE item EDP220 for information held in the SIS.	

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					Years	Months	Days				
SAP210		Enrollment Census Reports (4th and 12th Day Class Rosters)		AC	7			AC = End of financial aid award year.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years. SEE item EDP220 for information held in the SIS.	19 TAC §22.4 (2018); URRS-357
SAP220		Registration Withdrawal Forms and Authorizations		AC	7			AC = End of financial aid award year.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years. SEE item EDP220 for information held in the SIS.	19 TAC §22.4 (2018); URRS-134
SAP310		Grade Reports (Report Cards to Students)		AC	1			AC = Date distributed.			AACRAO Schedule C; URRS-126
SAP320		Student Certification Records - Academic		AC	5			AC = Graduation or date of last attendance.		CAUTION: Transcript notes regarding academic certifications awarded are maintained permanently by the Registrar.	URRS-352
SAP321		Student Certification Records - Professional		AC	1			AC = End of certification period.		CAUTION: Accrediting agencies may require longer retention periods for professional certification records. Refer to accrediting agency to determine the term of the certification period.	
SAP340		Theses and Dissertations Records		PM						Library retains all T&D for permanent retention and research use.	URRS-117

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					Years	Months	Days				
SAP400		Academic Action Authorizations	Authorizations for taking academic actions. Typical records are forms, notes, and correspondence.	AC	7			AC = Graduation or date of last attendance.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years. SEE item EDP220 for information held in the SIS. CAUTION: Refer to SAP410, SAP420, or SAP430 for disciplinary action records.	URRS-172
SAP410		Disciplinary Action – Finalized		AC	7			AC = Date issue resolved		Some of these records may include documentation of reportable crimes as classified by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (commonly known as the Clery Act). The files must be maintained separately from the student's academic record.	Clery Act; URRS-303
SAP420		Disciplinary Action - Suspension		AC	7			AC = End of academic term to which the records are related.		Retention accommodates any changes/additions to Clery Act reporting requirements.	Clery Act; URRS-303

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					Years	Months	Days				
SAP430		Disciplinary Action – Expulsion			75					NOTE: Some of these records may include documentation of reportable crimes as classified by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (commonly known as the Clery Act). The files must be maintained separately from the student's academic record.	Clery Act; TSUS Regents Rules and Regulations 5.9 (May 25, 2012)
SAP440		Disciplinary Action – Non-Adjudicated		AC	7			AC = End of semester that event occurred.		Records of serious or Clery-reportable actions will be adjudicated and filed according to action taken (SAP10, SAP420, SAP430).	TSUS Regents Rules and Regulations 5.9 (May 25, 2012); Clery Act.
SAP500		Student Advising Records - Graduated		AC	7			AC = Student graduation date		Student advising files now serve multiple administrative purposes, including supporting financial aid and NCAA audits.	19 TAC §22.4 (2018); URRS-171
SAP510		Student Advising Records - Intermittent Attendance	Students who are enrolled in a degree program but take semesters or years off before returning to take coursework and/or complete their degree.	AC	7			AC = When the department/program determines that the student is no longer a viable candidate for continuing their education, but at least 3 years after last attendance.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years. SEE item EDP220 for information held in the SIS. Records for students who graduate then fall under item SAP500.	19 TAC §22.4 (2018); URRS-171

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SAP520		Academic Standing Reports			7					Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years. Retention accommodates Athletics, Advising, and Financial Aid functions. SEE item EDP220 for information held in the SIS.	19 TAC §22.4 (2018); URRS-130
SCE100		Continuing Education Records - For-Credit		AC	5			AC = End of the academic term in which the course was offered.			Local Schedule JC 3725-03 / 3725-06.
SCE200		Continuing Education Records - Not-for-Credit		AC	5			AC = End of the academic term in which the course was offered.			Local Schedule JC 3725-03 / 3725-06.
SCE300		Continuing Education Records - Non-Funded/Failed to Make		AC	1			AC = End of the academic term in which the course was to be offered.			Local Schedule JC 3725-03.
SCE500		Continuing Education Course Records - Final Reports	This series comprises final and summary reports, including Texas Higher Education Coordinating Report CBM00X, for students in self-supporting courses and programs.	PM							URRS-269

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SCE505		Continuing Education Course Records - Working Files			5					CAUTION: Some of these records may affect accreditation, and should be kept long enough to meet accreditation cycle requirement (i.e., if an accreditation cycle is 7 years, then these records should be kept for at least 7 years).	URRS-268
SFP100		FERPA - Access Policies		US							Local Schedule JC 3775-01.
SFP110		Student Nondisclosure Requests		AC						AC = Until termination of nondisclosure request.	34 CFR 99.37(b); URRS162
SFP200		FERPA - Access Waivers		AC				AC = Life of the record to which access waiver documentation applies.			URRS-166
SFP210		FERPA - Written Consent		AC				AC = Until termination of waiver.			URRS-167
SFP300		FERPA - Disclosures		AC				AC = As long as disclosed record is maintained.			34 CFR 99.32(a)(2); URRS-168
SFP400		FERPA - Record Amendment Requests			2						URRS-164
SFP500		FERPA - Protest of Record Statements		AC				AC = Life of the record containing the contested information.			34 CFR 99.21(c)(1); URRS-165
SGR100		Graduation - Applications		AC	1			AC = Graduation or last date of attendance.			AACRAO Schedule C; URRS-353
SGR200		Graduation - Degree Audit and Authorizations		AC	3			AC = Graduation or date of last attendance.			AACRAO Schedule C; URRS-114

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SGR300	1.1	Graduation - Diploma Administration		AC	1					AC = Request fulfilled.	URRS-128
SGR400		Graduation - Lists (Registrar/Academic)		PM							AACRAO Schedule C and Schedule E
SGR500	1.1	Commencement Records (Ceremony)		AC	4			AC = After commencement events	I	Send 5 copies of each commencement program to the University Archives	URRS-256
STU100		Course Registration and Status Records		AC	7			AC = End of financial aid award year.		CAUTION: Not to be confused with withdrawal records (SEE item SAP220). Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years. SEE item EDP220 for information held in the SIS.	19 TAC §22.4 (2018); URRS-135
STU102		Student Class Schedules		AV							URRS-132
STU110		Administrative Course Change Forms (Adds/Drops)			1					SEE item EDP220 for information held in the SIS.	AACRAO Schedule C
STU115		Academic Standing Reports			3					SEE item EDP220 for information held in the SIS.	URRS-130
STU120		Holds & Encumbrances (Academic)		AC				AC = Date of release.			URRS-116

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STU130		Registration Cancellations		AC	7			FE=Fiscal year end.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years. SEE item EDP220 for information held in the SIS.	19 TAC §22.4 (2018)
STU210		Personal Data Update	Change of address forms, race/ethnicity questionnaires, requests and authorizations to change other demographic data, and similar source documentation used to update personal data information on transcripts or other student records.	AC	1			AC = Date of change.		For name change records, refer to STU121.	URRS-356
STU212		Name Change Records		AV							URRS-123
STU220		Student Grievance Records		AC	5			AC = Graduation or date of last attendance.		CAUTION: If a grievance brought forward by students against the institution becomes part of litigation, it should be retained as LEG610 Litigation Records. If the grievance goes to the university ombudsman, the record should be retained as SSV300 Ombudsman Records - Student.	URRS-304
STU310	1.1.008	Transcript Requests		AV							URRS-115

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STU320	3.1.038	Public Access / Non-Disclosure Form (Student Privacy Election)		US							Texas Public Information Act, Government Code 55.2024
STU400		Non-University Student Program Administration - Policy and Program Development Records	<i>Moved from CUR310 for consistency</i>	PM							URRS-265
STU402		Non-University Student Program Administration - Working Files			5						URRS-264
STU410		Non-University Student Records		AC	3			AC = Student separation from program.			URRS-299
STU420		Child and Youth Program Participant Records		AC	3			AC = End of program session or student separation from program, as applicable.			URRS-254
STU500		Veterans Records	This series documents the entitlement status and enrollment of veterans in the institution.	AC	3			AC = Graduation or date of last attendance.		Information added to the Student Information System is used to determine financial aid eligibility and must remain in the SIS for a minimum of 7 years. SEE item EDP220 for information held in the SIS.	38 CFR 21.4209; URRS-113

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 R/O – Review by State/University Archivist

## Records Retention Schedule

1. Agency Code: 754			2. Agency Name: Texas State University								
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
STU505		Veterans Affairs Certification Records	This series documents institutional submission of Certification of Enrollment reports required by the U.S. Department of Veterans Affairs.	AC	3			AC = Date of last period certified.		Information added to the Student Information System is used to determine financial aid eligibility and must remain in the SIS for a minimum of 7 years. SEE item EDP220 for information held in the SIS.	US Department of Veterans Affairs School Certifying Official Handbook; 38 CFR 21.4209(f); URRS-361
STU520		Hazlewood Act Documentation	This series documents eligibility to claim the Hazlewood Act exemption (a State of Texas benefit) and institutional records to track benefit hours claimed.	AC	3			AC = Date of last attendance.		Information added to the Student Information System is used to determine financial aid eligibility and must remain in the SIS for a minimum of 7 years. SEE item EDP220 for information held in the SIS.	TAC Title 40 part 15 Chapter 461 Subchapter A §461.130 of the Texas Veterans Commission; URRS-360
STU525		Hazlewood Act Documentation - Exemption Denied	This series documents eligibility to claim the Hazlewood Act exemption (a State of Texas benefit) and institutional records to track benefit hours claimed, when the exemption is denied.	AC	3			AC = Date exemption denied.		Information added to the Student Information System is used to determine financial aid eligibility and must remain in the SIS for a minimum of 7 years. SEE item EDP220 for information held in the SIS.	TAC Title 40 part 15 Chapter 461 Subchapter A §461.130 of the Texas Veterans Commission; URRS-501

**Retention Codes (field 7)**

AC – See event trigger for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

**FE – Fiscal year end**

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

**Archival Codes (Field 10)**

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