



January 8, 2019

Dr. Brian McCall
Chancellor
Texas State University System
200 E. 10th St., Ste. 600
Thomas J. Rusk Building
Austin, TX 78701

Re: Agency records retention schedule approved for use.

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members

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

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

Dear Dr. McCall,

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 Please ensure that all old copies of the schedule are superseded with this recertified copy.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.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Kelso".

Craig Kelso
Director and State Records Administrator

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*



STATE OF TEXAS
Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 758

Agency Name Texas State University System

(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

Name *(Print or type)* Brian McCall

Date 4.18.18

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature _____

Name *(Print or type)* _____

Date _____

Not Required at This Time

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

Signature

Name *(Print or type)* Gloria Mejia

Date 12/27/18

Cert/Recert No. 7 Amendment No. —

CAUTION

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

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



Records Retention Schedule

1. Agency Code: 758			2. Agency Name: Texas State University System								
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

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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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 (TSUS)	TSUS Office/State Leadership: policy issues		5				O		
ADM340	1.1.007	Correspondence - Executive		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/Agency 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		

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ADM445	1.1.008	Routine Requests: Information or Services			2						
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.	
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					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).

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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.	
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		

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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
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

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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		
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						

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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							
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		

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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				0		
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

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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.	
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		

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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		
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).	

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					Years	Months	Days				
ADV360	1.1	Subject Files - Media and Communications	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
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

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

Records Retention Schedule

1. Agency Code: 758			2. Agency Name: Texas State University System								
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				
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
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						

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Retention Codes (field 7)

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					Years	Months	Days				
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.	
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.

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Records Retention Schedule

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					Years	Months	Days				
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.
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.

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Archival Codes (Field 10)

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Records Retention Schedule

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					Years	Months	Days				
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						
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						

<p>Retention Codes (field 7)</p> <p>AC – See event trigger for specific records series definition</p> <p>AV – Administratively valuable</p> <p>CE – Calendar year end</p>	<p>FE – Fiscal year end</p> <p>LA – Life of Asset</p> <p>PM – Permanent</p> <p>US – Until Superseded</p>	<p>Archival Codes (Field 10)</p> <p>A/I – Transfer to State/University Archivist</p> <p>R/O – Review by State/University Archivist</p>
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					Years	Months	Days				
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						
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		

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Retention Codes (field 7)

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Archival Codes (Field 10)

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Records Retention Schedule

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					Years	Months	Days				
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							
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

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Archival Codes (Field 10)

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STATE OF TEXAS

Records Retention Schedule

1. Agency Code: 758			2. Agency Name: Texas State University System								
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					Years	Months	Days				
VCL110	5.6.007	Vehicle Titles & Registrations	(moved from FLC820)	LA							
VCL120	5.1.013	Vehicle Insurance Policies - Vehicles		AC	7			AC = Expiration or termination of policy according to its terms.	O	Executed, renewed, or amended on or after September 1, 2015.	Government Code, 441.1855
VCL120.b	5.1.013	Vehicle Insurance Policies - Vehicles		AC	4			AC = Expiration or termination of policy according to its terms.	b)	Executed, renewed, or amended on or before August 31, 2015.	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.			
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

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Records Retention Schedule

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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				
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. SEE 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						
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						

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					Years	Months	Days				
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						
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						

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					Years	Months	Days				
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		
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						

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					Years	Months	Days				
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	
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, then FE		Once superseded, retain fiscal year end + 3 years.	

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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		
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

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
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					Years	Months	Days				
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.	
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.			
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.			Government Code, 441.1855

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					Years	Months	Days				
LEG410	5.1	Contracts and Agreements Records - Internal		AC	2			AC = Expiration of contract.		Per General Counsel.	Government Code, 441.1855
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.			
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.			
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							

<p>Retention Codes (field 7)</p> <p>AC – See event trigger for specific records series definition</p> <p>AV – Administratively valuable</p> <p>CE – Calendar year end</p>	<p>FE – Fiscal year end</p> <p>LA – Life of Asset</p> <p>PM – Permanent</p> <p>US – Until Superseded</p>	<p>Archival Codes (Field 10)</p> <p>A/I – Transfer to State/University Archivist</p> <p>R/O – Review by State/University Archivist</p>
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Records Retention Schedule

1. Agency Code: 758			2. Agency Name: Texas State University System								
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				
LEG710	1.1.053	Registration Log		AC				AC = Report filed with the Texas Ethics Commission.			
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
PER200	3.1.023	Position/Job Descriptions		AC	4			AC = Until superseded or job eliminated.			40 TAC 815.106(i)

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Archival Codes (Field 10)

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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€			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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					Years	Months	Days				
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			
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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					Years	Months	Days				
PER510	3.1.002	Personnel Files (Human Resources)	Records of hired personnel (faculty, staff, and students), which includes applications, PCRs, prior state service, W4 forms, retirement selections, evaluations, requests for outside/dual employment, and other records that track an individual's employment with the University. These files are slightly different than personnel files held in departments, but both types of files are unique and are both treated as records.	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		

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					Years	Months	Days				
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
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]

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Archival Codes (Field 10)

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STATE OF TEXAS

Records Retention Schedule

1. Agency Code: 758			2. Agency Name: Texas State University System								
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					Years	Months	Days				
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						
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

<p>Retention Codes (field 7)</p> <p>AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of Asset PM – Permanent US – Until Superseded</p>	<p>Archival Codes (Field 10)</p> <p>A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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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)
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)

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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						
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

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					Years	Months	Days				
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							
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

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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
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.			
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)

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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
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.

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					Years	Months	Days				
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)
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)
SVC110	5.1.014	Office Procedures		US	1						

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					Years	Months	Days				
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						
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.			

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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.			
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							

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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		
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

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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.	
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.	

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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.	
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

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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		
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						

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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
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.	

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					Years	Months	Days				
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		

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