



State and Local  
Records Management

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

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

[www.tsl.state.tx.us](http://www.tsl.state.tx.us)

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*Making  
information  
work  
for all  
Texans*

May 15, 2007

Ms. Teresa Tanny  
Executive Assistant to the Chancellor  
Texas State University System, Texas State University System  
Board of Regents  
200 E. 10th Street, Ste 600  
Thomas J. Rusk Building,  
Austin, TX 78701

Dear Ms. Tanny:

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 Please ensure all old copies of the schedule are superseded with this recertified copy.

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

During a certification period, state regulations (13 TAC §6.4) also require the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, consult the Texas State Records Management Manual or the government information analyst assigned to your agency.

Your efforts in maintaining an up-to-date records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program. Your schedule will be due for recertification on the last working day of May 2010. If you have any questions, call the information analyst assigned to your agency, Laura Finger, at 512-421-7214.

Sincerely,

Dr. Michael Heskett  
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist  
cc: (without enclosure) Charles Matthews



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
[X] Recertification - Form SLR 105
Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
[X] Records Management Officer

Signature Teresa Tanny
Name (Print or type) Teresa Tanny
Date 12/2/06

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)

Not Required at This Time

Signature
Name (Print or type)
Date

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

Signature Peggy D. Rudd
Name (Print or type) Peggy D. Rudd
Date 5/14/07

Recertification No. 76 MB Amendment No.



STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 17

|                            |                    |   |                     |         |       |             |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|-------------|---------------------------|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |             |                           |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total | 9. Remarks  |             |                           |

**ADMINISTRATIVE RECORDS**

|         |   |                                    |      |  |      |   |  |  |  |
|---------|---|------------------------------------|------|--|------|---|--|--|--|
| 1.1     | 1 | TSUS Foundation                    | US+5 |  | US+5 |   | Includes articles of incorporation, financial statements, meeting minutes<br>Original Agency No. 9, 36, 24   |  |  |
| 1.1.002 | 2 | Audits                             | AC+7 |  | AC+7 |   | AC=publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.<br>Original Agency No. 4 |  |  |
| 1.1.004 | 3 | Legislative Appropriation Requests | AC+6 |  | AC+6 | A | AC=Sept 1 of odd-numbered years<br>Original Agency No. 31  |  |  |
| 1.1.006 | 4 | Complaint Records                  | AC+2 |  | AC+2 |   | AC=Final disposition of complaint  |  |  |
| 1.1.007 | 5 | Correspondence, Consequential      | 5    |  | 5    |   | Board of Regents, State Leadership, Consequential Policy Issues<br>Original Agency No. 2b, 2d, 2e, 29  |  |  |
| 1.1.008 | 6 | Correspondence, General            | 1    |  | 1    |   | Administrative, Coordinating Board, Presidents<br>Original Agency No. 1, 2a, 2d  |  |  |
| 1.1.013 | 7 | Calendars                          | CE+1 |  | CE+1 | R |  |  |  |

Retention Codes (Field 7)

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

CE – Calendar Year End  
FE – Fiscal Year End

LA – Life of Asset  
MO – Months

PM – Permanent  
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives  
R – Review by State Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 2 of 17

|                            |                    |   |                     |         |       |             |            |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |            |             |                           |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total |             |            |             |                           |

|         |    |  |      |  |      |   |  |  |  |
|---------|----|--|------|--|------|---|--|--|--|
| 1.1.014 | 8  | Legal Opinions/Advice                      | AV   |  | AV   | R | CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See item # 1.1.048 |  |  |
| 1.1.019 | 9  | News Releases                              | 2    |  | 2    | R | Original Agency No. 14   |  |  |
| 1.1.020 | 10 | Public Information Requests – not exempted | AC+1 |  | AC+1 |   | Original Agency No. 66   |  |  |
| 1.1.021 | 11 | Public Information Requests – exempted     | AC+2 |  | AC+2 |   | AC=Date of notification that records are exempt<br>Original Agency No. 67  |  |  |
| 1.1.023 | 12 | Organization Charts                        | US   |  | US   | A |  |  |  |
| 1.1.024 | 13 | Plans and Planning Records                 | AC+3 |  | AC+3 | R | AC=decision made to implement or not implement result of planning process<br>Original Agency No. 32  |  |  |
| 1.1.026 | 14 | Texas Register Submissions                 | AC+1 |  | AC+1 |   | AC=date of publication to Texas Register   |  |  |
| 1.1.027 | 15 | Proposed Legislation                       | AV   |  | AV   |   | Original Agency No. 30   |  |  |
| 1.1.038 | 16 | Customer Survey                            | AC+3 |  | AC+3 |   |  |  |  |
| 1.1.040 | 17 | Speeches                                   | AC   |  | AC   | R | AC=end of term in office or termination of service in a state position   |  |  |
| 1.1.043 | 18 | Regent Training Manual                     | US+1 |  | US+1 |   |  |  |  |

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



STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

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|                            |                    |   |                     |         |       |             |            |         |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|------------|---------|---------------------------|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             | 10.        |         | 11.                       |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 9. Remarks | 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total |             |            |         |                           |

|         |    |   |      |  |      |   |   |  |  |
|---------|----|---|------|--|------|---|---|--|--|
| 1.1.048 | 19 | Litigation Files                                    | AC+5 |  | AC+5 | R | 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 of on motion of plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.<br>Original Agency No. 59,60 |  |  |
| 1.1.055 | 20 | Strategic Plans                                     | AC+6 |  | AC+6 | A | AC=September 1 of odd-numbered years<br>Original Agency No. 51  |  |  |
| 1.1.056 | 21 | ADA (Americans with Disabilities Act) Documentation | 3    |  | 3    |   | 28 CFR .5.105©  |  |  |
| 1.1.057 | 22 | Transitory Information                              | AC   |  | AC   |   | AC=purpose of record has been fulfilled<br>Original Agency No. 68   |  |  |
| 1.1.058 | 23 | Meeting Agenda & Minutes                            | PM   |  | PM   | A | Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives & Information Services Division, Texas State Library and Archives Commission.<br>Original Agency No. 61  |  |  |

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



STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

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|                |     |                |                                   |  |  |  |  |
|----------------|-----|----------------|-----------------------------------|--|--|--|--|
| 2. Agency Code | 758 | 3. Agency Name | The Texas State University System |  |  |  |  |
|----------------|-----|----------------|-----------------------------------|--|--|--|--|

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

|         |    |  |            |  |            |   |  |  |  |
|---------|----|--|------------|--|------------|---|--|--|--|
| 1.1.059 | 24 | Meetings, Certified Agenda or taped recordings of closed | AC+2       |  | AC+2       |   | AC=the date of the meeting or completion of pending action involving the meeting, whichever is later.  |  |  |
| 1.1.060 | 25 | Taped recordings of open meetings                        | AC+5       |  | AC+5       |   | AC=official approval of written minutes of the meeting by the governing body of an agency<br>Original Agency No. 56  |  |  |
| 1.1.061 | 26 | Open Meeting – notes                                     | AC+90 days |  | AC+90 days |   | AC=approval of formal minutes by the governing body  |  |  |
| 1.1.062 | 27 | Meeting – supporting documentation                       | 2          |  | 2          | A |  |  |  |
| 1.1.063 | 28 | Staff meeting notes                                      | 1          |  | 1          |   |  |  |  |
| 1.1.064 | 29 | Agency Performance Measures Documentation                | FE+3       |  | FE+3       |   |  |  |  |
| 1.1.065 | 30 | Non-fiscal reports – raw data                            |            |  | AV         |   |  |  |  |
| 1.1.066 | 31 | Reports-narrative-biennial or annual agency              | AC+6       |  | AC+6       | A | AC=September 1 of odd-calendar years. The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library & Archives Commission. |  |  |
| 1.1.067 | 32 | Non-fiscal reports & studies                             | 3          |  | 3          | R | Original Agency No. 33, 34, 40   |  |  |

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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|                            |                    |   |                     |         |       |             |            |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |            |             |                           |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total |             |            |             |                           |

|         |    |   |      |  |      |   |   |  |  |
|---------|----|---|------|--|------|---|---|--|--|
| 1.1.068 | 33 | Reports on performance measures                     | AC+6 |  | AC+6 |   | AC=Sept 1 of odd numbered years   |  |  |
| 1.1.070 | 34 | Agency Rules, Policies & Procedures – FINAL         | AC+3 |  | AC+3 | R | AC=completion or termination of program, rules, policies or procedures<br>Original Agency No. 21, 62                        |  |  |
| 1.1.070 | 35 | Student & Faculty Handbooks                         | US   |  | US   | R | AC=completion or termination of program, rules, policies or procedures. School has original copy.<br>Original Agency No. 41 |  |  |
| 1.1.071 | 36 | Agency Rules, Policies & Procedures – Working Files | AC+3 |  | AC+3 | R | AC=completion or termination of program, rules, policies or procedures  |  |  |
| 1.1.071 | 37 | Student & Faculty Handbooks – Working Files         | US   |  | US   | R | AC=completion or termination of program, rules, policies or procedures. School has original copy.                           |  |  |
| 1.2.001 | 38 | Destruction Authorizations                          | FE+3 |  | FE+3 |   |   |  |  |
| 1.2.003 | 39 | Forms History File                                  | AC+1 |  | AC+1 |   | AC=discontinue of use of form   |  |  |
| 1.2.005 | 40 | Records Retention Schedule SLR105                   | US   |  | US   |   | Original is retained by the State & Local Records Mgmt Division, Texas State Library & Archives Commission                  |  |  |

**Retention Codes (Field 7)**

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

CE – Calendar Year End  
FE – Fiscal Year End

LA – Life of Asset  
MO – Months

PM – Permanent  
US – Until Superseded

**Archival Codes (Field 8)**

A – Transfer to State Archives  
R – Review by State Archivist



STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

1. Page 6 of 17

| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |            |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total |             |            |             |                           |

|         |    |   |      |  |      |   |  |  |
|---------|----|---|------|--|------|---|--|--|
| 1.2.006 | 41 | Records Transmittal Forms                                   | AC+2 |  | AC+2 | AC=date of authorization for destruction, permanent transfer from storage, or transfer to the Archives & Info Services Division, Texas State Library and Archives Commission, by the agency RMO |  |  |
| 1.2.008 | 42 | Request for Authority to Dispose of State Records (RMD 102) | FE+3 |  | FE+3 | Original is at State & Local Records Management Division<br>Original Agency No. 64  |  |  |
| 1.2.010 | 43 | Records Disposition Logs                                    | 10   |  | 10   | Original Agency No. 65  |  |  |
| 1.3.001 | 44 | State Publications (i.e. Brochure)                          | AC+2 |  | AC+2 | AC=until superseded or obsolete.<br>Keep a copy of originals on file.   |  |  |
| 1.3.002 | 45 | Publication Development Files                               | AV   |  | AV   | R   |  |  |

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





STATE OF TEXAS  
**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

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|                            |                    |   |                     |         |       |             |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|-------------|---------------------------|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |             |                           |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total | 9. Remarks  |             |                           |

**ELETRONIC DATA PROCESSING RECORDS**

| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Agency | 7. Storage | 7. Total | 8. Archival   | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|----------------------------|--------------------|------------------------|-----------|------------|----------|---|-------------|---------------------------|
| 2.1.001                    | 46                 | Processing Files       | AC        |            | AC       | AC=completion of 3 <sup>rd</sup> 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. |             |                           |
| 2.1.002                    | 47                 | Master Files           | AC        |            | AC       | AC=completion of 3 <sup>rd</sup> 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. |             |                           |
| 2.1.007                    | 48                 | Software Programs      | AC        |            | AC       | AC=until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94                   |             |                           |

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



STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |  |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|--|-------------|---------------------------|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 9. Remarks   | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total |             |  |             |                           |
| 2.1.008                    | 49                 | Hardware Documentation                              | AC                  |         | AC    |             | AC=until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94                                    |             |                           |
| 2.1.009                    | 50                 | Technical Documentation                             | AC                  |         | AC    |             | AC=until electronic records are transferred to and made usable in a new software or hardware environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94 |             |                           |
| 2.2.011                    | 51                 | Batch Data Entry Control Records                    | AC                  |         | AC    |             | AC=when reconciliation confirmed   |             |                           |

|  |                        |                    |                       |                                |  |                          |  |  |
|--|------------------------|--------------------|-----------------------|--------------------------------|--|--------------------------|--|--|
| Retention Codes (Field 7)                                  |                        |                    |                       |                                |  | Archival Codes (Field 8) |  |  |
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STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

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|                            |                    |   |                     |         |       |             |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|-------------|---------------------------|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |             |                           |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total | 9. Remarks  |             |                           |

**PERSONNEL RECORDS**

|         |    |                                       |      |  |      |  |  |  |
|---------|----|---------------------------------------|------|--|------|--|--|--|
| 3.1     | 52 | Regents, Current                      | PM   |  | PM   | Designation PM effective Oct 2006<br>Original Agency No. 22, 23  |  |  |
| 3.1     | 53 | Personnel Files, System Office        | AC+5 |  | AC+5 | AC=Termination of Employment. These include applications, performance appraisals, insurance elections, citizenship verifications, etc.<br>Original Agency No. 15 |  |  |
| 3.1.001 | 54 | Job Applications – not hired          | 2    |  | 2    | Original Agency No. 16   |  |  |
| 3.1.001 | 55 | Presidential Applications – not hired | 2    |  | 2    | Original Agency No. 18   |  |  |
| 3.1.002 | 56 | Job Applications – hired              | AC+5 |  | AC+5 | AC=Termination of Employment<br>Original Agency No. 19   |  |  |
| 3.1.002 | 57 | Presidential Applications – hired     | AC+5 |  | AC+5 | AC=Termination of Employment   |  |  |
| 3.1.011 | 58 | Employee Insurance Records            | AC   |  | AC   | AC=until superseded or termination of employment   |  |  |
| 3.1.012 | 59 | Employment Opportunity Announcements  | 2    |  | 2    |  |  |  |
| 3.1.013 | 60 | Employment Contracts                  | AC+4 |  | AC+4 | AC=expiration or termination of the contract according to its terms  |  |  |
| 3.1.034 | 61 | Resumes – unsolicited                 | AV   |  | AV   | SEE item no. 3.1.014 for resumes   |  |  |

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



STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

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|                            |                    |   |                     |         |       |                           |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|---------------------------|-------------|---------------------------|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |                           |             |                           |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival<br>9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total |                           |             |                           |

| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                        | 7. Retention Period |         |       | 8. Archival<br>9. Remarks   | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|----------------------------|--------------------|---|---------------------|---------|-------|---|-------------|---------------------------|
|                            |                    |   | Agency              | Storage | Total |   |             |                           |
| 3.2.001                    | 62                 | Employee Deduction Authorizations             | AC+4                |         | AC+4  | AC=after termination of employee or after amendment, expiration or termination of authorization, whichever sooner |             |                           |
| 3.2.002                    | 63                 | Employee Earnings Records                     | 4                   |         | 4     |   |             |                           |
| 3.2.004                    | 64                 | Income Adjustment Authorizations              | 2                   |         | 2     |   |             |                           |
| 3.2.007                    | 65                 | Unemployment Compensation Records             | AC+5                |         | AC+5  |   |             |                           |
| 3.2.008                    | 66                 | Direct Deposit Application/Authorizations     | US                  |         | US    |   |             |                           |
| 3.3.004                    | 67                 | Benefit Plans                                 | US+1                |         | US+1  | Original Agency No. 10  |             |                           |
| 3.3.010                    | 68                 | Labor Statistic Reports                       | 3                   |         | 3     |   |             |                           |
| 3.3.011                    | 69                 | Former Employee Verification Records          | AC+75               |         | AC+75 | AC=termination of employment<br>Original Agency No. 58  |             |                           |
| 3.3.015                    | 70                 | Positions/Job Classification Review           | US+3                |         | US+3  |   |             |                           |
| 3.3.022                    | 71                 | Texas Workforce Commission Reports            | 3                   |         | 3     |   |             |                           |
| 3.3.023                    | 72                 | Travel vouchers & requests for reimbursements | FE+3                |         | FE+3  |   |             |                           |
| 3.3.024                    | 73                 | Personnel Policies & Procedures               | US+3                |         | US+3  |   |             |                           |
| 3.3.025                    | 74                 | Job Procedure Records                         | US+3                |         | US+3  |   |             |                           |
| 3.3.031                    | 75                 | EEO Reports & Supporting Documentation        | 3                   |         | 3     |   |             |                           |

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



STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

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|                            |                    |   |                     |         |       |             |            |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |            |             |                           |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total |             |            |             |                           |

|         |    |                                      |      |  |      |  |                        |  |  |
|---------|----|--------------------------------------|------|--|------|--|------------------------|--|--|
| 3.4.001 | 76 | Accumulated Leave Adjustment Reports | FE+3 |  | FE+3 |  |                        |  |  |
| 3.4.002 | 77 | Leave Status Reports                 | FE+3 |  | FE+3 |  |                        |  |  |
| 3.4.003 | 78 | Less than Full time Worked report    | 4    |  | 4    |  |                        |  |  |
| 3.4.006 | 79 | Time sheets                          | 4    |  | 4    |  | Original Agency No. 17 |  |  |
| 3.4.008 | 80 | Sick Leave Pool Documentation        | FE+3 |  | FE+3 |  |                        |  |  |

**FISCAL RECORDS**

|         |    |  |      |  |      |  |                        |  |  |
|---------|----|--|------|--|------|--|------------------------|--|--|
| 4.1.001 | 81 | Accounts Payable Information           | FE+3 |  | FE+3 |  |                        |  |  |
| 4.1.002 | 82 | Institution Billing Detail             | FE+3 |  | FE+3 |  |                        |  |  |
| 4.1.003 | 83 | Cancelled Checks/Stubs/Warrants/Drafts | FE+3 |  | FE+3 |  |                        |  |  |
| 4.1.005 | 84 | Inventory & other cost files           | FE+3 |  | FE+3 |  |                        |  |  |
| 4.1.006 | 85 | Investment transaction files           | FE+3 |  | FE+3 |  |                        |  |  |
| 4.1.007 | 86 | Transfers or budget revisions          | FE+3 |  | FE+3 |  |                        |  |  |
| 4.1.008 | 87 | Electronic Funds transfers             | FE+3 |  | FE+3 |  |                        |  |  |
| 4.2.001 | 88 | Cash Deposit vouchers                  | FE+3 |  | FE+3 |  |                        |  |  |
| 4.2.004 | 89 | Encumbrance vouchers                   | FE+3 |  | FE+3 |  |                        |  |  |
| 4.2.005 | 90 | Vouchers                               | FE+3 |  | FE+3 |  | Original Agency No. 53 |  |  |
| 4.2.006 | 91 | General Journal vouchers               | FE+3 |  | FE+3 |  |                        |  |  |

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



STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

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|                            |                    |   |                     |         |       |             |  |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|--|-------------|---------------------------|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |  |             |                           |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival |  | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total | 9. Remarks  |  |             |                           |

| 4.3.003 | 92  | Expenditure Journals or Registers                    | FE+3 |  | FE+3 |  |   |  |  |
|---------|-----|--|------|--|------|--|---|--|--|
| 4.2.007 | 93  | Expenditure vouchers payroll                         | FE+3 |  | FE+3 |  |   |  |  |
| 4.4.001 | 94  | Ledgers  | FE+3 |  | FE+3 |  | Original Agency No. 54  |  |  |
| 4.4.002 | 95  | Accounts receivable ledgers                          | FE+3 |  | FE+3 |  |   |  |  |
| 4.4.003 | 96  | Accounts payable ledgers                             | FE+3 |  | FE+3 |  |   |  |  |
| 4.4.004 | 97  | Employee savings bonds ledgers                       | FE+3 |  | FE+3 |  |   |  |  |
| 4.5.001 | 98  | Worksheets for preparing fiscal reports              | FE+3 |  | FE+3 |  |   |  |  |
| 4.5.002 | 99  | University Operating Budgets                         | FE+3 |  | FE+3 |  | Each university maintains a record copy permanently<br>Original Agency No. 28, 48 |  |  |
| 4.5.003 | 100 | Annual financial reports for System office & Schools | AC+6 |  | AC+6 |  | AC=Sept 1 of odd-numbered years<br>Original Agency No. 3, 50                      |  |  |
| 4.5.005 | 101 | External Fiscal reports                              | FE+3 |  | FE+3 |  |   |  |  |
| 4.5.006 | 102 | Annual operating budgets                             | FE+3 |  | FE+3 |  | Original Agency No. 7   |  |  |
| 4.5.006 | 103 | Monthly operating budgets                            | FE+3 |  | FE+3 |  | Original Agency No. 47  |  |  |
| 4.5.007 | 104 | USAS Reports – Daily                                 | AC   |  | AC   |  |   |  |  |
| 4.5.008 | 105 | USAS Reports – Monthly                               | AC   |  | AC   |  |   |  |  |
| 4.5.009 | 106 | USAS Reports – Annual                                | FE+3 |  | FE+3 |  |   |  |  |
| 4.6.002 | 107 | Reconciliations                                      | FE+3 |  | FE+3 |  | Original Agency No. 55  |  |  |

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



STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

1. Page 13 of 17

| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |            |  |             |                           |
|----------------------------|--------------------|---|---------------------|---------|------------|--|-------------|---------------------------|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |            | 8. Archival<br>9. Remarks                      | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total      |  |             |                           |
| 4.7.001                    | 108                | Accounting policies & procedures manual             | US+3                |         | US+3       |  |             |                           |
| 4.7.002                    | 109                | Bank statements                                     | FE+3                |         | FE+3       |  |             |                           |
| 4.7.003                    | 110                | Returned checks/warrants/drafts (uncollectible)     | AC+3                |         | AC+3       |  |             |                           |
| 4.7.007                    | 111                | Detail Chart of Accounts                            | FE+3                |         | FE+3       |  |             |                           |
| 4.7.010                    | 112                | Bond Liability                                      | AC+3                |         | AC+3       | AC=retirement of debt<br>Original Agency No. 6 |             |                           |
| 4.7.011                    | 113                | Texas Building & Procurement Commission Statements  | FE+3                |         | FE+3       |  |             |                           |
| 4.7.012                    | 114                | Signature Authorizations                            | US<br>FE+3          |         | US<br>FE+3 |  |             |                           |

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



STATE OF TEXAS

**Records Retention Schedule**

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Form SLR 105C must accompany this form.

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|                            |                    |   |                     |         |       |             |            |             |                           |  |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|------------|-------------|---------------------------|--|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |            |             |                           |  |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |  |
|                            |                    |   | Agency              | Storage | Total |             |            |             |                           |  |

**SUPPORT SERVICES RECORDS**

|         |     |   |           |  |           |  |  |  |
|---------|-----|---|-----------|--|-----------|--|--|--|
| 5.1.001 | 115 | Contracts & Leases  | AC+4      |  | AC+4      | AC=expiration or termination according to its terms<br>Original Agency No. 8, 11, 35, 38, 39 |  |  |
| 5.1     | 116 | Easements   | PM        |  | PM        | PM Designation effective Oct 2006<br>Original Agency No. 37                                  |  |  |
| 5.1.004 | 117 | Address listings for Regents, Institutions and System Office          |           |  | US        | Addresses, phone numbers, fax numbers, email addresses                                       |  |  |
| 5.1.005 | 118 | Postage records   |           |  | FE+3      | Original Agency No. 63   |  |  |
| 5.1.007 | 119 | In/Inter-Agency copy & printing requests (minutes, resolutions, etc.) | AV        |  | AV        |  |  |  |
| 5.1.013 | 120 | Insurance policies  | AC+4      |  | AC+4      | AC=expiration or termination of policy according to its terms. For vehicles & equipment      |  |  |
| 5.1.014 | 121 | Office Procedures   | US+1      |  | US+1      |  |  |  |
| 5.2.001 | 122 | Appraisals – building or property                                     | AV        |  | AV        | R  |  |  |
| 5.2.002 | 123 | Building Construction Project Files                                   | AC+<br>10 |  | AC+<br>10 | R  | AC=completion of project<br>Original Agency No. 52 |  |
| 5.2.003 | 124 | Building Plans & Specifications – state owned                         | LA        |  | LA        | R  |  |  |

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





Texas  
State Library  
and Archives  
Commission

STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |             |                        |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|------------------------|-------------|---------------------------|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival | 9. Remarks             | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total |             |                        |             |                           |
| 5.2.003                    | 125                | Building Plans & Specifications – leased            | AC+2                |         | AC+2  | R           |                        |             |                           |
| 5.2.006                    | 126                | Property Destruction – Certificates                 | FE+3                |         | FE+3  |             |                        |             |                           |
| 5.2.007                    | 127                | Damage Reports (to state property)                  | FE+3                |         | FE+3  |             |                        |             |                           |
| 5.2.008                    | 128                | Equipment History File                              | LA+3                |         | LA+3  |             |                        |             |                           |
| 5.2.009                    | 129                | Equipment Inventory Detail Report Forms             | FE+3                |         | FE+3  |             |                        |             |                           |
| 5.2.014                    | 130                | Physical Inventory                                  | FE+3                |         | FE+3  |             | Original Agency No. 12 |             |                           |
| 5.2.015                    | 131                | Notices of Equipment removed from Inventory         | FE+3                |         | FE+3  |             |                        |             |                           |
| 5.2.017                    | 132                | Lost & Stolen Property reports                      | FE+3                |         | FE+3  |             |                        |             |                           |
| 5.2.018                    | 133                | Quality Control Reports                             | 2                   |         | 2     |             |                        |             |                           |
| 5.2.023                    | 134                | Year to date Activity – inventory listing           | FE+3                |         | FE+3  |             |                        |             |                           |
| 5.2.028                    | 135                | Building Construction Contract & Inspection Records | LA+10               |         | LA+10 | R           |                        |             |                           |
| 5.3.005                    | 136                | Packing Slips                                       | AV                  |         | AV    |             |                        |             |                           |

Retention Codes (Field 7)

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

CE – Calendar Year End  
FE – Fiscal Year End

LA – Life of Asset  
MO – Months

PM – Permanent  
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives  
R – Review by State Archivist



STATE OF TEXAS

**Records Retention Schedule**

SLR 105

Form SLR 105C must accompany this form.

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|                            |                    |   |                     |         |       |                           |             |                           |  |  |
|----------------------------|--------------------|---|---------------------|---------|-------|---------------------------|-------------|---------------------------|--|--|
| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |                           |             |                           |  |  |
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival<br>9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |  |  |
|                            |                    |   | Agency              | Storage | Total |                           |             |                           |  |  |

|         |     |   |      |  |      |   |  |  |
|---------|-----|---|------|--|------|---|--|--|
| 5.3.007 | 137 | Bid Documentation<br>Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted & rejected bids and bid tabulations/evaluations | FE+3 |  | FE+3 | CAUTION: If a formal written contract is the result of a successful bid or RFP, the successful bid or RFP and its supporting documentation must be retained for the same period as the contract. SEE Item 5.1.001 & 5.2.028 |  |  |
| 5.3.008 | 138 | Purchasing Logs   | FE+3 |  | FE+3 |   |  |  |
| 5.3.009 | 139 | Requests for Information  | AC   |  | AC   | AC=date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable  |  |  |
| 5.4.001 | 140 | Accident Reports and Documentation  | CE+5 |  | CE+5 | 29 CFR 1904.33. The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years   |  |  |
| 5.4.002 | 141 | Evacuation Plans  | US   |  | US   |   |  |  |
| 5.4.003 | 142 | Inspection Records  | AC+3 |  | AC+3 | AC=inspection or date of correction of the deficiency if the inspection report reveals a deficiency   |  |  |
| 5.4.007 | 143 | Hazardous Materials Training Records  | 5    |  | 5    |   |  |  |
| 5.4.008 | 144 | Hazardous Communication Plans   | US+5 |  | US+5 |   |  |  |

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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| 2. Agency Code<br>758      |                    | 3. Agency Name<br>The Texas State University System |                     |         |       |   |             |                           |
|----------------------------|--------------------|---|---------------------|---------|-------|---|-------------|---------------------------|
| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title                              | 7. Retention Period |         |       | 8. Archival<br>9. Remarks   | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|                            |                    |   | Agency              | Storage | Total |   |             |                           |
| 5.4.012                    | 145                | Security Access Records                             | AC+2                |         | AC+2  | AC=until superseded, date of expiration, or date of termination, whichever sooner<br>Original Agency No. 13 |             |                           |
| 5.4.013                    | 146                | Disaster Recovery Plans                             | US                  |         | US    |   |             |                           |
| 5.5.006                    | 147                | TEX-AN billing detail                               | FE+3                |         | FE+3  |   |             |                           |
| 5.6.001                    | 148                | Flight Logs   | FE+3                |         | FE+3  |   |             |                           |
| 5.6.009                    | 149                | Parking Permits                                     | US                  |         | US    |   |             |                           |

**Retention Codes (Field 7)**

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

CE – Calendar Year End  
FE – Fiscal Year End

LA – Life of Asset  
MO – Months

PM – Permanent  
US – Until Superseded

**Archival Codes (Field 8)**

A – Transfer to State Archives  
R – Review by State Archivist