



State and Local  
Records Management

P.O. Box 12927  
Austin, Texas  
78711.2927

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

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

*Commission Chairman*  
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*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Edward Seidenberg

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

January 20, 2016

Mr. Dennis Sills  
Records Management Officer  
Texas Higher Education Coordinating Board  
1200 E Anderson Ln  
Austin, TX 78752

Re: Agency records retention schedule amendment approved for use

Dear Mr. Sills:

Amendment 1 to your agency's 7th recertification of your records retention schedule is approved for use as of Monday, January 11, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Joshua Clark, at 512-936-0270 or [jclark@tsl.texas.gov](mailto:jclark@tsl.texas.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "CK", which is the signature of Craig Kelso.

Craig Kelso  
Director and State Records Administrator

cc: State Auditor, State Archivist, Raymund Paredes

R01.781/781

781 JC



# 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 781

Agency Name TEX. HIGHER ED. CO. BD.

(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

Dennis Sills

Name (Print or type)

Dennis Sills

Date

January 20, 2015

## Section 2. Approvals

(Submitting agencies do not write in this section)

### State Auditor's Office

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

Signature

Name (Print or type)

Date

**Not Required at This Time**

### Texas State Library and Archives Commission

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

Signature

Name (Print or type)

Date

Donna Osborne

Donna Osborne

1/11/16

Cert/Recert No.

7

Amendment No.

1

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## CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 01 of 01

2. Agency Code 781		3. Agency Name TEXAS HIGHER EDUCATION COORDINATING BOARD		November, 2015						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			9. Remarks	Page No.	

<b>ACADEMIC PLANNING AND POLICY</b>											
<b>Academic Quality and Workforce</b>											
	344	Office of Civil Rights - Methods of Administration	FE	3	FE+3		Complies with federal requirements. (MOA) and biennial Civil Rights Compliance Reports.	92-781-014	33	344	C
	346	Course Redesign Grants	AC+3	0	AC+3		AC = After completion of Contract		33	346	D
1.1.067	347	Reports, Studies, Surveys - Final	PM	0	PM	R	Electronically		33	347	C
	350	Grant Proposals - Norman Hackerman Advanced Research Program, T-STEM, ESP	AC	5	AC+5		Available Electronically Exempt from the Public Information Act under Section 3(a)10. "Trade Secrets". AC=September 1 of even-numbered years.	91-781-003	34	350	C
	358	Perkins - Meetings and Supporting Documentation	AV	0	AV		Site visit reports and materials		35	358	C

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



October 3, 2014  
Mr. Dennis Sills  
Records Management Officer  
Texas Higher Education Coordinating Board  
1200 E Anderson Ln  
Austin, TX 78752

RE: Agency records retention schedule approved for use

Dear Mr. Sills:

Your agency's records retention schedule is approved for use as of September 29, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **September 2019**.

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, Michael Reagor, at 512-463-5494 or [mreagor@tsl.texas.gov](mailto:mreagor@tsl.texas.gov).

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

Sincerely,

Craig Kelso  
Director and State Records Administrator

cc: State Auditor, State Archivist, Raymund Paredes

State and Local  
Records Management

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*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

R01.781/781

781



STATE OF TEXAS
Records Retention Schedule Certification

SLR 105C

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

MR

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 781

Agency Name Texas Higher Ed. Coord. Bd.

(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 [Signature]

Name (Print or type) Dennis Sills

Date 07/24/2014

SLR 105C Rev. 9/11

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 [Blank lines]

Not Required at This Time

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

Signature [Signature]

Name (Print or type)

Date 09-29-2014

Cert/Recert No. 7 Amendment No.

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## CAUTION

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





# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 1 of 39

2. Agency Code 781		3. Agency Name TEXAS HIGHER EDUCATION COORDINATING BOARD		August, 2013				
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			

<b><u>FILES COMMON TO ALL DIVISIONS</u></b>								
1.1.004	1	Legislative Appropriation Requests - Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC+6	0	AC+6	A	AC = September 1 of odd-numbered calendar years. <b>ARCHIVES NOTE:</b> The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival	
1.1.007	2	Correspondence – Administrative - Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them	2	2	4	R	<b>ARCHIVES NOTE:</b> Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods	
1.1.010	3	Directives	US+1	0	US+1		Official agency copy in Deputy Commissioner's (DC's) Office	
1.3.002	4	Publication Development Files	AV	0	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.*

1. Page 2 of 39

2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

<b><u>FILES COMMON TO ALL DIVISIONS</u></b>								
1.1.008	5	Correspondence – General - Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2	0	2			
1.1.013	6	Calendar, Appointment and Itinerary Records	CE+1	0	CE+1	R	<b>ARCHIVES NOTE:</b> Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. <b>CAUTION:</b> A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.	

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 3 of 39

2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

<b><u>FILES COMMON TO ALL DIVISIONS</u></b>								
1.1.058	7	MEETING AGENDA AND MINUTES - Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM	0	PM	A	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.	
1.1.063	8	Meeting Minutes/Notes – Staff	1	0	1			
1.1.062	9	Meetings – Supporting Documentation	2	0	2	A		
1.1.023	10	Organization Charts	US	0	US	A		
1.1.027	11	Proposed Legislation	AV	0	AV			
1.1.067	12	REPORTS AND STUDIES (NON-FISCAL) - Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule.	3	0	3	R		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 4 of 39

2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

<b><u>FILES COMMON TO ALL DIVISIONS</u></b>								
1.1.065	13	Reports, Studies and Surveys (Non-Fiscal) – Raw Data	AV	0	AV		<b>CAUTION:</b> 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 1.1.064.	
1.1.038	14	Reports, Studies and Surveys – Final	AC	0	AC		AC = Final Disposition of summary report	96-781-026
1.1.040	15	Speeches	AC	0	AC	R	AC = End of term in office or termination of service in a state position.	
1.2.012	16	Records Inventory Worksheets	US	0	US			
5.1.004	17	Mailing Lists	US	0	US			
1.1.064	18	Agency Performance Measures Documentation	FE+3	0	FE+3			

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.*

1. Page 5 of 39

2. Agency Code 781		3. Agency Name TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013			
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			

<b><u>FILES COMMON TO ALL DIVISIONS</u></b>								
1.3.001	19	Agency Publications	AC+2	0	AC+2	AC = Until superseded or obsolete. Required copies sent to Publications Depository TSLAC (TGC 441.101) <b>CAUTION:</b> 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.		
1.1.002	20	Reports from State Auditor's Office	AC+7	0	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.		

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 6 of 39

2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

<b><u>FILES COMMON TO ALL DIVISIONS</u></b>								
5.1.001	21	Contracts and Leases	AC+4	0	AC+4	All audit requirements, both state and federal, will be met prior to final disposition. AC = Expiration or termination of the instrument according to its terms.		
5.5.002	22	Facsimile records	AV	0	AV			
1.1.059	23	CERTIFIED AGENDAS OR TAPE RECORDINGS OF CLOSED MEETINGS - Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC+2	0	AC+2	AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, Section 551.104(a).		
1.1.060	24	AUDIO OR VIDEOTAPES OF OPEN MEETINGS - Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC+90 days	0	AC+90 days	AC = Official approval of written minutes of the meeting by the governing body of an agency.		
4.7.008	25	Federal Grant Files	AC	3	AC+3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule)	91-781-001	

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 7 of 39

2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

<b><u>FILES COMMON TO ALL DIVISIONS</u></b>								
1.1.057	28	<p>Transitory Information – Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC		AC		<p>AC = purpose of record has been fulfilled. <b>CAUTION:</b> 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 (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p>	

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.*

1. Page 8 of 39

2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<b><u>BUSINESS AND FINANCE</u></b>						
		<b><u>Business and Support Services</u></b>						
4.7.011	40	Texas Facilities Commission Statements	FE+3	0	FE+3			
5.2.003	42	Building Plans and Specifications	AC+2	0	AC+2		AC = termination or cancellation of lease.	
5.4.003	43	Safety Inspections	AC+3	0	AC+3		AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency	
4.1.006	45	Investment Transaction Files	FE+3	0	FE+3			
5.4.007	46	Hazardous Materials Training Records	5	0	5		Health and Safety Code, Section 502.009(g).	
4.4	47	Trusted Funds Information	FE+3	0	FE+3			
4.5.006	48	Annual Operating Budgets	FE+3	0	FE+3			
1.1.068	49	REPORTS ON PERFORMANCE MEASURES - Quarterly and annual reports on agency performance measures submitted to the executive and legislative offices.	AC+6	0	AC+6		AC – September 1 of odd-numbered calendar years	
5.4.011	51	Visitor Control Registers (Security Logs)	3	0	3			

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.*

1. Page 9 of 39

2. Agency Code 781		3. Agency Name TEXAS HIGHER EDUCATION COORDINATING BOARD				August, 2013			
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				

<b><u>BUSINESS AND FINANCE</u></b>									
<b><u>Business and Support Services</u></b>									
<b><u>RECORDS MANAGEMENT</u></b>									
1.2.001	52	Destruction Authorizations	FE+3	0	FE+3		Originals		
5.4.013	53	Disaster Recovery Plan/ Business Continuity Plan	US	0	US				
1.2.005	54	Records Retention Schedule (SLR 105)	US	0	US		Agency Copy		
1.2.006	55	Records Transmittal Forms (RMD 101)	AC+2	0	AC+2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
1.2.008	56	Request for Authority to Dispose of State Records (RMD 102)	FE+3	0	FE+3		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission		
1.2.010	57	Records Disposition Log	10	0	10				
1.2.011	58	Records Center Storage Approval Forms (RMD 106)	US	0	US				

Retention Codes (Field 7)						Archival Codes (Field 8)			
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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**

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1. Page 10 of 39

2. Agency Code 781		3. Agency Name TEXAS HIGHER EDUCATION COORDINATING BOARD					August, 2013		
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				

<b><u>BUSINESS AND FINANCE</u></b>									
<b><u>Business and Support Services</u></b>									
<b><u>Federal Tax Records</u></b>									
3.2.003	70	Federal Tax Records. Includes 1099, W2, FICA, and other tax records	AC+4	0	AC+4	AC = Tax due date, date claim is filed, or date tax is paid, whichever is later. 26 CFR 31.6001-1(e)(2)			
<b><u>Fiscal Records – Worksheets, Detail Information</u></b>									
4.1.001	79	Accounts Payable Information	FE+1	2	FE+3				
4.1.004	80	Encumbrance Detail (Monthly)	FE+2	1	FE+3				
<b><u>Fiscal Records – Documents of Original Entry and Posting Lists</u></b>									
4.2.001	81	Cash Deposit Vouchers	FE+3	0	FE+3				
4.2.005	82	Purchase Vouchers	FE+3	0	FE+3				
4.2.006	83	General Ledger Vouchers	FE+3	0	FE+3				
4.3.002	84	Receipts, Journals and Registers	FE+1	2	FE+3			91-781-002	
4.3.003	85	Expenditures, Journals and Registers	FE+1	2	FE+3			94-781-019	
4.4.001	86	General and Subsidiary Ledgers	FE+3	0	FE+3				
4.4.002	87	Accounts Receivable Ledgers	FE+3	0	FE+3				
	88	Discretionary Projects	AC+2	3	AC+5	AC = termination of project		92-781-016	

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	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

<b><u>BUSINESS AND FINANCE</u></b>								
<b><u>Business and Support Services</u></b>								
4.4.003	89	Accounts Payable Ledgers	FE+3	0	FE+3			
4.4.004	90	Employee Savings Bond Ledgers	FE+3	0	FE+3			
4.5.001	91	Worksheets for Preparation of Fiscal Reports	FE+3	0	FE+3			
4.5.002	92	Internal Fiscal Management Reports	FE+3	0	FE+3			
4.5.003	93	Annual Financial Report	AC+6	0	AC+6	AC = September 1 of odd-numbered calendar years		
<b><u>Fiscal Records – Other</u></b>								
4.7.001	94	Accounting Policies and Procedures	US+3	0	US+3			
4.7.002	95	Bank Statements	FE+3	0	FE+3			
4.7.005	96	Claim Files	AC+3	0	AC+3	AC = claims resolved		
4.7.007	97	Detail Chart of Accounts	FE+3	0	FE+3			
4.7.008	98	Federal Grant Records	AC+3	0	AC+3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule)		
4.7.010	99	Long-Term Liability Records (Bonds, etc)	AC+3	0	AC+3	AC = Retirement of Debt		
4.7	100	General Accounting Records	FE+3	0	FE+3			
	101	Annual Application – Plans/Contracts/Reports	AC+2	3	AC+5	AC = FE after board action	92-781-015	

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

<b>BUSINESS AND FINANCE</b>								
<b>Business and Support Services</b>								
<b>Support Services – General</b>								
5.1.005	102	Postage Expense Reports	FE+3	0	FE+3			
5.2.008	103	Equipment History File	LA+3	0	LA+3			
5.2.014	104	Inventory, Annual Physical	FE+3	0	FE+3			
5.2.015	105	Notice of Equip. Removed from Inventory	FE+3	0	FE+3			
5.2.016	106	Inventory System Updated Listing	AC	0	AC	AC = Transfer Information on to annual listing		
5.2.017	107	Lost and Stolen Property Report	FE+3	0	FE+3			
5.2.021	108	Surplus Property Sale	FE+3	0	FE+3			
	109	MIP Loan Records	FE+3	7	FE+10		02-781-031	
4.1.005	110	Inventory and Other Cost Files	FE+3	0	FE+3			
4.2.007	111	Expenditure Vouchers – Travel, Payroll, etc.	FE+3	0	FE+3			
4.7.004	112	Capital Asset Records	LA+3	0	LA+3			
5.5.001	113	Telecommunications Billing Detail – (other than Tex-An)	FE+3	0	FE+3			
4.5.009	114	ABEST/USAS Reconciliations	FE+3	0	FE+3			
5.5.006	115	Tex An Billing Detail	FE+3	0	FE+3			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	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	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<b><u>BUSINESS AND FINANCE</u></b> <b><u>Business and Support Services</u></b> <b><u>Loan Programs</u></b>						
1.1	130	Deferment of Loan Repayment Master Form	US	0	US			
	131	Applications, Federal Insured Student Loans (FISL) and Guaranteed Student Loans (GSL)	AC	30	AC+30		AC = retirement of loan	
1.1.002	132	Program Reviews – External Audits	AC+7	0	AC+7		AC = Publication or release of final audit findings	
1.1	133	Comprehensive Insurance Contract, Health Education Assistance Loan Program (HEAL)	AC	4	AC+4		AC = expiration of contract	
1.1	134	Income Projections for Hinson-Hazlewood College Student Loan Program (HHCSLP)	75	0	75	R	Needed for Historical trends	
1.1	135	Annual Percentage Rate Formulas for Student Loans	US+3	0	US+3	R		
1.1.043	136	Training Materials	US+1	0	US+1			
2.2.004	137	Computer Job Schedules and Reports	3mo	0	3mo			
4.7	138	Warrant Hold Reports on Delinquent Student Account Cases	FE	3	FE+3			
1.1.014	139	Correspondence from Attorney General	AV	0	AV	R		
1.1.067	140	Reports – Consultants and Committees	3	0	3	R		
1.2.004	141	Forms Directory	US	0	US			
1.1.041	142	Suggestion System Records	1	0	1			

Retention Codes (Field 7)	Archival Codes (Field 8)
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	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	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<b><u>BUSINESS AND FINANCE</u></b> <b><u>Business and Support Services</u></b> <b><u>Loan Programs</u></b>							
1.1	143	Physician Education Loan Repayment Program Shortage Areas, Health Manpower Shortage (HMSA)	AC+3	0	AC+3	R	AC = Implementation of Plan		
	144	Judgment Abstracts	FE	10	FE+10				
	145	Judgments on Defaulted Loans	AC	25	AC+25		AC = After judgment	00-781-030	
2.2.012	146	OUTPUT RECORDS FOR COMPUTER PRODUCTION (Edits/Loan Transaction Reports)	3 m	14yr9m	15		Computer printout & microfilm	94-781-021	
2.2.011	147	Batch/Data Entry Control Forms	AC	0	AC		AC = When reconciliation confirmed		
4.1.002	148	Loan Billing Detail Reports – Statement of Accounts, Past Due Reports	FE	15	FE+15		Paper or Hard Copy	91-781-005	
4.1.002	149	Loan Billing Detail Reports – Statement of Accounts, Past Due Reports	FE	15	FE+15		Microfiche	94-781-020	
	150	Preclaims Reports, Texas Guaranteed Student Loans, Health Education Assistance Loans	3 m	14yr9m	15				
1.1	151	State Medical Education Board (SMEB) Physician Files (closed)	AC	20	AC+20		AC = retirement of loan	95-781-024	
1.1	152	Paul Douglas Promissory Notes	1	19	20				

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD				August, 2013		
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				

		<b><u>BUSINESS AND FINANCE Business and Support Services Loan Programs</u></b>						
	153	Applications, Loan Repayment Programs; Physician Education (PELRP), Dental Education (DELRP), Doctoral Incentive (DILRP), Teach for Texas (TFTLRP), Border County Doctoral Faculty Education (BCDFELRP), Minority Doctoral (MDIP), Early Childhood Care Provider (ECCPSLRP) Files (closed)	AC	5	AC+5		AC = After loan repayment/file closed	03-781-032
	154	Applications, Teach for Texas Conditional Grant (TFTCG) and Teach for Texas Alternative Certification Conditional Grant (TFTACCG)	AC	20	AC+20		AC = After loan repayment/file closed	
		<b><u>Payments</u></b>						
4.6	160	Documentation – Coupons mailed	AC	3	AC+3		AC = retirement of loan	
4.2	161	Account Payments	75	0	75		Paper payment edits retained 1 year. Paper destroyed. Paper & microfilm	
4.4.002	162	Billing Detail Ledgers	FE+3	0	FE+3			
1.1	163	Power of Attorney	AC	0	AC		AC = retirement of loan	

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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		

<b><u>BUSINESS AND FINANCE</u></b>								
<b><u>Business and Support Services</u></b>								
<b><u>Loan Programs</u></b>								
<b><u>Payments</u></b>								
4.7	164	Returned Checks	AC	3	AC+3	AC = retirement of loan		
4.7	165	Returned check ledgers	75	0	75	Paper copy retained FE+3. Paper & microfilm		
4.2	166	Deposit Receipt Vouchers	75	0	75	Paper copy retained FE+3. Paper & microfilm		
4.2	167	Cash Receipts Book	75	0	75	Paper copy retained 5 years. Paper & microfilm		
<b><u>Micrographics</u></b>								
	170	Active Student Loan Files (Microfilm Security Reels)	3 m	74yr9m	75		91-781-004	
	171	Student Loan Files	AV	0	AV	Active and inactive – Security reels stored at the State Records Center		
1.1	172	General Loan Files/Promissory Notes	1	19	20		94-781-018	
	173	Health Education Assistance Loan (HEAL) Promissory Notes	3 m	32yr9m	33	Repayment period is longer for these loans.	95-781-025	

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 781		3. Agency Name TEXAS HIGHER EDUCATION COORDINATING BOARD				August, 2013		
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			

		<b><u>BUSINESS AND FINANCE</u></b> <b><u>Business and Support Services</u></b> <b><u>Loan Programs</u></b>						
1.1	180	Student Services Program Guidelines	US+10	0	US+10			
1.1	181	Loan Status Reports	10	0	10			
4.7	182	Grant Financial Files	FE	5	FE+5			
4.7	183	Grant Reports	FE	5	FE+5		94-781-023	
4.7	184	Grant Transaction Files	FE	5	FE+5	(Longer retention periods facilitate important requirements peculiar to this agency relating to legislator's research and inquiries that may affect new legislation.)		

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	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD				August, 2013	
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			

		<b><u>BUSINESS AND FINANCE Business and Support Services Special Programs</u></b>							
1.1.024	190	Planning Records	AC+3	0	AC+3	R	AC = Decision to implement or not		
1.1	191	Fiscal Notes	6	0	6		Paper copy retained for two years, and then destroyed after filming. Microfilm copies kept an additional 4 years for reference when bills are reintroduced. Paper & microfilm		
1.1	192	Foundation Funding Efforts	AC+2	0	AC+2		AC = Resolution of funding decision		
3.1.037	193	Internal Employee Recognition	AC+5	0	AC+5		AC = termination of employment		

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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		

		<b><u>BUSINESS AND FINANCE</u></b>						
		<b><u>Business and Support Services</u></b>						
		<b><u>Grant and Scholarship Programs</u></b>						
1.1	200	Funded Proposals and Applications	2	3	5			
1.1	201	Non-Funded Proposals and Applications	1	0	1			
1.1	202	Student College Expense Budgets	1	0	1		College estimates of student costs; sent to this agency for approval	
1.1	203	Survey Corrections	AC	0	AC		Communications with colleges regarding surveys. AC = reconciliation of school & agency records	
1.1	204	Survey Form Changes Needed	1	0	1		On-going file on revising annual surveys	

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<b><u>BUSINESS AND FINANCE</u></b>						
		<b><u>Human Resources</u></b>						
3.3.031	220	EEO REPORTS AND SUPPORTING DOCUMENTATION	FE+1	5	FE+6	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50	92-781-011	
3.1	221	Outside Employment Reports	AC	0	AC	Coordinating Board employees AC = termination of employment		
3.1.018	222	Grievance Records	AC+3	0	AC+3	AC = final decision on the grievance		
3.1.011	223	Employee's Insurance Records	AC	0	AC	AC = Until superseded or termination of employment		
3.1.014	224	Employment Selection Records	4	0	4	29 CFR 1602.31		
3.1.023	225	Position/Job Description	AC+4	0	AC+4	AC = Until superseded or job eliminated. 40 TAC 815.106(i)		
3.2.008	226	Direct Deposit Authorization/Exemption	US	0	US			
5.4.012	227	Employee ID Card Authorizations	AC	2	AC+2	AC=Until superseded, date of expiration, or date of termination, whichever sooner		
3.1.027	228	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL)	AC+5	0	AC+5	AC = termination of employment		
3.2.002	229	Payrolls & Documentation	PM	0	PM	Supplemental, Regular & Hourly. 40 TAC 815.106(i)		
3.2	230	Payroll and Personnel Master Reports	FE+3	0	FE+3			
3.3.010	232	Workforce Statistics	3	0	3			
3.3.028	233	Aptitude and Skills Tests (Test Papers)	4	0	4	29 CFR 1602.31		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	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	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<u>BUSINESS AND FINANCE</u> <u>Human Resources</u>						
3.3.027	234	Aptitude and Skills Tests	US+2	0	US+2	29 CFR 1602.31 - Originals & history of development. <b>CAUTION:</b> One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.		
3.1.002	235	Employee Applications – Hired	AC+5	0	AC+5	Located in Employee Folder. AC = termination of employment		
3.1.029	236	Employment Eligibility Verification (INS I-9)	AC+3	0	AC+3	Immigration Reform & Control Act 1986. AC = Termination of Employment. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2). <b>CAUTION:</b> 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.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<b><u>BUSINESS AND FINANCE</u></b>						
		<b><u>Human Resources</u></b>						
3.1.022	237	Personnel Information or Action Forms	2	0	2		29 CFR 1602.31	
3.1.001	238	Employment Applications – Not Hired	FE+1	3	FE+4		Applicants not hired. Lawsuits/charges brought under the Age Discrimination Employment Act (ADEA) have an additional 18 months extension in which to be filed, after the alleged discrimination, according to the Equal Employment Opportunity Commission (EEOC). Includes Resumes/tests. 29 CFR 1602.31	92-781-010
3.3	239	Normal Work Hours Form for FLSA requirements	AC	0	AC		AC = Upon termination goes to Personnel File	
3.3.026	240	Agency Staffing Reports	US+3	0	US+3			
3.3.015	241	POSITIONS/JOB CLASSIFICATION REVIEW FILE	US+3	0	US+3			
3.2.007	242	Unemployment Compensation Claims	AC+5	0	AC+5		AC = end of benefits period	
3.1.037	243	EMPLOYEE RECOGNITION RECORDS	AC+5	0	AC+5		AC = Termination of Employment	
3.1.014	244	Employment Selection Records	4	0	4		29 CFR 1602.31	
3.3.024	245	Personnel Policies and Procedures	US+3	0	US+3			
3.3.001	246	AFFIRMATIVE ACTION PLANS	5	0	5			

Retention Codes (Field 7)	Archival Codes (Field 8)
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PM – Permanent US – Until Superseded	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

<b><u>BUSINESS AND FINANCE</u></b>								
<b><u>Human Resources</u></b>								
3.3.011	247	Former Employee Verification Records	AC+1	74	AC+75		AC = Termination of employment	
1.1.070	248	AGENCY RULES, POLICIES, AND PROCEDURES - FINAL	AC+3	0	AC+3	R	AC = Completion or termination of program, rules, policies, or procedures.	
3.1.013	249	Employment Contracts	AC+4	0	AC+4		AC = Expiration or termination of the contract according to its terms	
3.1.019	250	Performance Appraisals	2	0	2		29 CFR 1620.32(c).	
3.1.026	251	Criminal History Checks	AC	0	AC		AC = destroy the information after it is used for the immediate purpose for which it was obtained	
3.1.031	252	Employee Benefits – Other than insurance	AC+2	0	AC+2		AC = Until superseded or termination of employment	
<b><u>Time and Leave Records</u></b>								
3.4.006	253	Weekly Time Sheets	4	0	4		40 TAC 815.106(i)	
3.4.002	254	Quarterly Leave reports	FE+3	0	FE+3			
3.4.004	255	Overtime Authorizations	FE+1	1	FE+2			
3.4.001	256	Leave Files	FE+1	2	FE+3		Contains complete information for earned and taken	92-781-009
3.4.002	257	TIM011 Employee Time & Summary (YTD)	FE+3	0	FE+3			
3.4.008	258	Sick Leave Documentation	FE+3	0	FE+3			
3.4.002	259	Leave Status Reports	FE+3	0	FE+3			

Retention Codes (Field 7)	Archival Codes (Field 8)
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PM – Permanent US – Until Superseded	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 781		3. Agency Name TEXAS HIGHER EDUCATION COORDINATING BOARD					August, 2013		
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				

		<u>BUSINESS AND FINANCE</u> <u>Human Resources</u>							
3.4.007	260	Time Off and/or Sick Leave Requests	FE+3	0	FE+3				
3.4	261	TIMARC Archived Time Detail Records prior to 09/01/1987	AV	0	AV		Discussions with Dept. of Labor regarding FSLA exemptions for state government are on-going. The time frame and outcome are as yet unknown and these records need to be protected until we have closure. Cost justification: We believe it would be more cost efficient to retain 1" of paper documentation on-site than to spend state funds to regenerate this archived automated report through DIR.		
3.1	262	Coordinating Board Wellness Program Records	US	0	US				
1.1.071	263	AGENCY RULES, POLICIES, AND PROCEDURES - WORKING FILES	AC+3	0	AC+3	R	AC = Completion or termination of program, rules, policies, or procedures.		
1.1.056	264	Americans with Disabilities Act (ADA) Records	3	0	3		28 CFR 35.105(c).		
3.3.004	265	Optional Retirement Program (ORP) Benefit Plan	US	1	US+1		29 CFR 1627.3(b)(2)	94-781-022	

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	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<u>BUSINESS AND FINANCE</u> <u>Human Resources</u>						
3.2.001	266	Employee Deduction Authorizations	AC+4	0	AC+4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.005	267	W-4 Forms	AC+4	0	AC+4	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2)		
3.2.002	268	Employee Earnings Records	4	0	4	40 TAC 815.106(i)		
3.2	269	Employee Optional Retirement	PM	0	PM	Individual Employee Records		
3.2.009	270	State Deferred Compensation Records	AC+50	0	AC+50	AC = All accounts with a vendor or vendors for the individual participant have been closed		
3.3.022	271	Texas Workforce Commission (TWC) Reports	3	0	3			
3.2.010	272	HRIS Reports	AC+4	0	AC+4	AC = Receiving new updated report		
3.3.004	273	Benefit Plans - Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US+1	0	US+1	29 CFR 1627.3(b)(2)		
1.1.043	274	Employee Training Materials	US+1	0	US+1			

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
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## Records Retention Schedule

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*Form SLR 105C must accompany this form.*

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2. Agency Code 781		3. Agency Name TEXAS HIGHER EDUCATION COORDINATING BOARD					August, 2013		
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				

		<b><u>BUSINESS AND FINANCE</u></b> <b><u>Information Solutions and Services</u></b>							
5.1.007	280	Data Services Requests	AV	0	AV				
1.1.024	281	Planning Records	AC+3	0	AC+3	R	AC = Decision made to implement or not to implement result of planning process		
2.2.001	282	System Monitoring Records	AV	0	AV				
2.2.002	283	CHARGEBACK RECORDS TO DATA PROCESSING SERVICES USERS - Records used to document, calculate costs and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE+3	0	FE+3				
2.1.008	284	Hardware Documentation – Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC	0	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		
2.2.011	285	Batch/Data Entry Control Forms/Logs	AC	0	AC		AC = When reconciliation confirmed		
2.2.004	286	Computer Job Schedules and Reports	3mo	0	3mo				

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			Agency	Storage	Total			

		<b><u>BUSINESS AND FINANCE</u></b> <b><u>Information Solutions and Services</u></b>							
5.4.012	287	Security Access Records	AC	2	AC+2	AC = Until superseded, date of expiration or date of termination, whichever sooner.			
2.1.007	288	SOFTWARE PROGRAMS - Automated software applications and operating system files including job control language, program listing/source code, etc.	AC	0	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. <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.			

Retention Codes (Field 7)	Archival Codes (Field 8)
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PM – Permanent US – Until Superseded	



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## Records Retention Schedule

**SLR 105**

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<b><u>BUSINESS AND FINANCE Information Solutions and Services</u></b>							
2.1.009	289	Technical Documentation - Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC	0	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. 13 TAC 6.94			

Retention Codes (Field 7)	Archival Codes (Field 8)
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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		

<b>COMMISSIONER'S OFFICE</b>								
4.7	300	Ad Valorem Tax Bonds	AC+3	0	AC+3		AC = Life of the bond	
1.1	301	Legislative Background Material	AC+5	5	AC+10		AC = September 1 of odd-numbered calendar years	
1.1.002	302	Internal Audit Files	AC+3	4	AC+7		AC = Publication or release of final audit findings. The record copy of any audit performed by the State Auditor's Office is retained permanently by that agency.	
1.1.067	303	Study Reports	3	0	3	R	<b>ARCHIVES NOTE:</b> For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page viii for more information.	
1.1.067	304	Consultant & Committee Reports	3	0	3	R	<b>ARCHIVES NOTE:</b> For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page viii for more information.	
1.1	305	Core Curriculum	US+1	0	US+1			
1.1.024	306	Long Range Plans	AC+3	0	AC+3	R	AC = Decision made to implement or not to implement result of planning process.	
4.5.002	307	Internal Fiscal Management Reports	FE+3	0	FE+3			

Retention Codes (Field 7)	Archival Codes (Field 8)
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## Records Retention Schedule

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

<b>COMMISSIONER'S OFFICE</b>								
3.1	308	Personnel Records – letters of acceptance or resignation	AC+1	0	AC+1		AC = termination of employment	
1.1.058	309	Coordinating Board (CB) Meeting Agendas and Minutes	PM	0	PM	A	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.	
1.1.006	310	Agency/Institution Complaints	AC+2	0	AC+2		AC = Final disposition of the complaint	
1.1.014	311	LEGAL OPINIONS AND ADVICE – From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV	0	AV	R	Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048	
1.1.014	312	Legal Opinions and Advice – Coordinating Board General Counsel	AV	0	AV	R		
1.1.010	313	Directives	US+1	0	US+1		Original	
1.1.011	314	Executive Orders (CB Policy Memos)	US+3	0	US+3	A	Official Copy	

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

<b><u>COMMISSIONER'S OFFICE</u></b>								
1.1.048	318	Coordinating Board Litigation	AC+1	0	AC+1	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 or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	
1.1.020	319	Public Information Requests - Not Exempted	AC+1	0	AC+1		AC = Date request fulfilled	
1.1.021	320	Public Information Requests - Exempted	AC+2	0	AC+2		AC = Date of notification that records are exempt	
1.1.070	321	Coordinating Board Rules and Regulations	PM	0	PM	R		
1.1.026	322	Texas Register Submissions	AC+1	0	AC+1			
1.1.055	323	Strategic Plans - Information resources and operational strategic plans prepared in accordance with Sections 2054.095 and 2056.002, Government Code.	AC+6	0	AC+6	A	AC = September 1 of odd-numbered calendar years <b>ARCHIVES NOTE:</b> 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	

Retention Codes (Field 7)	Archival Codes (Field 8)
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PM – Permanent US – Until Superseded	



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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<u>COMMISSIONER'S OFFICE</u> <u>External Relations</u>						
1.1.019	330	Press Releases	2	0	2	R		
1.1.066	331	REPORTS - BIENNIAL OR ANNUAL AGENCY (NARRATIVE) - Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC+6	0	AC+6	A	AC = September 1 of odd-numbered calendar years <b>ARCHIVES NOTE:</b> 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	
1.1.067	332	REPORTS AND STUDIES (NON-FISCAL)	3	0	3	R	For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E.	
1.1.066	333	Annual Narrative Report	AC+6	0	AC+6	A	AC = September 1 of odd-numbered calendar years <b>ARCHIVES NOTE:</b> 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	

Retention Codes (Field 7)	Archival Codes (Field 8)
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# STATE OF TEXAS

## Records Retention Schedule

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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<b><u>ACADEMIC PLANNING AND POLICY Workforce, Academic Affairs and Research</u></b>						
	340	Programs, Technical – Evaluation, Requests and Determinations	AV	0	AV			
	341	Study Abroad Course Files	AV	0	AV			
	342	Public Institutions & Proprietary Institutions	AV	0	AV		Correspondence, Proposals, Applications	
	343	Off Campus Course Offerings	AC+1	1	AC+2		AC = FE after board action	92-781-012
	344	Office of Civil Rights – Methods of Administration	FE	3	FE+3		Complies with federal requirements. (MOA) and Annual Civil Rights Compliance Reports.	92-781-014
1.1.007	345	Office of Civil Rights (OCR) Correspondence & Reports	4	0	4	R	Correspondence, Reports, Site Visits since 1997 OCR Review Some records of this type might need to be retained longer for administrative reasons	
	346	Course Redesign Grants	AC+3	0	AC+3		AC = After completion of Contract	A1
1.1.067	347	Reports, Studies, Surveys – Final	PM	0	PM	R		A1
1.1	348	Consultant Files	5	0	5			
	349	Intellectual Property Policy statements from Institutions	US	0	US		Available Electronically	

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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			

		<b><u>ACADEMIC PLANNING AND POLICY Workforce, Academic Affairs and Research</u></b>						
	350	Grant Proposals – Norman Hackerman Advanced Research Program	AC	5	AC+5	Available Electronically Exempt from the Public Information Act under Section 3(a)10. "Trade Secrets". Available Electronically AC = September 1 of even-numbered calendar years	91-781-003	A1
	351	Reports – Advanced Research Program/Advanced Technology Program Projects, Energy Research in Applications Program, Technology Workforce Development Grant Program	PM	0	PM	Available Electronically Exempt from the Public Information Act under Section 3(a)10. "Trade Secrets".		
	352	Community College Certification Files	AV	0	AV	Retain in agency as paper and electronic files		
	353	Medical Residency Trusteed Funds	5	0	5			
4.5	354	Research Funds Report – Originals	PM	0	PM			
	355	Tobacco Grant Proposals – non selected	AC	0	AC	AC = after award period is complete		
1.1.007	356	Institutional Files (Administrative Correspondence, Proposal Actions, Doctoral Reports)	4	0	4	R Retain correspondence and proposals – Electronic Format. Some records of this type might need to be retained longer for administrative reasons		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code 781		3. Agency Name TEXAS HIGHER EDUCATION COORDINATING BOARD						August, 2013	
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				

		<u>ACADEMIC PLANNING AND POLICY</u> <u>Workforce, Academic Affairs and</u> <u>Research</u>							
	357	Tobacco Grant Proposals & funding – grant recipients	AC+3	0	AC+3		AC = after grant award period		
	358	Perkins – Meetings & supporting documents	AV	0	AV		Site visit reports & Regional Meeting materials		A1
1.1	359	Texas Plan files – institutions’ plans, reports, reporting series, directions, transfer projects, etc. effective April 1989	AC	10	AC+10	R	AC = plan considered complete	92-781-017	

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code	781	3. Agency Name	TEXAS HIGHER EDUCATION COORDINATING BOARD			August, 2013		
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		

<b><u>ACADEMIC PLANNING AND POLICY</u></b> <b><u>Planning and Accountability</u></b>								
1.1.002	370	Institutional Audits	AC+7	0	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.	
5.2.014	371	Institutional Facilities Inventory	FE+3	0	FE+3		Surveys and updating forms	
1.1.040	372	Conference Reports and Papers	AC	0	AC	R	AC = End of term in office or termination of service in a state position	
1.1.065	373	Institutional Facilities Report Data – (Non-Fiscal)	AV	0	AV		Does not include source documentation used for information or data included in or directly related to another records series in this schedule	
1.1.067	374	Institutional facilities reports, analyses, and Summaries	3	0	3	R		
5.2.002	375	Institutional construction and land project files	AC+10	0	AC+10	R	AC = Completion of project	
	376	Institutional Profiles	US+4	0	US+4	R	Original	
1.1.069	377	Workload/Funding Reports	1	0	1			
1.1.067	378	Reports – Administrative	3	0	3	R		
4.5.001	379	Fiscal Reports – Worksheets for Preparing	FE+3	0	FE+3		Maintain electronic copy	

Retention Codes (Field 7)	Archival Codes (Field 8)
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# STATE OF TEXAS

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2. Agency Code 781		3. Agency Name TEXAS HIGHER EDUCATION COORDINATING BOARD						August, 2013	
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				

<b><u>ACADEMIC PLANNING AND POLICY</u></b> <b><u>Planning and Accountability</u></b>									
1.1.004	380	Requests for public institutions of higher education Legislative Appropriations	AC+6	0	AC+6	A	AC = September 1 of odd-numbered calendar years. <b>ARCHIVES NOTE:</b> The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.		
1.1.067	381	Reports, Studies, Surveys – Final	PM	0	PM	R	Needed for historical trends; copies to state archives. Maintain electronic copy		
4.5	382	Budgets from public higher education institutions in Texas	FE+2	0	FE+2				

Retention Codes (Field 7)						Archival Codes (Field 8)			
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			Agency	Storage	Total				

		<u>ACADEMIC PLANNING AND POLICY Planning and Accountability Educational Data Center</u>							
1.1.067	390	Coordinating Board Reports – Post Secondary Education	3	0	3	R	<b>ARCHIVES NOTE:</b> For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page viii for more information		
1.1	391	Common Calendars for Texas Institutions	AC+3	0	AC+3		Set by Coordinating Board. AC = expiration of calendar		
1.1	392	Coordinating Board Reports	PM	0	PM				
	393	Data Log	5	0	5				
1.1	394	Special Reports	AC+3	0	AC+3		AC = Completion of study. Maintain electronic copy		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total			

		<b><u>ACADEMIC PLANNING AND POLICY</u></b>						
		<b><u>P – 16 Initiatives</u></b>						
	401	Federal Reports	FE+2	0	FE+2		Complies with federal requirements	
	402	Complaints/Concerns	AC	2	AC+2		AC = Final disposition of the complaint	
1.1.007	403	Administrative Correspondence	AC	4	AC+4	R	AC = date all testing disputes resolved	
1.1	404	Conference Files	US	5	US+5	R		
1.1	405	Reports, Plans, Surveys and Studies	AC	10	AC+10	R	AC = completion of project	00-781-028
4.7	406	Grant Financial Files	FE	5	FE+5			10-781-035
4.7	407	Grant Transaction Files	FE	5	FE+5			
1.1	408	Funded Proposals and Applications	2	3	5			08-781-033

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