



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

2. Agency Code: 743		3. Agency Name: University of Texas at San Antonio								The	
4. Records Series #	Item #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Arch	9. Remarks		10. 106 No.	11. TSLAC Only Amend No.
				Agency	Storage	Total					

ADMINISTRATION RECORDS

Section 1.1 - General

1.1.002	1.1.102	Audits - Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC+14		AC+14		AC=Publication or release of final audit findings. The record copy of any audit performed by the State Auditor's Office is retained permanently.		
1.1.004	1.1.104	Biennial Budget Requests - Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC+6		AC+6		AC = passage of Appropriations Act. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the request to the Texas State Publications Depository Program, Texas State Library and Archives Com		
1.1.006	1.1.106	Complaint File (from employees and others concerning the System component and records pertaining to the resolution of the complaint)	AC+2		AC+2	I	AC=Final disposition of the complaint		
1.1.007	1.1.107	Correspondence - Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or project of a component and the administrate	3		3		ARCHIVES NOTE: 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.		
1.1.008	1.1.108	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 a component. (includes interoffice corresp	1		1	O	SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
1.1.010	1.1.110	Directives (routine issuances on general office procedures)	US+1		US+1				
1.1.011	1.1.111	Executive Orders – Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an component.	US+3		US+3	I			

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1.1.013	1.1.113	Calendars, Appointment and Itinerary Records Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activity	CE+1		CE+1	O	ARCHIVES NOTE: 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 me		
1.1.014	1.1.114	Legal Opinions and Advice – From agency legal counsel or the Attorney General, including any requests eliciting the opinions	AV		AV	O	Attorney General’s copy retained permanently CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.		
1.1.019	1.1.119	Public Relations Records – News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2		2	O			
1.1.020	1.1.120	Public Information Requests – Not Exempted Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC+2		AC+2		AC=Date Request Fulfilled		
1.1.021	1.1.121	Public Information Requests – Exempted Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC+2		AC+2		AC=Date of notification that records are exempted.		
1.1.023	1.1.123	Organization Charts	US		US	I			
1.1.024	1.1.124	Planning Records – Plans and records relating to the process of planning new or redefined programs, services or projects of a component that are not included in or directly related to other records series in this schedule.	AC+3		AC+3	O	AC=Decision made to implement or not to implement result of planning process. ARCHIVES NOTE: Data processing planning records are not archival.		
1.1.024	1.1.224	Data Processing Planning Records - Reports, Studies & Analyses	AC+3		AC+3		AC=Decision made to implement or not to implement results of planning process		
1.1.024	1.1.324	Long- and Short-Range Data Processing Plans	AC+3		AC+3	O	AC=Decision made to implement or not to implement results of planning process		
1.1.026	1.1.126	Texas Register Submissions – Copies of all proposed, withdrawn, emergency, and adopted rules; open meeting notices; or any other documents required by law to be submitted to the Texas Register.	AC+1		AC+1		AC=Date of publication in the Texas Register		
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1.1.027	1.1.127	Proposed Legislation – Drafts of proposed legislation and related correspondence.	AV+2		AV+2				
1.1.038	1.1.138	Reports, Studies, and Surveys - Final (non-routine or special) Surveys returned by the customer or clients of an agency, and the statistical data maintained rating an agency’s performance.	AC+3		AC+3		Notations in the Security column advisory only. Legal advice should be sought in connection with specific open records requests.		
1.1.040	1.1.140	Speeches, Papers and Presentations – Notes or text of speeches, papers or presentations delivered in conjunction with agency work.	AC		AC	O	AC=End of term in office or termination of service in a state position.		
1.1.041	1.1.141	Suggestion System – Suggestions submitted by component personnel and responses.	1		1				
1.1.043	1.1.143	Training Manuals – Instructional materials developed by a component for training entities or individuals it regulates or serves.	US+1		US+1				
1.1.048	1.1.148	Litigation Files – Records created by or on behalf of a component in anticipation of or in the adjudication of a lawsuit.	AC+10		AC+10	I	All statutes of limitations must have been met before file is closed. AC=As applicable, decision of a component 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. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.		
1.1.055	1.1.155	Strategic Plans - Includes information resources and operational strategic plans prepared in accordance with Tex. Govt. Code, §§ 2054.095 and 2056.002.	AC+6		AC+6		AC=September 1 st of odd-numbered calendar years Component of origin retains the permanent Record Copy and sends required copies to the Publications Depository Program, Texas State Library		
1.1.056	1.1.156	ADA Documentation - Self evaluations and plans documenting compliance with Americans With Disabilities Act.	3		3		28 Code of Federal Regulations (CFR) 35.105(c)		
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1.1.057	1.1.157	Transitory Information - Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; 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 component transaction.	AC		AC		AC=Purpose of record has been fulfilled. CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction sign-offs (1.2.001) or in records disposition logs (1.2.010), but components should establish procedures governing disposal of these records as part of its records management plan (1.2.014).				
1.1.058	1.1.158	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		PM	I	ARCHIVES NOTES: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This records series and item number 1.1.059, 1.1.060, 1.1.061 and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.				
1.1.059	1.1.159	Meetings, Certified Agendas or Tape Recordings of Closed - Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC+2		AC+2		AC=The date of the meeting or completion of pending action involving the meeting, whichever is last. Government Code, 551.104(a). SEE caution comment at item number 1.1.058.				
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1.1.060	1.1.160	Meetings, Audio or Videotapes of Open - Audio or videotapes of open meetings of state boards, commissions, committees, etc.	AC+ 90 days		AC+ 90 days		AC = Official Approval of written minutes of the meeting CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotape of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058.				
1.1.061	1.1.161	Meeting – Notes - Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC+90 days		AC+90 days		AC=Approval of the formal minutes by the governing body. SEE caution comment at item number 1.1.058.				
1.1.062	1.1.162	Meetings – Supporting Documentation - Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	2		2	I					
1.1.063	1.1.163	Staff Meeting Minutes and Notes – Minutes or notes, and supporting documentation, taken at internal staff meetings.	1		1						
1.1.064	1.1.164	Agency Performance Measures Documentation Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency’s appropriations request or strategic plan, and for performance measures used to manage the agency.	FE+3		FE+3		CAUTION: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.				
1.1.065	1.1.165	Reports, Studies, and Surveys - Raw Data – Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV		CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.				
1.1.066	1.1.166	Reports – Annual and Biennial Agency - Record Copy – Biennial and Annual narrative reports to the governor and legislature as required.	AC+6		AC+6	I	AC=September 1 of odd-numbered calendar years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.				



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1.1.067	1.1.167		Reports – Administrative (not including fiscal records), Reports that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3		3	O	ARCHIVES NOTE: 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	1.1.267.10		Reports – Consultants and Committees (external or special)	3		3	O	ARCHIVES NOTE: 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. Notations in the Security column advisory only. Legal advice should be sought in connection with specific open records requests		
1.1.068	1.1.168		Reports on Performance Measures - Reports on component performance measures submitted to the executive and legislative offices.	AC+10		AC+10	O	AC=September 1 st of odd-numbered calendar years Component of origin retains the permanent Record Copy and sends required copies to the Publications Depository Program, Texas State Library		
1.1.069	1.1.169		Reports – Employee (activity and production type reports)	1		1		CAUTION: See item number 1.1.064.		
1.1.070	1.1.170		Agency Rules, Policies, and Procedures – Final Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency’s programs, services or projects.	AC+10		AC+10	O	AC=Completion or termination of program, rules, policies or procedures. SEE ALSO: Item number 1.1.071		
1.1.071	1.1.171		Agency Rules, Policies, and Procedures – Working Files - Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency’s programs, services or projects.	AC+10		AC+10	O	AC=Completion or termination of program, rules, policies or procedures. SEE ALSO: Item number 1.1.070		
1.1.072	1.1.172		Public Information Reports - Reports made to Texas Building and Procurement Commission on an agency’s Public Information Act activities.	2		2				



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1.1.073	1.1.173		Administrative Hearings - Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC+3		AC+3	O	AC=Last Action		
	1.1.174		Artifact Loan Condition Forms	PM		PM				
	1.1.175		Artifact Owner Records	PM		PM				
	1.1.176		Consulting Approval Request	FE+3		FE+3				
	1.1.177		Deeds and Other Legal Documents Reflecting Legal Title - Property deeds, appraisals, surveys, description of property and all other supporting documents. Also includes documents of ownership of vehicles.	LA		LA				
	1.1.178		Legal Correspondence	AV+1		AV+1	O			
	1.1.179		Organizational Memberships	US+3		US+3				
	1.1.180		Patents and Related Documents - Any documents relating to a patent, trademark or copyright.	AC+20		AC+20	O			
	1.1.181		Preliminary Summary Report - Possible claim under Texas Tort Claims Act	AC		AC				
	1.1.182		Project Logbooks	AC+3		AC+3		AC= Terminated		
	1.1.183		Subpoenas - Legal documents requiring recipient to appear in court to testify, or to produce records to be used in litigation.	AC+10		AC+10	I	AC=After served		

ADMINISTRATION RECORDS

Section 1.2 - Records Management

1.2.001	1.2.101	Destructive Authorizations (listing records destroyed) Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE+3	FE+3				
1.2.003	1.2.103	Forms History File – Print masters of original version and all subsequent revisions to a component form, including any associated design or design modification requests.	AC+1	AC+1		AC=Discontinue use of forms		



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1.2.004	1.2.104	Forms Inventory - Any periodic listing of all forms used internally or externally by an agency.	US		US				
1.2.005	1.2.105	Records Retention Schedule - Formerly RMD 105. Includes documentation of certification and approval – forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.	US		US		Original is retained by SLRMD of Texas State Library and Archives Commission..		
1.2.006	1.2.106	Records Transmittal Forms - Component Copy – Forms indicate records transferred to storage or a transfer of legal custody.	AC+2		AC+2		AC=Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
1.2.008	1.2.108	Request for Authority to Dispose of State Records (RMD 102) - Component Copy	FE+3		FE+3		Original is retained by SLRMD of Texas State Library and Archives Commission.		
1.2.010	1.2.110	Records Disposition Logs	10		10				
1.2.012	1.2.112	Records Inventory Worksheets	US		US				
1.2.013	1.2.113	Records Control Locator Aids - Includes indexes, card files, shelf lists, registers, guides, etc.			AC		AC=When control aid is updated, revised, or no longer needed. CAUTION: These records must carry the same retention period and archival code of the records they support		
1.2.014	1.2.114	Records Management Plan	US+1		US+1				
1.2.015	1.2.115	Disaster Recovery Service Transmittals (RMD 109) - Also includes documentation for disaster recovery services provided by other entities.	FE+1		FE+1				
1.2.016	1.2.116	Disaster Recovery Service Approval Form (RMD 113) - Agency copy of form.	AC		AC		AC=Until superseded or termination of service.		
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1.3.001	1.3.101	Component Publications - Record Copy (Not University Catalogs) One copy of each state publication except a publication that is subject to a different retention period in this schedule.	AC+2		AC+2	I	AC=Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. SEE 6.4.100 for University Catalogs				

ADMINISTRATION RECORDS

Section 1.3 - Publications

1.3.002	1.3.102	Publication Files – Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the component.	AV		AV	O			
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ADMINISTRATION RECORDS

Section 1.4 - Academic Administration Records

	1.4.100	Accreditation Files	PM		PM	I	May be archived after 10 years but must be maintained permanently.		
	1.4.101	Completed Class Tests and Examinations, Students' Course Papers	AC+1		AC+1		AC=Academic term		
	1.4.102	Course Syllabus/Outlines Files	AV		AV				
	1.4.103	Curriculum Files, Including Revisions, Central Administrative	US+5		US+5		Review before disposal as some may merit permanent retention for historical reasons.		
	1.4.104	Curriculum Files, including Revisions, Departmental	US+5		US+5		Review before disposal as some may merit permanent retention for historical reasons.		
	1.4.105	Instructor Grade Books	AC+3		AC+3		AC=Academic term		
	1.4.106	Instructor Grade Sheets	AC+3		AC+3		AC=Academic term		
	1.4.107	Instructor/Faculty Evaluations	AC+1		AC+1		AC=Academic term		
	1.4.108	Leave Forms and Travel Files, Faculty	FE+3		FE+3				



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	1.4.109	New Course Proposals File, Central Administrative	AV		AV		
	1.4.110	New Course Proposals File, Departmental	AV		AV		
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AUTOMATION RECORDS
Section 2.1 - Automated Applications

2.1.001	2.1.101	Automated Files - Processing Files - Machine-readable files used in the creation, utilization, and updating of master files, including printing, raw data input, maintenance and test, working, and transactional files.	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are deducted or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under <u>records series listed elsewhere</u> .		
2.1.002	2.1.102	Automated Files - Master Files - Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are deducted or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under <u>records series listed elsewhere</u> .		
2.1.007	2.1.107	Software Programs and Job Control Language - Automated software applications and operating system files including job control language, program listing/source code, etc.	AC+20		AC+20	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. CAUTION: Software needed for access to electronic records must be retained for the period of time required to <u>access the records</u> .		



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2.1.008	2.1.108	Hardware Documentation - Automated Applications Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	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. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records		
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4. Records Series #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Arch	9. Remarks	10. 106 No.	11. TSLAC Only Amend No.
			Agency	Storage	Total				
2.1.009	2.1.109	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		AC		AC=Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
2.1.010	2.1.110	Audit Trail Records (Files needed for electronic data audits such as those showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.)	AC		AC		AC=All audit requirements have been met		
2.1.011	2.1.111	Finding Aids, Indexes and Tracking Systems (Automated indexes, lists, registers and other finding aids used to provide access to the hard copy and electronic records.)	AC		AC		AC=The related hard copy or electronic records have been destroyed. CAUTION: These records must carry the same retention period and archival code of the records they support.		

AUTOMATION RECORDS

Section 2.2 - Computing Center

2.2.001	2.2.101	System Monitoring Records – electronic files or automated logs created to monitor computer systems such as print spool logs, tape activity logs, etc.	AV	AV				
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

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2.2.002	2.2.102	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+5		FE+5				
7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded							8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist		

2. Agency Code: 743		3. Agency Name: The University of Texas at San Antonio							
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			Agency	Storage	Total				
2.2.004	2.2.104	Computer Job Schedules and Reports – Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	AV (3 mos. min)		AV (3 mos. min)				
2.2.010	2.2.110	Data Processing Policies and Procedures – Manuals, guidelines or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US+3		US+3				
2.2.011	2.2.111	Batch/Data Entry Control Forms/Log – Forms and logs used to reconcile batches submitted for procession against batches received and processed.	AC		AC		AC=When reconciliation confirmed.		
2.2.012	2.2.112	Output Records for Computer Production (Mini and Mainframe) – Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV		AV		Output may be either in printed or magnetic form. If magnetic, the files, programs and documentation must be available.		
2.2.013	2.2.113	Quality Assurance Records – Information verifying the quality of system, hardware or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC		AC		AC=No longer needed as an audit trail for any records modified		
2.2.014	2.2.114	Internet Cookies - Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV		AV		The disposal of Internet cookies need not be documented through destruction authorizations or in records disposition logs, but agencies should establish procedures governing disposal of these records as part of its records management plan.		



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2.2.015	2.2.115	History Files-Web Sites - A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of a user's progress.	AV		AV		The disposal of History Files need not be documented through destruction authorizations or in records disposition logs, but agencies should establish procedures governing disposal of these records as part of its records management plan.		
2.2.016	2.2.116	Software Registrations, Warranties and License Agreements	LA+3		LA+3				
7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded						8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist			

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4. Records Series #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Arch	9. Remarks	10. 106 No.	11. TSLAC Only Amend No.		
			Agency	Storage	Total						

EMPLOYMENT RECORDS

Section 3.1 - Employee Records

3.1.001	3.1.101	Applications for Employment - Not Hired – Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment ad.	2		2		29 CFR)1602.31 (State Agencies); 29 CFR 1602.49(a) (State Universities)		
3.1.002	3.1.102	Applications for Employment – Hired – Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment ad.	AC+5		AC+5		AC=Termination of Employment		
3.1.006	3.1.106	Counseling Notes – Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems.	AC+3		AC+3		AC=Termination of Counseling		
3.1.011	3.1.111	Employee Insurance Records – Copies of information relating to the selection by employees of life, disability, health, and other types of insurance.	AC+50		AC+50		AC=Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorization must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.012	3.1.112	Employment Opportunity Announcements – Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2		29 CFR 1602.31 (State Agencies) 29 CFR 1602.49(a) (State Universities)		
3.1.013	3.1.113	Employment Contracts	AC+5		AC+5		AC=Termination of Employment 26 CFR 516.5		



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

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3.1.014	3.1.114	Employment Selection Records - Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving records, background, criminal history and previous injury checks, pre-employment physical examinations, pre-employment drug testing, polygraph examination results; and all other records that document the selection process. See 3.1.026 for security clearances on hired applicants.	2		2		29 CFR 1602.31(State Agencies) 29 CFR 1602.49(a) (State Universities)		
7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded							8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist		

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			Agency	Storage	Total				
3.1.018	3.1.118	Grievance Records – Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC+5		AC+5		AC=Final decision on the grievance CAUTION: Does not include formal complaints filed by an employee with the Equal Employment Office of the U.S. Department of Labor. See Item Number 1.1.048		
3.1.019	3.1.119	Performance Appraisals	2		2		29 CFR 1620.32(a) and (c)		
3.1.020	3.1.120	Personnel Corrective Action Documentation (does not affect pay, status or tenure)	AC+5		AC+5		AC=Termination of Corrective Action CAUTION: If, during the retention period of this record series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.		
3.1.021	3.1.121	Personnel Disciplinary Action Documentation (affects pay, status or tenure)	AC+5		AC+5		AC=Termination of Employment		
3.1.022	3.1.122	Personnel Information or Action Form (Form 500) Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	2		2		29 CFR 1602.31 (State Agencies) 29 CFR 1602.49(a) (State Universities)		
3.1.023	3.1.123	Position/Job Descriptions (for individuals; classified and nonclassified positions) – Job descriptions, including all associated task or skill statements.	AC+5		AC+5		AC=Until superseded or job eliminated. 40 TAC 815.106(i)		



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3.1.024	3.1.124	Physical Examinations/Medical Reports - medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required; does not include pre-employment physicals.	AC+2		AC+2	AC=Until superseded or termination of employment. CAUTION: Does not include pre-employment physical examinations. SEE item 3.1.014.		
3.1.026	3.1.126	Security Clearances/Criminal History Checks – Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC	AC=The criminal history record has served the immediate purpose for which it was obtained. CAUTION: An agency that is authorized to obtain criminal history record information from DPS must refer to its agency’s legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information		
7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded						8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist		

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			Agency	Storage	Total				
3.1.026	3.1.126	Fingerprint Cards	AC+5		AC+5		AC=Termination of Employment		
3.1.027	3.1.127	Training and Educational Achievement Records (does not include hazard materials training records) – Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC+5		AC+5		AC=Termination of Employment		
3.1.029	3.1.129	Documentation or Verification of Employment Eligibility - Federal reporting form (INS I-9)	AC+1		AC+1		AC=Termination of Employment 8 CFR 274a.2 CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever is 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.		
3.1.031	3.1.131	Employee Benefits - Other than Insurance - Agency copies of information relating to the selection of available benefit options other than insurance.	AC+2		AC+2		AC=Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.034	3.1.134	Resumes – Unsolicited – Retention period applies if replies are made to the sender of resume stating that it will be kept on file for future job openings.	AV		AV		SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.		



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

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3.1.035	3.1.135	Surety Bonds - Bonds posted by employees and individuals or entities under contract with a component for the performance of the duties of a position or the terms of a contract with the component. (Does not include construction and architectural surety bonds - See 5.2.028) individuals or entities under contract with a component for the performance of the duties of a position or the terms of a contract with the component. (Does not include construction and architectural surety bonds - See 5.2.028)	AC+4		AC+4		AC=Expiration or termination of the bond according to its terms CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028.		
3.1.036	3.1.136	Apprenticeship Records (Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	5		5		29 CFR 30.8(e)		
7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded							8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist		

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			Agency	Storage	Total				
3.1.037	3.1.137	Employee Recognition Records (awards, incentives, tenure, etc.)	AC + 5		AC + 5		AC=Termination of Employment		
3.1.038	3.1.038	Public Access Option Form - Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US		US		SEE item number 3.3.011		
3.1.039	3.1.139	Ombudsman Records - Consultation records, notes, letters, memos, emails, reports and other documentation.	AC		AC		AC=Final decision or matter closed. CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020 and 3.1.021		
	3.1.140	Certificates of Age (minor workers)	AC+5		AC+5		AC=Worker Reaches Majority		
	3.1.141	Employee Career Planning Records	AV		AV				
	3.1.142	Select Service Verification Log	PM		PM				

EMPLOYMENT RECORDS

Section 3.2 - Payroll



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

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3.2.001	3.2.101	Employee Deduction Authorization – Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC+4		AC+4		AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner		
3.2.002	3.2.102	Employee Earning Records	4		4		40 TAC 301.6(i)		
3.2.003	3.2.103	Federal Tax Records	AC+5		AC+5		AC=Tax due date, date claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001-1(e)(2) (Retention is based from return, paid or claim date)		
3.2.004	3.2.104	Income Adjustment Authorization – Used to make increases or decreases to employees’ gross pay, FICA, retirement, or in the computation of taxes.	2		2		29 CFR 516.6(c)		
3.2.005	3.2.105	W-4 Forms – Employer’s copy of “Employees’ Withholding Exemption Certificate.”	AC+5		AC+5		AC=Until superseded, obsolete, or upon separation of employee 26 CFR 31.6001-1(e)(2)		
3.2.006	3.2.106	Wage Rate Tables	2		2		29 CFR 516.6(a)(2)		
7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded						8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist			

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			Agency	Storage	Total						
3.2.007	3.2.107	Unemployment Compensation	AC+5		AC+5		AC=Settled				
3.2.008	3.2.108	Direct Deposit Applications/Authorization	US		US						
3.2.009	3.2.109	State Deferred Compensation Records	AC+5		AC+5		AC=All accounts with a vendor or vendors for the individual participant have been closed. For instruction regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.				
3.2.010	3.2.110	Human Resources Information System (HRIS) Report - Includes supporting documentation.	AC+4		AC+4						

EMPLOYMENT RECORDS

Section 3.3 - Personnel Administration

3.3.001	3.3.101	Affirmative Action Plans – for both regular employees and apprenticeship programs	5		5		29 CFR 30.8(e) For apprenticeship plans		
3.3.004	3.3.104	Benefit Plans - Employee benefit plans such as pension, life, health and disability insurance, deferred compensation, etc. including amendments.	US+3		US+3		29 CFR 1627.3(b)(2)		



**STATE OF TEXAS
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3.3.010	3.3.110	Labor Statistics Report	US		US			
3.3.011	3.3.111	Former Employee Verification Records - Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC+75		AC+75		AC=Termination of Employment	
3.3.015	3.3.115	Positions/Job Classification Review File	US+3		US+3			
3.3.020	3.3.120	Work Schedules	2		2			
3.3.022	3.3.122	Texas Workforce Commission (TWC) Reports (from TWC to agency)	3		3			
3.3.023	3.3.123	Reimbursable Activities, Requests and Authorizations to Engage in - Requests and authorizations for travel; participation in educational programs, workshops, or college classes, or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE+3		FE+3			
<small>7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded</small>							<small>8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist</small>	

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3.3.024	3.3.124	Personnel Policies and Procedure - Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US+3		US+3					
3.3.025	3.3.125	Job Procedure Records - Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US+3		US+3					
3.3.026	3.3.126	Agency Staffing Reports - Any report compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analysis of turnover rates and seasonality of employment, etc.	US+3		US+3					
3.3.027	3.3.127	Aptitudes & Skills Tests – Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US+2		US+2		29 CFR 1602.31 (State Agencies) 29 CFR 1602.49 (State Universities) CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.			
3.3.028	3.3.128	Aptitude and Skills Tests (Test Papers) - Aptitude or skills test papers job applicants or of current personnel taking a test to qualify for promotion or transfer.	2		2		29 CFR 1602.31 (State Agencies) 29 CFR 1602.49 (State Universities)			



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3.3.029	3.3.129	Aptitude and Skills Tests (Validation Records) - Records of the validation of aptitude and skills tests.	LA+2		LA+2		LA=As long as the test is used by an agency. 29 CFR 1602.31 (State Agencies) 29 CFR 1602.49 (State Universities)		
3.3.030	3.3.130	Training Administration Records - Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services or projects.	US+2		US+2		CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.		
3.3.031	3.3.131	EEO Reports and Supporting Documentation - Includes documentation used to complete EEO reports.	3		3		29 CFR 1602.32, 39, 41, 48 and 50		
3.3.032	3.3.132	Equal Pay Records – Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	3		3		29 CFR 1620.32(c)		
	3.3.133	Address Change Form	US		US				
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			Agency	Storage	Total				
	3.3.134	Employee Identification - Employee security records	AC+2		AC+2		AC=Termination of Employment		
	3.3.135	Individual Personnel File - Current Employee	AC		AC		AC=Termination or Retirement of Employee. Move file to either Retired Employee retention or Separated Employee retention		
	3.3.136	Individual Personnel File - Retired Employees	AC+50		AC+50		AC=Retirement of Employee		
	3.3.137	Individual Personnel File - Separated Employee	AC+5		AC+5		AC=Termination of Employee		
	3.3.138	Labor Distribution Records	US		US				

EMPLOYMENT RECORDS
Section 3.4 - Time and Leave Records

3.4.001	3.4.101	Accumulated Leave Adjustment Request – Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE+3		FE+3				
3.4.002	3.4.102	Leave Status Report (each pay cycle) – Cumulative report is issued pay cycle and provides employee leave status information for each position.	FE+3		FE+3				



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3.4.003	3.4.103	Less Than Full-Time Worked (dates and hours)	4		4		40 TAC 815.106(i).		
3.4.004	3.4.104	Overtime Authorizations	3		3				
3.4.005	3.4.105	Overtime Schedules	2		2		O=P/E		
3.4.006	3.4.106	Time Cards and Time Sheets	4		4		40 TAC 815.106(i).		
3.4.007	3.4.107	Time Off and/or Sick Leave Requests	FE+3		FE+3				
3.4.008	3.4.108	Sick Leave Pool Records - Donations and Withdrawals	FE+3		FE+3				

FISCAL RECORDS

**Section 4.1 - Worksheets, Detail Information on
Economic Event or Transaction**

4.1.001	4.1.101	Accounts Payable Information	FE+3		FE+3		Subject to federal audit		
4.1.002	4.1.102	Billing Detail (does not include long distance telephone billing)	FE+3		FE+3		Subject to federal audit		

7. Retention Codes
AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value

8. Archival Codes
A - Transfer to State Archives I - Transfer to University Archivist
R - Review by State Archivist O - Review by University Archivist

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			Agency	Storage	Total				
4.1.003	4.1.103	Cancelled Checks/Stubs/Warrants/Drafts	FE+3		FE+3		Subject to federal audit		
4.1.004	4.1.104	Encumbrance Detail	FE+3		FE+3		Subject to federal audit		
4.1.005	4.1.105	Inventory and Other Cost Files	FE+3		FE+3				
4.1.006	4.1.106	Investment Transaction Files	FE+3		FE+3				
4.1.007	4.1.107	Transfer or Budget Revisions - Transfer or adjustment to budgets.	FE+3		FE+3				
4.1.008	4.1.108	Electronic Fund Transfers - Direct Deposit Registers	FE+3		FE+3				

FISCAL RECORDS

Section 4.2 - Documents of Original Entry

4.2.001	4.2.101	Cash Deposit Vouchers (including deposit slips)	FE+3		FE+3				
4.2.002	4.2.102	Cash Receipts – Includes receipts for fees (permits, licenses, renewals, etc.).	FE+3		FE+3				
4.2.003	4.2.103	Daily Cash Receipts Log	FE+3		FE+3				
4.2.004	4.2.104	Encumbrance Vouchers – Orders, statements, change orders, etc.	FE+3		FE+3				



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RECORDS RETENTION SCHEDULE**

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Form SLR 105C must
accompany this form.

4.2.005	4.2.105	Purchase Vouchers – Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE+3		FE+3		Subject to federal audit		
4.2.006	4.2.106	General Journal Vouchers	FE+3		FE+3				
4.2.007	4.2.107	Expenditure Vouchers (includes travel expense reports, payroll, etc.)	FE+3		FE+3		Subject to federal audit		
4.2.007	4.2.207.10	RTA - Request for Travel Authorizations and Travel Reimbursement Forms.	FE+3		FE+3				
	4.2.108	City Armored Service Receipt Books	FE+3		FE+3				
	4.2.109	Student Bills (Unpaid) - With Promissory Notes	AC+3		AC+3		AC=Date Paid		

FISCAL RECORDS

Section 4.3 - Journals or Registers

4.3.001	4.3.101	Sales	FE+3		FE+3				
4.3.002	4.3.102	Receipts	FE+3		FE+3				
<small>7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded</small>							<small>8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist</small>		

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4. Records Series #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Arch	9. Remarks	10. 106 No.	11. TSLAC Only Amend No.
			Agency	Storage	Total				
4.3.003	4.3.103	Expenditures	FE+3		FE+3				

FISCAL RECORDS

Section 4.4 - Ledgers

4.4.001	4.4.101	General Ledgers	FE+3		FE+3				
4.4.002	4.4.102	Accounts Receivable Ledgers	FE+3		FE+3				
4.4.003	4.4.103	Accounts Payable Ledgers	FE+3		FE+3				
4.4.004	4.4.104	Employee Savings Bond Ledgers	FE+3		FE+3				

FISCAL RECORDS

Section 4.5 - Reports

4.5.001	4.5.101	Worksheets for Preparing Fiscal Reports	FE+3		FE+3				
4.5.002	4.5.102	Internal Fiscal Management Reports – Includes monthly budget reports.	FE+3		FE+3				



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

4.5.003	4.5.103	Annual Financial Report (required by General Appropriations Act)	PM		PM		CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code I. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
4.5.005	4.5.105	External Fiscal Reports - Special purpose – Federal financial reports, salary reports, etc. Includes HUB Reports.	FE+3		FE+3				
4.5.006	4.5.106	Annual Operating budget (monthly budget reports)	FE+6		FE+6				
4.5.007	4.5.107	USAS Reports - Daily	AC		AC		AC=Receipt and reconciliation of monthly report		
4.5.008	4.5.108	USAS Reports - Monthly	AC		AC		AC=Receipt and reconciliation of annual report		
4.5.009	4.5.109	USAS Reports - Annual	FE+3		FE+3				
7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded							8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist		

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			Agency	Storage	Total				

FISCAL RECORDS
Section 4.6 - Documents Showing Compliance with System of Internal Control

4.6.001	4.6.101	Monthly Balancing	FE+3		FE+3				
4.6.002	4.6.102	Reconciliations	FE+3		FE+3				
4.6.003	4.6.103	Cash Counts	FE+3		FE+3				
	4.6.100	Inventory Sheets	FE+3		FE+3				

FISCAL RECORDS
Section 4.7 - Other Fiscal Records

4.7.001	4.7.101	Accounting Policies and Procedures Manual	US+3		US+3				
4.7.002	4.7.102	Bank Statements	FE+3		FE+3				



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

4.7.003	4.7.103	Returned Checks/Warrants/Drafts (Uncollectible)	AC+3		AC+3		AC=After deemed uncollectible		
4.7.004	4.7.104	Capital Asset Records	LA+3		LA+3				
4.7.005	4.7.105	Claim Files	AC+3		AC+3		AC=Settled		
4.7.006	4.7.106	Comptroller Statements	FE+3		FE+3				
4.7.007	4.7.107	Detail Chart of Accounts – One for all accounts in use for a fiscal year.	FE+3		FE+3		One for all accounts in use for a year.		
4.7.008	4.7.108	Federal Grant Information on File	AC+5		AC+5		AC=Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		
4.7.008	4.7.208.10	Sponsored Grants and Contracts	AC+3		AC+3		AC=Term of Grant		
4.7.009	4.7.109	Fixed Asset Sequential Number Log	US+3		US+3				
4.7.010	4.7.110	Long-Term Liability (bonds, etc.)	AC+3		AC+3		AC=Retirement of debt		

<p><small>7. Retention Codes</small> AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded</p>	<p style="text-align: right;"><small>8. Archival Codes</small> A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist</p>
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			Agency	Storage	Total				
4.7.011	4.7.111	Texas Building and Procurement Commission Statements (TBPC) – Charge or bill statements received by components from the GSC for services provided.	FE+3		FE+3				
4.7.012	4.7.112	Signature Authorizations - Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	US+FE+3		US+FE+3				
	4.7.113	Credit Memos	AC+5		AC+5		AC=Settled		
	4.7.114	Gift and Donor Records - Documents potential or realized private, corporate, or public agency funding to the institution, including endowments, gifts, donor records and trusts. May include but is not limited to : award guidelines, letters and agreements of gifts, donation amounts, names of donors and any other related documentation and correspondence.	PM		PM	I	CAUTION: Security is open with restrictions.		

SUPPORT SERVICES RECORDS
Section 5.1 - General



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

5.1.001	5.1.101	Contracts and Leases – Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. Includes research contracts and documents of original entry - federal contracts	AC+4		AC+4	AC=Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		
5.1.003	5.1.103	Delivery Reports (includes Federal Express)	2		2			
5.1.004	5.1.104	Mailing Lists – Any mailing address, telephone or fax number, or e-mail address records maintained by a component on its employees or on entities or persons it serves.	US		US	Notations in the Security column advisory only. Legal advice should be sought in connection with specific open records requests.		
5.1.005	5.1.105	Postage Meter Records and Postage Expense Reports (includes airborne)	FE+3		FE+3			
5.1.007	5.1.107	Requisitions for In-House Copy/Printing Service	1		1			
5.1.010	5.1.110	Licenses & Permits for Non-vehicles - Does not include licenses and permits issued by an agency as part of its legislative mandate.	AC+2		AC+2	AC=Expired		
5.1.011	5.1.111	Photocopier & Telefax Use Logs & Reports (leased equipment)	AV		AV			
7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded						8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist		

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4. Records Series #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Arch	9. Remarks	10. 106 No.	11. TSLAC Only Amend No.	
			Agency	Storage	Total					
5.1.012	5.1.112	Charge Schedules/Price Lists - Schedules of prices charged by a component for services to the public or other agencies, including any documentation used to determine the charges.	US+3		US+3					
5.1.012	5.1.112	Price Lists (agency and vendor lists)	US+3		US+3					
5.1.013	5.1.113	Insurance Policies – For vehicles, equipment, etc.	AC+20		AC+20		AC=Expired			
5.1.014	5.1.114	Office Procedures - Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photography ordering instructions.	US+1		US+1					
5.1.015	5.1.115	Correspondence Tracking Records - Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.	1		1					



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

5.1.016	5.1.116	Telephone Message Notifications - Notifications of telephone messages. Includes emails, phone message books and slips, etc.	1		1			
5.1.017	5.1.117	Contract Log - List of agency contracts, leases and agreements including general obligation, land leases, utilities and construction contracts.	FE+3		FE+3			
	5.1.100	Campus Post Office Records	4		4			

SUPPORT SERVICES RECORDS

Section 5.2 - Facility Management Records

5.2.001	5.2.101	Appraisals - Building or Property	AV		AV	O	Disclosure of Information would be "closed" until a contract is awarded and "open" after awarding of a contract	
5.2.002	5.2.102	Building Construction Project Files – Planning, design, and construction records; accepted and rejected bids; correspondence; etc. Applies to new construction and renovations	AC+11		AC+11	O	AC=Competition of project. Texas Civil Practice and Remedies Code 16.008-16.009. See also item numbers 5.2.003 and 5.2.028	
5.2.003	5.2.103	Building Plans & Specifications – Leased - Includes architectural and engineering drawings, profiles and blueprints.	AC+11		AC+11		AC=Termination or cancellation of lease. See also item numbers 5.2.002 and 5.2.028.	
<small>7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded</small>							<small>8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist</small>	

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4. Records Series #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Arch	9. Remarks	10. 106 No.	11. TSLAC Only Amend No.	
			Agency	Storage	Total					
5.2.003	5.2.203.10	Building Plans & Specifications - State-Owned Includes architectural and engineering drawings, profiles and blueprints.	LA		LA	O	See also item numbers 5.2.002 and 5.2.028			
5.2.004	5.2.104	Building Space Requests	1		1					
5.2.005	5.2.105	Calibration (Equipment or Instrument)	10		10					
5.2.006	5.2.106	Certificate of Destruction of Property	FE+3		FE+3					
5.2.007	5.2.107	Damage Reports	FE+3		FE+3					
5.2.008	5.2.108	Equipment History File; Equipment Service Agreements – Agreements or contracts with a equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repairs logbooks, etc. (includes computer hardware maintenance records)	LA+3		LA+3					
5.2.009	5.2.109	Equipment Inventory Detail Report Form – Updates component portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE+3		FE+3					



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105
Form SLR 105C must
accompany this form.

5.2.010	5.2.110	Equipment Manuals	LA	LA		
5.2.011	5.2.111	Equipment Warranties	AC+1	AC+1		AC=Expired
5.2.012	5.2.112	Estimate Files (Supply & Repair Cost Estimates)	1	1		
5.2.014	5.2.114	Inventory – Annual Physical	FE+3	FE+3		
5.2.015	5.2.115	Notice of Equipment Removed From Inventory	FE+3	FE+3		
5.2.016	5.2.116	Inventory System Update Listing – Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC	AC		AC=until transfer of information onto annual listing
5.2.017	5.2.117	Lost and Stolen Property Report	FE+3	FE+3		
5.2.018	5.2.118	Quality Control Reports	2	2		
5.2.019	5.2.119	Service Orders – Component copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	1	1		
5.2.020	5.2.120	Supply Usage Records	FE+1	FE+1		
5.2.021	5.2.121	Surplus Property Sale	FE+3	FE+3		
5.2.022	5.2.122	Utility Reports	AV	AV		
7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded						8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist

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4. Records Series #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Arch	9. Remarks	10. 106 No.	11. TSLAC Only Amend No.
			Agency	Storage	Total				
5.2.023	5.2.123	Year-to-Date Activity (Inventory Listing) – Shows additions, changes, transfers, and deletions of information within the inventory system. Data include component, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE+3		FE+3				
5.2.024	5.2.124	Material Specifications	AC+2		AC+2		AC=Settled		
5.2.025	5.2.125	Equipment Descriptions and Specifications (set by agency)	AC+2		AC+2		AC=Settled		
5.2.026	5.2.126	Facilities Reservation Logs	2		2				
5.2.027	5.2.127	Space Utilization Reports	AV		AV				
5.2.028	5.2.128	Building Construction Contract & Inspection Records (Applies to new construction and renovations)	LA+10		LA+10	O	See also item numbers 5.2.002 and 5.2.003		
	5.2.130	Energy Management Reports	AV+3		AV+3				
	5.2.131	Facilities Inventory	LA+2		LA+2	O			



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

	5.2.132	Real Property Inventory	LA+2		LA+2	O		
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SUPPORT SERVICES RECORDS

Section 5.3 - Purchasing

5.3.002	5.3.102	Freight Bills Paid	FE+3		FE+3			
5.3.003	5.3.103	Freight Claims	AC+2		AC+2		AC=Resolution of claim.	
5.3.004	5.3.104	Orders – Acknowledgments	4		4			
5.3.005	5.3.105	Packing Slips	1		1			
5.3.007	5.3.107	Bid Documentation - Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE+3		FE+3		FE=the fiscal year end in the year that the period of delivery or service expires. Disclosure of information would be “closed” until a contract is awarded and “open” after awarding of a contract. CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.	

7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded	8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist
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4. Records Series #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Arch	9. Remarks	10. No.	11. TSLAC Only Amend No.
			Agency	Storage	Total				

5.3.007	5.3.207.10	RFP/RFQ Documentation - Includes Request for proposal and request for qualifications, bid specifications, accepted or rejected bids or proposals, bid tabulations/evaluations, reference sheets and final matrix.	FE+3		FE+3		FE=the fiscal year end in the year that the period of delivery or service expires. Disclosure of information would be “closed” until a contract is awarded and “open” after awarding of a contract. CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.		
5.3.008	5.3.108	Purchasing Logs – log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE+3		FE+3				
5.3.008	5.3.208.10	ProCard Log - And supporting documentation	FE+5		FE+5				



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105
Form SLR 105C must
accompany this form.

5.3.009	5.3.109	Requests for Information – Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC		AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable		
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SUPPORT SERVICES RECORDS

Section 5.4 - Safety

5.4.001	5.4.101	Accident Reports and Associated Documentation Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Worker's Compensation Commission or its predecessors or maintained internally on accident frequency.	CE+5		CE+5		29 CFR 1904.33 - The Texas Workers' Compensation Commission's copy is retained an additional 50 years		
5.4.002	5.4.102	Evacuation Plans	US		US				
5.4.003	5.4.103	Inspection Records – Fire, safety, and other inspection records of facilities and equipment.	AC+3		AC+3		AC=Inspection or Date of the Correction of the Deficiency, if the Inspection Report Reveals a Deficiency. CAUTION: Does not include inspection reports of building construction. See item number 5.2.028.		
5.4.004	5.4.104	Fire Orders (issued by Fire Marshal to correct fire code deficiencies)	AC+3		AC+3		AC=Deficiency corrected		
5.4.007	5.4.107	Hazardous Materials Training Records	5		5		Texas Health and Safety Code, §502.009(g)		

7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded	8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist
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			Agency	Storage	Total				
5.4.008	5.4.108	Hazard Communication Plans	US+5		US+5		Texas Health and Safety Code, §502.009(g)		
5.4.009	5.4.109	Workplace Chemical Lists	30		30		Texas Health and Safety Code, §502.009(d)		
5.4.010	5.4.110	Material Safety Data Sheets	AC		AC		AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable		
5.4.011	5.4.111	Visitor Control Registers - Logs, registers, or similar records documenting visitors to limited access or restricted areas of facilities.	3		3				
5.4.012	5.4.112	Security Access Records - Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems.	AC+2		AC+2		AC=Until superseded, date of expiration, or date of termination, whichever sooner		
5.4.013	5.4.113	Disaster Recovery Plan	US		US				



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

	5.4.114	Asbestos and Mold Abatement Records - Surveys, monitoring tests and reports, building plans, correction checklists, abatement records, and related documentation and correspondence.	PM		PM			
	5.4.115	Insurance Claims	AC+5		AC+5			
	5.4.116	Insurance Policies - Casualty	PM		PM			
	5.4.117	Insurance Policies - Property	AC+20		AC+20			
	5.4.118	Safety Training - Includes non-hazardous communications as well as all other safety training documents	3		3			

SUPPORT SERVICES RECORDS

Section 5.5 - Telecommunications

5.5.001	5.5.101	Billing Detail - Telecommunication (does not include TEX-AN) – In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		SEE item number 5.5.006 for TEX-AN billing detail.	
5.5.002	5.5.102	Long Distance Telephone Log (includes Wire Transfers) – Long distance logs created by departments for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV		AV			
5.5.003	5.5.103	Station Activity Reports – Internal listing of incoming/ outgoing telephone activity to individual telephone stations.	AV		AV			

<p>7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded</p>	<p style="text-align: right;">8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist</p>
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4. Records Series #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Arch	9. Remarks	10. 106 No.	11. TSLAC Only Amend No.
			Agency	Storage	Total				
5.5.004	5.5.104	System Activity Reports – Internal listing of all incoming/outgoing component telephone activity.	AV		AV				
5.5.006	5.5.106	Billing Detail - Telecommunications (TEX-AN) Applies only to TEX-AN billing detail received by an agency from the GSC BEFORE June 1, 1994. Includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.		
5.5.007	5.5.107	Disputed Call Documentation – Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE+3		FE+3				



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

	5.5.100	Telephone Charges - Dorm Resident	FE+3		FE+3			
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SUPPORT SERVICES RECORDS

Section 5.6 - Vehicles

5.6.003	5.6.103	Inspection Repair & Maintenance Records	LA+1		LA+1			
5.6.004	5.6.104	License and Driving Record Check	AC		AC		AC=Until superseded or until termination of employment.	
5.6.005	5.6.105	Vehicle Use Reports - Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE+3		FE+3			
5.6.007	5.6.107	Vehicle Titles and Registrations	AC		AC		AC=Expired	
5.6.009	5.6.109	Parking Permits or Assignments	US		US			

SUPPORT SERVICES RECORDS

Section 5.7 - Campus Security, Traffic and Parking

	5.7.100	Accident Reports - File records relating to traffic accidents, including accident reports, supplemental accident reports, photographs, correspondence and related documentation.	3		3			
	5.7.101	After Action Reports	3		3			
	5.7.102	Appeals - Citations	1		1			

7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded	8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist
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4. Records Series #	5. Agency Item #	6. Records Series Title	7. Retention Period			8. Arch	9. Remarks	10. 106 No.	11. TSLAC Only Amend No.
			Agency	Storage	Total				
	5.7.103	Arrest File	10		10		Types of criminal charges, names, and addresses are open. However, details of an arrest would be confidential until the court appearance or adjudication.		
	5.7.104	Building Security Reports/File	2		2				
	5.7.105	Campus Security Reports	2		2				
	5.7.106	Citations (Paid)	FE+3		FE+3				
	5.7.107	Citations (Unpaid)	3		3		Transfer to Paid File upon payment		
	5.7.108	Court Appearance Citations	3		3				
	5.7.109	Crime Statistics Data and Report (P.L. 101-542)	AV+2		AV+2	I			
	5.7.110	Field Interview Cards	3		3				



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

5.7.111	Found Property Tags	PM		PM		Hard Copy destroyed after document is stored electronically.		
5.7.112	Juvenile Reports	AC		AC		AC=Statute of Limitations		
5.7.113	Parking Permit Refunds	FE+3		FE+3				
5.7.114	Parking Violation Reports	5		5				
5.7.115	Police Call Sheets	2		2				
5.7.116	Police Crime Blotters	6		6				
5.7.117	Police Dispatcher Logs	PM		PM		Hard Copy destroyed after document is stored electronically.		
5.7.118	Police Incident Reports	AC+4		AC+4		AC=Statute of Limitations		
5.7.119	Police Offense Reports	AC+4		AC+4		AC=Statute of Limitations Maintain for review by police or federal agencies during background investigations or by prosecutors if subject involved in subsequent offenses.		
5.7.120	Student Safety Records (traffic appeals, etc.)	AC+5		AC+5		AC=Settled		
5.7.121	Temporary Vehicle Registration	1		1				
5.7.122	Tow Records	3		3				
5.7.123	Vehicle Registration Files	2		2				
5.7.124	Victim File	10		10				

7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded	8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist
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STUDENT RECORDS

Section 6.1 - Admissions Data/Documents

6.1.100	Documents for Applicants Who Do Not Enter (includes acceptance letters, advanced placement records, applications for admission, correspondence, entrance examination reports, letters of recommendation, medical records, placement scores, readmission forms, test scores)	AC+1		AC+1		AC=Application term		
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

	6.1.101	Documents for Applicants Who Enter (includes acceptance letters, advanced placement records, applications for admission & readmission, correspondence, entrance examination reports, medical records, placement scores, residency classification forms, test scores)	AC+5		AC+5		Hard Copy is destroyed after microfilming			
	6.1.102	Letters of Recommendation	AC		AC		AC=After student (applicants who enter) is admitted Waivers of rights of access filed with letters of recommendation should be retained as long as the file is retained.			
	6.1.103	Recruitment Materials (applicants who enter)	AC		AC		AC=After enrollment of student			
	6.1.104	Recruitment Materials for Veterans	3		3		VA Regulations			
	6.1.105	Scholarship Applications - Not Awarded - Records of students who have applied for departmental scholarships and who have not received funds.	AC+1		AC+1		AC=After completion of application process			
	6.1.106	Scholarship Applications - Recipients - Records of students who have applied for departmental scholarships and received funds.	AC+2		AC+2		AC=After Award			
	6.1.107	Renewable Scholarship Recipient Applications and associated paperwork	AC+2		AC+2					
	6.1.108	Transcripts (applicants who do not enter)	AC+1		AC+1		AC=Application term. If document would be hard to replace, may return to applicant.			
	6.1.109	Transcripts (applicants who enter)	AC+5		AC+5		Hard Copy is destroyed after microfilming			
7. Retention Codes AC - After closed, Terminated, Completed, Expired, Settled CE - Calendar Year LA - Life Asset PM - Permanent AV - Administrative Value FE - Fiscal Year MO - Months US - Until Superseded							8. Archival Codes A - Transfer to State Archives I - Transfer to University Archivist R - Review by State Archivist O - Review by University Archivist			

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			Agency	Storage	Total				

STUDENT RECORDS
Section 6.2 - Registration and Records
Data/Documents

	6.2.100	Academic Action Authorizations (dismissal, etc.)	AC+5		AC+5		AC=Graduation or date of last attendance		
	6.2.101	Academic Transcripts from UTSA	PM		PM		Hard Copy destroyed after document is stored electronically.		



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

6.2.102	Advanced Placement Records	PM		PM		Hard Copy destroyed after document is stored electronically.		
6.2.103	Affidavit for I-485 - Aliens who are residents of Texas	PM		PM				
6.2.104	Applications for Admission or Readmission (Accepted)	PM		PM		Hard Copy destroyed after document is stored electronically.		
6.2.105	Application for Graduation	AC+5		AC+5		AC=Graduation or date of last attendance		
6.2.106	Audit Authorizations	AC+1		AC+1		AC=One year after date submitted		
6.2.107	Certification for Concurrent Enrollment Form	PM		PM		Hard Copy destroyed after document is stored electronically.		
6.2.108	Challenge Exam Forms	PM		PM				
6.2.109	Change of Classification Form	PM		PM		Hard Copy destroyed after document is stored electronically.		
6.2.110	Change of Grade Forms (update documents)	PM		PM		Hard Copy destroyed after document is microfilmed.		
6.2.111	Change of Information - Students personal information. Address, Phone Number, Name, etc.	AC+5		AC+5		AC=Graduation or date of last attendance		
6.2.112	Changes of Course (add/drop)	AC+5		AC+5		AC=Date submitted. Official copy is microfilmed		
6.2.113	Class Lists (grade sheets)	PM		PM		Hard Copy destroyed after document is stored electronically.		
6.2.114	Class Schedules (students)	PM		PM		Hard Copy destroyed after document is stored electronically.		
6.2.115	Correspondence, Relevant to Students' Registration and Data Documents	AC+5		AC+5		AC=Graduation or date of last attendance		
6.2.116	Correspondence/Extension Class Records	PM		PM		Hard Copy destroyed after document is stored electronically.		
6.2.117	Course Audit Form	PM		PM				

7. Retention Codes
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8. Archival Codes
 A - Transfer to State Archives I - Transfer to University Archivist
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			Agency	Storage	Total				
	6.2.118	Course Inventory Data File	US		US		Hard Copy destroyed after document is stored electronically.		
	6.2.119	Credit by Examination Forms (entered) - CLEP, AP, etc.	PM		PM		Hard Copy destroyed after document is stored electronically.		
	6.2.120	Credit by Examination Forms (did not enter) - CLEP, AP, etc.	AC+1		AC+1		AC=End of semester submitted		



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

	6.2.121	Credit/No Credit Approvals	AC+1		AC+1		AC=Date submitted		
	6.2.122	Curriculum Change Authorizations	AC+5		AC+5		AC=Graduation or date of last attendance		
	6.2.123	Degree Audit Records	PM		PM		Hard Copy destroyed after document is stored electronically.		
	6.2.124	Degree Audit Request Forms	AV+6 MO		AV+6 MO				
	6.2.125	Degree Statistics - Major Changes	PM		PM		Hard Copy destroyed after document is stored electronically.		
	6.2.126	Disciplinary Action Documents - disciplinary documentation relating to suspension, expulsion, denial or revocation of a degree and/or withdrawal of diploma	PM		PM				
	6.2.127	Duplicate Diploma Requests	AV+1		AV+1		One year after diploma is ordered.		
	6.2.128	Enrollment Certifications - Undergraduates enrolling in graduate courses	PM		PM				
	6.2.129	Fee Assessment Forms	AC+5		AC+5		AC=Graduation or date of last attendance		
	6.2.130	Financial Aid Audit Documents	AC+5		AC+5		AC= After annual audit has been accepted by Department of Education		
	6.2.131	Foreign Credentials Evaluation - Those who did not entered	AC+3		AC+3		AC=End of Semester Submitted		
	6.2.132	Foreign Credentials Evaluation - Those who entered	PM		PM		Hard Copy destroyed after document is stored electronically.		
	6.2.133	Foreign Student Forms (I-20, etc.)	AC+5		AC+5		AC=Graduation or date of last attendance		
	6.2.134	Grade Reports (registrar's copies)	PM		PM		Hard Copy destroyed after document is stored electronically.		
	6.2.135	Graduation Authorizations	AC+5		AC+5		AC=Graduation or date of last attendance		

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	6.2.136	Graduation Lists	PM		PM	I	Hard Copy destroyed after document is stored electronically.		
	6.2.137	Guidelines for the CR/NC Grade Option - Undergraduate students only.	PM		PM		Hard Copy destroyed after document is stored electronically.		
	6.2.138	Hold or Encumbrance Authorizations	AV		AV				



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

	6.2.139	Incomplete Grade Contracts	AC		AC		AC=Settled		
	6.2.140	Independent Study Course Form	PM		PM		Hard Copy destroyed after document is stored electronically.		
	6.2.141	Itemized Public Info. Changes for Educational Records Requests From	PM		PM				
	6.2.142	Medical Records	AC+10		AC+10		AC=Date of last visit		
	6.2.143	Military Duty Statement Form							
	6.2.144	Miscellaneous Memos and Emails - To students, departments, etc. (did not enter)	AC+3		AC+3		AC=End of semester submitted		
	6.2.145	Miscellaneous Memos and Emails - To students, departments, etc. (entered)	PM		PM				
	6.2.146	Miscellaneous Waiver, Substitution and Petition Letters and Forms	PM		PM				
	6.2.147	NCAA Eligibility Verification	PM		PM				
	6.2.148	Pass/Fail Requests	AC+1		AC+1		AC=Date submitted		
	6.2.149	Permanent Record Card	PM		PM				
	6.2.150	Personal Data Information Forms	AC+1		AC+1		AC=Graduation or date of last attendance		
	6.2.151	Placement/Career Planning Records	AC+5		AC+5		AC=Graduation or date of last attendance		
	6.2.152	Rank in Class Report	PM		PM				
	6.2.153	Registration Forms	PM		PM		Hard Copy destroyed after document is microfilmed.		
	6.2.154	Release of Degree Info	CE		CE				
	6.2.155	Request Change of Undergraduate Catalog of Graduation Form	PM		PM				
	6.2.156	Request for Veteran Certification	AC+3		AC+3		AC=End of semester submitted		

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			Agency	Storage	Total		
	6.2.157	Request of Special Classroom	AC+1		AC+1		AC=End of semester submitted
	6.2.158	Request of Student to Obtain Copies of Educational Records	PM		PM		
	6.2.159	Requests to Reduce Course Enrollment	AC+1		AC+1		AC=End of semester submitted



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

6.4.100	Academic Calendar - Final Copy	PM		PM			
6.4.101	Commencement Program	PM		PM			
6.4.102	Degree Statistics	PM		PM			
6.4.103	Enrollment Statistics	PM		PM			
6.4.104	Grade Statistics	PM		PM			
6.4.105	Racial/Ethnic Statistics	PM		PM			
6.4.106	Schedule of Classes (institutional)	PM		PM			
6.4.107	Theses, Dissertations, Comprehensives and Manuscripts	AC+5		AC+5		AC=Completed	
6.4.108	University Catalogs	PM		PM	I		
6.4.109	University Surveys - Fall Staff Survey, Graduation Rate Survey, UTSA Student Survey of Teaching, Course Instructor Survey, Integrated Post Secondary Education Data System (IPEDS), Surveys of Enrollment, Competitions, Characteristics, Salaries, Tenure, Fringe Faculty, etc.	AC+10		AC+10		AC=September 1 of odd-numbered calendar years.	

STUDENT RECORDS

**Section 6.5 - Family Educational Rights and
Privacy Act Data/Documents**

6.5.100	Requests for Formal Hearings	AC		AC		AC=Terminate at same time as pertinent student record	
6.5.101	Requests and Disclosures of Personally Identifiable Information	AC		AC		AC=Terminate at same time as pertinent student record	
6.5.102	Student Requests for Nondisclosure of Directory Information	AC+1		AC+1		AC=Date submitted	
6.5.103	Student Statements on Content of Records Regarding Hearing Panel Decisions	AC		AC		AC=Terminate at same time as pertinent student record	

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			Agency	Storage	Total				
	6.5.105	Waivers for Rights of Access	AC		AC		AC=Until terminated by the student, or terminate at same time as pertinent student record		
	6.5.106	Written Decisions of Hearing Panels	AC		AC		AC=Terminate at same time as pertinent student record		



**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

SLR 105
Form SLR 105C must
accompany this form.

STUDENT RECORDS

Section 6.6 - Other Student-Related Records

6.6.100	Alumni Records	PM	PM		
6.6.101	Athletic Records	PM	PM	Maintained electronically. Hard copy destroyed.	
6.6.102	Child Development Center Attendance Records - Record of attendance in the child care facility. Sign-in and sign-out sheets as well as all correspondence and documentation or arrivals and departures from the facility.	3 MO	3 MO	AC=Date of last attendance	
6.6.103	Child Development Center Records - Records of enrollment, admission and activities of children in child care facility. Includes application for admission, emergency authorization forms, medication authorization forms, incident forms, immunization records, permission to participate in field trips and any other documents relating to the children. Includes documentation of suspected child abuse.	AC+5	AC+5	AC=Date of last attendance	
6.6.104	Counseling Records (personal and academic)	AC+5	AC+5	AC=Completed	
6.6.105	Instructional Materials	US	US		
6.6.106	Internship Contracts - Related documentation	AC+5	AC+5	AC=Termination of Employment	
6.6.107	Library Holdings - card or automated catalogs, shelf lists, etc.	US	US	Holdings are not state records, but finding aids are.	
6.6.108	Student Activities and Organizations	US+1	US+1		

AGENCY PROGRAM RECORDS

Section 7.1 - Research and Development Records

7.1.100	Chemical Analysis Reports	5	5	TAES-Texas State Chemist	
7.1.101	Research Grant Information	AC+3	AC+3	AC=Completed	
7.1.102	Research Proposals - Accepted (Funded)	AV	AV	Become parts of the contracts, as applicable.	
7.1.103	Research Proposals - Denied (Not Funded)	3	3		

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