

December 2, 2019



Gary Barnes  
Vice Chancellor and Chief Financial Officer  
Texas Tech University System  
PO Box 42016  
Lubbock, TX 79409-1041

Dear Mr. Barnes,

Your agency's records retention schedule is approved for use as of **11/22/2019**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

Lorenzo de Zavala  
State Archives and  
Library Building

1201 Brazos Street  
Austin, Texas  
78701

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

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

*Commission Chairman*  
Michael C. Waters

*Members*

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

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Gloria Meraz

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **November 2024**.

During a certification period, changes may need to be made to your schedule. State rules (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency:

Erica Siegrist  
[esiegrist@tsl.texas.gov](mailto:esiegrist@tsl.texas.gov)  
(512) 463-6623

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

Sincerely,

A handwritten signature in blue ink, appearing to read "GK", written over a white background.

Craig Kelso  
Director and State Records Administrator

cc: Agency Head, University Archivist

**TSLAC**

*Preserving yesterday  
Informing today  
Inspiring tomorrow*



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 768

Agency Name Texas Tech University System

(Check one)

- Initial Certification - Form SLR 105
Recertification - Form SLR 105
Amendment - Form SLR 122

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

(Check one)

- Agency Head
Records Management Officer

Signature

[Handwritten signature: Gary Barnes]

Name (Print or type) Gary Barnes, Vice Chancellor and Chief Financial Officer

Date 07-09-2019

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

[Handwritten signature: Gloria Meraz]
Gloria Meraz
11/22/19

Cert/Recert No. 9

Amendment No.

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## CAUTION

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

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





**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end  
 FE – Fiscal year end  
 LA – Life of Asset  
 PM – Permanent  
 US – Until Superseded

Archival Codes (Field 10)

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

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					Years	Months	Days				
1	6.3	Academic Calendars			5				O		
2	6.5	Academic Testing Services - ACCUPLACER Applications and Scores [Master copies]		PM						Buckley Amendment, Confidential record.	
3	6.5	Academic Testing Services - American College Test (ACT) Residual Applications and Scores [Master copies]		PM						Buckley Amendment, Confidential record.	
4	6.5	Academic Testing Services - College-Level Examination Program (CLEP) Score Rosters [Master copies]		PM						Buckley Amendment, Confidential record.	
5	6.5	Academic Testing Services - Student Exam Scores and Reports (Internal) for Admission and Placement	Applies to exams, applications for exams, and related materials administered and monitored by Academic Testing Services. Includes CLEP, correspondence applications, ACT Residual Applications and Scores, and Quick TASP/Quick THEA Applications.	AC	5			AC = Testing Date.		Buckley Amendment, Confidential record.	
6	6.2	Accession, Preservation and Deaccessioning Records - Archives, Library & Museum		PM					O		



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7	5.4.001	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 Department of Insurance or its predecessors or maintained internally on accident frequency.	CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33.
8	4.7.001	Accounting Policies and Procedures Manual		US	3						
9	4.1.001	Accounts Payable Information		FE	3						
10	4.4.003	Accounts Payable Ledgers		FE	3						
11	4.4.002	Accounts Receivable Ledgers		FE	3						
12	6.3	Accreditation Records	Documents the accreditation process for the colleges, units, and related programs. Includes statistical data; working papers; and related documentation and correspondence.	FE	10					Records kept according to accrediting organization's requirement.	
13	6.3	Accreditation Records – Final Reports		PM					O		
14	3.4.001	Accumulated Leave Adjustment Requests	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						



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15	2.2.001	Activity Monitoring Records	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV							
16	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.		3						28 CFR 35.105(c).
18	3.3.001	Affirmative Action Plans	Affirmative action plans for both regular employees and apprenticeship programs.		5						29 CFR 30.8(e) for apprenticeship plans.
19	1.1.064	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					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.	



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20	1.3.001	Agency Publications	One copy of each state publication as defined on page xi of the introduction of TSLAC schedule, except a publication that is subject to a different retention period in TSLAC schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	AC	2			AC = Until superseded or obsolete.	O	University retains record copy and sends required copies 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. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).	



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					Years	Months	Days				
21	1.3.001	Agency Publications-Serials/Newsletters		US	5				O	US = For serial publications issued in successive parts, from the date of release of the next part in the series. Send the required copies of the publications to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Agency policy to retain longer than TSLAC minimum.	
22	3.3.026	Agency Staffing Reports	Any reports 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, analyses of turnover rates and seasonality of employment, etc.	US	3						





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23	6.3	Alumni Records	Documents the activities of an institution or department's alumni and may also provide alumni offices with information on alumni. May include but is not limited to: memberships lists with names, addresses, employer names and addresses, and positions; minutes, by-laws and directories of clubs in many communities and several major cities throughout the United States; promotional materials concerning annual gatherings; homecoming plans and programs; data cards and files for individual alumni; degree recipient lists; outstanding alumni lists; foreign student rosters; international alumni club records; and notes, memoranda, and related correspondence concerning general alumni affairs.	AV					I	Refer to 5.1.004 (Mail and Telecommunications Lists) for records used exclusively for contacting alumni. URRS-39	
24	6.4	Animals - Research/Laboratory Records		AC	3			AC = End of project.			9 CFR 2.35
25	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day Report).	AC	6			AC = September 1 of odd-numbered calendar years.			
26	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act.	FE	3				O		



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					Years	Months	Days				
27	3.1.002	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 advertisement.	AC	5			AC = Termination of employment.			
28	3.1.001	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 advertisement.		2						29 CFR 1602.49(a)
29	5.2.001	Appraisals - Building or Property		AV					O		
30	3.3.027	Aptitude and Skills Tests	Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US	2					CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR 1602.49
31	3.3.028	Aptitude and Skills Tests (Test Papers)	Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.	2							29 CFR 1602.49
33	6.3	Athletics - Game Films		AV					O		



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34	1.1.002	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	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. These files must meet retention requirements for their specific category. See Note 1.	
35	2.1.010	Audit Trail Records	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC				AC = All audit requirements have been met.			
36	2.1.002	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 = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. See Note 1; a & b only.	
37	2.1	Automated Files - Master Files (Backup)		US							



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					Years	Months	Days				
38	2.1.001	Automated Files - Processing Files	Machine-readable files used in the creation, utilization, and updating of master files.	AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		See Note 1.	
39	6.3	Audio/Visual Storage List		US							
40	6.3	Audio/Visual Software List		US							
41	4.6.001	Balancing Records		FE	3						
42	4.7.002	Bank Statements		FE	3						
43	2.2.011	Batch Data Entry Control Records	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC				AC = When reconciliation confirmed.			
44	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US	1						29 CFR 1627.3(b)(2).



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45	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations. a) Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC=Expiration or termination of the instrument according to its terms and decisions not to proceed with the bid.		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 an 5.2.028.	
46	4.1.002	Billing Detail		FE	3					CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001 and 5.5.007.	
47	5.5.007	Billing Detail - Disputed Call Documentation	Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE	3						
48	5.5.001	Billing Detail - Telecommunications (Other Than TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3						
49	6.2	Bindery Lists		FE	3						
50	3.1	Biographical Records - Resumes of Employees		AC	5			AC = Termination of employment.	O		



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51	3.1.034	Biographical Records - Resumes Not Solicited		AV						Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur. See item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
52	5.2	Boiler Records	Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	
53	4.7.010	Bonds - Bond and Coupon Certificates of Destruction		AC	3			AC = Retirement of debt.			
54	4.7.010	Bonds - Current Bonds and Bondholder Records		AC	3			AC = Retirement of debt.			
55	4.7.010	Bonds and Notes - Cancelled and Paid, Interest Coupons [Long-Term Liability Records]		AC	3			AC = Retirement of debt.			
56	6.3	Broadcast / Program Logs		FE	3						47 CFR 73.1800 and 73.1820.
57	4.1.007	Budget Revisions		FE	3						
58	5.2	Building Capital Improvement Program	Reports summarizing the lists of building projects for each campus which is submitted to the Coordinating Board annually.	AC	3			AC = After submission to the Coordinating Board.	O		



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59	5.2.028	Building Construction Contract and Inspection Records	Building construction contracts, surety bonds, and inspection records.	LA	10				O	SEE ALSO item numbers 5.2.002 and 5.2.003.	
60	5.2.002	Building Construction Project Files	Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC	10			AC = Completion of project.	O	See also item numbers 5.2.003 and 5.2.028.	
61	5.2.003	Building Plans and Specifications - State-Owned	Includes architectural and engineering drawings, profiles, and blueprints.	LA						See also item numbers 5.2.002 and 5.2.028.	
62	5.2.004	Building Space Requests			1						
63	4.3	Business Transactions - Journals and Registers		FE	3						
64	4.1.003	Canceled Checks/Stubs/Warrants/Drafts		FE	3						
65	4.7.003	Canceled Checks - Returned/Uncollectable		AC	3			AC = After deemed uncollectable.			
66	4.7.004	Capital Asset Records		LA	3						
67	4.6.003	Cash Counts		FE	3						
68	4.2.001	Cash Deposit Vouchers	Cash deposit slips.	FE	3						
69	4.2.002	Cash Receipts	Includes receipts for fees (permits, licenses, renewals, etc.).	FE	3						
70	5.2.006	Destruction, Certificate of Destruction of Property		FE	3						
71	5.4.009	Workplace Chemical Lists			30						Health and Safety Code, Section 502.005(d).



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72	5.1.012	Charge Schedules/Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3						
73	4.7.005	Claim Files		AC	3			AC = Resolution of claim.			
74	6.3	Clark Scholars Program - Application Forms		PM							
75	6.3	Clark Scholars Program - High School Transcripts		PM							
76	6.3	Class Roll Summary			5						
77	6.3	Class Rolls and Rosters			5						
78	6.3	Classes - Schedule Change Requests		AV							
79	6.3	Classes - Course Information, Syllabus and Outlines	Documents departmental course offerings and individual course contents. Includes syllabi; course descriptions; course outlines; course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; reading lists; handout materials; and related documentation and correspondence.	AC	2			AC = Until no longer needed for reference by the instructor.			CAUTION: Syllabi posted on the University's website must be kept available online for 2 years in accordance with Texas Education Code § 51.974.
80	1.1.006	Complaint Records	Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC	2			AC = Final disposition of the complaint.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.	
81	4.7.006	Comptroller Statements		FE	3						





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					Years	Months	Days				
82	2.2.004	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.			3					
83	2.2.002	Computer Utilization/Chargeback Records	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						
84	6.3	Consent/Release Forms		AC	3			AC = Expiration of activity.		CAUTION: If litigation is involved the form(s) must be kept according to the terms of 1.1.048.	
85	5.1.017	Contract Logs	List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE	3						
86	5.1.001	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, purchase orders, inspection reports, and correspondence. a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms.		CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028 for building construction contracts and item number 5.1.001 for Contracts and Leases.	Government Code, 441.1855



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87	6.3	Copyright Information	Documentation kept on materials that may have been used for university activity - such as publishing a book by Tech Press - but to which the university does not own the copyrights to and/or may not own the physical item itself.	AC	10			AC = After activity is completed.			
88	6.3	Copyright Records	Documentation kept on materials that were done as "work for hire" (created by employees within the scope of their employment) to which the university owns part or full rights to.	AC				AC = 95 years from the work's first publication or 120 years from its creation, whichever is shorter.		Copyright is automatic and does not have to be registered.	17 USC 302



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89	1.1.007	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.		4				O	ARCHIVES NOTE: Archival review is required only for the administrative correspondence of the Office of the President, senior and vice presidents, the Provost's Office, Legal Counsel, Internal Audit, and other upper executive staff members. This record series also includes correspondence from task forces, university committees and faculty. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.	



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90	1.1.008	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					SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	
91	3.1.006	Counseling Records	Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC	3			AC = Termination of counseling.			
93	4.2.003	Daily Cash Receipts Logs		FE	3						
94	5.2.007	Damage Reports	Reports of damage to university property.	FE	3						
95	6.3	Dean of Students - Student Information Files		AC	7			AC = Graduation or withdrawal.			
97	6.3	Death Certificates		PM							
98	6.3	Deceased Student Files		AC	7			AC = Date of notification of death.			
99	5.4	Deeds and Easements		LA							
100	5.1.003	Delivery Reports			2						
102	6.3	Departmental Grants, Financial Assistance, and Stipends	Funds provided by a department to cover travel and research costs.	AC	5			AC = Date of award.			
103	4.7.007	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	FE	3						



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					Years	Months	Days				
104	3.2.008	Direct Deposit Application/ Authorizations		US							
105	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1						
106	5.4.013	Disaster Preparedness and Recovery Plans	Procedures, instructions, and other documents maintained to minimize the possibility of personal injury and property damage. Includes TTU emergency alert system documents such as sign up forms, requests not to participate, test logs and feedback.	US							
107	3.1.029	Documentation or Verification of Citizenship	Federal reporting Form I-9.	AC	1			AC = Termination of employment.		CAUTION: Federal regulation requires that I-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 I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.	8 CFR 274a.2(b)(2)(i)(A) and (c)(2).
108	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO reports.		3						29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.
109	4.1.008	Electronic Fund Transfers	Direct Deposit Registers.	FE	3						



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110	2.1.009	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 = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
111	5.4	Emission Records			5						
112	3.3	Employee Affidavits		AC	5			AC = Until superseded, or termination of employment, whichever later.			



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					Years	Months	Days				
114	3.1.031	Employee Benefits - Other than Insurance	Agency copies of information relating to the selection of available benefit options other than insurance.	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.	
115	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.			
116	3.2.002	Employee Earnings Records	Includes payroll notification letters		4						40 TAC 815.106(i).
117	3.1.011	Employee Insurance Records	Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC				AC = Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.	
119	3.1.012	Employment Advertisements/ Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.		2						29 CFR 1602.49(a)
120	3.3	Employee Confidentiality Forms		AC	5			AC = Until superseded or until termination of employment.			
121	3.1.013	Employment Contracts	Executed, renewed, or amended on or prior August 31, 2015.	AC	4			AC = Expiration or termination of the contract according to its terms.			Government Code, 441.1855



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122	3.1.014	Employment Selection Records	Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.		2					CAUTION: Does not include criminal history checks. See 3.1.026.	29 CFR 1602.49(a)
123	4.2.004	Encumbrance Vouchers	Orders, statements, change orders, etc.	FE	3						
124	3.3.032	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						29 CFR 1620.32.
125	6.4	Equipment - Fiber & Biopolymer Research Institute		PM							9 CFR 2.35
126	5.2.025	Equipment Descriptions and Specifications		AC	2			AC = Discontinuance of equipment.			
127	5.2.008	Equipment History File and Service Agreements	Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	





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128	5.2.009	Equipment Inventory Detail Report Forms	Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE	3						
129	5.2.010	Equipment Manuals		LA							
130	5.2	Equipment Use Logs		AV							
131	5.2.011	Equipment Warranties		AC	1			AC = Expiration of warranty.			
132	5.2.012	Estimate Files (Supply and Repair Cost Estimates)			1						
133	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							
134	6.3	Exam Signup Sheets		US	1						
135	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US	3				I		
136	4.2.007	Expenditure and Travel Vouchers	Travel, payroll, etc.	FE	3						
137	4.3.003	Expenditures Journals or Registers	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	FE	3						
138	5.2.026	Facilities Reservation Logs	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.		2						
139	6.3	Faculty Handbooks		US	3				O		



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140	6.3	Faculty Search Committee Records	See Texas Tech OP 32.16 section 2a (5), 2c (5), and 3(a) for the list of items to be retained.	AC	3			AC = Selection.			29 CFR 1602.49(a)
141	6.3	Faculty Teaching/Workload Reports			5						
142	6.3	Faculty Appointment, Promotion, and Tenure Records	Evaluations, recommendations, and similar documentation relating to the review process for promotion and tenure for all faculty or staff in the tenure track.	AC	5			AC = Termination of employment.			29 CFR 1602.49 for Promotion and Tenure Records. 29 CFR 1602.49(a) for Personnel Information or Action Forms. URRS-57
143	3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	AC	4			AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.			26 CFR 31.6001 - 1(e)(2).
144	5.4.004	Fire Orders	Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3			AC = Deficiency corrected.			
145	3.3	Former Employee Verification Records - Departmental Only	Departmental copies of employee information.	AC	5			AC = Termination of employment.		See also item 146 for Human Resources office copy.	
146	3.3.011	Former Employee Verification Records - Human Resources Office Only	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 = Termination of employment.		See item number 3.1.038. See also item 145 for departmental office copy.	



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147	1.2.003	Forms History File	Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC	1			AC = Discontinuance of use of form.			
148	5.3.002	Freight Bills Paid		FE	3						
149	5.3.003	Freight Claims		AC	2			AC = Resolution of claim.			
150	6.3	Institutional Advancement - Fundraising Surveys, Development & Strategic Planning		FE	7					Central Development determines the document criteria that apply to this record series.	
151	4.2.006	General Journal Vouchers		FE	3						
152	4.4.001	General and Subsidiary Ledgers		FE	3						
153	6.3	Institutional Advancement - Gift Receipts		FE	7					Digital file is the Master. See Note 2.	
154	4.7	Grants - Applications and Proposals		FE	3				O		
155	4.7.008	Grants - Federal Information on File		AC	3			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.	
156	4.7	Grants - Private Foundations and/or Non-State or Federal Sources: Approved		AC	3			AC = Satisfaction of the grant according to its terms.			



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157	4.7	Grants - Private Foundations and/or Non-State or Federal Sources: Rejected		AC	1			AC = Rejection of grant proposal.			
158	4.7.010	Grants - State Grant Records		AC	3			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 funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
159	3.1.018	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC	2			AC = Final decision on the grievance.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. See 1.1.048.	
160	2.1.008	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				AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
161	5.4	Hazardous Materials Disposal Records		PM						Opinion of Texas Tech University (TTU) Environmental Health and Safety.	
162	5.4.007	Hazardous Materials Training Records	Records of training given employees in an agency hazard communications program.		5						Texas Health and Safety Code, 502.009(g).



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163	6.3	Housing - Lodging Requests			1						
164	3.2.010	Human Resources Information System (HRIS) Reports	Includes supporting documentation.	AC	7			AC = Issuance of report.			
165	6.3	Human Sciences - Volunteer Registration Forms		AV							
166	6.3	Human Sciences - Volunteer Station Memoranda of Understanding (contracts)		AC	7			AC = Termination of employment [contract].			
167	6.3	Human Sciences - Volunteer and Volunteer Stations Information (database)		AV							
168	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		2						29 CFR 516.6(c).
169	5.4.003	Inspection Records	Fire, safety, and other inspection records of agency facilities and equipment.	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 5.2.028.	
170	5.6.003	Inspection Repair and Maintenance Records - Vehicles		LA	1						
171	5.1.013	Insurance Policies	For vehicles, equipment, etc. a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the policy according to its terms.			Government Code, 441.1855



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					Years	Months	Days				
172	4.5.002	Internal Fiscal Management Reports	Includes agency monthly budget reports.	FE	3						
173	4.1.005	Inventory and Other Cost Files	Production, job, labor, quotes, pricing, specifications, etc.	FE	3						
174	5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				AC = Transfer of information into annual listing.			
175	5.2.014	Inventory - Annual Physical	Property, equipment, supply verification.	FE	3						
176	4.1.006	Investment Transaction Files		FE	3						
177	1.1.013	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 activities of agency officials or employees.	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. CAUTION: 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.	
178	6.3	Key Requests		AC	3			AC = After keys are returned or locks changed.			



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					Years	Months	Days				
179	3.3.025	Job Procedure Records	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US	3						
180	6.3	Junction Campus - Public Education Information Management System (PEIMS Forms)			5						Local Retention Schedule for Records of Public School Districts item SD3600-01.
181	6.3	KTTZ-TV Digital Transition (DT) Files		AC	10			AC = Life of grant.			
182	6.3	KTTZ-TV Tower Analysis/Maintenance		LA							



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183	6.3	KTTZ-TV Transmitter Logs			3					CAUTION: It is an exception to the retention period indicated that logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the FCC and about which the licensee has been notified, shall be retained by the licensee until specifically authorized in writing by the FCC to destroy them. In addition, logs incident to or involved in any claim or complaint of which the licensee has notice shall be retained by the licensee until such claim or complaint has been fully satisfied or until the same has been barred by statute limiting the time for filing of suits upon such claims. URSS-307	47 CFR 73.1840(a) 47 CFR 73.1800 and 73.1820 for Station Logs
184	6.3	KTTZ-TV Public Inspection Files		AC				AC = Keep until FCC has notified otherwise.			47 CFR 73.3527.
185	6.3	KTTZ-TV Record and Dub Requests		CE							





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186	6.3	KTTZ-TV Emergency Alert System Logs			3					CAUTION: It is an exception to the retention period indicated that logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the FCC and about which the licensee has been notified, shall be retained by the licensee until specifically authorized in writing by the FCC to destroy them. In addition, logs incident to or involved in any claim or complaint of which the licensee has notice shall be retained by the licensee until such claim or complaint has been fully satisfied or until the same has been barred by statute limiting the time for filing of suits upon such claims. URRS-307	47 CFR 73.1840(a).
187	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.		3						
188	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						



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190	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV					O	Caution: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See 1.1.048.	
191	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC = September 1 of odd-numbered calendar years.	I	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	
192	3.4.003	Less Than Full-Time Worked Reports	Dates and hours.		4						40 TAC 815.106(i).
193	6.3	Letters of Reference/Recommendations	Miscellaneous letters pertaining to TTU activities unrelated to tenure or enrollment		1					CAUTION: For letters of reference/recommendation related to faculty tenure see Faculty Tenure Files (item #142); for staff see Performance Appraisals (3.1.019); and for student enrollment see Student-Applications (item #344).	
194	6.3	Liability Release Forms/Records	Waivers of liability signed by students and staff of the university.	AC	4			AC = Expiration of activity.		CAUTION: If litigation is involved the form(s) must be kept according to the terms of 1.1.048.	



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195	6.2	Library - Circulation Records		AC				AC = Transaction is completed.			
196	6.2	Library - Interlibrary Loan (ILL) Request		AC	3			AC = Approval or denial of request.			
197	6.4	Institutional Animal Care and Use Committee (IACUC) Requests for Approval to Use Animals in Research Project Made by the Principal Investigators		AC	4			AC = Completion of research.			9 CFR 2.35
198	6.2	Library - Interlibrary Loan (ILL) Search Requests		FE	3						
199	6.2	Library Course Materials		US							
200	5.6.004	License and Driving Record Checks		AC				AC = Until superseded or until termination of employment.			
201	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	1			AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	O	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the University Archivist for archival preservation.	



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202	4.3	Loan Journals or Registers		AC	5			AC = Loan approved.		Federally funded student financial aid must adhere to AC+5.	
203	5.5.002	Long Distance Telephone Logs	Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV							
204	5.1	Mail - Forwarding Address			1						
205	5.1.015	Mailing and 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						
206	5.1.004	Mailing and Telecommunications Lists	Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US							
208	6.3	Mass Add/Drop Changes		AC	1			AC = Changes made.		Buckley Amendment, confidential record.	
209	5.4.010	Material Safety Data Sheets		AC				AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.			
210	5.2.024	Material Specifications		AC	2			AC = Material is no longer in the agency.			



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211	6.3	Health Sciences Center: Medical Financial Records related to services – Charge, Payment, Refund Batch Documents, Explanation of Benefits (EOBs)		AC	10			AC = Date of service or until all audit questions, appeal hearings, investigations or court cases are resolved.			1TAC 354.1004; Medicaid Managed Care is 10 years 42 CFR 422.504(d)(2).
212	3.1.024	Physical Examinations – Drug Testing Records		AC	2			AC = Termination of employment.		CAUTION: Does not include pre-employment physical examinations. SEE number 3.1.014.	
215	6.3	Health Sciences Center: Medical – Patient Files/Medical Records		AC	10			AC = Clinical: Last date of service or the patient’s 21 <sup>st</sup> birthday, whichever is later; Research: Research purposes/goals fulfilled/contract period ends, whichever is later.		Any litigation must be concluded before final disposition. Texas Medical Board minimum is 7 years from the last date of service or the patient’s 21 <sup>st</sup> birthday, whichever is later.	22 TAC 165; Medicaid Managed Care is 10 years (42 CFR 422.504(d)(2))
216	3.1.024	Physical Examinations/Medical Reports	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC	2			AC = Until superseded or termination of employment.		CAUTION: Does not include pre-employment physical examinations. SEE number 3.1.014.	



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219	1.1.058	Meeting Agenda and Minutes	Official agenda and minutes of state boards, committees, commissions, councils, task forces, councils, departments and administrative organizations that conduct open meetings as required by Government Code, Chapter 551.	PM					I	ARCHIVES NOTE: Agency retains permanent record copy. CAUTION: This records series and item numbers 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.	
220	1.1	Meeting Minutes - HSC Medical Staff Committee			3					CAUTION: Federal or state regulations may require longer retention periods (for example, radiation committee meeting records must be retained permanently). The university must consider any applicable federal or state regulations in establishing a retention period for each committee's records. URRS-23	Cannot be subpoenaed, V.T.C.S 4447-D, Section 3.
221	1.1.063	Meeting Minutes and Notes- Staff	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1						



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222	1.1.062	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				I	SEE caution comment at item number 1.1.058.	
223	1.1.059	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 = The date of the meeting or completion of pending action involving the meeting, whichever is later.		SEE caution comment at item number 1.1.058.	Government Code, 551.104(a).
224	1.1.060	Meetings, Audio or Videotapes of Open	Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC			90	AC = Official approval of written minutes of the meeting by the governing body of an agency.		CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE also caution comment at item number 1.1.058.	
225	1.1.019	Communications and Marketing Office Files	News releases, photographs and video recordings.		2				O		



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226	6.3	Northwest Texas Small Business Development Center- Client Files		AC	3			AC = AV+FE		Office of origin is responsible for arranging storage.	
227	5.2.015	Notices of Equipment Removed From Inventory		FE	3						
228	5.1.014	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 photocopy ordering instructions.	US	1						
229	3.1.039	Ombudsperson Records	Consultation records, notes, letters, memos, emails, reports and other documentation.	AC				AC = Final decision or matter closed. If no activity is made on a particular case for 30 days, the Ombudsperson will consider the case to be 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.	
230	1.1.020	Public Information Requests- Approved	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	1			AC = Date request fulfilled.			





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231	1.1.021	Public Information Requests- Denied	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 = Date of notification that records are exempt.			
232	5.3.004	Order Acknowledgments		AV							
233	1.1.023	Organization Charts		US					I		
234	6.3	Organizational Memberships			1						
235	6.3	Oriental Material		US	1					Office of origin retains record copy.	
236	2.2.012	Output Records for Computer Production	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV						Output may either be in printed or magnetic form. If magnetic, the files, programs and documentation must be available.	
237	6.3	Outreach and Distance Education [IDEAL Program] - Enrollment records non-credit programs for k-12 children		AC	3			AC = End of program session or student separation from program, as applicable.		URSS-254	
238	6.3	Outreach and Distance Education [IDEAL Program] - Marketing Record Book		AC	3			AC = End of program session or student separation from program, as applicable.		URSS-254	
239	6.3	Outreach and Distance Education [IDEAL Program] - Scholarships for K-12 non-credit activities		AC	3			AC = End of program session or student separation from program, as applicable.		URSS-254	



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240	3.4.004	Overtime Authorizations			2						
241	3.4.005	Overtime Schedules			2						
242	5.3.005	Packing Slips		AV							
243	5.6.009	Parking Permits or Assignments		US							
244	6.4	Patent and Invention Records - Auxiliary Files	This series documents the transfer of technology from the institution to outside agencies as the result of research projects and grants carried out at the institution. This series may include but is not limited to: patent applications; agreements giving permission for institutional researchers to use other patented inventions in their research; and related documentation and correspondence. The series may also include: descriptions and titles of inventions; sources of funding to create the inventions; details of the provenance of the inventions and their documentation; suggested manufacturers; reports issued concerning the inventions; and signatures of inventors and technically qualified witnesses.		7				O	URRS-276	
247	3.1.019	Performance Appraisals - Staff and Non-Tenure Track			2						29 CFR 1620.32(c)



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248	3.1.019	Performance Appraisals - Teaching Assistant [non-faculty]		AC	3			AC = Completion of teaching course or lab.			29 CFR 1620.32(c)
249	3.1.019	Performance Appraisals - Tenure Track			6						29 CFR 1620.32(c)
250	3.1.020	Personnel Corrective Action Documentation	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC	5			AC = Termination of corrective action.		CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item 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.	



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251	3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC	5			AC = Termination of employment.			
252	3.1.022	Personnel Information or Action Forms	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						29 CFR 1602.49(a)
253	3.3	Personnel Office - New Position/ Reclassification Letters		PM							
254	3.3	Personnel Office - Veterans' Preference Documents		PM							



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255	5.2	Pest Control Records	Records of pesticide applications, inspections and sampling notifications, and other documentation required by pesticide regulations.		2						Texas Department of Agriculture 76.114(c) and by regulations 4 TAC 7.33(a) and 4 TAC 7.144(a).
256	5.1.011	Photocopier and Telefax Usage Logs and Reports		AV							
257	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC	3			AC = Decision made to implement or not to implement result of planning process.	O	Archives Note: Data processing planning records are not archival.	
259	6.1	Police - Arrest/Criminal History Records (Adults)			75					Arrest reports must be retained 75 years or until the date of death of the individual, if known, for felonies and misdemeanors not punishable by fine only.	
260	6.1	Police - Arrest/Criminal History Records (Juvenile)		AC				AC = Until court ordered expunction or the 25th birthday of the individual for non-felony juvenile arrests.			Lubbock Municipal Records Manual Item 10.2.
261	6.1	Police - Communication Logs/Tapes					30				Lubbock Municipal Records Manual Item 10.09. PS4100-04



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SLR 105  
Rev. 2017-07

Retention Codes (field 7)

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 AV – Administratively valuable  
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 LA – Life of Asset  
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					Years	Months	Days				
262	6.1	Police - Complaint Cards	Records of investigation of law enforcement shooting incidents which result in death or injury to any person, including a police officer.	PM							Local Retention Schedule for Records of Public Safety Agencies Item PS4075-01a.
263	6.1	Police - Criminal Offense Records	Cases in which an arrest is made or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. (1) Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only (including arrest reports and citations).			6				CAUTION: a) Retention periods date from date of arrest or citation and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification. b) Copies of documents in offense investigation records the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency need be retained only as long as administratively valuable. Exceptions are copies of notices or other process that provide certain knowledge to the law enforcement agency of the pretrial or adjudicated disposition of a case.	Local Retention Schedule for Records of Public Safety Agencies Item PS4125-05b.



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264	6.1	Police - Field Interrogation Cards		AC				AC=After closed.			Lubbock Municipal Records Manual Item 10.07. PS4150-05
266	6.1	Police - Incident Reports			3						Lubbock Municipal Records Manual Item 10.06. PS4150-07
267	1.1.069	Police - Officer Call Activity Logs	Daily activity log posted on the Police Department's website and maintained on its servers.		2						
268	6.1	Police - Property Records (Lost and Found)		AC	3			AC = FE of return or disposal of property.			Lubbock Municipal Records Manual Item 10.24.
269	1.1.067	Police - Statistical Reports Files- Annual		PM							PS4025-01C
270	1.1.067	Police - Statistical Reports Files- Monthly			3						Local Retention Schedule for Records of Public Safety Agencies Item PS4025-01b
271	6.1	Police - Tickets			5					Issued by the Texas Tech Police Department.	
272	1.1.070	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	3			AC = Completion or termination of program, rules, policies, or procedures.	O	SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.	



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273	1.1.071	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	3			AC = Completion or termination of program, rules, policies, or procedures.	O	SEE ALSO Records Series Item Number 1.1.070.	
274	3.3.024	Policies and Procedures - Personnel	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3						
275	5.2	Pool Chemical Reading Logs		FE	3						
276	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC = Until superseded or job eliminated.			40 TAC 815.106(i).
277	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3						
278	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						
279	6.3	Professional Organizations - Non-Texas Tech	Includes handouts, newsletters, brochures, meeting programs and agendas, subscriptions, membership information, etc.	AV						CAUTION: These materials are disposable when no longer needed and should not be sent to the University Archives.	





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280	6.3	Professional Organizations - Texas Tech	Includes handouts, newsletters, brochures, meeting programs and agendas, subscriptions, membership information, etc.	AV					O		
281	6.4	Project Information, Data Generated, and Contracts - Fiber & Biopolymer Research Institute		AC	7			AC = Project completion.			
282	1.1.026	Proof of Publication- Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			AC = Date of publication in the Texas Register.			
283	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						SEE item number 3.3.011.	
284	1.1.019	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				O		



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285	1.3.002	Publication Development Files	Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV					O		
286	4.2.005	Purchase Vouchers	Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE	3					Documentation scanned into Xtender will be kept FE+3. Departments will keep physical copies of documentation on file for one fiscal year.	
287	5.3.008	Purchasing Logs	Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE	3						
288	2.2.013	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 = No longer needed as an audit trail for any records modified.			
289	5.2.018	Quality Control Reports			2						
290	6.3	Questionnaires and Surveys		AC	3			AC = Final disposition of summary report.		URRS-248	
291	4.3.002	Receipts Journals or Registers		FE	3						
292	4.6.002	Reconciliations		FE	3						



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293	1.2.013	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.	
294	1.2.001	Records Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE	3						
295	1.2.010	Records Disposition Logs	Logs or similar records listing records destroyed or transferred to the University Archives, showing records series title, dates of records, and date destroyed or transferred.		10						
296	1.2.012	Records Inventory Worksheets		US							
297	1.2.014	Records Management Plans	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US	1						
298	1.2.005	Records Retention Schedule (SLR 105)	Agency copy. 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						Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
299	5.2	Refrigerant Records			3						
300	4.7	Refunds and Repayments		FE	5					Pell Grant Federal Regulations and other campus based programs.	34 CFR 676.19. See also 34 CFR 668.24(e) for additional retention information.



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301	1.1.053	Registration Logs	Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC				AC = Report filed with the Texas Ethics Commission.			
302	6.3	Registration Logs and Rosters	Logs or sign-in sheets for meetings, conferences and special events	AC	4			AC = Completion of the event.		URRS-42	
303	1.1.067	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. Includes reports distributed either internally or to other entities.		3				O		
304	1.1.066	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			AC = September 1 of odd-numbered calendar years.	I	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
305	1.1.069	Reports - Employee/Activity	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, absences, task completion times, number of public contacts, and similar activities.		1					CAUTION: SEE item number 1.1.064.	



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306	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC	6			AC = September 1 of odd-numbered calendar years.			
307	4.5.005	Reports - External Fiscal	Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB reports, which are monthly construction reports and System HUB expenditures.	FE	3						
308	1.1.038	Customer Surveys	Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC				AC = Final disposition of summary report.		See 1.1.067 for summary reports compiled from customer surveys.	
309	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	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 1.1.064.	
310	5.3.009	Requests for Information (Goods and Services)	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007.	
311	5.1.007	Requisitions for In-Agency or Inter-Agency Copy/Printing Service	Includes word processing and data processing.	AV							
312	6.4	Research Applications		AC	5			AC = Date of notification.	O	URRS-286	
313	6.4	Research Data		PM						Confidential until published.	



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314	6.4	Research Data - Raw		AC	3			AC = Completion of project.			
315	6.4	Institutional Review Board (IRB) Records – Human Subjects		AC	3			AC = Completion of project.			45 CFR 46.115(b).
316	6.4	Research Specimens - Non-Animal Research/Laboratory Records		AC	3			AC = Completion of project.			
317	6.4	Institutional Animal Care and Use Committee (IACUC) Records of Attendance		PM							9 CFR 2.35
318	6.4	Institutional Animal Care and Use Committee (IACUC) Semiannual Reports		PM							9 CFR 2.35
319	5.2	Sanitation Landfill Tickets		FE	3						
322	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC	2			AC = Until superseded, date of expiration, or date of termination, whichever sooner.			
323	3.1.026	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 = End of the probationary term of the individual's employment or, if the individual is not hired for a security-sensitive position, after the information is used for its authorized purpose.			Government Code § 411.094(e)



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324	5.2.019	Service Orders	Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.		1						
325	3.4.008	Sick Leave Pool Documentation	Requests submitted, approvals, number of hours transferred in and out, etc.	FE	3						
326	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	3			AC = US+FE.			
327	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program listing/source code, etc.	AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
328	2.2.016	Software Registrations, Warranties and License Agreements		LA	3						
329	5.2	Site Development - Project and Planning Files and Related Materials		PM					I		
330	5.2.027	Space Utilization Reports		AV							



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331	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC				AC = End of term in office or termination of service in a state position.	O		
332	3.2.009	State Deferred Compensation Records		AC	5			AC = All accounts with a vendor or vendors for the individual participant have been closed.		For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.	
333	5.5.003	Station Activity Reports	Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV							
334	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	AC	6			AC = September 1 of odd-numbered calendar years.	I	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
335	6.3	Student Affairs - Student Services Fees Request		FE	3						
336	6.5	4th and 12th Class Day Reports			5					Buckley Amendment, Confidential record.	
337	6.5	Academic Records – College/Departmental Student Files		AC	5			AC = Graduation or date of last attendance.		Buckley Amendment, Confidential record.	
338	6.5	Academic Records – Registrar’s Files		PM						Buckley Amendment, Confidential record.	





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339	6.5	Academic Status Reports	Documents student academic standing, including academic deficiency and the status changes of academically deficient students.	PM						Buckley Amendment, Confidential record.	
340	6.5	Academic Suspension Waiver		PM						Buckley Amendment, Confidential record.	
341	6.5	Add/Drop Class Records		AC	5			AC = Graduation or date of last attendance.		Buckley Amendment, Confidential record.	
342	6.5	Academic Advisement Records	Records of academic advisement to students. May include advisors' notes, advising checklists, and convenience copies of grade records maintained by registrars.	AC	5			AC = Graduation or date of last attendance.			
343	6.5	Applications for Admissions- Enrolled/accepted	Includes transcripts, acceptance letters, advanced placement records, applications for admission, correspondence, entrance examination reports, letters of recommendation, medical records, placement scores, readmission forms, and test scores.	AC	5			AC = Graduation or date of last attendance.		Buckley Amendment, Confidential record. (Students may have access to admissions comments).	
344	6.5	Applications for Admissions- Not enrolled and/or rejected	Includes transcripts, acceptance letters, advanced placement records, applications for admission, correspondence, entrance examination reports, letters of recommendation, medical records, placement scores, readmission forms, and test scores.	AC	1			AC = Beginning of semester of application.		Buckley Amendment, Confidential record. (Students may have access to admissions comments).	



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345	6.5	Applications for Admissions- Not enrolled and/or rejected - Health Sciences Center		AC	3			AC = Beginning of semester of application.		Buckley Amendment, Confidential record. (Students may have access to admissions comments).	
346	3.1.036	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 years retention unless otherwise stipulated by accreditation requirements, whichever is the longer of the two retention periods.	29 CFR 30.8(e).
348	6.5	Student-Athlete Medical Records		AC	7			AC = Last date on which service was given or until the patient's 21st birthday, whichever later.		URSS-315	
349	6.5	Attendance Records			5					Buckley Amendment, Confidential record. Office of origin is responsible for arranging storage.	
350	6.5	Authority to Inspect Records		AV							
351	6.5	Change of Status Forms		AC	5			AC = Graduation or date of last attendance.		Office of origin is responsible for arranging storage.	
352	6.5	Class Roll Summary			5						
353	6.5	Class Schedules - Preparation Records			5					Office of origin is responsible for arranging storage.	
354	6.5	Comprehensive Exams		AC	3			AC = Graduation or date of last attendance.		URSS-114	



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355	6.5	Counseling Notes		AC	7			AC = After last session attended.			22 TAC § 681.41(q) and 22 TAC § 465.22(d)
356	6.5	Course Equivalencies		US	1						
358	6.5	Degree Program and Course Proposal - Working Files	Documents planning and discussions related to the implementation of new undergraduate and advanced degree programs and any major reorganization or changes to established programs Includes the working papers; letters of support; review agendas; faculty status reports; and related documentation and correspondence.		5					Curriculum development files should be kept 5 years.	JC 3900-01.
359	6.5	Curriculum Change Records	Documents student requests to change their field of study.	AC	5			AC = After graduation or non-attendance.			
360	6.5	Degree Audit	Documents student completion of degree requirements, including authorizations certifying completion of degree requirements. The series may include official graduation audit forms that list students' names; colleges; majors; degrees; minors; the breakdown of institutional degree requirements and how the applicants have fulfilled them; grade point averages; and deans' recommendations/comments and signatures.	PM						Buckley Amendment, Confidential record. AACRAO guidelines.	
361	6.5	Application for Graduation Records		AC	5			AC = Graduation or date of last attendance.		Buckley Amendment, Confidential record. AACRAO guidelines	



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362	6.5	Degree Plans		PM						Buckley Amendment, Confidential record.	
363	6.5	Disciplinary Records	Documents actions taken by the institution against a student, including expulsion and suspension.	AC	7			AC = Graduation or withdrawal.		Buckley Amendment, Confidential record.	
364	6.5	Enrollment Statistics - Final Reports	Annual statistical reports of enrollment, grades, graduates, racial/ethnic composition, student instructor ratios, and other education-related matters submitted to the governing body, state or federal agencies, or accrediting organizations.	PM					I	Retention period based on AACRAO guidelines for enrollment statistics.	
365	6.5	Enrollment Verifications	Verifications of enrollment, graduation, GPA, and other related academics.	AC				AC=Until administrative need is satisfied.		Buckley Amendment, Confidential record. However, student directory information which includes names, on-campus address, D.O.B. and major is public information. Based on AACRAO guidelines.	
366	6.5	Evaluations of Course Instructor			6					Texas Tech's Operating Policy 32.32 paragraph 3(c).	
367	6.5	Evaluations of Course Instructor Reports			6						
368	6.5	Exam Make Up Request			2						
369	6.5	Exam Scantrons & Reports			1						
370	6.5	Excused Absence Requests			1						



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371	6.6	Financial Aid Assistance Records		AC	3			AC = Current award year.		All audit requirements will be met prior to disposal. Office of origin is responsible for arranging storage.	
374	6.5	Grade Changes	Documents grade changes submitted by instructors through the academic departments to the Registrar.	AC	2			AC = End of semester.		Buckley Amendment, Confidential record. Retention period based on AACRAO guidelines.	
375	6.5	Grade Reports Sent to Students	Grades received by students for the term.	AC	1			AC = Date distributed.		Buckley Amendment, Confidential record. Retention period based on AACRAO guidelines.	
376	6.5	Grade Sheets (Original) – Registrar’s Copy	Original record of grades submitted at end of term.	PM						Buckley Amendment, Confidential record. Retention period based on AACRAO guidelines.	
377	6.5	Graduation Status and Ranking		PM						Buckley Amendment, Confidential record. Retention period based on AACRAO guidelines.	
378	6.5	Housing Records	Includes housing requests, signed housing policies/contracts, driver's license forms, reservation/housing agreements, deposit receipts, rent delinquent notices, vacating notices, student incident reports, and related documentation and correspondence.	FE	5						
379	6.5	ID Request		AC	1			AC = Request received. Buckley Amendment, Confidential record.			



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380	6.5	ID System [University]	Includes name, ID number, meal plan, Tech Express plans, classification, address, access privileges both building and student access to facilities such as rec., student health, ethnicity, gender, etc.	AC	4			AC=Until superseded or expired.		CAUTION: For records documenting the issuance of keys, identification cards, or similar instruments of access to university facilities, refer to AIN 322. URRS-252	
381	6.5	Foreign Student Records	Records dealing with F-1 students and the J student and scholar program, including passport, I-20 and documents of financial responsibility.	AC	3			AC = Completion of the immigration program and/or from the date of the denial if the reinstatement is denied.			8 CFR 214.3(g)(1) and (2) and CFR 62.10(h).
382	6.5	Military Training, Credit for		AC	3			AC = Graduation or date of last attendance.		Buckley Amendment, Confidential record. URRS-172	
383	6.5	Name Change Authorizations	Documents students or applicants name changes reported to the admissions or registrar's offices by students. Records may include but are not limited to: letters requesting change in name; name change forms; lists or reports of students with changed names; and related documentation and correspondence.	PM						Buckley Amendment, Confidential record.	
384	6.5	Requests for and Disclosures of Personally Identifiable Information		AC				AC=As long as disclosed record is maintained.		Buckley Amendment, Confidential record. URSS-168	
385	6.5	Pass/Fail Records		AC	1			AC = Graduation or withdrawal.		Buckley Amendment, Confidential record.	
386	6.5	Permits for Admission to Register		AV						Buckley Amendment, Confidential record.	



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387	6.5	Placement and Career Counseling		AC	5			AC = Graduation or date of last attendance.		Buckley Amendment, Confidential record. URRS-250	
388	6.5	Academic Action Authorizations	Authorizations for academic actions, such as academic probation, suspensions, dismissals, reinstatements, etc.	AC	5			AC = Graduation or date of last attendance.		Buckley Amendment, Confidential record.	
389	6.5	Collection Control Records	Documents the maintenance of materials which typically involve accessioning, cataloging, preserving, and/or referencing. This series may include but is not limited to: deeds of gift; appraisal reports (monetary or non-monetary); accession sheets; archives transmittal lists; accession reports; purchasing information; recommendations concerning deaccessioning of specific holdings and action upon those recommendations; and related documentation and correspondence.	PM						Refer to RRS 2.1.011 (Finding Aids, Indexes, and Tracking Systems) for archival finding aids.	URRS-215
391	6.5	Recruitment Records	Includes prospects lists; interview and conversation notes; photographs; personal information forms and resumes; test scores; academic transcripts; and related documentation and correspondence.	AC	1			AC = After application term.		Buckley Amendment, Confidential record.	
392	6.5	Students - Reports	Reports generated by departments that do not fall in other categories such as admissions, grades, financial aid, etc.		5					Buckley Amendment may apply depending on the contents of the report.	



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393	6.5	Residency Affidavits and Documentation	Documents declarations filed by students regarding state residency status which is critical for determining tuition status. Records may include but are not limited to: affidavits; correspondence regarding residency; and related documentation.	AC	6			AC = After submission.		CAUTION: Not for residency classification forms submitted by applicants as part of the admissions process. See item 343.	Texas Education Code §54.052.
394	6.5	Scholarship Applications (Rejected)		AC	1			AC = Selections.		See also Students - Financial Aid Records. Buckley Amendment, Confidential record.	
396	6.5	Scholarship Records (Federal)		AC	5			AC = Selections.		Buckley Amendment, Confidential record.	Federal Register, 1-19-81, Part 3, Dept. of Education, Vol. 46, No. 12, 672.19, P3C.
397	6.5	Scores and Reports (External), Admission		AC	5			AC = Graduation or date of last attendance.		Buckley Amendment, Confidential record.	
398	6.5	Students - Statistics	Historical information gathered on the student makeup of the university, including degrees given and racial/ethnic information.	PM					O		
399	6.5	Stipend Acceptance Forms			10						





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400	6.5	Student Organizations Administrative Records	Historical information documenting the activities of the organization, including membership rosters, annual reports, memos, scrapbooks, photographs and related memorabilia.	AV					I	CAUTION: Faculty sponsors of student organizations should remind students that many of the electronic records they create for the organization are records that must be retained and then transferred to the University Archives, and that students must take care to retain these records in whatever manner the University decides is best. URRS-302	
401	6.5	Student Teaching		AC	10			AC = Completion of teaching.			



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402	6.5	Test Materials (External)	This series provides a record of the services rendered to clients by administering tests required of students seeking admission to various programs or seeking to substitute already acquired knowledge for formal college courses. Tests administered include Scholastic Aptitude (SAT); American College (ACT); Graduate Record Examination (GRE); Medical School Admission (MCAT); Pharmacy School Admission (PCAT); Business School Admission (GMAT); National Teacher Education (NTE); Veterinary College Admission Test (VCAT); and Test of English as a Foreign Language (TOEFL). Records may include but are not limited to: testing rules and regulations; rosters of test takers; seating charts; supervisors' reports; and vouchers for payment of testing. This series does not include test scores.	FE	3					URRS-106	
403	6.5	Tests - Student Academic		AC	1			AC = After test administered.		Buckley Amendment, Confidential record.	
404	6.5	Transcript Requests		AC	1			AC = Date submitted.		Buckley Amendment, Confidential record.	



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405	6.5	Transcripts		PM						Buckley Amendment, Confidential record. Retention period based on TACRAO guidelines for academic records.	
406	6.5	Transcripts of Applicants Who Did Not Attend and/or Get Accepted		AC	1			AC = Date received.		Buckley Amendment, Confidential record.	
407	6.5	Veterans Affairs Records		AC	3			AC = 3 years following date of the last period certified to VA.			38 CFR 21.4209(f)
408	6.5	Waivers for Rights of Access		AC				AC = Until terminated.			
409	6.5	Withdrawal Authorizations		AC	3			AC = End of academic term in which enrollment terminated.			Local schedule item JC3725-12.
410	6.6	Work-Study: Certificates of Payment		AC	3			AC = Submission of FISAP report.		All audit requirements will be met prior to final disposal.	34 CFR 675.19.
411	1.1.041	Suggestion System Records	Suggestions submitted by agency personnel and responses.		1						
412	5.2.020	Supply Usage Records		FE	1						
413	3.1.035	Surety/Performance Bonds	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. a) Executed, renewed, or amended on or after September 31, 2015.	AC	7			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.	Government Code, 441.1855
414	5.2.021	Surplus Property Sale Reports		FE	3						



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415	6.3	Surveillance/Security Tapes		AC		6		AC = After date recorded.			
416	5.5.004	System Activity Reports	Internal listing of all incoming/outgoing agency telephone activity.	AV							
417	6.3	Tape, Audio - Music Performance Recordings		AV					O		
418	6.3	Tape, Audio - Presentation, Recruitment, etc.		AV					O		
419	6.3	Tape, Video - Broadcasts and Teleconferencing		AV					O		
420	6.3	Tape, Video - Presentation, Recruitment, etc.		AV					O		
421	6.3	Tape, Video - Teleconferencing Files		AV							
422	6.3	Teleconference Information		AV							
423	2.2.015	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 usage of a state-owned computer.	AV							
424	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
425	6.3	Textbook Adoption Records			3						



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426	3.4.006	Time Cards and Time Sheets			4						40 TAC 815.106(i).
427	3.4.007	Time Off and/or Sick Leave Requests		FE	3						
428	3.3.030	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					CAUTION: Does not include hazardous material training records. See 5.4.007.	
429	1.1	Training Logs and Registers		AV							
430	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US	1						
431	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, licenses, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC	5			AC = Termination of employment.			
432	4.1.007	Transfers or Budget Revisions	Transfers or adjustment to budgets.	FE	3						



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433	1.1.057	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 ongoing records series. 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.	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 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).	



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434	3.3.023	Travel and 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						
435	4.7	Truth-in-Lending Statements			15					Buckley Amendment, Confidential record. Office of origin is responsible for arranging storage.	
436	3.2.007	Unemployment Claim Records		AC	5			AC = After claim filed.			
437	3.2.007	Unemployment Compensation Records		AC	5			AC = After compensation paid or rejected.			
438	5.2.022	Utility Usage Reports/Logs		AV							
439	5.6.007	Vehicle Titles & Registrations		LA							
440	5.6.005	Vehicle Use Reports/Logs	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3						
441	5.6	Vehicles- Inventory		FE	3						
442	5.6	Vehicles- Minimum Use Waivers		LA	1						
443	5.6	Vehicles Request for Transportation		FE	3						
444	6.3	Vice-President for Research - Federal Initiatives (Redbook)	Information compiled for use for legislative initiatives.		4					URSS-2	



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445	5.4.011	Visitor Control Logs	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3						
446	3.2.005	W-4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate."	AC	4			AC = Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001-1 (e)(2).
447	3.2.006	Wage Rate Tables			2						29 CFR 516.6(a)(2).
448	5.2	Water Tests/Treatment			3						
449	3.3.020	Work Schedules/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.		1						
450	4.5.001	Worksheets for Preparing Fiscal Reports		FE	3						
451	5.2.023	Year-to-Date Activity (Inventory Listing)	Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE	3						
452	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV							
453	2.1.011	Finding Aids, Indexes, and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC				AC = The related records have been destroyed.		CAUTION: These records must carry the same retention period and archival code of the records they support.	





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454	6.3	Health Sciences Center: Medical Records – Hansen’s Disease		PM						Records are of research significance and must be maintained permanently. Texas Department of State Health Services Retention Schedule for Medical Records.	
455	6.3	Health Sciences Center: Master Patient Index		PM						Texas Department of State Health Services Retention Schedule for Medical Records.	
456	2.2.014	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						The disposal of Internet cookies need not be documented through destruction authorizations (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).	
457	1.1.061	Meeting Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC			90	AC = Approval of the formal minutes by the governing body.		SEE caution comment at item number 1.1.058.	
458	6.3	Office of Institutional Research - Student Retention Reports and Information			3					See 1.1.067.	



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459	6.3	Office of Institutional Research - Integrated Postsecondary Education Data System (IPEDS)	Federal reports submitted to the state.		20					Agency policy.	
461	6.6	Federal Parent Loan for Undergraduate Students (PLUS) Loan Program		AC	3			AC = End of loan period for which loan was intended.			34 CFR 682.610(a)(2)
462	6.6	Pell Grants		AC	5			AC = End of award year.		URRS-363	34 CFR 690.82(a)
463	6.6	Perkins Loan Program – National Direct Student Loan (NDSL) – Original Promissory Notes		AC	3			AC = Until loan is satisfied or documents are needed to enforce obligation.			34 CFR 674.19(e)(4)
464	6.6	Perkins Loan Program (NDSL) – Loans Repaid		AC	5			AC = Date of final payment.		URRS-371	34 CFR 674.19(e)(3)
465	6.6	Primary Care Loan Program	Health profession and nursing student loan programs.	AC	5			AC = Date of retirement of loan.			42 CFR 57.215(c) and 42 CFR 57.315(a)(3)
466	6.6	Supplemental Educational Opportunity Grants (SEOG)		AC	3			AC = Submission of Fiscal Operations Report and Application to Participate (FISAP report).			34 CFR 676.19
467	6.3	Athletic Eligibility Records	Academic progress reports used to provide a record of verification by intercollegiate athletics of student athletes' academic progress to the NCAA or NAIA.	AC	10			AC = Student separation from the department or university		URRS-337	



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468	6.3	Course Inventory Data Files – Office of Institutional Research	Documentation kept by the Office of Institutional Research which is used to track historical information on courses, their credit hours, activity type and other related information.	PM						Agency policy to retain the information permanent.	
469	6.1	Police - Complaint Cards	Records of investigations that result in sustained formal discipline.	AC	15			AC = Completion of the investigation.			Local Retention Schedule for Records of Public Safety Agencies Item PS4075-01b.
470	6.1	Police - Complaint Cards	Records of investigations that result in sustained informal discipline or of investigations whose findings are inconclusive.	AC	5			AC = Completion of the investigation.		CAUTION: A 1-year infraction-free period must precede the date of destruction.	Local Retention Schedule for Records of Public Safety Agencies Item PS4075-01c.
471	6.1	Police - Complaint Cards	Records of investigations whose findings are not sustained, unfounded, or exonerated.	AC	3			AC = Completion of the investigation.		CAUTION: A 1-year infraction-free period must precede the date of destruction.	Local Retention Schedule for Records of Public Safety Agencies Item PS4075-01d.
472	6.1	Police - Complaint Cards	Written complaints and records of oral complaints received from the public concerning the conduct of law enforcement officers, fire department personnel, and emergency medical personnel that do not lead to an internal affairs investigation.	AC	2			AC = Determination not to initiate an internal affairs investigation.			Local Retention Schedule for Records of Public Safety Agencies Item PS4075-01e.
473	6.3	Faculty Search Committee Records - Health Sciences Center	See Texas Tech Health Sciences Center OP 60.09 section d (5) for the list of items to be retained.	AC	5			AC = Selection.			29CFR1602.49(a)



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474	6.3	Institutional Advancement-Planned Giving Commitments		AC				AC = Maintain the document files until the deferred gift value is realized and the proceeds transferred to an Endowed or Non-endowed fund.			
475	6.5	Student Papers, Class Examinations and Tests Completed as Part of Course Work	Documents student subject mastery in institution courses. Records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments.	AC	1			AC=End of academic term.		CAUTION: Coursework under dispute may not be destroyed until the resolution of the dispute. SEE also Faculty/Instructor Grade Books. URRS-127	
476	6.3	Institutional Advancement - Endowment Fund Records		PM						Digital file is the Master and the hardcopy file will be managed by internal policy. See Note 2.	
477	6.3	Institutional Advancement - Non-Endowment Fund Records		AC	4			AC = After close of the fund and all contracts, grants and pledges have been settled, then the file will go inactive for 4 years before departmental review.		See Note 2.	
478	6.3	Institutional Advancement - Gift Transmittals and Database Records		PM						Digital file is the Master and the hardcopy file will be managed by internal policy. See Note 2.	



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479	6.5	Student Certification Records - Professional	Documents the preparation of students earning degrees and/or certification for licenses or certificates to enter a profession (e.g., teaching certificates) and forms the basis of the initial certification by external entities for various professions.	AC	1			AC = Certification.		CAUTION: Accrediting agencies may require longer retention periods for professional certification records.	
480	6.5	Class Schedules – Students	Listing of the classes registered for by an individual student for a particular semester.	AC	1			AC = After graduation or non-attendance.			
481	6.5	Family Educational Rights and Privacy Act (FERPA) Documents	Student information release requests and consent authorizations or denials in accordance with the Family Educational Rights and Privacy Act. Includes requests for nondisclosure of directory information; requests for release of personally identifiable information; records of disclosures made to third parties; requests for formal hearings; student statements regarding hearing panel decisions; written decisions of the hearing panel; written consent of the student to disclose records; waivers for rights of access; and related documentation and correspondence.	AC	1			AC = Life of the affected record or until student terminates waiver for written consent of the student to disclose records and waivers for rights of access.			
482	6.5	Requests for Nondisclosure of Directory Information		AC				AC=Until terminated by student.			



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483	6.5	Faculty/Instructor Grade Books	Per the TTU <i>Faculty Handbook</i> , grade records should be kept for at least four calendar years and are defined as “grade books, computer and non-computer-generated grade sheets, and other such materials that permit a reconstruction of a student’s graded performance in a course.”	AC	5			AC = Close of semester.		See also Student Papers, Class Examinations, and Tests Completed as Part of Course Work.	
484	6.5	Fee Assessment and Collection Records	Records evidencing the assessment and collection of tuition and fees charged to and collected from each student.	AC	7			AC = After graduation or non-attendance.			
485	6.5	Tuition Exemption Records	Applications for and supporting documentation evidencing the grant of tuition exemptions or remissions.	AC	3			AC = End of award year.			
486	6.5	Student Internship Program Records		AC	5			AC = End of Academic term in which internship occurred.		CAUTION: See AIN 434 for reimbursable student expenses	
487	6.5	Scholarship Administrative Records – Departmental	Includes documentation of the establishment of the fund, correspondence regarding the scholarship program, list of recipients, etc.	AC				AC = Termination of award.		ARCHIVES NOTE: Only institutional awards merit archival review. Department-level awards recognizing employee or student achievement do not need to be reviewed for archival value. Refer to RRS 1.1.019 for press releases and URRS-47.	
488	6.5	Student Certification Records - Academic	Documents student completion of certificate programs offered by university academic programs.	PM							



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489	6.5	Theses and Dissertations	Final and accepted graduate publication to fulfill degree requirements.	PM						Permanent hard copies before 2005 reside with the University Archives. After 2005, the official copy becomes the electronic version maintained by the Texas Tech University Libraries. URRS-117	
490	6.5	Holds and Encumbrances	Documents used to place (and remove) holds on the release of transcripts or other academic data.	AC				AC = Until release of the hold authorization.			
491	6.1	Campus Crime Report (Clery Act)		PM							20 USC, Section 1092(f) and 34 CFR, Section 668.46 (The Clery Act).
492	6.2	Collection or Artifact Loan Records – Incoming Loan	Artifact and material loans contracted between units of the institution or between the institution and either other institutions or individuals. These records include: signed and legally binding agreements for incoming and outgoing loans between the collection administrators; receipts for loans and return of materials to the legal holder; and related forms, documentation and correspondence.	AC	4			AC = Acceptance of return of items per contract terms.		If the loan records are found to possess continuing reference or administrative value they can be transferred to the proper donor/accession file within the repository.	
493	6.2	Library Catalog		US							



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494	6.2	Permission History Files	Records of the archives and museum granting (or denying) permission to reproduce images of items in the collection. Includes image permission forms and correspondence requesting permission to publish images from archival collections.	AV						URSS-205	
495	6.2	Reference Request Records	Scholarly requests for information about or access to items within the institution's collections, including contact information, correspondence and related documentation.		4					URSS-206	
496	6.2	Library Materials Control Records	Documents the receipt and payment history for serials purchased by the libraries, as well as including serials data input work form sheets; database reports; item records; and related documentation.		5						
497	6.5	Class Schedules and Catalogs	Official schedule of classes and descriptions of courses offered.	PM					I		
498	6.3	Commencement Programs	Published commencement ceremony programs.	PM					I	Transfer one copy of the published program to the University Archives. URRS-256.	
499	6.3	Continuing Education Records	Documents course offerings and individual course contents as offered by Continuing Higher Education (also called "extension" classes).	AC	5			AC = End of the academic term in which the course was offered.			





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500	6.5	Degree Program and Course Proposal Files	Documents planning and discussions related to the implementation of new undergraduate and advanced degree programs and any major reorganization or changes to established programs. Includes final reports; curriculum committee meeting minutes; curriculum proposals; and reviews of individual degree programs by campus and off-campus sources.	PM					O	Curriculum development files should be kept 5 years. JC 3900-01. See Ain 358 for working files. URSS-263	JC 3900-01.
501	6.5	Grievance/Complaint by Student	Pertains to discriminatory harassment related issues. Does not pertain to grade or FERPA disputes.	AC	7			AC = Closure of grievance.		Based on AACRAO guidelines.	
502	6.2	Pull Slips	Tracks patron requests for archival materials in the archives and the return of the items to their appropriate storage location.		5						
503	6.2	Reading Room Registration Forms	Patron registration forms filled out annually by researchers to gain access to the reading room of the Southwest Collection/Special Collections Library to view archival materials.		7						
504	6.5	Graduation – Diploma Administration Records	Includes records of diplomas picked up in person, mailed, and returned.	AC	1			AC = Request fulfilled.			



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505	6.4	Animal Breeding and Management Records	Records relating to the care, management, and breeding of animals for research and teaching purposes.	AC	3			AC = Death of animal or transfer to another institution.		URRS-279	7 USC 2131 & 2157 9 CFR 2.35 Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (D.L. 99-158)
506	6.4	Institutional Animal Care and Use Committee (IACUC) Records of Subsequent Actions on the Requests		AC	4			AC = Completion of research.			9 CFR 2.35
507	6.4	Institutional Animal Care and Use Committee (IACUC) Meeting Minutes and Agendas		PM							9 CFR 2.35
508	6.3	Classroom Scheduling Records			1						
509	6.3	Lecture and Special Lecture Series Records	Includes lecture committee notes, memos and planning materials; funding, financial support and honoraria records; patron information; programs and announcements; catering arrangements; news releases; recordings and transcripts; photographs.	AC	5			AC = After lecture is presented.	O		



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510	5.4	Hazardous Materials - Exposure/Survey Forms	Documents student and employee exposure to hazardous chemicals as per federal regulation.	AC	30			AC = Date of separation of employee or student.			29 CFR 1910.1020(d)(1)(ii).
511	5.4	Chemical Incident Records		AC	30			AC = Date of separation of employee or student.			29 CFR 1910.1020(d); 29 CFR 1904.33 for Accident Reports and Associate Documentation; 29 CFR 1910.1020(d)(1)(ii) for Medical and Exposure Reports.
512	6.5	Tuition Rebate and Supporting Documentation		AC	5			AC = Graduation or last semester enrolled.			
513	6.1	Campus Crime Statistics (Clery Act)	Statistics on criminal homicide; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; and arrests for liquor law violations, drug law violations and illegal weapons possession. Includes crimes occurring on campus, in or on non-campus buildings or property, and on public property as defined by 34 CFR, Section 668.46(a).		7						20 USC, Section 1092(f) and 34 CFR, Section 668.46 (The Clery Act)



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514	6.3	Child Care Center Records for Individual Child Folder		AC		3		AC = Child's last day in care.		Administrative rules of Department of Family and Protective Services: 40 TAC 746.801 (list of records that must be kept at child-care center); 40 TAC 746.803 (retention of child-care center records) - 3 months required for all records listed in 40 TAC 746.801, except for training records for the current director and caregivers, which must be kept "for at least the current and last full training years" (but not included in this record description, as state employee training records must be kept 5 years after termination of employment under RRS 3.1.027).	40 TAC §746.603(a)(1-7); 40 TAC §746.603(b)(3).
515	6.3	Consent/Release Forms - Child and Youth Program Participant Records	This series documents the participation of children and youth in programs sponsored by the institution. The series may include: applications; enrollment records; progress reports and assessments; immunization records; parental consent forms; activity records; lists of attendees; and related correspondence.	AC	3			AC = Last day of enrollment in the program.		CAUTION: If litigation is involved the form(s) must be kept according to the terms of 1.1.048.	



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516	6.2	Library - Courtesy Borrower Records	Application forms for guest borrowers of library materials.	AC				AC = Expiration of borrowing privileges and clearing of fines.			
517	6.2	Exhibition Records	Documents the display and use of artifacts and materials held by the collection units or displays created by the units. This series may include but is not limited to: research materials concerning the cultural environmental setting surrounding the artifacts; bibliographies; artifact labels; exhibit scheduling and transport information; contracts and agreements; evaluation forms; condition forms; exhibit assembly and presentation instructions; and related documentation and correspondence.	AC	7			AC = Conclusion of exhibit.	O	The curator may elect to keep certain parts of the exhibit records longer for research and teaching purposes. URRS-212	
518	5.2	Food and Alcohol Inventory Records	Documents the dollar value of food, alcohol, and other consumable stock at the end of each month for planning, ordering, and fiscal accounting purposes. May include but is not limited to: in-house computer generated food inventory reports; alcohol inventory reports; summary reports; and other related documentation and correspondence.	FE	3						
519	6.2	Online Exhibits - Digital Files and Webpages		AC				AC = Until purpose has been fulfilled and no longer needed.			



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520	6.5	Intramural and Sport Club Waivers	Documents the legally and medically informed status of students, faculty, and staff participating in intramural sports activities. This form affirms that participants have been informed that they are not covered by the institution for injury or other medical situations and have been advised to seek private insurance.	AC	3			AC = Conclusion of the intramural sports season.			
521	6.3	Laboratory Inspection Records - Equipment Checklists and Laboratory Conditions Records			3						42 CFR 493.1105 for Laboratory Records.



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522	6.5	Non-Institutional Student Records	Documents and tracks the application, selection, and progress in special instructional programs of elementary through high school and non-institution students belonging to special, minority, or disadvantaged groups. Examples of programs to which this series applies are Science and Mathematics Investigative Learning Experiences (SMILE), High School Equivalency, and other non-institution programs. Includes: application and admission documentation; personal and family information; medical and health documentation; selection and decision making documentation; Educational Opportunity Program (EOP) documentation; notification of admission and non-admission; recommendations and evaluative materials; copies of academic records; counseling and advising notes and documentation; housing and conduct documentation; federal student aid reports; risk release and insurance forms; immigration and citizenship documentation; financial responsibility records; reports; and related documentation and correspondence.	AC	3			AC = Separation from program.			
523	5.6	Parking Citation and Ticket Records		AC	3			AC = Resolution.		Parking and Pedestrian Violation Tickets. Issued by the Transportation and Parking Office. URRS-235	LC2350-05



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524	6.3	Medical- Patient Logs	This series is used to log in patients who visit the student health center (both in-patients and out-patients). It may also be used to create annual census reports and 3-year census comparisons. Log information may include: the date and time that the patient came in; the physician assigned; diagnosis; admission/discharge date; length of stay; and remarks.		3						
525	6.3	Pharmacy - Drug Administration Records	Inventory and other records of the purchase, acquisition, disposal, or dispensation of drugs as required by federal law and regulations, state law, and the rules of the Texas State Board of Pharmacy.	AC	2			AC = The later of the date that the record was required to be created, the record was actually created, or the prescription was last filled.		CAUTION: By federal regulation, inventories and records of all controlled substances must be maintained separately from all other records of the pharmacy.	21 CFR 1304.04(a); Health and Safety Code, Section 481.067(c); 37 TAC 13.207.





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					Years	Months	Days				
526	6.3	Pharmacy Prescription File	Paper prescription slips or electronic prescription records for controlled substances maintained in accordance with federal law and regulations, state law, and the rules of the Texas State Board of Pharmacy.	AC	2			AC = The later of the date that the record was required to be created, the record was actually created, or the prescription was last filled.		CAUTION: By federal regulation, paper prescriptions for Schedule II controlled substances shall be maintained in a separate prescription file. Paper prescriptions for Schedules III, IV, and V controlled substances shall be maintained either in a separate prescription file for Schedules III, IV, and V controlled substances only or in such form that they are readily retrievable from the other prescription records of the pharmacy. Electronic records must be readily retrievable at the registered location if requested by the Drug Enforcement Administration (DEA) or other law enforcement agent. An electronic application storing prescription data must be capable of printing out or transferring the records in a format that is readily understandable to a DEA or other law enforcement agent at the registered location. Electronic copies of prescription records must	21 CFR 1304.04; Health and Safety Code, Section 481.075(i)(2); Health and Safety Code, Section 483.023; 37 TAC 13.207.



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527	1.1	ADA (Americans with Disabilities Act) Accommodation Requests	Requests for employees and students participating in the Services to Students with Disabilities (SSD) program, and anyone visiting university facilities.	AC	3			For employees, AC = Separation of employment of requestor. For students and visitors, AC = date of last contact.		Note: records are confidential and sometimes subject to HIPAA.	
528	6.5	Registration Audit Records (SFRSTCA Table)		AC	3			AC = Graduation or date of last attendance.		Buckley Amendment, Confidential record.	
529	6.5	Registration Records (SFRSTCR Table) – Has Extender Documentation		PM				AC = Graduation or date of last attendance.		Buckley Amendment, Confidential record.	
530	6.3	Holds and Encumbrances	Documents used to place and remove holds on registration, student services, or the release of transcripts or other academic data until the subject of the hold/encumbrance takes a specific action.	AC				AC = Date of release.			
531	6.2	Equipment Checkout Records	Records documenting the physical control of the library's lending program for equipment to individual borrowers.	FE	3					Retain contract life of asset.	
532	6.5	Hazlewood Act Documentation	Documents eligibility to claim the Hazlewood exemption and institutional records to track benefit hours claimed.	PM							Texas Education Code §54.058 (Hazlewood Act), 19 TAC 21.85



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533	6.2	Collection or Artifact Loan Records – Outgoing Loan	Artifact and material loans contracted between units of the institution or between the institution and either other institutions or individuals. These records include: signed and legally binding agreements for incoming and outgoing loans between the collection administrators; receipts for loans and return of materials to the legal holder; and related forms, documentation and correspondence.	PM							
534	6.2	Exhibition Records - Incoming Traveling Exhibits	Documents the display and use of materials on temporary loan. This series may include but is not limited to: research materials concerning the cultural environmental setting surrounding the artifacts; bibliographies; artifact labels; exhibit scheduling and transport information; contracts and agreements; evaluation forms; condition forms; exhibit assembly and presentation instructions; and related documentation and correspondence.	AC	7			AC = Conclusion of exhibit.	O	The curator may elect to keep certain parts of the exhibit records longer for research and teaching purposes. URRS-212	
535	6.3	Donor Records - Medical	Completed bequeathal forms and cadaver information for people who have donated their bodies, organs and/or other body parts to the university.	PM							



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536	6.3	Continuing Medical Education (CME) and Continuing Nursing Education (CNE) Class Records	Documents the administration of and participation in Continuing Medical Education (CME) and Continuing Nursing Education (CNE) training courses or programs and may include but not be limited to: course agendas, descriptions, and syllabi; course outlines and materials; enrollment and attendance records, training requests and authorizations, certificates of completion; and related documentation and correspondence.		6					The Accreditation Council for Continuing Medical Education (ACCME) requires records to be kept on file for a minimum of 6 years. URRS-495	
537	6.3	Medical Student Rotation Documents / Non-Affiliated Medical Students, Residents and Fellows	Documents medical students, residency physicians, or fellows not affiliated with this university, but are accepted to practice medicine under the supervision of a licensed physician at this hospital as part of an elective not offered at their hospital. Records may include but are not limited to: formal request to rotate, CV, criminal background check, drug test, permit to practice medicine, evaluations, and related correspondence. Note: Records for affiliated students are kept with other student records, and records for affiliated residents/fellows are kept with residency records.	AC	5			AC = Completion of training or date of last attendance.		URRS-471	



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538	6.3	Photographs, Audiovisual Recordings, and Other Non-Textual Media	Documents institution activities, events, students, faculty, and staff.	AV					O	URRS-6	
539	6.3	University Committee Records	Documents the activities of standing and ad hoc committees and councils made up of members from a variety of units. The committees are charged with formulating and recommending institutional policies and procedures, establishing standards and requirements, performing an advisory function, or reviewing petitions, appeals, and deviations from policy.		3				O	CAUTION: Federal or state regulations may require longer retention periods (for example, radiation committee meeting records must be retained permanently). The university must consider any applicable federal or state regulations in establishing a retention period for each committee's records. URRS-23	
540	6.3	Ticket Sales Records – Other	Documents the printing, selling, distribution, and accounting of tickets for university-sponsored performing arts and other non-athletic events where tickets are sold for admission.	FE	3					URRS-71	
541	6.3	Ticket Sales and Event Cash Reconciliation Records – Athletics	Documents the printing, selling, distribution, and accounting of tickets for university-sponsored athletic events where tickets are sold for admission.	FE	5					CAUTION: Records should be kept in compliance with NCAA or NAIA requirements, as applicable. Refer to URRS-71 for ticket sales and reconciliation records for non-athletic events. URRS-346	



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542	6.3	Gift Records – Departmental or Program	Documents potential or realized private, corporate, or public agency funding to a department or program, including endowments, trusts, and funds raised by support/"friends" groups. This series comprises award guidelines, memoranda of understanding, records of fund disbursements, and related documentation and correspondence.		7						CAUTION: For records of major gifts, refer to Institutional Advancement - Gift Transmittals and Database Records. For donor files, refer to URRS-344 (Donor Files). URRS-75
543	6.5	Short Term Loan Agreements		AC	7			AC = After graduation or non-attendance.			
544	1.1	Award Administration and History Records	This series documents the process of selecting institutional faculty, staff, students and alumni to receive awards, fellowships, and scholarships based on merit or achievement. Includes: eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, and biographies of winners.	AC				AC = Termination of award.	O	Refer to 1.1.019 for press releases. ARCHIVES NOTE: Only institutional awards merit archival review. Department-level awards recognizing employee or student achievement do not need to be reviewed for archival value. URRS-47	



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545	6.3	External Committee Records	This series documents the relationship and participation of institution units in external professional and educational associations and other organizations. The unit's role may be one of membership on the advisory or administrative board, participation in a task force or subcommittee, or one of membership in consortia. This series may include but is not limited to: promotional information; rules and regulations; reports; proposals and planning records; workshop and conference records; surveys and questionnaires; minutes; and related documentation and correspondence.	AC				AC = Termination of service on committee, disbanding of committee, or records of committee no longer administratively valuable to the agency.		CAUTION: Refer to 539 (University Committee Records) for meeting records of internal university committees. URRS-24	



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546	6.1	Police - Criminal Offense Records	Cases in which an arrest is made or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. (2) Class A and B misdemeanors and state jail felonies.		2					CAUTION: a) Retention periods date from date of arrest or citation and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification. b) Copies of documents in offense investigation records the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency need be retained only as long as administratively valuable. Exceptions are copies of notices or other process that provide certain knowledge to the law enforcement agency of the pretrial or adjudicated disposition of a case.	Local Retention Schedule for Records of Public Safety Agencies Item PS4125-05b.





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547	6.1	Police - Criminal Offense Records	Cases in which an arrest is made or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. (3) Second and third-degree felonies.		10					CAUTION: a) Retention periods date from date of arrest or citation and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification. b) Copies of documents in offense investigation records the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency need be retained only as long as administratively valuable. Exceptions are copies of notices or other process that provide certain knowledge to the law enforcement agency of the pretrial or adjudicated disposition of a case.	Local Retention Schedule for Records of Public Safety Agencies Item PS4125-05b.



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548	6.1	Police - Criminal Offense Records	Cases in which an arrest is made or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. (4) First-degree and capital felonies.		50					CAUTION: a) Retention periods date from date of arrest or citation and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification. b) Copies of documents in offense investigation records the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency need be retained only as long as administratively valuable. Exceptions are copies of notices or other process that provide certain knowledge to the law enforcement agency of the pretrial or adjudicated disposition of a case.	Local Retention Schedule for Records of Public Safety Agencies Item PS4125-05b.



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549	6.1	Police - Criminal Offense Records	Cases in which an arrest is made or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. (5) Driving while intoxicated offenses		10					CAUTION: a) Retention periods date from date of arrest or citation and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification. b) Copies of documents in offense investigation records the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency need be retained only as long as administratively valuable. Exceptions are copies of notices or other process that provide certain knowledge to the law enforcement agency of the pretrial or adjudicated disposition of a case.	Local Retention Schedule for Records of Public Safety Agencies Item PS4125-05b.



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550	6.1	Police - Criminal Offense Records	Cases in which an arrest is made or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. (6) Or, for any classification of offense.	AC				AC = Date of death of individual, if known.		CAUTION: a) Retention periods date from date of arrest or citation and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification. b) Copies of documents in offense investigation records the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency need be retained only as long as administratively valuable. Exceptions are copies of notices or other process that provide certain knowledge to the law enforcement agency of the pretrial or adjudicated disposition of a case.	Local Retention Schedule for Records of Public Safety Agencies Item PS4125-05b.



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551	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations. b) Associated with a contract executed, renewed, or amended on or after September 1, 2015.	FE	3					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 an 5.2.028.	
552	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations. c) Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.).	AC	2			AC=Date of notification of denial or date of withdrawal, as applicable.			
553	5.2.003	Building Plans and Specifications - Leased	Includes architectural and engineering drawings, profiles, and blueprints.	AC	2			AC= Termination or cancellation of lease.		See also item numbers 5.2.002 and 5.2.028.	



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554	5.1.001	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, purchase orders, inspection reports, and correspondence. b) Executed, renewed, or amended on or prior August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms.		CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028 for building construction contracts and item number 5.1.001 for Contracts and Leases.	Government Code, 441.1855
555	5.1.013	Insurance Policies	For vehicles, equipment, etc. b) Executed, renewed, or amended on or prior August 31, 2015.	AC	4			AC = Expiration or termination of the policy according to its terms.			Government Code, 441.1855
556	6.4	Patent and Invention Records - Patents, Licensing, and Disclosure Records	This series documents the transfer of technology from this institution to outside agencies as the result of research projects and grants carried out at the institution. This series includes: original patents; international licensing agreements; and invention disclosure forms that list the names of the inventors and to whom the inventions have been disclosed.	PM					O	URRS-277	



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557	6.5	Enrollment Statistics – Working Files	Annual statistical reports of enrollment, grades, graduates, racial/ethnic composition, student instructor ratios, and other education-related matters submitted to the governing body, state or federal agencies, or accrediting organizations.	5					I	Retention period based on AACRAO guidelines for enrollment statistics.	
558	1.1	Award Selection Records	This series documents the process of selecting institutional faculty, staff, students and alumni to receive awards based on merit or achievement. The series may include but is not limited to: applications; nomination letters; recommendations; transcripts; letters of award notification or denial; letters accepting or declining awards; demonstration of need documentation; vote tallies; ranking sheets; and related documentation and correspondence.	2						CAUTION: This records series documents the process of selecting an individual to receive an award. A record of an employee's receiving an award, incentive, or tenure should be classified under RRS item number 3.1.037. URRS-48	
559	1.1.073	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 = Last action.	O		



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560	4.7.011	Texas Facilities Commission Statements (TFC)	Charge or bill statements received by agencies from the TFC for services provided.	FE	3						
561	6.5	Grade Changes - Registrar's Copy	Documents grade changes submitted by instructors through the academic departments to the Registrar.	PM						Buckley Amendment, Confidential record. Retention period based on AACRAO guidelines.	
562	6.3	Event Administration Records - Routine	Documents facilities, services and other accommodations provided by the institution for events. Records may include: facilities reservation agreements; room reservation lists; customer and room occupancy lists; catering services orders; customer evaluations; summary reports; and related correspondence.	AC	1			AC = Completion of the event.		CAUTION: Refer to AIN 563 for records of special events. CAUTION: Use this record series in conjunction with RRS Section 4.1 for financial records, RRS 5.1.001 for written agreements or contracts, and RRS Section 5.3 for purchasing records. URSS-40	
563	6.3	Event Administration Records - University Special Events	Documents facilities, services and other accommodations provided by the institution for events. Records may include: facilities reservation agreements; room reservation lists; customer and room occupancy lists; catering services orders; customer evaluations; summary reports; and related correspondence.	AC	4			AC = Completion of the event.	O	Refer to AIN 562 for routine event administration records. URRS-42	
564	3.1.035	Surety/Performance Bonds	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. b) Executed, renewed, or amended on or prior to August 31, 2015.	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.	Government Code, 441.1855





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565	6.5	Student Internship Program Records - Not Enrolled/Denied		FE	1						
566	6.3	Commencement Committee Working Files	Documents the commencement program planning and implementation at the institution.	AC	4			AC = After the event has been held.	O	URRS-256	
567	3.1.013	Employment Contracts	Executed on or after September 1, 2015	AC	7			AC = Expiration or termination of the contract according to its terms.			Government Code, 441.1855
568	6.3	Athletic Scholarship and Grant-In-Aid Award Records - NCAA Records	This series is used to provide athletic departments with information pertaining to player eligibility and receipt of financial aid in the form of scholarships including grant-in-aid scholarships, to monitor accounts, and to assist in complying with NCAA, and conference rules and regulations. These records include: squad lists which furnish summary information; conference eligibility reports; team roster update sheets; scholarship count sheets showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; and related documentation and correspondence.		10					URRS-161	



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569	6.3	Athletic Scholarship and Grant-In-Aid Award Records - All records except NCAA	This series is used to provide athletic departments with information pertaining to player eligibility and receipt of financial aid in the form of scholarships including grant-in-aid scholarships, to monitor accounts, and to assist in complying with NAIA and conference rules and regulations. These records include: squad lists which furnish summary information; conference eligibility reports; team roster update sheets; scholarship count sheets showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; and related documentation and correspondence.		5					URRS-160	



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570	6.3	Competition Record - NCAA Reporting Requirements	This series provides a summary record of individual games and competitions and is used to comply with NCAA and NAIA reporting requirements for both revenue and non-revenue producing sports. Information on the individual forms includes: sport name; opponent name; date; event location; final score; player names and positions; time played per athlete; and the signature of the head coach or athletic director.		10					URRS-334	
571	6.3	Competition Scheduling Records	This series documents competition schedules set up with other institutions by coaches and the athletic director. This series may include but is not limited to: correspondence; phone notes; contracts; final schedules; and related documentation and correspondence.	AC	7			AC = Expiration of contract.		URRS-319	
572	6.3	Drug Test Records - Negative Results	This series is used to provide the athletic director with a record of the negative results of drug testing done on student athletes. These records include: lab reports; interpretations; and related documentation and correspondence.		2					URRS-322	



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573	6.3	Drug Test Records - Positive Results	This series is used to provide the athletic director with a record of the positive results of drug testing done on student athletes. These records include: lab reports; interpretations; and related documentation and correspondence.	AC	5			AC = End of eligibility.		URRS-323	
574	6.3	Game Arrangement Records	This series is used to provide a reference record of arrangements made for and the schedules of past games. This series may include but is not limited to: team practice schedules; team position assignments/depth charts; itineraries; bus lists; notes; and related documentation and correspondence.	AC	5			AC = End of sport season		URRS-332	
575	6.3	Game Day Totals	This series documents the total ticket sales and concessions, including concession items other than food or drink and NCAA licensed merchandise, for each sporting event.	FE	3					URRS-311	



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576	6.3	Game Officials' Evaluation Forms	This series is used to provide a record of the head coach's evaluation of judging officials' performance at individual football games. The series is also used to comply with NCAA, NAIA and conference rules and regulations. Information on the individual forms includes: team names; site; game date; judging officials' names; evaluative scores; comments; and coach's signature.		1					URRS-331	
577	6.3	Game Statistics	This series documents the practice, playing, and attendance statistics about each game and the season for each sport by playing year. This series may include but is not limited to: player academic statistics; attendance figures; player training charts; season and game player statistics; recruitment records; special teams statistics; rankings; awards information; NAIA and NCAA game statistics; media releases; all-conference nominations; spring and fall camp depth charts; numerical rosters; media guides; narrative reports on games and scrimmages; final team statistics for each game; NAIA and NCAA official scoring summaries; play-by-play written reports; and related documentation and correspondence.		75				O	URRS-330	



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578	6.3	Game Tickets and Ticket Orders	This series documents the sale and purchase of season passes and game day tickets. Records include but are not limited to: extra game tickets, ticket orders, season pass order forms, and ticket stubs.	FE	3					URRS-309	
579	6.3	Individual Athletes Records - Confidential	This series includes confidential records of the athletic history of each athlete who has competed at the institution. Frequently, this series is a continuation of the recruitment file and includes recruitment records if an athlete signs a letter of intent. Records may include and may not be limited to: academic major information including performance reports, admissions verification reports, academic transcripts, and financial aid information, recruitment information documents, and related documentation and correspondence. For records relating to the public profile of the athlete, use URRS-326.	AC	5			AC = Date of separation from the institution.		URRS-327	



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580	6.3	Individual Athletes Records - Public Profile	This series documents the athletic history of each athlete who has competed at the institution. Frequently, this series is a continuation of the recruitment file and includes recruitment records if an athlete signs a letter of intent. Records may include and may not be limited to: academic major information including performance reports, admissions verification reports, recruitment information documents, media articles; photographs, release of information forms, personal data questionnaires, records of awards, and related documentation and correspondence. This series does not include confidential records of the athlete, which are held under URRS-327.	PM					O	URRS-326	
581	6.3	Play Books	This series documents the strategies, practice time and game plays for each game in the season. This series may include but is not limited to: practice plans; game plans; and game results.		5					URRS-324	



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582	6.3	Practice Schedule Records	This series is used to monitor practice time for athletic teams and assist in complying with NCAA, NAIA and conference rules and regulations. This series contains team rosters indicating time spent in: practices; meetings; training and conditioning; and competition.		5					URRS-321	
583	6.3	Recruiting Records - Athletics	This series documents the recruitment of athletes into the institution's intercollegiate athletics program. The series also provides a record of the recruitment process for prospective players created by the institution to comply with NCAA, NAIA and conference rules and regulations. This series may include but is not limited to: the institution's football questionnaire forms with personal, scholastic, football, general, and transcript release information; information request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance (with By-Law 5-1-j forms, number 40-c); letters of intent; copies of admissions forms and materials; performance reports; telephone and conversation notes; mailing lists; and related documentation and correspondence.	AC	5			AC = End of eligibility.		URRS-320	





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584	6.3	Sports Merchandising Records	This series documents the sale of institutional and NCAA or NAIA-licensed merchandise at sporting events. Records may include: sales reports; merchandise comment sheets; and related correspondence.	FE	3					URRS-318	
585	6.3	Student Athlete Insurance Records - Collegiate Insurance	This series documents medical treatment services rendered off campus for practice or playing related injuries or illnesses which are eligible for partial payment by intercollegiate athletic insurance. This series may include but is not limited to: copies of policies; accident reports; annual insurance questionnaires; notes; claim forms; negotiations correspondence; payment of insurance records; and related documentation and correspondence.	AC	7			AC = Last date on which service was given or until the patient's 21st birthday, whichever later.		URRS-325	



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586	6.3	Student Athlete Insurance Records - Secondary Coverage Insurance	This series documents the verification and payment of secondary coverage insurance claims of injured student athletes. This series may include but is not limited to: lists of requests for claims payment; transmittal letters for reimbursement of the institution; proof of loss forms; intercollegiate athletic reports; ledgers of providers, payment amounts, and reference numbers; and related documentation and correspondence.	AC	7			AC = Claim settled.		URRS-335	



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587	6.3	Student Athletes Academic Advising Records	This series documents academic advising of prospective and current student athletes, provides records of academic progress while students are involved in athletic programs at the institution, and complies with NCAA, NAIA and conference reporting requirements. These records include: letters of intent; renewals of letters of intent; transcripts; grade reports; petitions; academic evaluations; advanced standing reports; advisors' report sheets showing progress towards academic degree; program planning sheets; NCAA Progress Reports; students' requests for release from athletic programs; disciplinary memoranda; and related correspondence.	AC	5			AC = Degree completed or date of last enrollment.		URRS-317	



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588	6.3	Student Athletes Medical Records	This series documents the medical history of each athlete before and during his/her attendance at the institution. This series may include but is not limited to: annual health appraisals; authorization to release information forms; treatment consent forms; assumption of risk forms; accident reports; X-rays and X-ray reports; prescription records; off campus treatment source records; insurance questionnaires; psychological counseling records; and related documentation and correspondence.	AC	7			AC = Last date on which service was given or until the patient's 21st birthday, whichever later.		URRS-315	