



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1	1	Academic Program Appraisal and Request	AV		AV				
5.4.001	2	Accident Reports and Associated Documentation	CE+5		CE+5		29 CFR 1904.33 – The Texas Workers’ Compensation Commission retains copies of the reports submitted to it for 50 years		
4.7.001	3	Accounting Policies and Procedures Documentation	US+3		US+3				
4.1	4	Accounts Payable & Disbursement Information	FE+3		FE+3				
4.4.003	5	Accounts Payable Ledger	FE+3		FE+3				
4.4.002	6	Accounts Receivable Ledger	FE+3		FE+3				
4.1	7	Accounts Receivable Records	FE+3		FE+3				
1.1	8	Accreditation Reports	PM		PM	O			

<p>Retention Codes (Field 7)</p> <p>AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p> <p>CE – Calendar Year End FE – Fiscal Year End</p>	<p>Archival Codes (Field 8)</p> <p>A – Transfer to State Archives R – Review by State Archivist</p>
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			Agency	Storage	Total				

1.1.056	9	ADA (American with Disabilities Act) Documentation	3		3		28 CFR 35.105 (c)		
3.3.001	10	Affirmative Action Plans	5		5		29 CFR 30.8(e)		
1.1.070	11	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+3	O	Archival Review required before Disposal AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.070.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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			Agency	Storage	Total			

1.1.071	12	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+3	O	Archival Review required before Disposal AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.070.		
3.3.026	13	Agency Staffing Reports	US+3		US+3				
1.1	14	Alumni Records	PM		PM				
4.5.006	15	Annual Operating Budget	FE+3		FE+3				
	16	Applications for Graduation	AC+1		AC+1		AC=after graduation or date of last attendance.		
3.1.001	17	Applications for Employment - Not Hired	2		2		28 CFR 1602.49 (a)		

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3.1.002	18	Applications for Employment - Hired	AC+5		AC+5		AC-Termination of employment		
5.2.001	19	Appraisals - Building or Property	AV		AV	O			
3.3.027	20	Aptitude and Skills Tests	US+2		US+2		29 CFR 1602.49		
3.3.029	21	Aptitude and Skills Test (Validation Records) - current personnel or job applicants	AC+2		AC+2		AC = As long as the test is used by the agency 29 CFR 1602.31 (State Agencies) 29 CFR 1602.49 (State Universities)		
5.4	22	Arrest Records	75		75				
1.1.002	23	Audits	AC+7		AC+7		AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
4.7.002	24	Bank Statements	FE+3		FE+3		See Note 1		
3.3.004	25	Benefit Plans	US+1		US+1		29 CFR 1627.3 (b)(2)		

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5.3.007	26	Bid Documentation - Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE+3		FE+3				
4.1.002	27	Billing Detail	FE+3		FE+3				
5.5.006	28	Billing Detail - Telecommunications (TEX-AN) - In addition to summary detail, includes any accompanying detailed listing of long distance calls. Retention: FE + 3 years. Vital: No. Archival: No. Comments:	FE+3		FE+3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol compiles telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.		

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5.2.028	29	Building Construction Contract and Inspection Records	LA +10		LA +10	O	See Also: item numbers 5.2.002 and 5.2.003.		
5.2.002	30	Building Construction Project Files - Planning, design, and construction records; accepted and rejected bids; correspondence; etc	AC +10		AC +10	O	Retention based on legal requirements to verify safety factors AC=Completion of project See Also: Items numbers 5.2.003 and 5.2.028		
5.2.003	31	Building Plans and Specifications - State Owned	LA		LA	O			
5.2.003	32	Building Plans and Specifications - Leased	AC+2		AC+2		AC=For leased buildings; termination or cancellation of lease See Also: item numbers 5.2.002 and 5.2.028		

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5.2.004	33	Building Space Requests	1		1				
1.1.013	34	Calendars, Appointment Records 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		CE+1	O	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.		
4.1.003	35	Cancelled Checks	CE+3		CE+3				
4.6.003	36	Cash Count	FE+3		FE+3				
4.2.001	37	Cash Deposit Voucher (Deposit Summary)	FE+3		FE+3				
4.2.002	38	Cash Receipts (Sundry Sales)	FE+3		FE+3				

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5.2.006	39	Certificate of Destruction of Property	FE+3		FE+3			
5.1.012	40	Charge Schedules - Price Lists	US+3		US+3			
4.7.005	41	Claim Files	AC+3		AC+3	AC=Resolution of claim		
1.1	42	Class Roll Summary	FE+3		FE+3			
1.1	43	Class Schedules	FE+3		FE+3			
1.1	44	Classroom/ Course Materials	US		US	Includes notes, transparencies, worksheets, etc.		
4.7	45	College Work-Study Program Payments	FE+5		FE+5	Fed. Reg. 675.19 (C)(2)		
1.1.006	46	Complaint File	AC+2		AC+2	AC=final disposition of complaint Open unless clearly unwarranted invasion of personal privacy		
5.2.008	47	Computer Hardware Maintenance Records	LA+3		LA+3			
2.2.004	48	Computer Job Schedules and Reports	3 mos.		3 mos.			

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			Agency	Storage	Total				

2.2.002	49	Computer Utilization Records	FE+3		FE+3		Retain only if the records support long-range plans and studies		
5.1.017	50	Contract Log - List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE+3		FE+3				
5.1.001	51	Contracts and Leases - Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC+4		AC+4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		

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			Agency	Storage	Total			

1.1.007	52	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	3		3	O	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.		
1.1.008	53	Correspondence - General	1		1				

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			Agency	Storage	Total				

5.1.015	54	Correspondence Tracking Records	1		1				
3.1.006	55	Counseling Notes	AC+3		AC+3		AC=Graduation or date of last attendance or termination from employment		
1.1	56	Course Outlines and Descriptions (Syllabus)	US+3		US+3				
1.1	57	Curriculum Development Files	5		5				
4.2.003	58	Daily Cash Receipts Log	FE+3		FE+3				
5.2.007	59	Damage Reports	FE+3		FE+3				
1.1	60	Dedications	PM		PM	O			
5.1	61	Deeds and Easements	LA		LA		LA=After property is sold.		
5.1.003	62	Delivery Reports	2		2				
1.2.001	63	Destruction Authorizations - Agency level documents authorizing final disposition of records under certified records retention schedule.	FE+3		FE+3				

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			Agency	Storage	Total			

4.7.007	64	Detail Charts of Accounts	FE+3		FE+3			
3.2.008	65	Direct Deposit Authorization	US		US			
1.1.010	66	Directives	US+1		US+1			
5.4.013	67	Disaster Preparedness & Recovery Plans	US		US			
1.2.016	68	Disaster Recovery Service Approval Form (RMD 113) Agency copy of Form	AC		AC		AC=Until superseded or termination of service.	
5.5.007	69	Disputed Call Documentation	FE+3		FE+3			
3.1.029	70	Documentation or Verification of Citizenship	AC+3		AC+3		8 CFR 274A.2 9(b)(2)(i)(A) and (c)(2) AC=Termination of employment	
3.3.031	71	EEO Reports & Supporting Documentation	AC+3		AC+3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50. AC=Until superseded or termination of employment	

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4.1.008	72	Electronic Fund Transfers. Direct Deposit Registers.	FE+3		FE+3			
3.1.031	73	Employment Benefits - Other than Insurance	AC+2		AC+2	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50. AC=After termination of employment		
3.2.001	74	Employee Deduction Authorization	AC+4		AC+4	AC=After termination of employment or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	75	Employee Earning Records	4		4	40 TAC 815.106(i).		

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Archival Codes (Field 8)

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3.1.011	76	Employee Insurance Records	AC		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.		
3.1.037	77	Employee Recognition Awards	AC+5		AC+5	AC=Termination of employment		
3.1.012	78	Employment Advertisements	2		2	29 CFR 1602.49 (a)		
3.1.013	79	Employment Contracts	AC+4		AC+4	29 CFR 516.5 AC=Expiration or termination of the contract according to it's terms		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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3.1.014	80	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		2	29 CFR 1602.49(a) [State Universities].		
4.1.004	81	Encumbrance Detail	FE+3		FE+3			
4.2.004	82	Encumbrance Voucher	FE+3		FE+3			
5.2.025	83	Equipment Description and Specification	AC+2		AC+2	AC=Equipment is no longer in the agency.		
5.2.008	84	Equipment History File/Equipment Service Agreement	LA+3		LA+3			
5.2.009	85	Equipment Inventory	FE+3		FE+3			

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5.2.010	86	Equipment Manuals	LA		LA				
5.2.011	87	Equipment Warranties	AC+1		AC+1		AC= Expiration of Warranty		
5.2.012	88	Estimate Files (Supply & Repair Cost Estimates)	1		1				
5.4.002	89	Evacuation Plans	US		US				
3.1	90	Evaluations of Faculty by Students	FE+1		FE+1				
1.1.011	91	Executive Orders	US+3		US+3	O			
4.2.007	92	Expenditure Vouchers	FE+3		FE+3				
4.3.003	93	Expenditures Journal Register	FE+3		FE+3				
5.2.026	94	Facilities Reservations Log	2		2				

Retention Codes (Field 7) <div style="display: flex; justify-content: space-between;"> <div>AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</div> <div>CE – Calendar Year End FE – Fiscal Year End</div> <div>LA – Life of Asset MO – Months</div> <div>PM – Permanent US – Until Superseded</div> </div>	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
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4.7.008	95	Federal Grant Records	AC+3		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.		
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3.2.003	96	Federal Tax Records - includes "1099, W2, FICA, and other tax records.	AC+4		AC+4	26 CFR 31.6001-1(e)(2) – AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.		
	97	FERPA Documents (Family Education Rights and Privacy Act)	AV		AV	Life of Affected Record		
4.1	98	Financial Aid Fund Accounting Records	FE+5		FE+5			
2.1.011	99	Finding Aides, Indexes and Tracking Systems - automated indexes, lists, registers, and other finding aids used to provide access to records.	AC		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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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.7	100	Fines Records	AC+3		AC+3		AC=After fine has been paid or dismissed		
4.7.009	101	Fixed Asset Sequential Number Log	US+3		US+3				
	102	Foreign Student Forms	AC+5		AC+5		AC=After graduation or date of last attendance.		
3.3.011	103	Former Employee Verification Records: Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC +75		AC +75		AC=Termination of employment. See item number 3.1.038		
1.2.004	104	Forms Directory/Inventory/Catalog	US		US				
1.2.003	105	Forms, History Files	AC+1		AC+1		AC=Discontinuance of use of form.		
5.3.002	106	Freight Bills Paid	FE+3		FE+3				
5.3.003	107	Freight Claims	AC+2		AC+2		AC=Resolution of claim		
4.2.006	108	General Journal Vouchers	FE+3		FE+3				

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.4.001	109	General Ledgers - Fiscal Records	FE+3		FE+3				
4.7	110	Gift Income Records	PM		PM		Excludes Books		
	111	Graduation Lists	PM		PM				
4.7.008	112	Grant Records - Federal	AC+3		AC+3		<p>AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).</p> <p>CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.</p>		

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



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.7	113	Grant Records – State on File	AC+3		AC+3	AC=Receipt of grant applications, reports, information		
3.1.018	114	Grievance Records	AC+2		AC+2	Open unless clearly unwarranted invasion of personal privacy AC=Final decision on the grievance (Does not include complaints filed with the EEO)		

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



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.008	115	Hardware Documentation: maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
5.4.008	116	Hazard Communication Plans	US+5		US+5	Texas, Health and Safety Code, 502.009(g)		
5.4.007	117	Hazardous Materials Training records	5		5	Texas, Health and Safety Code, 502.009(g)		

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



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.2.010	118	Human Resources Information System Reports and Documentation	AC+4		AC+4		AC=After closed, completed		
3.2.004	119	Income Adjustment Authorization	2		2		29 CFR 516.6 (c)		
5.4.003	120	Inspection Records	AC+3		AC+3		AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.		
5.1.013	121	Insurance Policies	AC+4		AC+4		AC=Expiration or termination of the policy according to its terms.		
1.1.008	122	Inter-Office (General) Correspondence	1		1				
1.1	123	Interlibrary Loan Records	FE+3		FE+3				
4.1.005	124	Inventory and Other Cost Files	FE+3		FE+3				
5.2.016	125	Inventory System Update Listing	AC		AC		AC=Transfer of information into annual listing		
5.2.014	126	Inventory, Annual Physical	FE+3		FE+3				

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



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.2.015	127	Inventory, Notice of Equipment Removed Form	FE+3		FE+3				
5.4	128	Investigation Records - University Police	75		75		Includes police reports		
4.1.006	129	Investment Transaction Files	FE+3		FE+3				
3.3.025	130	Job Procedure Records	US+3		US+3				
3.4.002	131	Leave Status Reports	FE+3		FE+3				
1.1.014	132	Legal Opinions and Advice	AV		AV	O	From Attorney General		
1.1.004	133	Legislative Appropriations Requests	AC+6		AC+6	I	AC = September 1 of odd-numbered calendar years.		
1.1	134	Library Circulation Records	AC		AC		AC=After library materials are returned by the due date.		
2.1	135	Library Online Catalog	US		US				
5.6.004	136	License and Driving Record Check	AC		AC		AC=Until superseded or until termination of employment		

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



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Records Retention Schedule

SLR 105

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.048	137	Litigation Files	AC+1		AC+1	O	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		
5.5.002	138	Long Distance Telephone Logs	AV		AV				
4.7.010	139	Long Term Liability	AC+3		AC+3		AC=retirement of debt		
5.2.017	140	Lost and Stolen Property Reports	FE+3		FE+3				
5.1.004	141	Mail and Telecommunications Listings	US		US				

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



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Records Retention Schedule

SLR 105

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.002	142	Master Files - Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		
5.4.010	143	Material Safety Data Sheets	AC		AC	AC=After sheets are updated or hazardous chemical is no longer stored.		
5.2.024	144	Material Specifications	AC+2		AC+2	AC=Material is no longer in the agency.		
5.4	145	Medical Waste Records	FE+5		FE+5			

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



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Records Retention Schedule

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.058	146	Meeting Agenda and Minutes	PM		PM	I	Texas Civil Statutes – Art. 6252-17(2a)(f) Archives Note: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.		
1.1.063	147	Meeting Minutes and Notes – Departmental - Minutes or notes and supporting documentation	1		1				

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



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Records Retention Schedule

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.060	148	Meeting Minutes – Audio & Visual Tapes	AC + 90 days		AC + 90 days		AC=After approval of written minutes by the governing body of an agency		
4.6.001	149	Monthly Balancing	FE+3		FE+3				
	150	Name Change Authorizations	AC+5		AC+5		AC=After graduation or date of last attendance.		
5.1.014	151	Office Procedures Manual	US+1		US+1				
5.3.004	152	Order – Acknowledgements	AV		AV				
1.1.023	153	Organization Charts – Original	US		US	I			
2.2.012	154	Output Records for Computer Production	AV		AV				
5.3.005	155	Packing Slips	AV		AV				
5.6.009	156	Parking Permits	US		US				
	157	Patient/Client Medical File/ Records	AC+10		AC+10		AC=date of graduation or termination of employment		

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



STATE OF TEXAS Records Retention Schedule

SLR 105

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.019	158	Performance Appraisals	2		2	29 CFR 1620.32(C) - Open unless clearly unwarranted invasion of personal privacy. Tenure and Post- Tenure documentation can extend over 6 years		
3.1.020	159	Personnel Corrective Action Documentation	AC+5		AC+5	AC=Termination of corrective action. Open unless clearly unwarranted invasion of personal privacy.		
3.1.021	160	Personnel Disciplinary Action Documentation	AC+5		AC+5	AC=Termination of employment		
3.1.022	161	Personnel Information or Action Form	2		2	29 CFR 1602.49(a) [State Universities].		
3.3.024	162	Personnel Policies and Procedures	US+3		US+3			

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



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.1.011	163	Photocopier and Telefax Usage Logs and Reports	AV		AV				
1.1.024	164	Plans and Planning Records	AC+3		AC+3	O	AC=Decision made to implement or not implement result of planning process Archives Note: Data processing planning records are not archival.		
5.5	165	Police Radio Logs	1		1				
1.1.070	166	Policy and Procedures Manual - Agency - Final	AC+3		AC+3	O			
1.1.071	167	Policy and Procedure Manual - Agency Working Files	AC+3		AC+3	O			
3.1.023	168	Position Job/Descriptions	AC+4		AC+4		AC = Until superseded or job eliminated 40 TAC 815.106(i)		

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



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Records Retention Schedule

SLR 105

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2. Agency Code	753	3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks			

3.3.015	169	Positions/Job Classification Review File	US+3		US+3					
5.1.005	170	Postage Records	FE+3		FE+3					
5.1.012	171	Price Lists/Change Schedules	US+3		US+3					

Retention Codes (Field 7)

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

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

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



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SLR 105

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.001	172	Processing Files: - Machine-readable files used in the creation, utilization, and updating of master files.	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		
4.7	173	Promissory Notes	AC+5		AC+5	AC=Date of cancellation or repayment		

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



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.022	174	Promotion and Tenure Records	AC+2		AC+2	AC=Date of grant or denial of promotion or tenure 29 CFR 1602.49(a) [State Universities].		
1.1.026	175	Proof of Publication	AC+1		AC+1	AC=Date of publication		
5.2.006	176	Property Destruction, Certificates of	FE+3		FE+3			
3.1.038	177	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,	US		US	SEE item number 3.3.011.		

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



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.020	178	Public Information Requests - Not Exempted - Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code)	AC+1		AC+1		AC= Date request filled		
1.1.021	179	Public Information Requests - Exempted - Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code)	AC+2		AC+2		AC=Date of notification that records are exempt.		
1.1.019	180	Public Relations Records: News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio and audiovisual records	2		2	O	Archival review before disposal		
1.3.002	181	Publication Development Files	AV		AV	O			

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



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

1.3.001	182	Publication/Institutional Reports (Record Copy)	AC+2		AC+2		AC = Until superseded or obsolete.		
4.2.005	183	Purchase Vouchers	FE+3		FE+3				
4.3.002	184	Receipts Journal or Register	FE+3		FE+3				
4.6.002	185	Reconciliations	FE+3		FE+3				
1.2.010	186	Records Disposition Log: Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library, showing records series title, dates of records, and date destroyed or transferred	10		10				
1.2.012	187	Records Inventory Worksheets	US		US				

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



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			Agency	Storage	Total			

1.2.005	188	Records Retention Schedule (Agency Copy)	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
1.2.006	189	Records Transmittal Forms - Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody	AC+2		AC+2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
1.1.069	190	Reports - Activity/Employee	1		1				
1.1.067	191	Reports - Administrative	3		3	O	See State Archival Note		
4.5.003	192	Reports - Annual Financial	AC+6		AC+6		AC=September 1 of odd-numbered calendar years		

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



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

1.1.066	193	Reports - Annual/Biennial Semester/Non-fiscal	AC+6		AC+6	I	AC=September 1 of odd numbered years. Copies to Texas State Depository Program		
1.1.002	194	Reports - Audit	AC+7		AC+7		AC=Publication or release of final audit findings. The record copy of any audit performed by the State Auditor's Office is retained permanently by the agency.		
1.1.067	195	Reports and Studies (Non-Fiscal)	3		3	O	ARCHIVES NOTE: for agencies that have had an archival appraisal, separate this record series by each type of archival coding, A, R, and E.		
3.3.026	196	Reports - Quarterly FTE Reports to State Auditor	FE+3		FE+3				
4.5.002	197	Reports - Fiscal - Internal Management	FE+3		FE+3				
4.5.005	198	Reports - Fiscal - External - Special Purpose, includes HUB reports	FE+3		FE+3				

Retention Codes (Field 7) AC - After Closed, Terminated, Completed, Expired, Settled AV - Administrative Value CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded	Archival Codes (Field 8) A - Transfer to State Archives R - Review by State Archivist
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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
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			Agency	Storage	Total	9. Remarks			

1.1.068	199	Reports on Performance Measures	AC+6		AC+6	AC=September 1 of odd numbered calendar years		
1.1.065	200	Reports and Studies (Non-Fiscal) - Raw Data	AV		AV			
1.2.008	201	Request for Authority To Dispose of State Records - Agency Copy	FE+3		FE+3	Permanently removed		
	202	Request for Financial Aid Transcript Records	AC		AC	AC=1 year after submission date.		
5.3.009	203	Request for Information	AC		AC	AC=Date of direct purpose, issuance of request for bids or decision not to proceed with the procurement, as applicable.		
5.1.007	204	Requisition for In-Agency or Inter-Agency Copy/Printing Services	AV		AV			
3.1.034	205	Resumes – Unsolicited - 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	AV		AV	SEE item number 3.1.034 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.		

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



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			Agency	Storage	Total			

4.7.003	206	Returned Checks (Uncollected)	AC+3		AC+3		AC=After deemed uncollectible.		
5.4.003	207	Safety Inspections	AC+3		AC+3		AC=Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency		
4.3.001	208	Sales Journal or Register	FE+3		FE+3				
5.4.012	209	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+2		AC=Until superseded, date of expiration, or date of termination, whichever sooner.		
5.2.019	210	Service Orders	1		1				
4.7.012	211	Signature Authorization	US + FE+3		US + FE+3				

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



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			Agency	Storage	Total			

2.1.007	212	Software Programs and Documentation (see 2.2.016 for Software Registrations, Warranties and License Agreements)	AC		AC		AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
2.2.016	213	Software Registrations, Warranties and License Agreements	LA+3		LA+3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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			Agency	Storage	Total				
1.1.040	214	Speeches, Papers and Presentations	AC		AC	O	AC=End of term in office or termination of service in a state position Includes commencement speeches		
1.1.063	215	Staff Meeting Minutes or Notes, and supporting documentation, taken at internal agency staff meetings.	1		1				

Retention Codes (Field 7)

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

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

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



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			Agency	Storage	Total			

3.2.009	216	State Deferred Compensation Records	AC+5		AC+5		AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.		
	217	Statistical Information (Documents)	AC+6		AC+6				
1.1.055	218	Strategic Plans	AC+6		AC+6	I	See Note 2 AC=September 1 st of odd-numbered calendar years		
	219	Student Academic Records - Transcripts	PM		PM				

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



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			Agency	Storage	Total			

	220	Student Admission Records - Accepted	AC+5		AC+5	Buckley Amendment, confidential record. AC=graduation or date of last attendance.		
	221	Student Admission Records - Rejected	FE+1		FE+1	Buckley Amendment, confidential record		
	222	Student Block and Clear	AC+5		AC+5	AC=Until released		
	223	Student Corrective Action	AC+3		AC+3	AC=Graduation or date of last attendance.		
	224	Student Course Audit Authorizations	FE+1		FE+1			
	225	Student Course Changes (Add/Drop)	FE+1		FE+1			
	226	Student Degree Plans - Paper or Electronic	AC+5		AC+5	Buckley Amendment confidential record. AC=date of graduation or last date of attendance		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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			Agency	Storage	Total	9. Remarks			

	227	Student Disciplinary Records	AC+7		AC+7	Buckley Amendment confidential record. AC=graduation or date of last attendance.		
	228	Student Enrollment Statistics	PM		PM	Buckley Amendment confidential record.		
	229	Student Financial Aid Applications - Accepted	AC+5		AC+5	AC=graduation or date of last attendance.		
	230	Student Financial Aid Applications - Denied	FE+1		FE+1			
	231	Student Financial Aid Award Notifications	AC+3		AC+3	AC=graduation or date of last attendance.		
	232	Student Financial Aid - Income Verification	AC+3		AC+3	AC=graduation or date of last attendance.		
	233	Student Financial Aid - Need Analysis Document	AC+3		AC+3	AC=graduation or date of last attendance.		

<p>Retention Codes (Field 7)</p> <div style="display: flex; justify-content: space-between;"> <div> AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value </div> <div> CE – Calendar Year End FE – Fiscal Year End </div> <div> LA – Life of Asset MO – Months </div> <div> PM – Permanent US – Until Superseded </div> </div>	<p>Archival Codes (Field 8)</p> <div style="display: flex; justify-content: space-between;"> <div> A – Transfer to State Archives R – Review by State Archivist </div> </div>
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			Agency	Storage	Total			

	234	Student Grade Books (Original Grade Book)	AC+2		AC+2	Buckley Amendment confidential record. AC=Entry of Grades in academic achievement or cumulative records.		
	235	Student Grade Reports and Grade Changes - Permanent Record	PM		PM	Buckley Amendment confidential record.		
	236	Student Housing Records	AC+2		AC+2	Buckley Amendment confidential record. AC=graduation or date of last attendance.		
	237	Student Identification	AC		AC	Includes request for name changes. AC=graduation or date of last attendance.		
	238	Student Loans - Journals or Registers	AC+5		AC+5	AC=Graduation or date of last attendance.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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			Agency	Storage	Total	9. Remarks		

	239	Student Placement and Career Counseling Records	AC+5		AC+5	Buckley Amendment confidential record. AC=graduation or date of last attendance.		
	240	Student Recruitment Records	AV		AV	Buckley Amendment confidential record.		
	241	Student Residency Information	AV		AV	Buckley Amendment confidential record.		
	242	Student Scholarship Records	AC+3		AC+3	Buckley Amendment confidential record. AC=graduation or date of last attendance.		
	243	Student Teacher Records	AC+5		AC+5	Buckley Amendment confidential record. AC=graduation or date of last attendance		
	244	Student Theses and Dissertations	PM		PM			

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

	245	Student Transcripts	PM		PM	Buckley Amendment confidential record. 1879-1912 on paper only		
1.1.041	246	Suggestion System Records	1		1			
5.2.020	247	Supply Usage Records	FE+1		FE+1			
3.1.035	248	Surety Bonds/Performance Bonds	AC+4		AC+4	AC=Expiration or termination of the bond according to its terms.		
5.2.021	249	Surplus Property Sale Reports	FE+3		FE+3			
1.1.038	250	Surveys/Questionnaires: Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC		AC	See item number 1.1.067 for summary reports compiled from customer surveys. AC=Final disposition of summary report		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total	9. Remarks			

2.1.009	251	Technical Documentation – see Texas State Records Retention Schedule (6/1/2005) for complete description.	AC		AC	<p>AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94.</p> <p>CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p>		
5.5.003	252	Telephone Station Activity Reports	AV		AV			
5.5.004	253	Telephone System Activity Reports	AV		AV			

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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CE – Calendar Year End FE – Fiscal Year End	
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			Agency	Storage	Total			

	254	Tests – Student Academic	AC+1		AC+1	Buckley Amendment confidential record. AC=Recording of data in academic achievement or cumulative records.		
	255	Test – Student Admission Scores And Reports – Testing Center	AC+5		AC+5	Buckley Amendment confidential record. Testing for Public: ACT, SAT, ExCET AC=Recording of data in academic achievement or cumulative records.		
4.7.011	256	Texas Building and Procurement Commission Statements (TBPC)	FE+3		FE+3			
1.1	257	Textbook Adoption Records	FE+3		FE+3			
3.4.006	258	Time Cards and Timesheets	4		4	40 TAC 815.106 (i)		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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			Agency	Storage	Total	9. Remarks			

3.4.007	259	Time Off and/or Sick Leave Requests	FE+3		FE+3				
3.3.030	260	Training Administration Records	US+2		US+2				
1.1.043	261	Training Materials	US+1		US+1				
3.1.027	262	Training Records and Educational Achievement - Employee	AC+5		AC+5		AC=Termination of employment		
	263	Transcript Requests	FE+3		FE+3				
1.1.057	264	Transitory Information	AC		AC		AC=Purposes of record has been fulfilled		
4.1.007	265	Transfers or Budget Revisions	FE+3		FE+3				
3.3.023	266	Travel Authorizations Requests and Reimbursements	FE+3		FE+3				
	267	Tuition and Fee Changes	AC+5		AC+5		AC=After graduation or date of last attendance.		
3.2.007	268	Unemployment Compensation Records	AC+5		AC+5		AC=Until Terminated, Settled		
5.2.022	269	Utility Usage Reports	AV		AV				
5.6.003	270	Vehicle Inspection, Repair and Maintenance Records	LA+1		LA+1				

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

5.6.007	271	Vehicle Titles and Registration	LA		LA			
5.6.005	272	Vehicle Usage Reports: includes mileage, fuel/oil consumption, passengers carried and other related operational information	FE+3		FE+3			
	273	Veterans Administration Certifications	AC+3		AC+3		AC=After graduation or date of last attendance.	
3.2.005	274	W-4 Forms: Employer's copy of "Employees' Withholding Exemption Certificate."	AC+4		AC+4		AC=Until superseded, obsolete, or upon separation of employee 26CFR 31.60001-1 (E)(2)	
3.2.006	275	Wage Rate Tables	2		2		29 CFR 516.6(a)(2)	
5.2.019	276	Work Orders (Service Orders)	1		1			
3.3.020	277	Work Schedules/Assignments	1		1			
5.4.001	278	Workers Compensation Reports	CE+5		CE+5		29 CFR 1904.33	

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

5.4.009	279	Workplace Chemical Lists	30		30		Texas Health and Safety Code, 502.005(d)		
4.5.001	280	Worksheets for Preparing Fiscal Records	FE+3		FE+3				
5.2.023	281	Year-To-Date Activity (Inventory Listing)	FE+3		FE+3				

Retention Codes (Field 7)						Archival Codes (Field 8)			
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AV – Administrative Value		FE – Fiscal Year End		MO – Months		US – Until Superseded		R – Review by State Archivist	