

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 1: ADMINISTRATION RECORDS Section 1.1 - General

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 1.1 | 2 | ACADEMIC AFFAIRS - TEACHING LOAD FILES | 5 | | 5 | O | O | C | | |
| 1.1 | 3 | ACADEMIC AFFAIRS FACULTY HANDBOOK | PM | | PM | O | | P | | 1 copy of original - PM |
| 1.1 | 4 | AFFILIATION AGREEMENTS | AC+2 | | AC+2 | O | | P | X | AC = After agreement ends Board office keeps for life of agreement |
| 1.1 | 5 | DEEDS AND OTHER DOCUMENTS REFLECTING LEGAL TITLE | LA | | LA | O | O | P | X | |
| 1.1 | 6 | DEGREE PROPOSALS | PM | | PM | O | | P | | |
| 1.1 | 7 | DEVELOPMENT OF UT DALLAS SYNERGY PARK | 15 | | 15 | O | I | O | | These files are the history of the land development at UTD O = Paper & Electronic |
| 1.1 | 8 | EXCELLENCE IN EDUCATION TRUST LAND | 15 | | 15 | O | I | O | | These files are the history of the land development at UTD O = Paper & Electronic |
| 1.1 | 9 | GIFT RECORDS | PM | | PM | O | O | P | | UTS Policy, security is open with restrictions |
| 1.1 | 10 | OFF-CAMPUS COURSE INVENTORY | FE+3 | | FE+3 | O | I | O | | O = Paper & Computer Printout |
| 1.1 | 11 | PATENTS, TRADEMARKS, COPYRIGHTS AND DOCUMENTATION (E.G., RESEARCH RECORDS, REFLECTING USAGE AND THE LIKE) SEE REMARKS | AC+20 | | AC+20 | O | O | P | X | AC = Term of agreement, trademark, or patent includes underlying patents, trademarks & copyrights. 3U.S.C./SEC.15 |
| 1.1 | 12 | PRESS CLIPPINGS | 2 | | 2 | O | O | P | | Review prior to transfer |

| | | | | | | | | |
|---|------------------------|----------------------------|-----------------------|-------------------------|-----------------------------------|------------------------------------|-----------------------|---------------------------------------|
| RETENTION CODES | | | SECURITY CODES | | ARCHIVAL CODES | | MEDIUM CODES | |
| AC - After Closed | CE - Calendar Year End | MO - Months PM - Permanent | O - Open Record | C - Confidential Record | I - Retain in University Archives | O - Review by University Archivist | C - Computer Printout | M - Microfilm |
| AV - As long as valuable | FE - Fiscal Year End | US - Until Superseded | | | | | E - Electronic | O - Other (Specify in Remarks Column) |
| | LA - Life of Asset | | | | | | | P - Paper |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | | | | | | |

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| | | | Agency | Storage | Total | | | | | |
| 1.1 | 13 | SPONSORED GRANTS AND CONTRACTS | AC+5 | | AC+5 | O | | P | | AC = After closed by awarding agency kept in Office of Research & Sponsored Programs |
| 1.1 | 14 | SURVEYS, REPORTS, QUESTIONNAIRES, MANDATED | AC+5 | | AC+5 | O | | P | | AC = Date of report |
| 1.1 | 15 | SURVEYS, REPORTS, QUESTIONNAIRES, VOLUNTARY | AC+1 | | AC+1 | O | | P | | AC = Date of report |
| 1.1 | 15a | INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) - ANIMAL PROTOCOL CONTINUING REVIEW | AC+3 | | AC+3 | O | | P | | AC = After research |
| 1.1 | 15b | INSTITUTIONAL REVIEW BOARD (IRB) – CONSENTS AND APPLICATIONS FOR IRB APPROVAL OF RESEARCH PROCEDURES INVOLVING HUMAN PARTICIPANTS | AC + 3 | | AC + 3 | O | | P | | AC = After research |
| 1.1 | 16 | TEXAS RESEARCH FOUNDATION GIFT LAND | 15 | | 15 | O | I | O | | These files are the history of the land development at UTD O = Paper & Computer Printout |
| 1.1.002 | 17 | AUDITS | AC+3 | | AC+3 | O | | O | | AC = Date of audit O = Paper & Electronic |
| 1.1.002 | 18 | AUDITS BY THE STATE AUDITOR'S OFFICE | AC+5 | | AC+5 | O | | P | | State Auditor's Office retains the permanent record copy AC = After fiscal year end |
| 1.1.002 | 18a | INTERNAL AUDIT REPORTS | AC+14 | | AC+14 | O | | O | | O = Paper & Electronic AC = Date of audit |
| 1.1.004 | 19 | BIENNIAL BUDGET REQUESTS | AC+6 | | AC+6 | O | I | P | X | AC = Passage of appropriations |
| 1.1.007 | 20 | CORRESPONDENCE, ADMINISTRATIVE (INCOMING/OUTGOING LETTERS REGARDING POLICIES, PROCEDURES & OTHER MAJOR TRANSACTIONS) | 3 | | 3 | O | | P | X | Evaluate After 3 years |

RETENTION CODES

AC - After Closed
AV - As long as valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months PM - Permanent
US - Until Superseded

SECURITY CODES

O - Open Record
C - Confidential Record

ARCHIVAL CODES

I - Retain in University Archives
O - Review by University Archivist

MEDIUM CODES

C - Computer Printout
E - Electronic

M - Microfilm
O - Other (Specify in Remarks Column)
P - Paper

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|-----------------|----------|---|------------------|---------|---------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 1.1.008 | 21 | CORRESPONDENCE, GENERAL (INCOMING/OUTGOING LETTERS, GENERAL INQUIRIES AND REQUESTS) | 1 | | 1 | O | | P | | |
| 1.1.019 | 22 | NEWS OR PRESS RELEASES | 2 | | 2 | O | O | O | | O = Paper & Electronic |
| 1.1.020 | 23 | OPEN RECORDS REQUESTS - APPROVED | AC+1 | | AC+1 | O | | P | | AC = Date request fulfilled |
| 1.1.021 | 24 | OPEN RECORDS REQUESTS - DENIED | AC+1 | 1 | AC+2 | O | | P | | AC = Date request denied |
| 1.1.023 | 25 | ORGANIZATION CHARTS - ORIGINAL | US | | US | O | | P | | |
| 1.1.024 | 26 | ACADEMIC COMPUTING PLANNING RECORDS (REPORTS, STUDIES & ANALYSES) | AC+3 | | AC+3 | O | | P | X | AC = Decision made to implement or not to implement result of planning process |
| 1.1.024 | 27 | ACADEMIC COMPUTING PLANNING RECORDS (LONG AND SHORT-RANGE PLANS) | AC+3 | | AC+3 | O | O | P | X | AC = Decision made to implement or not to implement result of planning process |
| 1.1.025 | 28 | RULES AND REGULATIONS - INTERNAL AUDIT MANUAL | US+3 | | US+3 | O | | O | | O = Paper & Electronic |
| 1.1.025 | 29 | ACCOUNTING POLICIES AND PROCEDURES MANUAL | US+3 | | US+3 | O | | P | X | |
| 1.1.025 | 30 | BOARD OF REGENTS' RULES AND REGULATIONS | US+3 | | US+3 | O | O | E | | Board Office suggests President's Office keep all earlier amendments |
| 1.1.025 | 31 | NUMBERED POLICY MEMORANDA | US+3 | | US+3 | O | O | P | X | Policies & Procedures Manual - an internal publication |
| 1.1.025 | 32 | POLICE POLICIES AND PROCEDURES MANUAL | US+3 | | US+3 | O | | P | X | |
| 1.1.025 | 33 | POLICIES AND PROCEDURES MANUALS - UT SYSTEM | US+AV+3 | | US+AV+3 | O | O | P | X | |

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|-----------------|----------|---|------------------|---------|---------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 1.1.025 | 34 | POLICIES AND PROCEDURES MANUALS - UTD | US+AV+3 | | US+AV+3 | O | O | P | X | |
| 1.1.025 | 35 | RULES AND REGULATIONS - PARKING/TRAFFIC | US+3 | | US+3 | O | | O | | O = Paper & Electronic |
| 1.1.027 | 35a | UT SYSTEM DOCKET | AV | | AV | O | | O | | O = Paper & Electronic |
| 1.1.038 | 36 | INTEGRATED POST SECONDARY EDUCATION DATA SYSTEM/HIGHER EDUCATION GENERAL INFORMATION SURVEY | 10 | | 10 | O | I | P | | Office of Institutional Research & Planning uses for studies |
| 1.1.038 | 37 | OFFICE OF CIVIL RIGHTS REPORTS OCR 12000 REPORT & OCR 13000 REPORT | 10 | | 10 | O | O | P | X | Office of Institutional Research & Planning uses for studies |
| 1.1.038 | 38 | SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS ACCREDITATION REPORTS | 10 | | 10 | O | I | P | X | Office of Institutional Research & Planning uses for studies |
| 1.1.043 | 39 | STUDENT COUNSELING INTERN TRAINING MANUALS | US+1 | | US+1 | O | | P | | |
| 1.1.043 | 40 | TRAINING MANUALS | US/AV+1 | | US/AV+1 | O | | P | | |
| 1.1.057 | 41 | TRANSITORY INFORMATION | | | | O | | O | | O = Paper & Electronic Examples: Casual e-mail, non-routine correspondence |
| 1.1.048 | 42 | LITIGATION FILES | AC+10 | | AC+10 | C | O | P | | AC = After suit is settled |
| 1.1.056 | 43 | ADA DOCUMENTATION | 3 | | 3 | O | | P | | |
| 1.1.058 | 44 | MEETING AGENDA AND MINUTES | PM | | PM | O | I | P | | Examples: Board of Regents' Minutes, Minutes and Notes of Faculty Senate and Council Meetings. |

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| | | | Agency | Storage | Total | | | | | |
| 1.1.063 | 45 | MEETING MINUTES/NOTES – STAFF | 1 | | 1 | O | | P | | Minutes and notes of internal staff meetings |
| 1.1.066 | 46 | REPORTS – ANNUAL & BIENNIAL (NON-FISCAL) | AC+6 | | AC+6 | O | I | P | | AC = Sept 1 of odd numbered calendar years |
| 1.1.067 | 47 | COORDINATING BOARD ENROLLMENT REPORTS | 10 | PM | PM | O | | O | X | Strategic Planning & Analysis O = Paper & Electronic |
| 1.1.067 | 48 | SEMESTER AND ANNUAL REPORTS | 5 | | 5 | O | | P | | |
| 1.1.068 | 49 | PERFORMANCE REPORTS TO THE LEGISLATURE (SEMI-ANNUAL & ANNUAL) | AC+6 | | AC+6 | O | | P | X | AC = Sept 1 of odd numbered calendar years |

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 1: ADMINISTRATION RECORDS Section 1.2 - Records Management

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|-----------------------|
| | | | Agency | Storage | Total | | | | | |
| 1.2.005 | 50 | RECORDS RETENTION SCHEDULE | US | | US | O | | P | X | US = Until superseded |
| 1.2.008 | 51 | REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (Texas State Library RMD Form 102) | FE+3 | | FE+3 | O | | P | | |
| 1.2.010 | 52 | LOG OF RECORDS DESTROYED (INCLUDING APPROPRIATE APPROVALS AND DATE OF DESTRUCTION) | 20 | | 20 | O | | P | | |

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 1: ADMINISTRATION RECORDS Section 1.3 – Publications

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|--------------------------|
| | | | Agency | Storage | Total | | | | | |
| 1.3.001 | 53 | STUDENT NEWSPAPER – RECORD COPY | US+5 | | US+5 | O | I | P | | Copy retained in SU2.416 |
| 1.3.002 | 54 | PUBLICATION FILES – STUDENT NEWSPAPER | AV | | AV | O | O | P | | |
| 1.3.002 | 55 | PUBLICATION FILES – UNIVERSITY ADVANCEMENT | AV | | AV | O | O | P | | |

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|---|------------------------|----------------------------|-----------------------|-------------------------|-----------------------------------|------------------------------------|-----------------------|---------------------------------------|
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STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 2: AUTOMATION RECORDS Section 2.1 - Automated Applications

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|------------------------------------|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| 2.1.001 | 56 | AUTOMATED FILES - PROCESSING FILES | AC | | AC | O | | E | | AC = Dispose of After completion of 3 rd update cycle except for: a) Raw data input or source file which replaces or serves as the basic source document in lieu of a textural or other source document – Follow the retention period approved for the equivalent type of textural record or as long as administratively valuable, whichever longer. b) Routine or benchmark data file used in testing a system of program – As long as administratively valuable. c) File which facilitates processing of a particular job or system run, but which does not add to, delete from, or substantially modify information in a master file – As long as administratively valuable. |
| 2.1.002 | 57 | AUTOMATED FILES - MASTER FILES | AC | | AC | O | | E | X | AC – Dispose of After completion of 3 rd update cycle except for: a) Data file which replaces or serves in lieu of a textural record – Follow the retention period approved for the equivalent type of textural record. b) Output data file extracted from system solely to produce printed reports or other publications – Dispose of when no longer needed to create publication. |

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CATEGORY 2: AUTOMATION RECORDS Section 2.1 - Automated Applications

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 2.1.007 | 58 | SOFTWARE PROGRAMS AND JOB CONTROL LANGUAGE | AC | | AC | O | | E | X | AC = Software required to retrieve and read any electronic records maintained by the computer system must be retained as long as the approved retention period for the electronic records. 13 TAC 6.97(a). Caution: If an electronic record is scheduled for permanent retention, software needed for access to the record must also be retained permanently. |
| | 59 | HARDWARE DOCUMENTATION | AC | | AC | C | | E | X | AC = Documentation is superseded every 3 months by a new CD Rom. Latest version of documentation is maintained until successful migration to the new software or hardware environment. |
| 2.1.009 | 60 | TECHNICAL DOCUMENTATION | AC | | AC | C | | E | X | AC = Documentation is superseded every 3 months by a new CD Rom. Latest version of software documentation is maintained until successful transfer of the information to the new software or hardware environment. |

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 2: AUTOMATION RECORDS Section 2.2 - Computer Center

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|---------------|
| | | | Agency | Storage | Total | | | | | |
| 2.2.001 | 61 | ACTIVITY MONITORING RECORDS - CONSOLE LOG | AV | | AV | O | | E | | |
| 2.2.002 | 62 | COMPUTER UTILIZATION RECORDS | 5 | | 5 | O | | E | | Magnetic tape |
| 2.2.004 | 63 | COMPUTER JOB SCHEDULES AND REPORTS | 3 MO. | | 3 MO. | O | | E | | |
| 2.2.011 | 64 | COMPUTER PRODUCE OUTPUT - DEPARTMENT WORK ORDER | AV | 1 | AV+1 | O | | P | | |

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 3: EMPLOYMENT RECORDS Section 3.1 - Employee Records

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| 3.1 | 65 | INDIVIDUAL PERSONNEL FILES (MAINTAINED IN PERSONNEL OFFICE OF COMPONENT INSTITUTION) | AC+5 | | AC+5 | O | | O | | AC = Term of employment O = Paper, Electronic, & Microfilm |
| 3.1 | 66 | HUMAN RESOURCE SYSTEM (HRS) E-PRINT ELECTRONIC REPORTS | PM | | PM | O | | E | | |
| 3.1.001 | 67 | APPLICATIONS OF EMPLOYEES NOT HIRED | 2 | | 2 | O | | O | | 29 CFR 1602.31(a) State Agencies 29 CFR 1602.9(a) State Universities O = Electronic & Paper |
| 3.1.002 | 68 | APPLICATIONS FOR EMPLOYMENT - PERSONS HIRED | AC+5 | | AC+5 | O | | O | | O = Paper, Electronic, & Microfilm |
| 3.1.002 | 69 | PEER ADVISER APPLICATION | AC+5 | | AC+5 | O | | P | | AC = After termination of employee |
| 3.1.011 | 70 | EMPLOYEE'S INSURANCE ENROLLMENT FORM(S) | AC+50 | | AC+50 | O | | O | X | UTS Policy AC = After termination of employee O = Paper, Electronic, & Microfilm |
| 3.1.012 | 71 | EMPLOYMENT ADVERTISEMENTS | 2 | | 2 | O | | P | | 29 CFR 1602.49(A) |
| 3.1.014 | 72 | EMPLOYMENT SELECTIONS | 2 | | 2 | C | | O | X | 29 CFR 1602.49(A) O = Paper, Electronic, & Microfilm |
| 3.1.019 | 73 | PERFORMANCE APPRAISAL | AC+50 | | AC+50 | C | | O | | AC = After termination O = Paper, Electronic, & Microfilm |

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 3: EMPLOYMENT RECORDS Section 3.1 - Employee Records

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| 3.1.020 | 74 | PERSONNEL CORRECTIVE ACTION DOCUMENTATION | AC+5 | | AC+5 | O | | O | | ORD 208 (1978) AC = Termination of corrective action O = Paper, Electronic, & Microfilm |
| 3.1.021 | 75 | PERSONNEL DISCIPLINARY ACTION DOCUMENTATION | AC+5 | | AC+5 | O | | O | | ORD 208 (1978) AC = End of disciplinary action O = Paper, Electronic, & Microfilm |
| 3.1.022 | 77 | EMPLOYEE ID CHANGE & RECORD DELETION | 4 | | 4 | O | | P | | SSN change |
| 3.1.023 | 78 | POSITION/JOB DESCRIPTIONS | US | 4 | US+4 | O | | O | X | O = Paper, Electronic, & Microfilm |
| 3.1.026 | 79 | SECURITY CLEARANCES | AV | | AV | O | | P | | CAUTION: Some agencies that are authorized to obtain criminal history record information from DPS are required to destroy the information After it is used for the immediate purpose for which it was obtained. See Subchapter F, Chapter 411, Government Code. |
| 3.1.027 | 80 | TRAINING RECORDS | AC+5 | | AC+5 | O | | O | | AC = After termination O = Paper, Electronic, & Microfilm |
| 3.1.029 | 81 | EMPLOYMENT ELIGIBILITY VERIFICATION | AC+1 | | AC+1 | O | | P | X | AC = After termination |
| 3.1.029 | 81a | ELECTRONIC FILES TO SEVIS | AC+5 | | AC+5 | O | | E | | |
| 3.1.031 | 82 | EMPLOYEE BENEFITS – OTHER THAN INSURANCE (e.g. OPTIONAL RETIREMENT) | AC+50 | | AC+50 | O | | O | X | AC = Until employment terminated. Open Records Decision 545, 3/20/90 O = Paper, Electronic & Microfilm |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES C - Computer Printout E - Electronic M - Microfilm O - Other (Specify in Remarks Column) P - Paper |
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NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition.

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 3: EMPLOYMENT RECORDS Section 3.2 - Payroll

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| 3.2 | 84 | AUTHORIZATION FOR PROFESSIONAL SERVICES | AC+6 | | AC+6 | O | | P | | AC = Tax due date, date the claim is filed, or date tax is paid whichever is later |
| 3.2.001 | 85 | EMPLOYEE DEDUCTION AUTHORIZATION | AC+6 | | AC+6 | O | | P | X | AC = After termination of employee or amendment of authorization. |
| 3.2.002 | 86 | EMPLOYEE EARNING RECORDS | 4 | | 4 | O | | P | X | |
| 3.2.003 | 87 | ALIEN INFORMATION COLLECTION FORM | AC+6 | | AC+6 | C | | P | | AC = Tax due date, date the claim is filed, or date tax is paid whichever is later |
| 3.2.003 | 88 | EMPLOYEE/INDEPENDENT CONTRACTOR CHECKLIST | AC+6 | | AC+6 | O | | P | | AC = Tax due date, date the claim is filed, or date tax is paid whichever is later |
| 3.2.003 | 89 | FEDERAL TAX RECORDS, (INCLUDES FICA AND OTHER TAX RECORDS) | AC+6 | | AC+6 | O | | P | X | UTS Policy 26 CFR SEC.31.6001-1(E)(2) ac = Tax due date, date the claim is filed, or date tax is paid whichever is later |
| 3.2.004 | 90 | INCOME ADJUSTMENT AUTHORIZATION DOCUMENT USED - INCREASES/DECREASES TO EMP. GROSS PAY, FICA, RETRMNT, OR COMP. OF TAXES | 2 | | 2 | O | | P | X | 29 CFR 516.6(C) |
| 3.2.005 | 91 | W-4 FORMS, EMPLOYER'S COPY OF "EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE" | AC+ | | AC+5 | C | | P | X | 26 CFR 31.6001-5 AC = Termination of employment |
| 3.2.006 | 92 | PAY PLAN | 2 | | 2 | O | | P | | 29 CFR 516.6 (A) (2) |
| 3.2.007 | 93 | UNEMPLOYMENT COMPENSATION | CE+5 | | CE+5 | O | | C | | Computer printout separates UCI earnings between state and local finding categories |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 3: EMPLOYMENT RECORDS Section 3.2 - Payroll

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 3.2.008 | 94 | DIRECT DEPOSIT (OR MAIL DEPOSIT) APPLICATION/AUTHORIZATION | AC+5 | | AC+5 | O | | P | X | AC = Termination of employment |
| 3.2.009 | 95 | STATE DEFERRED COMPENSATION | AC+5 | | AC_5 | O | | P | X | 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 Agency Coordinator Procedures Manual issued by the Employees Retirement System of Texas |
| 3.2.010 | 96 | HRIS REPORTS AND DOCUMENTATION | AC+4 | | AC+4 | O | | O | X | AC = When applied by HRIS O = Paper & Electronic |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 3: EMPLOYMENT RECORDS Section 3.3 - Personnel Administration

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 3.3 | 97 | ACADEMIC AFFAIRS - AFFIRM ACTION FILES FACULTY AND ADMINISTRATIVE & PROFESSIONAL EMPLOYEES | 5 | | 5 | O | O | P | X | 29 CFR 30.8(E) |
| 3.3 | 98 | ACADEMIC AFFAIRS - FACULTY/LECTURER/ADJUNCT FILES | AC+5 | | AC+5 | C | | P | X | AC = After termination |
| 3.3 | 99 | ACADEMIC AFFAIRS - FORMER EMPLOYEES (FACULTY) | AC+5 | | AC+5 | O | | P | | AC = After termination |
| 3.3 | 99a | REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT | AC | | AC | O | | P | | AC = End date of outside employment |
| 3.3.001 | 100 | AFFIRMATIVE ACTION PLANS | 5 | | 5 | O | | P | | 29 CFR 30.8(E) |
| 3.3.004 | 101 | BENEFIT PLANS | US+1 | | US+1 | O | | P | X | |
| 3.3.011 | 102 | PERSONNEL - PAYROLL MASTER FILE | AC+75 | | AC+75 | C | | M | X | AC = Termination of employment |
| 3.3.011 | 103 | FORMER EMPLOYEE VERIFICATION RECORDS | PM | | PM | O | | M | X | |
| 3.3.015 | 105 | POSITION JOB/CLASSIFICATION REVIEW FILE | US+3 | | US+3 | O | | P | | |
| 3.3.022 | 106 | TEXAS EMPLOYMENT COMMISSION (TEC) REPORTS | 3 | | 3 | O | | P | | |
| 3.3.023 | 107 | TRAVEL AUTHORIZATIONS | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 3.3.026 | 108 | STAFFING RECORDS | US+3 | | US+3 | O | | O | | Examples are: alpha employee listing, report of employees hired during month, Quarterly FTE Reports to State Auditor O = Electronic & Microfilm |
| 3.3.027 | 111 | APTITUDE/SKILLS TEST/TEST PAPERS | US+2 | | US+2 | O | | E | | Typing assess. redone - 6 mo. |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset | MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES C - Computer Printout E - Electronic M - Microfilm O - Other (Specify in Remarks Column) P - Paper |
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NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition.

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 3: EMPLOYMENT RECORDS Section 3.4 - Time and Leave Records

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---------------------------------------|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| 3.4.001 | 112 | ACCUMULATED LEAVE ADJUSTMENT REQUESTS | FE+3 | | FE+3 | O | | P | | |
| 3.4.002 | 113 | LEAVE STATUS REPORT | FE+3 | | FE+3 | O | | P | X | |
| 3.4.006 | 114 | TIME CARDS AND TIME ROSTERS | FE+4 | | FE+4 | O | | P | | |
| 3.4.008 | 115 | SICK LEAVE POOL DOCUMENTATION | FE+3 | | FE+3 | O | | P | | Open Record except for medical records that may exist in file |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

| CATEGORY 4: FISCAL RECORDS | | | | | | | | | | |
|--|----------|---|------------------|---------|-------|----------|----------|--------|-------|-------------|
| Section 4.1 - Worksheets, Detail Information on Economic Event or Transaction | | | | | | | | | | |
| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
| | | | Agency | Storage | Total | | | | | |
| 4.1.001 | 116 | ACCOUNTS PAYABLE INFORMATION | FE+3 | | FE+3 | O | | C | | See Note 1. |
| 4.1.002 | 117 | BILLING DETAIL | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 4.1.002 | 117a | COMET CASH DECLINING BALANCE ACCOUNTS | FE+3 | | FE+3 | C | | E | | |
| 4.1.002 | 117b | DATA ENTRY DOCUMENTS | FE+3 | | FE+3 | O | | P | | |
| 4.1.003 | 118 | CANCELLED CHECKS | FE+3 | | FE+3 | C | | P | | See Note 1. |
| 4.1.003 | 119 | CHECK REGISTERS | FE+3 | | FE+3 | O | | C | | See Note 1. |
| 4.1.004 | 120 | ENCUMBRANCE DETAIL | FE+3 | | FE+3 | O | | C | | See Note 1. |
| 4.1.005 | 121 | INVENTORY AND OTHER COST FILES PRODUCTION, JOB LABOR, QUOTES, PRICING, SPECIFICATIONS, ETC. | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 4.1.007 | 122 | TRANSMITTAL OF FUNDS/COST CENTER TRANSFERS | FE+3 | | FE+3 | O | | P | | See Note 1. |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) C - Computer Printout E - Electronic P - Paper |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 4: FISCAL RECORDS Section 4.2 - Documents of Original Entry

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| 4.2 | 123 | BUDGET ADJUSTMENT FORM (BAF) | CE+4 | | CE+4 | O | | E | | Budget change form |
| 4.2 | 123a | HUMAN RESOURCE SYSTEM (HRS) FORM – NEW POSITION REQUEST | FE+3 | | FE+3 | O | | P | | |
| 4.2 | 123b | HRS FORM – POSITION FUNDING CHANGE | FE+3 | | FE+3 | O | | P | | |
| 4.2 | 123c | CATERING CONTRACT / AUTHORIZATION FOR FOOD SERVICE | FE+3 | | FE+3 | O | | P | | |
| 4.2.002 | 124 | CASH RECEIPTS | FE+3 | | FE+3 | O | | P | X | See Note 1. |
| 4.2.003 | 125 | DAILY CASH RECEIPTS LOG | FE+3 | | FE+3 | O | | O | | See Note 1. O = Computer Printout & Printout |
| 4.2.003 | 125a | MONTHLY BALANCING / COPY CENTER | FE+3 | | FE+3 | O | | P | | |
| 4.2.003 | 125b | CASH COUNTS / COPY CENTER | FE+3 | | FE+3 | O | | P | | |
| 4.2.005 | 126 | PURCHASE ORDERS, PURCHASE VOUCHERS, RECEIVING REPORTS, REQUISITIONS, & BIDS | FE+3 | | FE+3 | O | | O | | See Note 1. O = Paper & Electronic |
| 4.2.006 | 127 | JOURNAL VOUCHERS (INCLUDING INTERDEPARTMENTAL TRANSFERS) | FE+3 | | FE+3 | O | | O | | See Note 1. O = Computer Printout & Paper |
| 4.2.007 | 128 | EMPLOYEE TRAVEL EXPENSES | FE+3 | | FE+3 | O | | P | | See Note 1. |

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| RETENTION CODES | | | SECURITY CODES | | ARCHIVAL CODES | | MEDIUM CODES | |
| AC - After Closed | CE - Calendar Year End | MO - Months PM - Permanent | O - Open Record | I - Retain in University Archives | C - Computer Printout | M - Microfilm | O - Other (Specify in Remarks Column) | |
| AV - As long as valuable | FE - Fiscal Year End | US - Until Superseded | C - Confidential Record | O - Review by University Archivist | E - Electronic | P - Paper | | |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | | | | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

| CATEGORY 4: FISCAL RECORDS | | | | | | | | | | |
|--|----------|-----------------------------------|------------------|---------|-------|----------|----------|--------|-------|--|
| Section 4.3 - Journals or Registers | | | | | | | | | | |
| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
| | | | Agency | Storage | Total | | | | | |
| 4.3.001 | 129 | SALES JOURNALS OR REGISTERS | FE+3 | | FE+3 | O | | O | | See Note 1. O = Paper & Computer Printout |
| 4.3.002 | 130 | RECEIPTS JOURNALS OR REGISTERS | FE+3 | | FE+3 | O | | O | | See Note 1. O = Paper & Computer Printout |
| 4.3.003 | 131 | EXPENDITURE JOURNALS OR REGISTERS | FE+3 | | FE+3 | C | | O | | See Note 1. O = Computer Printout & Microfilm |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 4: FISCAL RECORDS Section 4.4 - Ledgers

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|-------------------------------|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 4.4.001 | 132 | GENERAL LEDGER | 10 | | 10 | O | | O | X | See Note 1. O = Computer Printout & Microfilm |
| 4.4.002 | 133 | ACCOUNTS RECEIVABLE LEDGERS | FE+3 | | FE+3 | O | | O | X | See Note 1. O = Computer Printout, Microfilm, & Paper |
| 4.4.003 | 134 | ACCOUNTS PAYABLE LEDGERS | FE+3 | | FE+3 | O | | O | | See Note 1. O = Computer Printout, Microfilm, Paper, & Electronic |
| 4.4.004 | 135 | EMPLOYEE SAVINGS BOND LEDGERS | FE+3 | | FE+3 | O | | E | X | See Note 1. |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES C - Computer Printout E - Electronic M - Microfilm O - Other (Specify in Remarks Column) P - Paper |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 4: FISCAL RECORDS Section 4.5 - Reports

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 4.5 | 135a | BUDGET INFORMATION SYSTEM (BIS) E-PRINT ELECTRONIC REPORTS | FE+3 | | FE+3 | O | | E | | |
| 4.5 | 135b | FINANCIAL REPORTING SYSTEM (FRS) E-PRINT ELECTRONIC REPORTS | FE+3 | | FE+3 | O | | E | | |
| 4.5.001 | 136 | ANNUAL FINANCIAL REPORT WORKPAPERS (INCLUDING 13TH MONTH POST - CLOSING REPORT) | 6 | | 6 | O | | O | | See Note 1. O = Paper & Electronic |
| 4.5.001 | 137 | WORKSHEETS FOR PREPARING REPORTS | FE+3 | | FE+3 | O | | O | | See Note 1. O = Paper & Electronic |
| 4.5.002 | 138 | MONTHLY FINANCIAL REPORTS | FE+3 | | FE+3 | O | | O | | See Note 1. O = Paper & Electronic |
| 4.5.002 | 139 | INTERNAL MANAGEMENT REPORTS (INCLUDES REPORTS TO U.T. SYSTEM) | FE+3 | | FE+3 | O | | O | | See Note 1. O = Paper & Electronic |
| 4.5.003 | 140 | ANNUAL FINANCIAL REPORTS | PM | | PM | O | | P | | See Note 1. Required copies sent to TSL Pubc. |
| 4.5.005 | 141 | EXTERNAL REPORTS - SPECIAL PURPOSE - I.E. FEDERAL FINANCIAL REPORTS, SALARY REPORTS, ETC. | FE+3 | | FE+3 | O | | O | | See Note 1. O = Paper & Computer Printout |
| 4.5.006 | 142 | ANNUAL OPERATING BUDGET AGENCY MONTHLY BUDGET REPORTS | FE+3 | | FE+3 | O | | O | | O = Paper & Computer Printout |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | | | SECURITY CODES O - Open Record C - Confidential Record | | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic | |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | | | | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

| CATEGORY 4: FISCAL RECORDS | | | | | | | | | | |
|---|----------|---|------------------|---------|-------|----------|----------|--------|-------|-------------|
| Section 4.6 - Documents Showing Compliance with System of Internal Control | | | | | | | | | | |
| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
| | | | Agency | Storage | Total | | | | | |
| 4.6 | 142a | COMPLIANCE PROGRAM FILES | FE+3 | | FE+3 | O | | P | | |
| 4.6 | 142b | INSTITUTIONAL COMPLIANCE PROGRAM MANUAL | FE+3 | | FE+3 | O | | E | | |
| 4.6 | 142c | GENERAL COMPLIANCE TRAINING RECORDS | PM | | PM | O | | E | | |
| 4.6.001 | 143 | DAILY CONTROL BALANCING REPORTS | FE+3 | | FE+3 | O | | C | | See Note 1. |
| 4.6.003 | 144 | CASH COUNTS | FE+3 | | FE+3 | O | | P | | See Note 1. |

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| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 4: FISCAL RECORDS Section 4.7 - Other Fiscal Records

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| 4.7 | 145 | ACCOUNT HISTORY FILES | AC+5 | | AC+5 | O | | P | X | AC = Closure of account See Note 1. |
| 4.7 | 146 | BANK COLLATERAL RECORDS | FE+5 | | FE+5 | O | | P | | See Note 1. |
| 4.7 | 147 | BOND ISSUANCES AND DEBT SERVICE RECORDS | AC+3 | | AC+3 | O | O | P | X | See Note 1. AC = Until maturity of issue |
| 4.7.002 | 148 | BANK AND APPROPRIATION STATEMENTS AND RECONCILIATION DATA | 5 | | 5 | O | | P | | See Note 1. |
| 4.7.003 | 149 | RETURNED CHECKS/WARRANTS/DRAFTS (CHECK WITH VPBA BEFORE RELEASING) | AC+3 | | AC+3 | O | | P | | See Note 1. |
| 4.7.004 | 150 | CAPITAL ASSET RECORDS | LA+3 | | LA+3 | O | | O | | See Note 1. O = paper & Computer Printout |
| 4.7.006 | 151 | COMPTROLLER STATEMENTS | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 4.7.007 | 152 | CHART OF ACCOUNTS (DETAILED) | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 4.7.008 | 153 | TIME AND EFFORT REPORT / CONTRACT & GRANT CERTIFICATION | 7 | | 7 | O | | C | | See Note 1. |
| 4.7.008 | 154 | GRANT & CONTRACTS FILES | AC+5 | | AC+5 | O | | O | X | See Note 1. UTS Policy O = Paper & Electronic 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. |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 4: FISCAL RECORDS Section 4.7 - Other Fiscal Records

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 4.7.008 | 155 | INDIRECT COST CALCULATIONS | AC+7 | | AC+7 | O | | P | | See Note 1. AC = Date rate issued by cognizant federal agency |
| 4.7.011 | 156 | STATE OF TEXAS GENERAL SERVICES COMMISSION STATEMENTS | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 4.7.012 | 156a | SIGNATURE AUTHORITY | US+FE+ 3 | | US+FE+ 3 | O | | P | | |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) E - Electronic P - Paper |
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NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition.

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 5: SUPPORT SERVICES RECORDS Section 5.1 - General

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 5.1 | 157 | COURSE BOOK INFORMATION REQUEST | AC | 2 | AC+2 | O | | O | | AC = After current semester O = Paper & Electronic |
| 5.1 | 157a | REQUEST TO USE OUTSIDE CATERING SERVICES | FE+3 | | FE+3 | O | | P | | |
| 5.1 | 157b | OFFICE MACHINES RENTAL FORM | AC | | AC | O | | P | | AC = Duration of equipment rental |
| 5.1.001 | 158 | CONTRACTS & LEASES BI-LATERAL AGREEMENTS/CONTRACTS | AC+4 | | AC+4 | O | | O | X | O = Paper & Microfilm AC = Expiration or termination of the instrument according to its terms |
| 5.1.001 | 159 | CONTRACTS & LEASES EQUIPMENT LEASES | AC+4 | | AC+4 | O | | O | X | O = Paper & Microfilm AC = Expiration or termination of the instrument according to its terms |
| 5.1.001 | 160 | CONTRACTS & LEASES SPACE LEASES/PROPERTY LEASES | AC+4 | | AC+4 | O | | O | X | O = Paper & Microfilm AC = Expiration or termination of the instrument according to its terms |
| 5.1.003 | 161 | DELIVERY REPORTS - RECEIVING REPORTS | 1 | 1 | 2 | O | | P | | |
| 5.1.004 | 162 | ADDRESS AND TELEPHONE LISTING | US | | US | O | | E | | |
| 5.1.004 | 163 | MAILING LISTS | US | | US | O | | E | | Magnetic Disk |
| 5.1.005 | 164 | POSTAGE EXPENSE REPORTS | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 5.1.005 | 165 | POSTAGE METER RECORDS | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 5.1.007 | 166 | REQUISITION FOR COPY/PRINTING SERVICE IN-HOUSE | FE+3 | | FE+3 | O | | P | | |
| 5.1.007 | 167 | STAFF SERVICES WORK REQUEST | FE+3 | | FE+3 | O | | P | | |

| | | | | |
|---|---|---|--|---|
| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset | MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES C - Computer Printout E - Electronic M - Microfilm O - Other (Specify in Remarks Column) P - Paper |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 5: SUPPORT SERVICES RECORDS Section 5.1 - General

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---------------------------------------|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| 5.1.007 | 167a | COMPUTER ESTIMATING DOCUMENTS | AV | | AV | O | | O | | O = Paper & computer printout |
| 5.1.007 | 167b | REQUISITION FOR COPY/PRINTING SERVICE | AV | | AV | O | | P | | |
| 5.1.011 | 167c | MONTHLY USAGE REPORTS / COPY CENTER | AV | | AV | O | | P | | |
| 5.1.012 | 168 | PRICE LISTS | US+3 | | US+3 | O | | P | | |
| 5.1.013 | 169 | INSURANCE POLICIES | AC+20 | | AC+20 | O | | P | X | AC = Expiration or termination of the policy according to its terms. UTS Policy |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 5: SUPPORT SERVICES RECORDS Section 5.2 - Facility Management Records

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 5.2 | 170 | PHYSICAL PLANT MAINTENANCE RECORDS - OUTSIDE CONTRACTOR | 5 | | 5 | O | | P | | |
| 5.2 | 171 | PHYSICAL PLANT MAINTENANCE RECORDS - IN-HOUSE CONTRACTOR | 3 | | 3 | O | | P | | |
| 5.2 | 172 | SAFE COMBINATIONS MASTER FILE | LA | | LA | C | | P | X | |
| 5.2 | 173 | REPORTS - ADMINISTRATIVE - SERVICE CALLS | AC+2 | | AC+2 | O | | O | | O = Paper & Computer Printout AC = Completion of service call |
| 5.2.002 | 174 | BUILDING CONSTRUCTION PROJECT FILES | AC+11 | | AC+11 | O | O | P | | UTS Policy AC = Completion of Project |
| 5.2.003 | 175 | BUILDING PLANS AND SPECIFICATIONS | LA | | LA | O | O | P | | |
| 5.2.003 | 176 | BUILDINGS AND FACILITIES - MASTER PLANS | LA | | LA | O | O | P | X | |
| 5.2.003 | 177 | PLANS & SPECIFICATIONS FOR NEW CONSTRUCTION RENOVATIONS, REHABILITATIONS, AND RESTORATIONS | LA | | LA | O | | P | | |
| 5.2.004 | 178 | BUILDING SPACE REQUEST | 1 | | 1 | O | | C | | |
| 5.2.008 | 179 | EQUIPMENT HISTORY FILE | LA+3 | | LA+3 | O | | P | | |
| 5.2.008 | 180 | COMPUTER HARDWARE MAINTENANCE RECORDS | LA+3 | | LA+3 | O | | P | | Life of asset |
| 5.2.009 | 181 | PROPERTY DELETION REQUESTS/TRANSFER NOTICES PA2 FORMS & PA3 FORMS | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 5.2.010 | 182 | EQUIPMENT MANUALS | LA | | LA | O | | P | | Life of asset |
| 5.2.011 | 183 | EQUIPMENT WARRANTIES | AC+1 | | AC+1 | O | | P | | AC = Termination of warranty |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 5: SUPPORT SERVICES RECORDS Section 5.2 - Facility Management Records

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|---------------------------------------|
| | | | Agency | Storage | Total | | | | | |
| 5.2.012 | 184 | ESTIMATE FILES (SUPPLY & REPAIR COST EST) | 1 | | 1 | O | | P | | |
| 5.2.014 | 185 | INVENTORY ANNUAL PHYSICAL EQUIPMENT & REAL PROPERTY | FE+3 | | FE+3 | O | | C | | See Note 1. |
| 5.2.014 | 186 | INVENTORY OF EQUIPMENT AND BUILDINGS | FE+3 | | FE+3 | O | | O | | See Note 1. |
| 5.2.015 | 187 | INVENTORY, EQUIPMENT REMOVAL NOTICE | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 5.2.017 | 188 | LOST/STOLEN PROPERTY REPORT | FE+3 | | FE+3 | O | | O | | 3 X 5 Cards O = Paper & Electronic |
| 5.2.019 | 189 | SERVICE ORDERS | 1 | | 1 | O | | P | | |
| 5.2.020 | 190 | SUPPLY USAGE RECORDS | FE+1 | | FE+1 | O | | P | | |
| 5.2.021 | 191 | SURPLUS PROPERTY SALE | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 5.2.022 | 192 | UTILITY BILLING DETAIL | FE+4 | | FE+4 | O | | P | | |
| 5.2.026 | 193 | FACILITIES RESERVATION LOGS | 2 | | 2 | O | | P | | |
| 5.2.026 | 194 | LOCKER REGISTRATION | 2 | | 2 | O | | P | | |
| 5.2.027 | 195 | SPACE UTILIZATION REPORTS | AV | | AV | O | | C | | |
| 5.2.028 | 196 | BUILDING CONSTRUCTION CONTRACT & INSPECTION RECORDS (\$300,000 OR LESS) | LA+10 | | LA+10 | O | O | P | X | |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES C - Computer Printout E - Electronic M - Microfilm O - Other (Specify in Remarks Column) P - Paper |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 5: SUPPORT SERVICES RECORDS Section 5.3 - Purchasing

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 5.3.002 | 197 | FREIGHT BILLS PAID | FE | 3 | FE+3 | O | | P | | |
| 5.3.003 | 198 | FREIGHT CLAIMS | AC+2 | 3 | AC+2 | O | | P | | AC = Resolution of claim |
| 5.3.004 | 199 | PURCHASE ORDERS | FE+3 | | FE+3 | O | | O | | O = Paper & Microfilm |
| 5.3.005 | 200 | PACKING SLIPS | AV | | AV | O | | P | | |
| 5.3.007 | 201 | BID DOCUMENTATION | FE+3 | | FE+3 | O | | O | | O = Paper & Electronic CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028 |
| 5.3.008 | 202 | PURCHASING CARD LOG | FE+3 | | FE+3 | O | | P | | |
| 5.3.008 | 203 | PURCHASING CARD CARDHOLDER ACTIVITY REPORT | FE+3 | | FE+3 | O | | E | | |

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|--|--|--|---|--|--|--|---|--|
| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | | | SECURITY CODES O - Open Record C - Confidential Record | | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic | |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | | | | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 5: SUPPORT SERVICES RECORDS Section 5.4 - Safety

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 5.4 | 204 | POLICE OPERATIONS LOG | 1 | | 1 | O | | O | | O = Paper & Electronic |
| 5.4.001 | 205 | SAFETY RECORDS - RECORDS OF EXPOSURE TO ASBESTOS, TREMOLITE, ANTHOPHYLLITE, ACTINOLITE, AND OTHER HAZARDOUS MATERIALS | 30 | | 30 | O | | P | X | 29 Code of Federal Regulations, Chapter XVII, filming recommended |
| 5.4.001 | 206 | ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION | CE+5 | | CE+5 | O | | O | X | |
| 5.4.001 | 207 | ACCIDENT REPORT - INDIVIDUAL | CE+5 | | CE+5 | O | | P | | 29 CFR 1904.6. Retain records longer if residual effects possible O = Paper & Electronic |
| 5.4.001 | 208 | WORKERS COMPENSATION REPORTS | CE+5 | | CE+5 | O | | P | X | 29 CFR 1904.6 |
| 5.4.003 | 209 | INSPECTION REPAIR AND MAINTENANCE RECORDS | AC+3 | | AC+3 | O | | P | | AC = Date of the correction of the deficiency, if the inspection report reveals a deficiency |
| 5.4.003 | 210 | SAFETY INSPECTIONS | CE+5 | | CE+5 | O | | E | | |
| 5.4.003 | 211 | ASBESTOS BUILDING SURVEYS | LA+30 | | LA+30 | O | | P | | |
| 5.4.003 | 212 | ASBESTOS MONITORING | 30 | | 30 | O | | P | | |
| 5.4.003 | 213 | ASBESTOS SAMPLING RESULTS | LA+30 | | LA+30 | O | | P | | |
| 5.4.003 | 214 | CHEMICAL INSPECTION REPORTS | 30 | | 30 | O | | P | | |
| 5.4.003 | 215 | FIRE DRILLS | 3 | | 3 | O | | P | | |
| 5.4.003 | 216 | FIRE REPORTS | LA | | LA | O | | P | | |
| 5.4.003 | 217 | FIRE INSPECTIONS | LA | | LA | O | | P | | |
| 5.4.003 | 218 | FIRE MAINTENANCE REPORTS | CE+5 | | CE+5 | O | | E | | |

RETENTION CODES

AC - After Closed
AV - As long as valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months PM - Permanent
US - Until Superseded

SECURITY CODES

O - Open Record
C - Confidential Record

ARCHIVAL CODES

I - Retain in University Archives
O - Review by University Archivist

MEDIUM CODES

C - Computer Printout
E - Electronic
M - Microfilm
O - Other (Specify in Remarks Column)
P - Paper

NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition.

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 5: SUPPORT SERVICES RECORDS Section 5.4 - Safety

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| 5.4.003 | 219 | RADIATION TESTS AND MONITORING | 45 | | 45 | O | | P | | |
| 5.4.003 | 220 | RADIATION PURCHASE RECORDS | 45 | | 45 | O | | P | | |
| 5.4.003 | 221 | RADIATION DISPOSAL RECORDS | 45 | | 45 | O | | P | | |
| 5.4.007 | 222 | HAZARDOUS MATERIALS TRAINING RECORDS | 5 | | 5 | O | | O | X | Texas Health & Safety Code § 502.009(g) O = Paper & Computer Printout |
| 5.4.008 | 223 | HAZARD COMMUNICATION PLANS | US+5 | | US+5 | O | | P | | |
| 5.4.009 | 224 | CHEMICALS INVENTORY | 30 | | 30 | | | | | |
| 5.4.009 | 225 | CHEMICAL TRANSFER RECORDS | LA+30 | | LA+30 | O | | P | | |
| 5.4.009 | 226 | CHEMICAL RECYCLING RECORD | LA+30 | | LA+30 | O | | P | | |
| 5.4.009 | 227 | CHEMICAL WASTE | 30 | | 30 | O | | P | | |
| 5.4.009 | 228 | CHEMICALS HAZ-COM | 30 | | 30 | O | | P | | |
| 5.4.009 | 229 | NARCOTICS & PRECURSOR CHEMICALS (ALL RELATED RECORDS) | 30 | | 30 | | | P | | |
| 5.4.009 | 230 | WORKPLACE CHEMICAL LISTS | 30 | | 30 | O | | P | | |
| 5.4.010 | 231 | MATERIAL SAFETY DATA SHEETS | AC | | AC | O | | O | | AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable O = Paper & Electronic |
| 5.4.012 | 232 | SECURITY ACCESS RECORDS | AC+2 | | AC+2 | O | | P | X | AC = Until superseded, date of expiration or date of termination, whichever sooner |
| 5.4.013 | 233 | DISASTER PREPAREDNESS & RECOVERY PLAN | US | | US | O | | P | X | |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 5: SUPPORT SERVICES RECORDS Section 5.5 - Telecommunications

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| 5.5.001 | 234 | BILLING DETAIL – VENDORS | FE+3 | | FE+3 | O | | O | | O = Paper & Computer Printout See Note 1. |
| 5.5.006 | 235 | BILLING DETAIL – TELEPHONE SERVICE REQUESTS | FE+3 | | FE+3 | O | | P | | |
| 5.5.006 | 236 | LONG DISTANCE DETAIL (INTERNAL) | FE+3 | | FE+3 | O | | O | | O = Paper & Computer Printout |
| 5.5.006 | 237 | LINE/EQUIPMENT CHARGE (INTERNAL) | FE+3 | | FE+3 | O | | O | | O = Paper & Computer Printout |
| 5.5.007 | 238 | DISPUTED CALL DOCUMENTATION | FE+3 | | FE+3 | O | | P | | |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) E - Electronic P - Paper |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY 5: SUPPORT SERVICES RECORDS Section 5.6 - Vehicles

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|-------------------------------|
| | | | Agency | Storage | Total | | | | | |
| 5.6 | 239 | POLICE REPORTS - PARKING VIOLATION NOTICES | 1 | | 1 | O | | O | | O = Paper & Electronic |
| 5.6.004 | 240 | MOTOR VEHICLE DRIVING RECORD (MVR) | US | | US | O | | P | | |
| 5.6.005 | 241 | MILEAGE REPORTS | FE+3 | | FE+3 | O | | P | | See Note 1. |
| 5.6.007 | 242 | TITLES - VEHICLES | AC | | AC | O | | P | X | AC = Disposal of vehicle |
| 5.6.007 | 243 | VEHICLE REGISTRATION FOR PARKING | CE+1 | 2 | CE+1 | C | | O | | O = Paper & Computer Printout |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) E - Electronic P - Paper |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY: PATIENT RECORDS

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| | 300 | PATIENT RECORDS - MEDICAL - ADULTS CALLIER CENTER FOR COMMUNICATION DISORDERS | AC+5 | | AC+5 | C | I | O | X | AC = After last visit (adults) microfilming is mandatory O = Paper & Microfilm |
| | 301 | PATIENT RECORDS - MEDICAL - CHILDREN CALLIER CENTER FOR COMMUNICATION DISORDERS | AC+5 | | AC+5 | C | I | O | X | AC = After child's 16th birthday microfilming is mandatory O = Paper & Microfilm |

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|---|---|--|---|
| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY: POLICE RECORDS

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| | 400 | EVIDENCE RECORDS | AV | | AV | C | I | O | | O = Paper & Electronic |
| | 401 | INCIDENT REPORTS - POLICE | AV+AC | | AV+AC | C | | O | | AC = Statue of limitations O = Paper & Electronic |
| | 402 | RACIAL PROFILING | AV+AC | | AV+AC | O | | O | | AC = Statue of limitations O = Paper & Electronic |
| | 403 | PERSONNEL BACKGROUND INFORMATION FOR POLICE | 3 | | 3 | C | | P | | |
| | 404 | POLICE CASE REPORTS | PM | | PM | C | | O | | UTS Guidelines O = Paper & Electronic |
| | 405 | POLICE DISASTER RECOVERY PLAN | US | | US | O | | P | X | |
| | 406 | SECURITY SENSITIVE FORMS | AV | | AV | O | | P | | |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) E - Electronic P - Paper |
| NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition. | | | |

STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY: STUDENT RECORDS

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| | 700 | ACADEMIC ACTION AUTHORIZATIONS (DISMISSAL, ETC.) | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 701 | ACADEMIC RECORDS (INCLUDING NARRATIVE EVALUATIONS, COMPETENCY ASSESSMENTS, ETC.) OF STUDENTS | PM | | PM | C | I | O | | O = Paper & Electronic |
| | 702 | ACCEPTANCE LETTERS FOR STUDENT APPLICANTS WHO ENTER | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 703 | ADVANCED PLACEMENT RECORDS FOR STUDENT APPLICANTS WHO ENTER | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 704 | ADVANCED PLACEMENT RECORDS OF STUDENTS | AC+5 | | AC+5 | C | | O | | AC = After graduation or date of last attendance O = Paper & Electronic |
| | 705 | APPLICATION FOR ADMISSION OR READMISSION (REENTRY) OF STUDENTS | AC+5 | | AC+5 | C | | O | | AC = After graduation or date of last attendance O = Paper & Electronic |
| | 706 | APPLICATIONS FOR ADMISSION OR READMISSION (REENTRY) FOR STUDENT APPLICANTS WHO ENTER | AC+5 | | AC+5 | C | | O | | AC = After graduation or date of last attendance O = Paper & Electronic |
| | 707 | APPLICATIONS FOR ADMISSIONS FOR APPLICANTS WHO DO NOT ENTER (FERPA APPLIES, BUT RECORD IS SUBJECT TO TEXAS OPEN RECORDS LAW) | AC+1 | | AC+1 | C | | O | | AC = After application term O = Paper & Electronic |
| | 708 | APPLICATIONS FOR GRADUATION - STUDENT RECORDS | AC+1 | | AC+1 | C | | O | | AC = After graduation or date of last attendance O = Paper & Electronic |

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| RETENTION CODES AC - After Closed AV - As long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded | SECURITY CODES O - Open Record C - Confidential Record | ARCHIVAL CODES I - Retain in University Archives O - Review by University Archivist | MEDIUM CODES M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic |
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STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY: STUDENT RECORDS

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| | 710 | CATALOGS - STUDENT RECORDS | PM | | PM | O | I | O | | One copy to be retained I = Internal archives O = Paper & Electronic |
| | 711 | CHANGE OF COURSE (ADD/DROP) - STUDENT RECORDS | AC+1 | | AC+1 | C | | O | | AC = After date submitted O = Paper & Electronic |
| | 712 | CHANGE OF GRADE FORMS (UPDATE DOCUMENTS) | PM | | PM | C | I | O | | O = Paper, Microfilm, & Optical Storage |
| | 713 | CLASS LISTS (ORIGINAL GRADE SHEETS) | PM | | PM | C | I | O | | O = Paper, Microfilm, & Optical Storage |
| | 714 | CLASS SCHEDULES (STUDENTS') | AC+1 | | AC+1 | C | | P | | AC = One year After graduation or date of last attendance |
| | 715 | COMMENCEMENT PROGRAMS | PM | | PM | O | I | P | | |
| | 716 | CORRESPONDENCE, RELEVANT FOR APPLICANTS WHO DO NOT ENTER | AC+1 | | AC+1 | C | | P | | AC = After application term |
| | 717 | CORRESPONDENCE, RELEVANT FOR STUDENT APPLICANTS WHO ENTER | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 718 | CORRESPONDENCE, RELEVANT - STUDENT RECORDS | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 719 | COURSE SYLLABI | AV | | AV | O | | P | | |
| | 720 | CREDIT BY EXAMINATION FORMS, STUDENT RECORDS | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 721 | CREDIT/NO CREDIT APPROVALS - STUDENT RECORDS | AC+1 | | AC+1 | C | | P | | AC = After date submitted |

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|-----------------|----------|--|------------------|---------|--------------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| | 722 | CURRICULUM CHANGE AUTHORIZATIONS | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 723 | DEGREE AUDIT REQUIREMENTS - STUDENT RECORDS | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 724 | DEGREE STATISTICS - STUDENT RECORDS | PM | | PM | O | I | O | | |
| | 725 | DISCIPLINARY ACTION DOCUMENTS - STUDENTS (SEPARATE CONFIDENTIAL RECORD) *DEPENDING ON PENALTY ASSESSED | AC+5/ PM* | | AC+5/ PM* | C | | P | | See Regents' Rules and Regulations Part One, Chapter VI, Section 3.8 |
| | 726 | ENROLLMENT STATISTICS - STUDENTS | PM | | PM | O | I | O | | O = Paper & Electronic |
| | 727 | ENROLLMENT VERIFICATIONS | AC+1 | | AC+1 | O | | O | | AC = After verification O = Paper & Electronic |
| | 728 | ENTRANCE EXAMINATION REPORTS (ACT, CEEB) FOR APPLICANTS WHO DO NOT ENTER | AC+1 | | AC+1 | C | | O | | AC = After application term O = Electronic, Paper, Computer Printout |
| | 729 | ENTRANCE EXAMINATION REPORTS (ACT, CEEB) FOR STUDENT APPLICANTS WHO ENTER | AC+5 | | AC+5 | C | | P | | AC = 5 years After graduation or date of last attendance |
| | 730 | FERPA - DOCUMENTS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) | AC+5 | | AC+5 | C | | P | | See Note 3, Supple. Page 4 AC = After accepted or rejected |
| | 731 | FERPA - DATA DOCUMENTS - REQUESTS FOR FORMAL HEARINGS - STUDENTS | AC | | AC | C | | P | | AC = Life of affected records |
| | 732 | FERPA - REQUEST AND DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION | AC | | AC | C | | P | | See FERPA note from AACRAO AC = Life of affected record |

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|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| | 733 | FERPA - STUDENT STATEMENTS ON CONTENT OF RECORDS REGARDING HEARING PANEL DECISIONS | AC | | AC | C | | P | | See FERPA note from ACCROA AC = Life of affected record |
| | 734 | FERPA - STUDENT'S WRITTEN CONSENT FOR RECORDS DISCLOSURE | AC | | AC | C | | P | | AC = Until terminated by the student or life of affected records* |
| | 735 | FERPA - WAIVERS FOR RIGHTS OF ACCESS | AC | | AC | C | | P | | AC = Until terminated by the student or life of affected records* |
| | 736 | FERPA - WRITTEN DECISIONS OF HEARING PANELS | AC | | AC | C | | P | | AC = Life of affected records* |
| | 737 | FINANCIAL AID ASSISTANCE RECORDS | AC+5 | | AC+5 | C | | O | | AC = After graduation or date of last attendance O = Paper & Microfilm |
| | 738 | FINANCIAL AID DOCUMENTS - STUDENTS | AC+5 | | AC+5 | C | | O | | AC = After annual audit has been accepted by U.S. Dept. of Education O = Paper & Microfilm |
| | 739 | GRADE REPORTS (REGISTRAR'S COPY) | AC+1 | | AC+1 | C | | O | | AC = After date distributed O = Paper, Microfilm, & Electronic |
| | 740 | GRADE STATISTICS - STUDENTS | PM | | PM | O | I | O | | O = Paper & Electronic |
| | 741 | GRADEBOOKS | AV | | AV | C | | P | | |
| | 742 | GRADUATION AUTHORIZATIONS - STUDENT RECORDS | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 743 | GRADUATION LISTS | PM | | PM | O | | O | | O = Paper & Electronic |
| | 744 | HOLD OR ENCUMBRANCE AUTHORIZATIONS - STUDENT RECORDS | AC | | AC | C | | O | | AC = Until released O = Paper & Electronic |

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CATEGORY: STUDENT RECORDS

| RECORD SERIES # | AGENCY # | RECORD SERIES TITLE | RETENTION PERIOD | | | SECURITY | ARCHIVAL | MEDIUM | VITAL | REMARKS |
|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|---|
| | | | Agency | Storage | Total | | | | | |
| | 745 | LETTERS OF RECOMMENDATION FOR APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED | AC+1 | | AC+1 | C | | P | | AC = After application term |
| | 746 | LETTERS OF RECOMMENDATION FOR STUDENT APPLICANTS WHO ENTER | AC | | AC | C | | P | | AC = Until admitted |
| | 747 | NAME CHANGE AUTHORIZATIONS - STUDENTS | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 748 | PASS/FAIL REQUESTS - STUDENTS | AC+1 | | AC+1 | C | | O | | AC = After closing date O = Paper & Electronic |
| | 749 | PERSONAL DATA INFORMATION FORMS - STUDENT RECORDS | AC+1 | | AC+1 | C | | P | | AC = After date submitted |
| | 750 | PLACEMENT SCORES FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED | AC+1 | | AC+1 | C | | O | | AC = After application term O = Paper & Electronic |
| | 751 | PLACEMENT SCORES FOR STUDENT APPLICANTS WHO ENTER | AC+5 | | AC+5 | C | | P | | AC = After graduation or date of last attendance |
| | 752 | RACIAL/ETHNIC STATISTICS - STUDENTS | PM | | PM | O | I | O | | O = Paper & Electronic |
| | 753 | READMISSION SCORES FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED | AC+1 | | AC+1 | C | | P | | AC = After application term |
| | 754 | RECRUITMENT MATERIALS FOR STUDENT APPLICANTS WHO ENTER | AC | | AC | C | | P | | AC = May dispose of materials After enrollment |
| | 755 | RECRUITMENT MATERIALS TO APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED | AC+1 | | AC+1 | C | | P | | AC = After application term |
| | 756 | REGISTRATION FORMS - STUDENTS | AC+1 | | AC+1 | C | | O | | AC = After date submitted O = Paper & Electronic |

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|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| | 757 | RESIDENCY CLASSIFICATION FORMS FOR STUDENT APPLICANTS WHO ENTER | AC+5 | | AC+5 | C | | P | | AC = 5 years After graduation or date of last attendance |
| | 758 | SCHEDULE OF CLASSES (INSTITUTIONAL) | PM | | PM | O | I | P | | |
| | 759 | SOCIAL SECURITY CERTIFICATIONS (STUDENTS) | AC+1 | | AC+1 | C | | P | | AC = After certification |
| | 760 | STUDENT RECORDS - ADVANCED PLACEMENT RECORDS OF APPLICANTS WHO DO NOT ENTER | AC+1 | | AC+1 | C | | P | | AC = After application term |
| | 761 | STUDENT WAIVERS FOR RIGHTS OF ACCESS TO LETTERS OF RECOMMENDATION | AC | | AC | C | | P | | AC = Until terminated |
| | 762 | TEST PAPERS AND EXAMS | 1 | | 1 | C | | P | | |
| | 763 | TEST SCORES FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED | AC+1 | | AC+1 | C | | O | | AC = After application term O = Electronic, Paper, & Computer Printout |
| | 764 | TEST SCORES FOR STUDENT APPLICANTS WHO ENTER | AC+5 | | AC+5 | C | | O | | AC = After graduation or date of last attendance O = Paper & Electronic |
| | 765 | TRANSCRIPT REQUESTS (STUDENT) | AC+1 | | AC+1 | C | | P | | AC = After date submitted |
| | 766 | TRANSCRIPTS - HIGH SCHOOL FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED | AC+1 | | AC+1 | C | | P | | AC = After application term |
| | 767 | TRANSCRIPTS - OTHER COLLEGES FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED | AC+1 | | AC+1 | C | | P | | AC = After application term |

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|-----------------|----------|---|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| | 768 | TRANSCRIPTS FROM HIGH SCHOOL FOR STUDENT APPLICANTS WHO ENTER | AC+5 | | AC+5 | C | | P | | AC = 5 years After graduation or date of last attendance |
| | 769 | TRANSCRIPTS FROM OTHER COLLEGES FOR STUDENT APPLICANTS WHO ENTER | AC+5 | | AC+5 | C | | P | | AC = 5 years After graduation or date of last attendance |
| | 770 | TRANSFER CREDIT EVALUATIONS - STUDENT RECORDS | AC+5 | | AC+5 | C | | O | | AC = After graduation or date of last attendance O = Paper & Electronic |
| | 771 | TUITION AND FEE CHARGES | AC+5 | | AC+5 | C | | E | | AC = After graduation or date of last attendance |
| | 772 | VETERANS ADMINISTRATION CERTIFICATIONS (STUDENTS) | AC+3 | | AC+3 | C | | P | | AC = After graduation or date of last attendance |
| | 773 | WITHDRAWAL AUTHORIZATIONS (STUDENTS) | AC+2 | | AC+2 | C | | P | | AC = After graduation or date of last attendance |
| | 774 | STUDENT INFORMATION SYSTEM (SIS) E-PRINT ELECTRONIC REPORTS | PM | | PM | O | | E | | |
| | 775 | APPLICATION / RENEWALS FOR ORGANIZATION REGISTRATION | 1 | 2 | 3 | O | | P | | |
| | 776 | IMMIGRATION SEMESTER AUDITS | PM | | PM | O | | E | | |
| | 777 | EXPLANATION OF BENEFITS | AC+10 | | AC+10 | O | | P | | AC = After graduation or date of last attendance |
| | 778 | IMMIGRATION STUDENT FILE ON APPLICANT WHO ENTERS | AC+5 | | AC+5 | O | | P | | AC = After graduation or date of last attendance |
| | 779 | IMMIGRATION STUDENT FILE ON APPLICANT WHO DOES NOT ENTER | FE+1 | | FE+1 | O | | P | | |
| | 780 | STUDENT HEALTH INSURANCE WAIVERS, LIST OF WAIVERS, SOS ENROLLMENT FORMS | AC+2 | | AC+2 | O | | P | | AC = After graduation or date of last attendance |
| | 781 | DHL RECEIPTS | FE | | FE | O | | P | | |

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|-----------------|----------|--|------------------|---------|-------|----------|----------|--------|-------|--|
| | | | Agency | Storage | Total | | | | | |
| | 782 | HEALTH INSURANCE STUDENT FILES; COMPLAINTS / GRIEVANCES | AC+7 | | AC+7 | O | | P | | AC = After graduation or date of last attendance |
| | 783 | FRESHMAN HOUSING APPLICATIONS / CO-SIGNER APPLICATIONS | AC+1 | | AC+1 | O | | P | | AC = After graduation or date of last attendance |
| | 784 | CERTIFICATE OF ELIGIBILITY (TO LIVE ON CAMPUS) | AC+1 | | AC+1 | O | | P | | AC = After date submitted |
| | 785 | CLIENT PSYCHOLOGICAL FILES | AC+10 | | AC+10 | C | | P | | AC = After graduation or date of last attendance |
| | 786 | STUDENT / PATIENT MEDICAL RECORDS | AC+10 | | AC+10 | C | | P | | AC = after graduation or date of last attendance |
| | 787 | CLIENT COUNSELING RECORDS | 10 | | 10 | C | | P | | |
| | 788 | COMET CARDHOLDER S' PHOTOS | AC+1 | | AC+1 | O | | O | | AC = After graduation or date of last attendance O = Paper & Electronic |

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|---|------------------------|----------------------------|-------------------------|------------------------------------|-----------------------|---------------------|---------------------------------------|
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