

STATE OF TEXAS  
RECORDS RETENTION SCHEDULE

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Agency: The University of Texas at Dallas

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# THE UNIVERSITY OF TEXAS AT DALLAS

## RECORDS RETENTION SCHEDULE



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**CAUTION**

**A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of a retention period for the record set by the commission or the approved records retention schedule of the agency until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.**

**Section 441.187(b), Government Code**

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## 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

<b>RETENTION CODES</b> 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long as valuable CE - Calendar Year End FE - Fiscal Year End LA - Life of Asset MO - Months PM - Permanent US - Until Superseded	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic
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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	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
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

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			Agency	Storage	Total					
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	
1.1.025	34	POLICIES AND PROCEDURES MANUALS - UTD	US+AV+ 3		US+AV+ 3	O	O	P	X	

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			Agency	Storage	Total					
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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RECORD SERIES #	AGENCY #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			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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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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## 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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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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## 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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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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## 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 <sup>rd</sup> 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 <sup>rd</sup> 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 superceded 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 superceded 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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### 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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic
<b>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.</b>			

## 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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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 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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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 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.

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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 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

**RETENTION CODES**

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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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## STATE OF TEXAS RECORDS RETENTION SCHEDULE

<b>CATEGORY 4: FISCAL RECORDS</b>										
<b>Section 4.1 - Worksheets, Detail Information on Economic Event or Transaction</b>										
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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## 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.

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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 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

**RETENTION CODES**

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Permanent  
US - Until Superseded

**SECURITY CODES**

O - Open Record  
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**ARCHIVAL CODES**

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

**MEDIUM CODES**

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

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## 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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## 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 WORK PAPERS (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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## STATE OF TEXAS RECORDS RETENTION SCHEDULE

<b>CATEGORY 4: FISCAL RECORDS</b>										
<b>Section 4.6 - Documents Showing Compliance with System of Internal Control</b>										
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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## 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.

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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 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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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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## 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		

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> M - Microfilm O - Other (Specify in Remarks Column) P - Paper C - Computer Printout E - Electronic
<b>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.</b>			

## 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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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 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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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 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	

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> M - Microfilm C - Computer Printout E - Electronic O - Other (Specify in Remarks Column) P - Paper
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## 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		

**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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## 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		

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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 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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## 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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## 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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Permanent  
US - Until Superseded

**SECURITY CODES**

O - Open Record  
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**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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## 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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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: 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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LA - Life of Asset

MO - Months PM -  
Permanent  
US - Until Superseded

**SECURITY CODES**

O - Open Record  
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**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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## 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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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					
	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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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					
	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	GRADE BOOKS	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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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					
	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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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					
	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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## 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					
	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	DAHL RECEIPTS	FE		FE	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

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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					
	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

<b>RETENTION CODES</b> 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	<b>SECURITY CODES</b> O - Open Record C - Confidential Record	<b>ARCHIVAL CODES</b> I - Retain in University Archives O - Review by University Archivist	<b>MEDIUM CODES</b> 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**

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Agency: The University of Texas at Dallas

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**SUPPLEMENTAL**

**\* Whenever the recommended retention period is the “life of the affected record,” the retention period of the FERPA document is meant to be the same as that of the student record to which it pertains: students’ waivers of rights to access to letters of recommendation, for example, should be retained until terminated or the letters themselves are destroyed. If the retention period for a record to which a Family Educational Rights and Privacy Act (FERPA) document pertains is permanent, the FERPA document should also be permanently retained and microfilmed for added security.**

**STATE OF TEXAS  
RECORDS RETENTION SCHEDULE**

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**STUDENT RECORDS – ADMISSIONS DATA/DOCUMENTS FOR APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED**

1. Although the retention period recommended for the documents listed above is one year, federal legislation, state statutes, or institutional policy may dictate otherwise. The federal legislation which governs these records is as follows:

Veterans Administration regulations require that all recruitment materials be retained three years.

2. Records for applicants who do not enter are not covered by FERPA.
3. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroying them.

**STATE OF TEXAS  
RECORDS RETENTION SCHEDULE**

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Agency: The University of Texas at Dallas

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**STUDENTS RECORDS – ADMISSIONS DATA/DOCUMENTS FOR APPLICANTS WHO ENTER**

1. The retention periods recommended are based on the following:
  - a. The forms are maintained in individual student folders and are retained no longer than five years after graduation or date, term, or semester and year of last attendance.
  - b. Uniform retention periods allow for the destruction of the entire folder which will save considerable sorting.
  - c. Essential data will be recorded on academic records which are retained permanently.
2. Family Educational Rights and Privacy Act (FERPA) states that letters of recommendation not accompanied by waivers and retained beyond their intended use may be viewed by the student. As a consequence, it is recommended that these letters be destroyed after admission of the student. Waivers of rights of access filed with letters of recommendations should be retained as long as the file is retained. Students who revoke their waivers of rights of access may not see letters of recommendation during the time the waivers were in force.
3. The Veterans Administration (VA) regulations state that the following student records must be retained for at least three years after termination of enrollment:
  - a. Previous education or training (transcripts from other colleges).
  - b. Evidence of formal admission (acceptance letters). The regulations state that longer retention will not be required unless a written request is received from the General Accounting Office or the VA no later than 30 days prior to the end of the three-year period.
4. Educational institutions which participate in federal, state, and private programs of low-interest loans to students must retain student records of admission and placement for five years after graduation or withdrawal. In the event of an open audit, records must be retained until all questions are resolved.
5. Some documents from institutions in other countries might be originals and therefore difficult for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroying them.

**STUDENT RECORDS – REGISTRATION AND RECORDS DATA/DOCUMENTS**

**STATE OF TEXAS  
RECORDS RETENTION SCHEDULE**

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1. Any record recommended for permanent retention should be microfilmed for security even if the originals are retained. The original microfilm should be stored and secured in an off-site location.
2. The recommended five-year retention period noted in the schedule begins with the date of graduation or the date, term, or semester and year of last attendance.
3. The Family Educational Rights and Privacy Act (FERPA) specifically requires institutions to maintain records of requests and disclosures of personally identifiable information except for defined “directory information” and requests from students for their own records. The records of disclosures and requests for disclosures are considered part of the students’ educational records; therefore, they must be retained as long as the educational records to which they refer are retained by the institution.
4. The Veterans Administration (VA) regulations state that the following records must be retained for at least three years after termination of enrollment:
  - a. Grade reports and/or statements of progress (academic records)
  - b. Change of course forms
  - c. Transfer credit evaluations
  - d. Degree audit records

VA regulations require that all advertising, sales, and enrollment materials (e.g. catalogs and brochures) used by or on behalf of the institution be retained three years after the termination of a veteran’s enrollment. In addition, records of tuition and fees charged to and collected from students, grade reports and statements of progress (academic records), and previous education and training documents (transfer credit evaluations) must be retained for three years.

5. Educational institutions which participate in federal, state, and private programs of low-interest loans to students must retain for five years after graduation or withdrawal students’ records of academic progress, attendance, and courses studied. In the event of an open audit, records must be retained until all questions are resolved.
6. Although student records created and maintained by medical and dental schools are usually narrative assessments of academic progress or clinical practice, for purposes of this retention schedule, such records are in the same category as the academic record.

**STUDENT RECORDS – REGISTRATION AND RECORDS DATA/DOCUMENTS, Continued**

**STATE OF TEXAS  
RECORDS RETENTION SCHEDULE**

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7. The Immigration and Naturalization Service (INS) states that the school must keep a record used to comply with the reporting requirements for at least one year. Since many items included in foreign students' records are to be retained at least five years, it is recommended that INS documentation also be retained five years.