

**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

**CATEGORY 1: ADMINISTRATION RECORDS
Section 1.1 - General**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
1	1.1	ACADEMIC AFFAIRS - ACADEMIC GOVERNANCE MEETING MINUTES	15		15	O	O	P		MINUTES AND NOTES OF FACULTY SENATE AND COUNCIL MEETINGS
2	1.1	ACADEMIC AFFAIRS - TEACHING LOAD FILES	15		15	O	O	C		
3	1.1	ACADEMIC AFFAIRS FACULTY HANDBOOK	PM		PM	O		P		1 COPY OF ORIG - PM
4	1.1	ACADEMIC AFFAIRS MEETING MINUTES - DEAN'S COUNCIL MINUTES	15		15	O	O	P		
5	1.1	AFFILIATION AGREEMENTS	AC+2		AC+2	O		P	X	BOARD OFFICE KEEPS FOR LIFE OF AGREEMENT
6	1.1	DEEDS AND OTHER DOCUMENTS REFLECTING LEGAL TITLE	LA		LA	O	O	P	X	
7	1.1	DEGREE PROPOSALS	PM		PM	O		P		
8	1.1	DEVELOPMENT OF UT DALLAS SYNERGY PARK	15		15	O	I	PC		THESE FILES ARE THE HISTORY OF THE LAND DEVELOPMENT AT UTD
9	1.1	EXCELLENCE IN EDUCATION TRUST LAND	15		15	O	I	PC		THESE FILES ARE THE HISTORY OF THE LAND DEVELOPMENT AT UTD
10	1.1	GIFT RECORDS	PM		PM	O	O	P		UTS POLICY, SECURITY IS OPEN WITH RESTRICTIONS
11	1.1	OFF-CAMPUS COURSE INVENTORY	FE+3		FE+3	O	I	PC		
12	1.1	PATENTS, TRADEMARKS, COPYRIGHTS AND DOCUMENTATION (E.G., RESEARCH RECORDS, REFLECTING USAGE AND THE LIKE) SEE REMARKS	AC+20		AC+20	O	O	P	X	INCLUDES UNDERLYING PATENTS, TRADEMARKS & COPYRIGHTS. 3U.S.C./SEC. 15

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13	1.1	PRESS CLIPPINGS	2		2	O	O	P		REVIEW PRIOR TO TRANSFER
14	1.1	SPONSORED GRANTS AND CONTRACTS	AC+5		AC+5	O		P		KEPT IN OFFICE OF SPONSORED PROJECTS
15	1.1	SURVEYS, REPORTS, QUESTIONNAIRES, MANDATED	AC+5		AC+5	O		P		
16	1.1	SURVEYS, REPORTS, QUESTIONNAIRES, VOLUNTARY	AC+1		AC+1	O		P		
17	1.1	TEXAS RESEARCH FOUNDATION GIFT LAND	15		15	O	I	PC		THESE FILES ARE THE HISTORY OF THE LAND DEVELOPMENT AT UTD
18	1.1.001	ADDRESS AND TELEPHONE LISTING	US		US	O		P		
19	1.1.002	EXTERNAL AUDITS	AC+3		AC+3	O		P		EXTERNAL AUDITS ARE THOSE PERFORMED BY UNIVERSITY ON EXTERNAL ENTITIES
• 20	1.1.003	INTERNAL AUDIT REPORT	AC+14		AC+14	O		P		KEPT BY INTERNAL AUDIT OFFICE, INCLUDES UT SYSTEM AUDITS
• 21	1.1.003	INTERNAL AUDIT WORKING PAPERS	7		7	C		P		
22	1.1.004	BIENNIAL BUDGET REQUESTS	AC+6		AC+6		I	P	X	AC = PASSAGE OF APPROPRIATIONS
23	1.1.007	CORRESPONDENCE, ADMINISTRATIVE (INCOMING/OUTGOING LETTERS REGARDING POLICIES, PROCEDURES & OTHER MAJOR TRANSACTIONS)	3		3	O	O	P	X	EVALUATE AFTER 3 YEARS

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			Agency	Storage	Total					
24	1.1.008	CORRESPONDENCE, GENERAL (INCOMING/OUTGOING LETTERS, GENERAL INQUIRIES AND REQUESTS)	1		1	O		P		
• 25	1.1.012	INSURANCE POLICIES	AC+20		AC+20	O		P	X	UTS POLICY
26	1.1.017	BOARD OF REGENTS' MINUTES	PM		PM	O		P		MAINTAIN PERMANENTLY IN PRESIDENT'S OFFICE
27	1.1.018	MEETING MINUTES/NOTES - STAFF	1		1	O		P		MINUTES AND NOTES OF INTERNAL STAFF MEETINGS
28	1.1.019	NEWS OR PRESS RELEASES	2		2	O	O	PO		
29	1.1.020	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P		
30	1.1.021	OPEN RECORDS REQUESTS - DENIED	AC+1	1	AC+2	O		P		
31	1.1.023	ORGANIZATION CHARTS - ORIGINAL	US		US	O	I	P		
32	1.1.024	PLANNING RECORDS	AR		AR	O	O	P		AR=ANNUAL REVIEW
33	1.1.025	BOARD OF REGENTS' RULES AND REGULATIONS	US		US	O		P		BOARD OFFICE SUGGESTS PRESIDENT'S OFFICE KEEP ALL EARLIER AMENDMENTS
34	1.1.025	NUMBERED POLICY MEMORANDA	US		US	O	O	P	X	POLICIES & PROCEDURES MANUAL - AN INTERNAL PUBLICATION
35	1.1.025	POLICE POLICIES AND PROCEDURES MANUAL	US		US	O		P	X	
36	1.1.025	POLICIES AND PROCEDURES MANUALS - UT SYSTEM	US+PS		US+PS	O	O	P		

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37	1.1.025	POLICIES AND PROCEDURES MANUALS - UTD	US+PS		US+PS	O	O	P		
38	1.1.028	PUBLICATION FILES - STUDENT NEWSPAPER	1		1	O	O	P		
39	1.1.028	PUBLICATION FILES - UNIVERSITY AFFAIRS	PS+US		PS+US	O	O	P		
40	1.1.029	RECORD COPY - PUBLICATIONS	PM		PM	O	I	P		
41	1.1.029	STUDENT NEWSPAPER - RECORD COPY	3		3	O	I	P		
42	1.1.031	COORDINATING BOARD ENROLLMENT REPORTS	10	PM	PM	O		PE	X	FOR INSTITUTIONAL RESEARCH & PLANNING
43	1.1.031	SEMESTER AND ANNUAL REPORTS	5		5	O		P		
44	1.1.032	REPORTS - ANNUAL & BIENNIAL (NON-FISCAL)	PM		PM	O	I	P		
45	1.1.038	INTEGRATED POST SECONDARY EDUCATION DATA SYSTEM/HIGHER EDUCATION GENERAL INFORMATION SURVEY	10		10	O	I	P		OFFICE OF INSTITUTIONAL RESEARCH & PLANNING USES FOR STUDIES
46	1.1.038	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
47	1.1.038	SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS ACCREDITATION REPORTS	10		10	O	I	P	X	OFFICE OF INSTITUTIONAL RESEARCH & PLANNING USES FOR STUDIES
48	1.1.039	RULES AND REGULATIONS - PARKING/TRAFFIC	US		US	O		PO		PRINTED FORM

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49	1.1.043	TRAINING MANUALS	US/PS +1		US/PS +1	O		P		
CATEGORY 1: ADMINISTRATION RECORDS Section 1.1 - General										
AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
50	1.1.043	STUDENT COUNSELING INTERN TRAINING MANUALS	US+1		US+1	O		P		
51	1.1.044	TRAVEL AUTHORIZATIONS	FE+3		FE+3	O		P		SEE NOTE 1.
52	1.1.046	AUDITS BY THE STATE AUDITOR'S OFFICE	AC+5		AC+5	O		P		STATE AUDITOR'S OFFICE RETAINS THE PERMANENT RECORD COPY
53	1.1.048	LITIGATION FILES	AC+10		AC+10	C		P		
57	1.1.050	PERFORMANCE REPORTS TO THE LEGISLATURE (SEMI-ANNUAL & ANNUAL)	PM		PM	O		P	X	
• 58	1.1.056	ADA DOCUMENTATION	3		3	O		P		

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**STATE OF TEXAS
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**CATEGORY 1: ADMINISTRATION RECORDS
Section 1.2 - Records Management**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
59	1.2.002	DISASTER RECOVERY PLAN	US		US	O		P	X	
60	1.2.005	RECORDS RETENTION SCHEDULE	US		US	O		P	X	US = UNTIL SUPERSEDED
61	1.2.008	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (Texas State Library RMD Form 102)	2		2	O		P		
• 62	1.2.010	LOG OF RECORDS DESTROYED (INCLUDING APPROPRIATE APPROVALS AND DATE OF DESTRUCTION)	PM		PM	O		P		

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**STATE OF TEXAS
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**CATEGORY 2: AUTOMATION RECORDS
Section 2.1 - Automated Applications**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
• 63	2.1.001	AUTOMATED FILES - PROCESSING FILES	PS		PS	O		E		PS = Dispose of after completion of 3rd update cycle except for: a) Raw data input or source file which replaces or serves as the basic source document in lieu of a textual or other source document - Follow the retention period approved for the equivalent type of textual record or as long as administratively valuable, whichever longer. b) Routine or benchmark data file used in testing a system or 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.
• 64	2.1.002	AUTOMATED FILES - MASTER FILES	PS		PS	O		E		PS = Dispose of after completion of 3rd update cycle except for: a) Data file which replaces or serves in lieu of a textual record - Follow the retention period approved for the equivalent type of textual 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.

**CATEGORY 2: AUTOMATION RECORDS
Section 2.1 - Automated Applications**

AGENCY	RECORD	RETENTION PERIOD					
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#	SERIES #	RECORD SERIES TITLE	Agency	Storage	Total	SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
65	2.1.004	COMPUTER PRODUCE OUTPUT - DEPARTMENT WORK ORDER	3	1	4	O		P		
66	2.1.006	DOCUMENTATION - SYSTEM/APPLICATIONS	US		US	C		P	X	
• 75	2.1.006	OPERATING SYSTEM FIRST DOCUMENTATION	US		US	C		P	X	
• 76	2.1.006	OPERATING SYSTEM FILES - DOCUMENTATION	PS+US		PS+US	C		E	X	DISK
• 67	2.1.007	SOFTWARE PROGRAMS AND JOB CONTROL LANGUAGE	PS		PS	O		E	X	PS = 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.

**CATEGORY 2: AUTOMATION RECORDS
Section 2.2 - Computer Center**

AGENCY	RECORD	RETENTION PERIOD					
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68	2.2.001	ACTIVITY MONITORING RECORDS - CONSOLE LOG	PS		PS	O		E		MAGNETIC TAPE
69	2.2.001	LOG OF CONNECTIONS TO ACADEMIC COMPUTER CENTER	PS		PS	O		E		MAGNETIC TAPE
70	2.2.002	COMPUTER UTILIZATION RECORDS	5		5	O		E		MAGNETIC TAPE
71	2.2.003	COMPUTER HARDWARE MAINTENANCE RECORDS	LA+1		LA+1	O		P		LIFE OF ASSET
• 72	2.2.004	COMPUTER JOB SCHEDULES AND REPORTS	3 MO.		3 MO.	O		P		
73	2.2.005	ACADEMIC COMPUTING PLANNING RECORDS (REPORTS, STUDIES & ANALYSES)	5		5	O		P	X	
74	2.2.006	ACADEMIC COMPUTING PLANNING RECORDS (LONG AND SHORT-RANGE PLANS)	US		US	O		P	X	

**CATEGORY 3: EMPLOYMENT RECORDS
Section 3.1 - Employee Records**

AGENCY	RECORD	RETENTION PERIOD					
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77	3.1	BENEFITS INFORMATION FORM (DATA ENTRY FORM)	AC+5		AC+5	C		P		AC = AFTER TERMINATION
• 79	3.1	INDIVIDUAL PERSONNEL FILES (MAINTAINED IN PERSONNEL OFFICE OF COMPONENT INSTITUTION)	AC+5		AC+5	O		P		AC = TERM OF EMPLOYMENT
80	3.1	PERSONAL DATA FORM	AC+5		AC+5	O		P		AC = AFTER TERMINATION
81	3.1.001	APPLICATIONS OF EMPLOYEES NOT HIRED	2		2	O		P		
82	3.1.002	APPLICATIONS FOR EMPLOYMENT - PERSONS HIRED	AC+5		AC+5	O		P		
• 83	3.1.003	APPLICATIONS FOR TEMPORARY EMPLOYMENT	2		2	O		P		29 CFR SEC 1602.49(A)
84	3.1.004	APTITUDE/SKILLS TEST/TEST PAPERS	2		2	O		P		TYPING ASSESSMENTS REDONE - 6 MO
85	3.1.010	EEO-6	3		3	O		P		29 CFR 1602.48
86	3.1.011	EMPLOYEE'S INSURANCE FILE	AC+50		AC+50	O		P	X	UTS POLICY
87	3.1.012	EMPLOYMENT ADVERTISEMENTS	2		2	O		P		29 CFR 1602.49(A)
88	3.1.014	EMPLOYMENT SELECTIONS	2		2	C		P	X	29 CFR 1602.49(A)
89	3.1.017	FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE	CE+5		CE+5	O		P	X	
• 90	3.1.019	PERFORMANCE APPRAISAL	AC+50		AC+50	C		P		AC = AFTER TERMINATION

**CATEGORY 3: EMPLOYMENT RECORDS
Section 3.1 - Employee Records**

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91	3.1.020	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+3		AC+3	O		P		ORD 208 (1978)
92	3.1.021	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+3		AC+3	O		P		ORD 208 (1978)
93	3.1.022	PERSONNEL ACTION FORM (PAF)	AC+4		AC+4	O		P		29 CFR SEC 1602.49(A)
94	3.1.023	POSITION/JOB DESCRIPTIONS	US	4	US+4	O		P	X	
95	3.1.026	SECURITY CLEARANCES	AC+3		AC+3	O		P		
96	3.1.027	TRAINING RECORDS	AC+1	2	AC+3	O		P		
97	3.1.028	WORKERS COMPENSATION REPORTS	CE+5		CE+5	O		P	X	29 CFR 1904.6
98	3.1.029	EMPLOYMENT ELIGIBILITY VERIFICATION	AC+3		AC+3	O		P	X	AC = AFTER TERMINATION
99	3.1.031	EMPLOYEE BENEFITS - OPTIONAL RETIREMENT	AC+50		AC+50	O		PM	X	AC = UNTIL EMPLOYMENT TERMINATED. OPEN RECORDS DECISION 545, 3/20/90
• 100	3.1.034	RESUMES - UNSOLICITED	1		1	O		P		

**CATEGORY 3: EMPLOYMENT RECORDS
Section 3.2 - Payroll**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
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101	3.2.001	EMPLOYEE DEDUCTION AUTHORIZATION	AC+3		AC+3	C		P	X	DATA ENTRY FOR W-4 INFORMATION
102	3.2.001	U.S. TAX AUTHORIZATION	AC+5		AC+5	O		P		AC = AFTER TERMINATION
103	3.2.002	EMPLOYEE EARNING RECORDS	4		4	O		P	X	40 TAC 301.6(A)(3)
104	3.2.003	FEDERAL TAX RECORDS, INCLUDES FICA RECORDS	FE+6		FE+6	O		P	X	UTS POLICY 26 CFR SEC. 31.6001-1
105	3.2.004	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)
106	3.2.005	W-4 FORMS, EMPLOYER'S COPY OF "EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE"	AC+4		AC+4	C		P	X	26 CFR 31.6001-5
107	3.2.006	WAGE RATE TABLES	2		2	O		P		29 CFR 516.6(A)(2)
108	3.2.007	UNEMPLOYMENT COMPENSATION	AC+5		AC+5	O		P		
109	3.2.008	DIRECT DEPOSIT (OR MAIL DEPOSIT) APPLICATION/AUTHORIZATION	US		US	O		P	X	
110	3.2.009	STATE DEFERRED COMPENSATION	AC+4		AC+4	O		P	X	
111	3.2.010	HRIS REPORTS AND DOCUMENTATION	AC+4		AC+4	O		PE	X	

**CATEGORY 3: EMPLOYMENT RECORDS
Section 3.3 - Personnel Administration**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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 C - Computer Print-Out E - Electronic	P - Paper (Specify in Remarks Column)
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

112	3.3	TIME AND EFFORT REPORT/ CONTRACT & GRANT CERTIFICATION	7		7	O		PC		
• 113	3.3	ACADEMIC AFFAIRS - AFFIRM ACTION FILES FACULTY AND ADMINISTRATIVE & PROFESSIONAL EMPLOYEES	5		5	O	O	P	X	29 CFR 30.8(E)
• 119	3.3	ACADEMIC AFFAIRS - FACULTY/LECTURER/ADJUNCT FILES	AC+5		AC+5	C		P	X	AC = AFTER TERMINATION
• 120	3.3	ACADEMIC AFFAIRS - FORMER EMPLOYEES (FACULTY)	AC+5		AC+5	O		P		AC = AFTER TERMINATION
114	3.3.001	AFFIRMATIVE ACTION PLANS	5		5	O		P		29 CFR 30.8(E)
115	3.3.004	BENEFIT PLANS	US+1		US+1	O		P	X	
116	3.3.005	EMPLOYEE ID CHANGE & RECORD DELETION	AC+5		AC+5	O		P		AC = AFTER TERMINATION
117	3.3.006	ALPHABETICAL EMPLOYEE LISTING	US		US	O		M		
118	3.3.008	EMPLOYEES HIRED DURING MONTH	US		US	O		P		
121	3.3.011	PERSONNEL - PAYROLL MASTER FILE	AC+50		AC+50	C		M	X	
• 242	3.3.011	FORMER EMPLOYEE VERIFICATION RECORDS	PM		PM	O		M	X	
122	3.3.012	BUDGET ACTION FORM (BAF)	AC+4		AC+4	O		P		40 TAC SEC. 301.6(H)
• 123	3.3.014	AGENCY POSITIONS/JOB DESCRIPTIONS	AC+4 or US+4		AC+4 or US+4	O		P		
124	3.3.015	POSITION JOB/CLASSIFICATION REVIEW FILE	US+3		US+3	O		P		

**CATEGORY 3: EMPLOYMENT RECORDS
Section 3.3 - Personnel Administration**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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 C - Computer Print-Out E - Electronic	(Specify in Remarks Column) P - Paper
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

125	3.3.017	QUARTERLY FTE REPORTS TO STATE AUDITOR	3		3	O		P		
• 126	3.3.022	TEXAS EMPLOYMENT COMMISSION (TEC) REPORTS	3		3	O		P		

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

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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	E - Electronic
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

• 127	3.4.001	ACCUMULATED LEAVE ADJUSTMENT REQUESTS	FE+3		FE+3	O		P		
128	3.4.002	LEAVE STATUS REPORT	FE+3		FE+3	O		P	X	
129	3.4.006	TIME CARDS AND TIME ROSTERS	FE+4		FE+4	O		P		
• 130	3.4.008	SICK LEAVE POOL DOCUMENTATION	FE+3		FE+3	O		P		OPEN RECORD EXCEPT FOR MEDICAL RECORDS THAT MAY EXIST IN FILE

CATEGORY 4: FISCAL RECORDS

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

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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 Print-Out E - Electronic
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

131	4.1.001	ACCOUNTS PAYABLE INFORMATION	FE+3		FE+3	O		C		SEE NOTE 1.
132	4.1.002	BILLING DETAIL	FE+3		FE+3	O		P		SEE NOTE 1.
133	4.1.003	CANCELLED CHECKS	FE+3		FE+3	O		P		SEE NOTE 1.
134	4.1.003	CHECK REGISTERS	FE+3		FE+3	O		C		SEE NOTE 1.
135	4.1.004	ENCUMBRANCE DETAIL	FE+3		FE+3	O		C		SEE NOTE 1.
136	4.1.005	INVENTORY AND OTHER COST FILES PRODUCTION, JOB LABOR, QUOTES, PRICING, SPECIFICATIONS, ETC.	FE+3		FE+3	O		P		SEE NOTE 1.
137	4.1.007	TRANSMITTAL OF FUNDS/COST CENTER TRANSFERS	FE+3		FE+3	O		P		SEE NOTE 1.

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

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

138	4.2.002	CASH RECEIPTS	FE+3		FE+3	O		P	X	SEE NOTE 1.
139	4.2.003	DAILY CASH RECEIPTS LOG	FE+3		FE+3	O		PC		SEE NOTE 1.
140	4.2.005	PURCHASE ORDERS, PURCHASE VOUCHERS, RECEIVING REPORTS, REQUISITIONS, & BIDS	FE+3		FE+3	O		P		SEE NOTE 1.
141	4.2.006	JOURNAL VOUCHERS (INCLUDING INTERDEPARTMENTAL TRANSFERS)	FE+3		FE+3	O		PC		SEE NOTE 1.
142	4.2.007	EMPLOYEE TRAVEL EXPENSES	FE+3		FE+3	O		P		SEE NOTE 1.

**CATEGORY 4: FISCAL RECORDS
Section 4.3 - Journals or Registers**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served LA - Life of Asset	SECURITY CODES	O - Open Record C - Confidential Record	ARCHIVAL CODES	I - Retain in University Archives O - Review by University Archivist	MEDIUM CODES	C - Computer Print-Out E - Electronic	M - Microfilm O - Other (Specify in Remarks Column) P - Paper
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

143	4.3.001	SALES JOURNALS OR REGISTERS	FE+3		FE+3	O		PC		SEE NOTE 1.
144	4.3.002	RECEIPTS JOURNALS OR REGISTERS	FE+3		FE+3	O		PC		SEE NOTE 1.
145	4.3.003	EXPENDITURE JOURNALS OR REGISTERS	FE+3		FE+3	O		PC		SEE NOTE 1.

**CATEGORY 4: FISCAL RECORDS
Section 4.4 - Ledgers**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

146	4.4.001	GENERAL LEDGER	10		10	O		M	X	See Note 1.
147	4.4.002	ACCOUNTS RECEIVABLE LEDGERS	FE+3		FE+3	O		PC	X	See Note 1.
148	4.4.003	ACCOUNTS PAYABLE LEDGERS	FE+3		FE+3	O		PC		See Note 1.
149	4.4.004	EMPLOYEE SAVINGS BOND LEDGERS	FE+3		FE+3	O		E	X	See Note 1.

**CATEGORY 4: FISCAL RECORDS
Section 4.5 - Reports**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served LA - Life of Asset	SECURITY CODES	O - Open Record C - Confidential Record	ARCHIVAL CODES	I - Retain in University Archives O - Review by University Archivist	MEDIUM CODES	C - Computer Print-Out E - Electronic	M - Microfilm O - Other (Specify in Remarks Column) P - Paper
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

150	4.5.001	ANNUAL FINANCIAL REPORT WORKPAPERS (INCLUDING 13TH MONTH POST - CLOSING REPORT)	6		6	O		PM		SEE NOTE 1.
151	4.5.001	WORKSHEETS FOR PREPARING REPORTS	FE+3		FE+3	O		PC		SEE NOTE 1.
152	4.5.002	MONTHLY FINANCIAL REPORTS	FE+3		FE+3	O		PM		SEE NOTE 1.
153	4.5.002	INTERNAL MANAGEMENT REPORTS (INCLUDES REPORTS TO U.T. SYSTEM)	FE+3		FE+3	O		PC		SEE NOTE 1.
154	4.5.003	ANNUAL FINANCIAL REPORTS	PM		PM	O		P		SEE NOTE 1. REQUIRED COPIES SENT TO TSL PUBC.
155	4.5.005	EXTERNAL REPORTS - SPECIAL PURPOSE - I.E. FEDERAL FINANCIAL REPORTS, SALARY REPORTS, ETC.	FE+3		FE+3	O		PC		SEE NOTE 1.
156	4.5.006	ANNUAL OPERATING BUDGET AGENCY MONTHLY BUDGET REPORTS	FE+3		FE+3	O		PC		SEE NOTE 1.

<p align="center">CATEGORY 4: FISCAL RECORDS Section 4.6 - Documents Showing Compliance with System of Internal Control</p>										
AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent FE - Fiscal Year End LA - Life of Asset	PS - Purpose Served 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 Print-Out E - Electronic	M - Microfilm O - Other (Specify in Remarks Column) P - Paper
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

157	4.6	DAILY CONTROL BALANCING REPORTS	2		2	O		C		SEE NOTE 1.
158	4.6.003	CASH COUNTS	FE+3		FE+3	O		P		SEE NOTE 1.
159	4.6.004	INVENTORY SHEETS	FE+3		FE+3	O		P		SEE NOTE 1.

**CATEGORY 4: FISCAL RECORDS
Section 4.7 - Other Fiscal Records**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

160	4.7	ACCOUNT HISTORY FILES	AC+5		AC+5	O		P	X	SEE NOTE 1.
161	4.7	BANK COLLATERAL RECORDS	FE+5		FE+5	O		P		SEE NOTE 1.
162	4.7	BOND ISSUANCES AND DEBT SERVICE RECORDS	AC+3		AC+3	O	O	P	X	SEE NOTE 1. AC = UNTIL MATURITY OF ISSUE
163	4.7	RULES AND REGULATIONS - INTERNAL AUDIT MANUAL	US		US	O		P		SEE NOTE 1.
164	4.7.001	ACCOUNTING POLICIES AND PROCEDURES MANUAL	US+3		US+3	O		P	X	SEE NOTE 1.
165	4.7.002	BANK AND APPROPRIATION STATEMENTS AND RECONCILIATION DATA	5		5	O		P		SEE NOTE 1.
166	4.7.003	RETURNED CHECKS/WARRANTS/DRAFTS (CHECK WITH VPBA BEFORE RELEASING)	AC+3		AC+3	O		P		SEE NOTE 1.
167	4.7.004	CAPITAL ASSET RECORDS	LA+3		LA+3	O		C		SEE NOTE 1.
168	4.7.006	COMPTROLLER STATEMENTS	FE+3		FE+3	O		P		SEE NOTE 1.
169	4.7.007	CHART OF ACCOUNTS (DETAILED)	FE+3		FE+3	O		P		SEE NOTE 1.
170	4.7.008	GRANT & CONTRACTS FILES	AC+5		AC+5	O		PC	X	SEE NOTE 1. UTS POLICY
171	4.7.008	INDIRECT COST CALCULATIONS	7		7	O		P		SEE NOTE 1.
172	4.7.011	STATE OF TEXAS GENERAL SERVICES COMMISSION STATEMENTS	FE+3		FE+3	O		P		SEE NOTE 1.

**CATEGORY 5: SUPPORT SERVICES RECORDS
Section 5.1 - General**

AGENCY	RECORD	RETENTION PERIOD					
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RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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 Print-Out E - Electronic
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

#	SERIES #	RECORD SERIES TITLE	Agency	Storage	Total	SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
• 173	5.1.001	CONTRACTS & LEASES BI-LATERAL AGREEMENTS/CONTRACTS	AC+4		AC+4	O		PM	X	
• 174	5.1.001	CONTRACTS & LEASES EQUIPMENT LEASES	AC+4		AC+4	O		PM	X	
• 175	5.1.001	CONTRACTS & LEASES SPACE LEASES/PROPERTY LEASES	AC+4		AC+4	O		PM	X	
176	5.1.003	DELIVERY REPORTS - RECEIVING REPORTS	1	1	2	O		P		
177	5.1.004	MAILING LISTS	US		US	O		E		MAGNETIC DISK
178	5.1.005	POSTAGE EXPENSE REPORTS	FE+3		FE+3	O		P		SEE NOTE 1.
179	5.1.006	POSTAGE METER RECORDS	FE+3		FE+3	O		P		SEE NOTE 1.
180	5.1.007	REQUISITION FOR COPY/PRINTING SERVICE IN-HOUSE	FE+3		FE+3	O		P		
181	5.1.007	STAFF SERVICES WORK REQUEST	FE+3		FE+3	O		P		
• 182	5.1.009	SECURITY ACCESS RECORDS	US+2 or PS+2		US+2 or PS+2	O		P	X	

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

AGENCY	RECORD	RETENTION PERIOD					
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RETENTION CODES AC - After Closed AR - Annual Review	CE - Calendar Year End CU - Current Update FE - Fiscal Year End LA - Life of Asset	MO - Months PM - Permanent PS - Purpose Served 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 Print-Out E - Electronic	M - Microfilm O - Other (Specify in Remarks Column) P - Paper
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STATE OF TEXAS RECORDS RETENTION SCHEDULE

#	SERIES #	RECORD SERIES TITLE	Agency	Storage	Total	SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
183	5.2	PHYSICAL PLANT MAINTENANCE RECORDS - OUTSIDE CONTRACTOR	5		5	O		P		
184	5.2	PHYSICAL PLANT MAINTENANCE RECORDS - IN-HOUSE CONTRACTOR	3		3	O		P		
185	5.2	SAFE COMBINATIONS MASTER FILE	LA		LA	C		P	X	
186	5.2	REPORTS - ADMINISTRATIVE - SERVICE CALLS	AC+2		AC+2	O		PC		
187	5.2.002	BUILDING CONSTRUCTION PROJECT FILES	AC+11		AC+11	O	O	P		UTS POLICY AC = COMPLETION OF PROJECT
188	5.2.003	BUILDING PLANS AND SPECIFICATIONS	LA		LA	O	O	P		
189	5.2.003	BUILDINGS AND FACILITIES - MASTER PLANS	LA		LA	O	O	P	X	
190	5.2.003	PLANS & SPECIFICATIONS FOR NEW CONSTRUCTION RENOVATIONS, REHABILITATIONS, AND RESTORATIONS	LA		LA	O		P		
191	5.2.004	BUILDING SPACE REQUEST	1		1	O		C		
192	5.2.008	EQUIPMENT HISTORY FILE	LA+3		LA+3	O		P		
193	5.2.009	PROPERTY DELETION REQUESTS/TRANSFER NOTICES PA2 FORMS & PA3 FORMS	FE+3		FE+3	O		P		SEE NOTE 1.
194	5.2.010	EQUIPMENT MANUALS	LA		LA	O		P		LIFE OF ASSET
195	5.2.011	EQUIPMENT WARRANTIES	AC+1		AC+1	O		P		
196	5.2.012	ESTIMATE FILES (SUPPLY & REPAIR COST EST)	1		1	O		P		

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

AGENCY	RECORD	RETENTION PERIOD	SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
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RETENTION CODES AC - After Closed AR - Annual Review	CE - Calendar Year End CU - Current Update FE - Fiscal Year End LA - Life of Asset	MO - Months PM - Permanent PS - Purpose Served 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 Print-Out E - Electronic	M - Microfilm O - Other (Specify in Remarks Column) P - Paper
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

#	SERIES #	RECORD SERIES TITLE	Agency	Storage	Total	SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
197	5.2.013	INSPECTION REPAIR AND MAINTENANCE RECORDS	2		2	O		P		
198	5.2.014	INVENTORY ANNUAL PHYSICAL EQUIPMENT & REAL PROPERTY	FE+3		FE+3	O		C		SEE NOTE 1.
199	5.2.014	INVENTORY OF EQUIPMENT AND BUILDINGS	FE+3		FE+3	O		PO		SEE NOTE 1.
200	5.2.015	INVENTORY, EQUIPMENT REMOVAL NOTICE	FE+3		FE+3	O		P		SEE NOTE 1.
201	5.2.017	LOST/STOLEN PROPERTY REPORT	3		3	O		PO		3 X 5 CARDS
202	5.2.019	SERVICE ORDERS	1		1	O		P		
203	5.2.020	SUPPLY USAGE RECORDS	FE+1		FE+1	O		P		
204	5.2.021	SURPLUS PROPERTY SALE	FE+3		FE+3	O		P		SEE NOTE 1.
• 205	5.2.022	UTILITY BILLING DETAIL	FE+4		FE+4	O		P		
206	5.2.026	FACILITIES RESERVATION LOGS	AC+2		AC+2	O		P		
207	5.2.026	LOCKER REGISTRATION	AC+2		AC+2	O		P		
208	5.2.027	SPACE UTILIZATION REPORTS	AC+2		AC+2	O		C		
• 209	5.2.028	BUILDING CONSTRUCTION CONTRACT & INSPECTION RECORDS (\$300,000 OR LESS)	LA+10		LA+10	O	O	P	X	

**CATEGORY 5: SUPPORT SERVICES RECORDS
Section 5.3 - Purchasing**

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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 Print-Out E - Electronic
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
210	5.3	BIDDERS LIST	US		US	O		PE	X	COMPUTER DISK
212	5.3.002	FREIGHT BILLS PAID	FE	2	FE+2	O		P		
213	5.3.003	FREIGHT CLAIMS	AC	3	AC+3	O		P		
214	5.3.004	PURCHASE ORDERS	FE+3		FE+3	O		PM		
215	5.3.005	PACKING SLIPS	PS		PS	O		P		
216	5.3.006	PRICE LISTS	US		US	O		P		

**CATEGORY 5: SUPPORT SERVICES RECORDS
Section 5.4 - Safety**

AGENCY	RECORD	RETENTION PERIOD					
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RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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 Print-Out E - Electronic
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

#	SERIES #	RECORD SERIES TITLE	Agency	Storage	Total	SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
217	5.4	POLICE OPERATIONS LOG	1		1	O		P		
218	5.4	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
219	5.4.001	ACCIDENT REPORT - INDIVIDUAL	CE+5		CE+5	O		P		29 CFR 1904.6. RETAIN RECORDS LONGER IF RESIDUAL EFFECTS POSSIBLE
220	5.4.006	SAFETY INSPECTIONS	3		3	O		P		
• 221	5.4.007	HAZARDOUS MATERIALS TRAINING RECORDS	5		5	O		PC	X	TEXAS HEALTH & SAFETY CODE § 502.009(g)
• 222	5.4.008	HAZARD COMMUNICATION PLANS	US+5		US+5	O		P		
• 223	5.4.009	WORKPLACE CHEMICAL LISTS	30		30	O		P		
• 224	5.4.010	MATERIAL DATA SHEET	AC		AC	O		P		

**CATEGORY 5: SUPPORT SERVICES RECORDS
Section 5.5 - Telecommunications**

AGENCY	RECORD	RETENTION PERIOD					
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RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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 Print-Out E - Electronic
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**STATE OF TEXAS
 RECORDS RETENTION SCHEDULE**

#	SERIES #	RECORD SERIES TITLE	Agency	Storage	Total	SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
225	5.5.001	BILLING DETAIL	FE+3		FE+3	O		PC		SEE NOTE 1.
• 226	5.5.006	BILLING DETAIL - TELECOMMUNICATIONS	FE+3		FE+3	O		P		
• 227	5.5.006	LONG DISTANCE DETAIL (INTERNAL)	FE+3		FE+3	O		C		
• 228	5.5.006	LINE/EQUIPMENT CHARGE (INTERNAL)	FE+3		FE+3	O		P		
• 229	5.5.007	DISPUTED CALL DOCUMENTATION	FE+3		FE+3	O		P		

**CATEGORY 5: SUPPORT SERVICES RECORDS
 Section 5.6 - Vehicles**

AGENCY	RECORD	RETENTION PERIOD					
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RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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 Print-Out E - Electronic
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

#	SERIES #	RECORD SERIES TITLE	Agency	Storage	Total	SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
230	5.6	POLICE REPORTS - PARKING VIOLATION NOTICES	1		1	O		PC		
231	5.6.005	MILEAGE REPORTS	FE+3		FE+3	O		P		SEE NOTE 1.
232	5.6.007	TITLES - VEHICLES	AC		AC	O		P	X	
233	5.6.007	VEHICLE REGISTRATION FOR PARKING	AC+1	2	AC+3	O		PC		

CATEGORY: PATIENT RECORDS

AGENCY	RECORD	RETENTION PERIOD					
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**STATE OF TEXAS
 RECORDS RETENTION SCHEDULE**

#	SERIES #	RECORD SERIES TITLE	Agency	Storage	Total	SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
234		PATIENT RECORDS - MEDICAL - ADULTS CALLIER CENTER FOR COMMUNICATION DISORDERS	AC+5		AC+5	C	I	PM	X	AC = AFTER LAST VISIT (ADULTS) MICROFILMING IS MANDATORY
235		PATIENT RECORDS - MEDICAL - CHILDREN CALLIER CENTER FOR COMMUNICATION DISORDERS	AC+5		AC+5	C	I	PM	X	AC = AFTER CHILD'S 16TH BIRTHDAY MICROFILMING IS MANDATORY

CATEGORY: POLICE RECORDS

AGENCY	RECORD	RETENTION PERIOD					
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RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served 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
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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

#	SERIES #	RECORD SERIES TITLE	Agency	Storage	Total	SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
236		EVIDENCE RECORDS	PS		PS	O		PC		CARDS
237		INCIDENT REPORTS - POLICE	3		3	O		PC		
238		OFFENSE REPORTS - POLICE	PS+AC		PS+AC	C		PC		PS = UNTIL PURPOSE SERVED AC = STATUTE OF LIMITATIONS
239		PERSONNEL BACKGROUND INFORMATION FOR POLICE	3		3	C		P		
240		POLICE CASE REPORTS	PM		PM	C		PC		UTS GUIDELINES
241		POLICE DISASTER RECOVERY PLAN	US		US	O		P	X	

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY: STUDENT RECORDS

AGENCY #	RECORD SERIES #	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 = 5 YEARS AFTER GRADUATION OR DATE OF LAST ATTENDANCE
701		ACADEMIC RECORDS (INCLUDING NARRATIVE EVALUATIONS, COMPETENCY ASSESSMENTS, ETC.) OF STUDENTS	PM		PM	C	I	PE		
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		PE		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
705		APPLICATION FOR ADMISSION OR READMISSION (REENTRY) OF STUDENTS	AC+5		AC+5	C		P		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
706		APPLICATIONS FOR ADMISSION OR READMISSION (REENTRY) FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5	C		P		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
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		P		AC = AFTER APPLICATION TERM
708		APPLICATIONS FOR GRADUATION - STUDENT RECORDS	AC+1		AC+1	C		PE		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE

RETENTION CODES AC - After Closed AR - Annual Review	CE - Calendar Year End CU - Current Update FE - Fiscal Year End LA - Life of Asset	MO - Months PM - Permanent PS - Purpose Served 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 Print-Out 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

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
709		AUDIT AUTHORIZATIONS - STUDENT RECORDS	AC+1		AC+1	C		P		AC = AFTER DATE SUBMITTED
710		CATALOGS - STUDENT RECORDS	PM		PM	O	I	P		ONE COPY TO BE RETAINED I = INTERNAL ARCHIVES
711		CHANGE OF COURSE (ADD/DROP) - STUDENT RECORDS	AC+1		AC+1	C		P		AC = AFTER DATE SUBMITTED
712		CHANGE OF GRADE FORMS (UPDATE DOCUMENTS)	PM		PM	C	I	PM		
713		CLASS LISTS (ORIGINAL GRADE SHEETS)	PM		PM	C	I	PM		
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 APPLICATION TERM
718		CORRESPONDENCE, RELEVANT - STUDENT RECORDS	AC+5		AC+5	C		P		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
719		COURSE SYLLABI	PS		PS	O		P		
720		CREDIT BY EXAMINATION FORMS, STUDENT RECORDS	AC+5		AC+5	C		P		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY: STUDENT RECORDS

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
721		CREDIT/NO CREDIT APPROVALS - STUDENT RECORDS	AC+1		AC+1	C		P		AC = AFTER DATE SUBMITTED
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	PE		
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	PE		
727		ENROLLMENT VERIFICATIONS	AC+1		AC+1	O		P		AC = AFTER VERIFICATION
728		ENTRANCE EXAMINATION REPORTS (ACT, CEEB) FOR APPLICANTS WHO DO NOT ENTER	AC+1		AC+1	C		O		AC = AFTER APPLICATION TERM MEDIUM = E, P, & C
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, SUPPLEMENTAL PAGE 4 AC = AFTER ACCEPTED OR REJECTED

RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served US - Until Superseded	SECURITY CODES	ARCHIVAL CODES	MEDIUM CODES	M - Microfilm O - Other (Specify in Remarks Column) P - Paper
	FE - Fiscal Year End LA - Life of Asset		O - Open Record C - Confidential Record	I - Retain in University Archives O - Review by University Archivist	C - Computer Print-Out E - Electronic	

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

731		FERPA - DATA DOCUMENTS - REQUESTS FOR FORMAL HEARINGS - STUDENTS	LR		LR	C		P		LR = LIFE OF AFFECTED RECORDS*
CATEGORY: STUDENT RECORDS										
AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
732		FERPA - REQUEST AND DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION	LR		LR	C		P		SEE FERPA NOTE FROM ACCROA
733		FERPA - STUDENT STATEMENTS ON CONTENT OF RECORDS REGARDING HEARING PANEL DECISIONS	LR		LR	C		P		SEE FERPA NOTE FROM ACCROA
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		PM		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
738		FINANCIAL AID DOCUMENTS - STUDENTS	AC+5		AC+5	C		PM		AC = AFTER ANNUAL AUDIT HAS BEEN ACCEPTED BY U.S. DEPT. OF EDUCATION
739		GRADE REPORTS (REGISTRAR'S COPY)	AC=1		AC+1	C		O		AC = AFTER DATE DISTRIBUTED MEDIUM = P, M, & E
740		GRADE STATISTICS - STUDENTS	PM		PM	O	I	PE		
741		GRADEBOOKS	PS		PS	C		P		

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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

742		GRADUATION AUTHORIZATIONS - STUDENT RECORDS	AC+5		AC+5	C		P		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
CATEGORY: STUDENT RECORDS										
AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
743		GRADUATION LISTS	PM		PM	O		PE		
744		HOLD OR ENCUMBRANCE AUTHORIZATIONS - STUDENT RECORDS	AC		AC	C		PE		AC = UNTIL RELEASED
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		PE		AC = AFTER CLOSING DATE
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		EP		AC = AFTER APPLICATION TERM
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	PE		

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**STATE OF TEXAS
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753	READMISSION SCORES 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
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CATEGORY: STUDENT RECORDS

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
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		P		AC = AFTER DATE SUBMITTED
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 MEDIUM = E, P, & C

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AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
764		TEST SCORES FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5	C		PE		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
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
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		PE		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
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

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

773		WITHDRAWAL AUTHORIZATIONS (STUDENTS)	AC+2		AC+2	C		P		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
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RETENTION CODES	CE - Calendar Year End CU - Current Update AC - After Closed AR - Annual Review	MO - Months PM - Permanent PS - Purpose Served US - Until Superseded	SECURITY CODES	ARCHIVAL CODES	MEDIUM CODES	M - Microfilm O - Other (Specify in Remarks Column) P - Paper
	FE - Fiscal Year End LA - Life of Asset		O - Open Record C - Confidential Record	I - Retain in University Archives O - Review by University Archivist	C - Computer Print-Out E - Electronic	

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