

STATE OF TEXAS
RECORDS RETENTION SCHEDULE

APPROVED 3-25-96

CATEGORY 3: EMPLOYMENT RECORDS
Section 3.1 - Employee Records

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

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CU - Current Update FE - Fiscal Year End LA - Life of Asset	MO - Months PM - Permanent PS - Purpose Served US - Until Superseded	SECURITY CODES	ARCHIVAL CODES	MEDIUM CODES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

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STATE OF TEXAS
RECORDS RETENTION SCHEDULE

APPROVED

3-25-96

CATEGORY 3: EMPLOYMENT RECORDS
Section 3.2 - Payroll

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

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	LA - Life of Asset	US - Until Superseded			

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STATE OF TEXAS
RECORDS RETENTION SCHEDULE **APPROVED** 3.25.96

CATEGORY 3: EMPLOYMENT RECORDS
Section 3.3 - Personnel Administration

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD		SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Total					
112	3.3	TIME AND EFFORT REPORT/ CONTRACT & GRANT CERTIFICATION	7	7	0		PC		
• 113	3.3	ACADEMIC AFFAIRS - AFFIRM ACTION FILES FACULTY AND ADMINISTRATIVE & PROFESSIONAL EMPLOYEES	5	5	0	0	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	0		P		AC = AFTER TERMINATION
114	3.3.001	AFFIRMATIVE ACTION PLANS	5	5	0		P		29 CFR 30.8(E)
115	3.3.004	BENEFIT PLANS	US+1	US+1	0		P	X	
116	3.3.005	EMPLOYEE ID CHANGE & RECORD DELETION	AC+5	AC+5	0		P		AC = AFTER TERMINATION
117	3.3.006	ALPHABETICAL EMPLOYEE LISTING	US	US	0		M		
118	3.3.008	EMPLOYEES HIRED DURING MONTH	US	US	0		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	0		M	X	
122	3.3.012	BUDGET ACTION FORM (BAF)	AC+4	AC+4	0		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	0		P		
124	3.3.015	POSITION JOB/CLASSIFICATION REVIEW FILE	US+3	US+3	0		P		

RETENTION CODES	CE - Calendar Year End CU - Current Update FE - Fiscal Year End LA - Life of Asset	MO - Months PM - Permanent PS - Purpose Served US - Until Suspend	SECURITY CODES	ARCHIVAL CODES	MEDIUM CODES	M - Microfilm O - Other (Specify in Remarks Column) P - Paper
AC - After Closed AR - Annual Review			O - Open Record C - Confidential Record	1 - Retain in University Archives 0 - Review by University Archivist	C - Computer Print-Out E - Electronic	

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CATEGORY 3: EMPLOYMENT RECORDS
Section 3.3 - Personnel Administration

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total				
125	3.3.017	QUARTERLY FTE REPORTS TO STATE AUDITOR	3		3		P		
• 126	3.3.022	TEXAS EMPLOYMENT COMMISSION (TEC) REPORTS	3		3		P		

RETENTION CODES	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
AC - After Closed AR - Annual Review					

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STATE OF TEXAS
RECORDS RETENTION SCHEDULE

APPROVED

3-25-76

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	Total					
• 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

RETENTION CODES	CE - Calendar Year End CU - Current Update FE - Fiscal Year End LA - Life of Asset	MO - Monthly 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 P - Paper	M - Microfilm O - Other (Specify in Remarks Column) P - Paper
AC - After Closed AR - Annual Review						

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STATE OF TEXAS
RECORDS RETENTION SCHEDULE

APPROVED 3-25-98

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					
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.

RETENTION CODES	CE - Calendar Year End CU - Current Update FE - Fiscal Year End LA - Life of Asset	MO - Monthly PM - Permanent PS - Purpose Served US - Until Superseded	SECURITY CODES O - Open Record C - Confidential Record	ARCHIVAL CODES 1 - 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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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					
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.

RETENTION CODES	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 1 - 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
AC - After Closed AR - Annual Review					

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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					
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.

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CATEGORY 4: FISCAL RECORDS
Section 4.4 - Ledgers

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
146	4.4.001	GENERAL LEDGER	10		10			M	X	See Note 1.
147	4.4.002	ACCOUNTS RECEIVABLE LEDGERS	FE+3		FE+3			PC	X	See Note 1.
148	4.4.003	ACCOUNTS PAYABLE LEDGERS	FE+3		FE+3			PC		See Note 1.
149	4.4.004	EMPLOYEE SAVINGS BOND LEDGERS	FE+3		FE+3			E	X	See Note 1.

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CATEGORY 4: FISCAL RECORDS
Section 4.5 - Reports

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
150	4.5.001	ANNUAL FINANCIAL REPORT WORKPAPERS (INCLUDING 13TH MONTH POST - CLOSING REPORT)	6		6	0		PM		SEE NOTE 1.
151	4.5.001	WORKSHEETS FOR PREPARING REPORTS	FE + 3		FE + 3	0		PC		SEE NOTE 1.
152	4.5.002	MONTHLY FINANCIAL REPORTS	FE + 3		FE + 3	0		PM		SEE NOTE 1.
153	4.5.002	INTERNAL MANAGEMENT REPORTS (INCLUDES REPORTS TO U.T. SYSTEM)	FE + 3		FE + 3	0		PC		SEE NOTE 1.
154	4.5.003	ANNUAL FINANCIAL REPORTS	PM		PM	0		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	0		PC		SEE NOTE 1.
156	4.5.006	ANNUAL OPERATING BUDGET AGENCY MONTHLY BUDGET REPORTS	FE + 3		FE + 3	0		PC		SEE NOTE 1.

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