

STATE OF TEXAS
RECORDS RETENTION SCHEDULE

3-25-96

APPROVED

CATEGORY 4: FISCAL RECORDS
Section 4.6 - Documents Showing Compliance with System of Internal Control

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD		SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage					
157	4.6	DAILY CONTROL BALANCING REPORTS	2		0		C		SEE NOTE 1.
158	4.6.003	CASH COUNTS	FE+3		0		P		SEE NOTE 1.
159	4.6.004	INVENTORY SHEETS	FE+3		0		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CU - Current Update FE - Fiscal Year End LA - Life of Asset	MO - Monthly PM - Permanent PS - Purpose Served US - Until Superseded	SECURITY CODES O - Open Record C - Confidential Record	ARCHIVAL CODES 1 - Retain in University Archives O - Review by University Archivist	MEDIUM CODES C -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 P - Paper	M - Microfilm O - Other (Specify in Remarks Column)
AC - After Closed AR - Annual Review						

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STATE OF TEXAS
RECORDS RETENTION SCHEDULE

APPROVED 3.25.96

CATEGORY 4: FISCAL RECORDS
Section 4.7 - Other Fiscal Records

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

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STATE OF TEXAS
RECORDS RETENTION SCHEDULE

APPROVED

CATEGORY 5: SUPPORT SERVICES RECORDS
Section 5.1 - General

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
• 173	5.1.001	CONTRACTS & LEASES BI-LATERAL AGREEMENTS/CONTRACTS	AC+4		AC+4	0		PM	X	
• 174	5.1.001	CONTRACTS & LEASES EQUIPMENT LEASES	AC+4		AC+4	0		PM	X	
• 175	5.1.001	CONTRACTS & LEASES SPACE LEASES/PROPERTY LEASES	AC+4		AC+4	0		PM	X	
176	5.1.003	DELIVERY REPORTS - RECEIVING REPORTS	1	1	2	0		P		
177	5.1.004	MAILING LISTS	US		US	0		E		MAGNETIC DISK
178	5.1.005	POSTAGE EXPENSE REPORTS	FE+3		FE+3	0		P		SEE NOTE 1.
179	5.1.006	POSTAGE METER RECORDS	FE+3		FE+3	0		P		SEE NOTE 1.
180	5.1.007	REQUISITION FOR COPY/PRINTING SERVICE IN-HOUSE	FE+3		FE+3	0		P		
181	5.1.007	STAFF SERVICES WORK REQUEST	FE+3		FE+3	0		P		
• 182	5.1.009	SECURITY ACCESS RECORDS	US+2 or PS+2		US+2 or PS+2	0		P	X	

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AC - After Closed AR - Annual Review	O - Open Record C - Confidential Record	I - Retain in University Archives O - Review by University Archivist	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

APPROVED

5-23-96

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

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

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STATE OF TEXAS
RECORDS RETENTION SCHEDULE

APPROVED 3.25.96

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

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

RETENTION CODES	MO - Month PM - Permanent PS - Purpose Served US - Until Superseded	SECURITY CODES	ARCHIVAL CODES	MEDIUM CODES
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3-25-96

CATEGORY 5: SUPPORT SERVICES RECORDS
Section 5.3 - Purchasing

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

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STATE OF TEXAS
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CATEGORY 5: SUPPORT SERVICES RECORDS
Section 5.4 - Safety

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

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CATEGORY 5: SUPPORT SERVICES RECORDS
Section 5.5 - Telecommunications

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

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APPROVED

3.35.96

CATEGORY 5: SUPPORT SERVICES RECORDS
Section 5.6 - Vehicles

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD			SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage	Total					
230	5.6	POLICE REPORTS - PARKING VIOLATION NOTICES	1		1	0		PC		
231	5.6.005	MILEAGE REPORTS	FE+3		FE+3	0		P		SEE NOTE 1.
232	5.6.007	TITLES - VEHICLES	AC		AC	0		P	X	
233	5.6.007	VEHICLE REGISTRATION FOR PARKING	AC+1	2	AC+3	0		PC		

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CATEGORY: PATIENT RECORDS

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD		SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Total					
234		PATIENT RECORDS - MEDICAL - ADULTS CALLIER CENTER FOR COMMUNICATION DISORDERS	AC+5	AC+5	C	1	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	1	PM	X	AC = AFTER CHILD'S 16TH BIRTHDAY MICROFILMING IS MANDATORY

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