

STATE OF TEXAS
RECORDS RETENTION SCHEDULE

APPROVED 3-25-96

CATEGORY: POLICE RECORDS

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

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CU - Current Update FE - Fiscal Year End LA - Life of Asset	MO - Months PM - Permanent PS - Purpose Served US - Until Superseded	SECURITY CODES O - Open Record C - Confidential Record	ARCHIVAL CODES 1 - Retain in University Archives O - Review by University Archivist	MEDIUM CODES C -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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			Agency	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

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STATE OF TEXAS
RECORDS RETENTION SCHEDULE

APPROVED 3.30.96

CATEGORY: STUDENT RECORDS

AGENCY #	RECORD SERIES #	RECORD SERIES TITLE	RETENTION PERIOD		SECURITY	ARCHIVAL	MEDIUM	VITAL	REMARKS
			Agency	Storage					
709		AUDIT AUTHORIZATIONS - STUDENT RECORDS	AC+1		AC+1			P	AC = AFTER DATE SUBMITTED
710		CATALOGS - STUDENT RECORDS	PM		PM	I		P	ONE COPY TO BE RETAINED I = INTERNAL ARCHIVES
711		CHANGE OF COURSE (ADD/DROP) - STUDENT RECORDS	AC+1		AC+1			P	AC = AFTER DATE SUBMITTED
712		CHANGE OF GRADE FORMS (UPDATE DOCUMENTS)	PM		PM	I		PM	
713		CLASS LISTS (ORIGINAL GRADE SHEETS)	PM		PM	I		PM	
714		CLASS SCHEDULES (STUDENTS')	AC+1		AC+1			P	AC = ONE YEAR AFTER GRADUATION OR DATE OF LAST ATTENDANCE
715		COMMENCEMENT PROGRAMS	PM		PM	I		P	
716		CORRESPONDENCE, RELEVANT FOR APPLICANTS WHO DO NOT ENTER	AC+1		AC+1			P	AC = AFTER APPLICATION TERM
717		CORRESPONDENCE, RELEVANT FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5			P	AC = AFTER APPLICATION TERM
718		CORRESPONDENCE, RELEVANT - STUDENT RECORDS	AC+5		AC+5			P	AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
719		COURSE SYLLABI	PS		PS			P	
720		CREDIT BY EXAMINATION FORMS, STUDENT RECORDS	AC+5		AC+5			P	AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE

RETENTION CODES	CE - Calendar Year End CU - Current Updates 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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APPROVED 3-25-96

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	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
731		FERPA - DATA DOCUMENTS - REQUESTS FOR FORMAL HEARINGS - STUDENTS	LR		LR	C		P		LR = LIFE OF AFFECTED RECORDS*

RETENTION CODES	MO - Months	ARCHIVAL CODES	MEDIUM CODES
CE - Calendar Year End	PM - Permanent	1 - Retain in University Archives	C - Computer Print-Out
CU - Current Update	PS - Purpose Served	O - Review by University Archivist	E - Electronic
FE - Fiscal Year End	US - Until Superseded		
LA - Life of Asset			
AC - After Closed			
AR - Annual Review			

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

CATEGORY: STUDENT RECORDS

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			Agency	Storage					
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		
742		GRADUATION AUTHORIZATIONS - STUDENT RECORDS	AC+5	AC+5	C		P		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE

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APPROVED

3.25.96

CATEGORY: STUDENT RECORDS

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			Agency	Storage	Total					
743		GRADUATION LISTS	PM		PM			PE		
744		HOLD OR ENCUMBRANCE AUTHORIZATIONS - STUDENT RECORDS	AC		AC			PE		AC = UNTIL RELEASED
745		LETTERS OF RECOMMENDATION FOR APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED	AC+1		AC+1			P		AC = AFTER APPLICATION TERM
746		LETTERS OF RECOMMENDATION FOR STUDENT APPLICANTS WHO ENTER	AC		AC			P		AC = UNTIL ADMITTED
747		NAME CHANGE AUTHORIZATIONS - STUDENTS	AC+5		AC+5			P		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
748		PASS/FAIL REQUESTS - STUDENTS	AC+1		AC+1			PE		AC = AFTER CLOSING DATE
749		PERSONAL DATA INFORMATION FORMS - STUDENT RECORDS	AC+1		AC+1			P		AC = AFTER DATE SUBMITTED
750		PLACEMENT SCORES FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED	AC+1		AC+1			EP		AC = AFTER APPLICATION TERM
751		PLACEMENT SCORES FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5			P		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE
752		RACIAL/ETHNIC STATISTICS - STUDENTS	PM		PM		I	PE		
753		READMISSION SCORES FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED	AC+1		AC+1			P		AC = AFTER APPLICATION TERM

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			Agency	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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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
773		WITHDRAWAL AUTHORIZATIONS (STUDENTS)	AC+2		AC+2	C		P		AC = AFTER GRADUATION OR DATE OF LAST ATTENDANCE

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