

Records Retention Schedule

The University of Texas of the Permian Basin

March 2010 – March 2013

Texas State Records Retention Schedule

4th edition

Caution

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

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Records Retention Schedule

SLR 105
Form SLR 105C must
Accompany this form.

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2. Agency Code: 742									
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks		
			Agency	Storage	Total				
1.1.	A-101	DEEDS AND OTHER DOCUMENTS REFLECTING LEGAL TITLE	LA						
1.1.	A-102	FACULTY AND/OR STUDENT HANDBOOKS	US+3						
1.1.	A-103	SPONSORED GRANTS AND CONTRACTS (INCLUDING AFFILIATION AGREEMENTS)	AC+5				AC=AFTER CONCLUSION		
1.1.	A-106	CLIENT FILES (SMALL BUSINESS DEVELOPMENT CENTER)	AC+5				AC=AFTER CLOSED, EXPIRED, SETTLED		
1.1.	A-109	GIFT RECORDS	PM						
1.1.	A-110	PATENTS, TRADEMARKS, AND COPYRIGHTS	AC+20				AC=AFTER RECEIPT OF COPYRIGHT, PATENT, REGISTRATION OF TRADEMARK		
1.1.	A-111	PERMITS (CONTAINS TEMPORARY PERMITS FOR VARIOUS STUDENT FUNCTIONS)	US						
1.1.	A-115	GRANT PROPOSALS	2						
1.1.002	A-1002	INTERNAL AUDIT REPORTS--SYSTEM ADMINISTRATION, COMPONENT INSTITUTIONS	AC+7				AC=COMPLETION OF AUDIT AND RELEASE OF AUDIT FINDINGS. REVIEW OF PRIOR AUDIT WORK IS PART OF PROCESS OF AUDIT OFFICE.		
1.1.004	A-1004	LEGISLATIVE APPROPRIATION REQUESTS	AC+6				AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS Archives note: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, The Texas State Library and Archives Commission."		
1.1.006	A-1006	COMPLAINT RECORDS	AC+2				AC=FINAL DISPOSITION OF THE COMPLAINT		

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1.1.007	A-1007	ADMINISTRATIVE CORRESPONDENCE	3				THIS RECORD SERIES AND ITEM NUMBER 1.1.008 SHOULD BE USED ONLY FOR CORRESPONDENCE THAT IS NOT INCLUDED IN OR DIRECTLY RELATED TO ANOTHER RECORDS SERIES IN THIS SCHEDULE	
1.1.008	A-1008	GENERAL CORRESPONDENCE	1				SEE COMMENT ON ITEM NUMBER 1.1.007 AND 1.1.010 (DIRECTIVES)	
1.1.010	A-1010	DIRECTIVES	US+1					
1.1.011	A-1011	EXECUTIVE ORDERS	US+3					
1.1.013	A-1013	CALENDARS, APPOINTMENT BOOKS OR PROGRAMS AND SCHEDULING	CE+1				ONLY THE CALENDARS, APPOINTMENT, AND ITINEARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS, AND PROGRAM HEADS REQUIRE ARCHIVAL REVIEW	
1.1.014	A-1014	LEGAL OPINIONS FROM THE OFFICE OF GENERAL COUNSEL	AV				CAUTION: DOES NOT INCLUDE LEGAL OPINIONS OR ADVISE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION. SEE ITEM NUMBER 1.1.048	
1.1.019	A-1019	PUBLIC RELATIONS RECORDS	2					
1.1.020	A-1020	PUBLIC INFORMATION REQUESTS- NOT EXEMPTED-APPROVED INCLUDES ALL CORRESPONDENCE & DOCUMENTATION RELATING TO REQUESTS FOR RECORDS	AC+1				AC=DATE REQUEST FULFILLED.	
1.1.021	A-1021	PUBLIC INFORMATION REQUESTS- EXEMPTED-DENIED INCLUDES ALL CORRESPONDENCE AND DOCUMENTATION RELATING TO REQUESTS FOR RECORDS	AC+2				AC-DATE OF DENIAL OF REQUEST	

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1.1.023	A-1023	ORGANIZATIONAL CHARTS	US						
1.1.024	A-1024	PLANS AND PLANNING RECORDS	AC+3				AC=DECISION MADE TO IMPLEMENT OR NOT RESULT OF PLANNING PROCESS. O=PAPER & ELECTRONIC		
1.1.026	A-1026	TEXAS REGISTER SUBMISSIONS	AC+1				AC=DATE OF PUBLICATION IN THE TEXAS REGISTER		
1.1.027	A-1027	PROPOSED LEGISLATION	AV						
1.1.038	A-1038	CUSTOMER SURVEYS	AC+3				SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.		
1.1.040	A-1040	SPEECHES, PAPERS AND PRESENTATIONS	AC				AC=END OF SERVICE IN A STATE POSITION		
1.1.041	A-1041	SUGGESTION SYSTEM RECORDS. Suggestions submitted by agency personnel and responses.	1						
1.1.043	A-1043	TRAINING MANUALS, POLICE TRAINING CURRICULUM, TRAINING RECORDS (CLASSROOM TEACHING MATERIALS)	US+1						
1.1.048	A-1048	LITIGATION FILES	AC+10				AC=As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court in a lawsuit		
1.1.053	A-1053	REGISTRATION LOGS. Persons appearing before state agencies required by Chapter 2004, Gov. Code	AC				AC=REPORT FILED WITH THE TEXAS ETHICS COMMISSION.		

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1.1.055	A-1055	STRATEGIC PLANS PREPARED ON ACCORDANCE WITH TX GOVERNMENT CODE 2054.095 & 2056.002	AC+6				AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program , Texas State Library and Archives Commission	
1.1.056	A-1056	ADA DOCUMENTATION-SELF EVALUATIONS & PLANS FOR COMPLIANCE	3				28CFR35.105(C)	
1.1.057	A-1057	TRANSITORY INFORMATION	AC				AC=Purpose of record has been fulfilled.	
1.1.058	A-1058	MEETING AGENDA AND MINUTES	PM				AGENCY RETAINS PERMANENT RECORD COPY. CAUTION: ITEM NUMBER 1.1.059, 1.1.061 AND 1.1.062 MUST BE USED FOR THOSE STATE BOARDS, COMMITTEES, COMMISSIONS, AND COUNCILS.	
1.1.059	A-1059	MEETINGS, CERTIFIED AGENDAS OR TAPE RECORDINGS OF CLOSED	AC+2				AC= THE DATE OF THE MEETING OR COMPLETION OF PENDING ACTION INVOLVING THE MEETING, WHICHEVER IS LATER	
1.1.060	A-1060	MEETINGS, AUDIO OR VIDEOTAPES OF OPEN	AC+3MO				AC=Official approval of written minutes of the meeting by the governing body of the agency. O=paper of electronic.	
1.1.061	A-1061	MEETING - NOTES	AC+3MO				AC=Approval of formal minutes by the governing body. SEE caution comment at item number 1.1.058.	
1.1.062	A-1062	MEETING - SUPPORTING DOCUMENTATION	2				SEE caution comment at item number 1.1.058	
1.1.063	A-1063	STAFF MEETING MINUTES AND NOTES	1+AV					

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1.1.064	A-1064	AGENCY PERFORMANCE MEASURES DOCUMENTATION	FE+3				FE+3 overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures		
1.1.065	A-1065	REPORTS AND STUDIES (NON-FISCAL) RAW DATA	3				Does not include source documentation used for information or date included in or directly related to another records series in this schedule. SEE 1.1.064		
1.1.066	A-1066	REPORTS - BIENNIAL OR ANNUAL AGENCY (NARRATIVE)	AC+6				AC=September 1 of odd-numbered calendar years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives commission		
1.1.067	A-1067	REPORTS AND STUDIES (NON-FISCAL)	FE+7						
1.1.068	A-1068	REPORTS - REPORTS ON PERFORMANCE MEASURES	AC+6				AC=September 1 of odd-numbered calendar years		
1.1.069	A-1069	REPORTS - ACTIVITY	1				CAUTION: SEE item number 1.1.064		
1.1.070	A-1070	AGENCY RULES, POLICIES, AND PROCEDURES - FINAL	US+3				Working Files=1.1.071, Changed from 1.1.025		
1.1.071	A-1071	AGENCY RULES, POLICIES, AND PROCEDURES-WORKING FILES	AC+3				AC=ADOPTION OF FINAL		
1.1.075	A-1075	ALTERNATIVE DISPUTE RESOLUTIONS - FINAL AGREEMENT	AC+4				AC=DATE OF FINAL AGREEMENT		
1.2.	A-201	BOND DESTRUCTION CERTIFICATES	AC+5				AC=BONDS HAVE BEEN PAID IN FULL AND PRESENTED TO U. T. SYSTEM ADMINISTRATION. CERTIFICATES SHOULD BE HELD 5 YEARS FROM THE MATURITY DATE OF THE BOND.		
1.2.001	A-2001	DESTRUCTION AUTHORIZATIONS	FE+3						

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1.2.003	A-2003	FORMS HISTORY FILE	AC+1				AC=Discontinuance of use of form		
1.2.004	A-2004	FORMS INVENTORY	US						
1.2.005	A-2005	RECORDS RETENTION SCHEDULE - (SLR 105)	US				ORIGINAL IS MAINTAINED PERMANENTLY AT STATE RECORDS CENTER		
1.2.006	A-2006	RECORDS TRANSMITTAL FORMS (RMD-101)	AC+2				AC= Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the records management officer.		
1.2.008	A-2008	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD 102) AGENCY COPY	FE+3				ORIGINAL IS MAINTAINED PERMANENTLY AT STATE RECORDS CENTER.		
1.2.010	A-2010	RECORDS DISPOSITION LOGS	10						
1.2.011	A-2011	RECORDS CENTER STORAGE APPROVAL FORMS (RMD106)	US				ORIGINAL RETAINED US+5 AT STATE RECORDS CENTER.		
1.2.012	A-2012	RECORDS INVENTORY WORKSHEETS	US						
1.2.013	A-2013	RECORDS CONTROL LOCATOR AIDS (INDEXES, LISTS OF CONTENTS)	AC				AC= When control aid is updated, revised or no longer needed.		
1.2.014	A-2014	RECORDS MANAGEMENT PLANS	US+1						
1.2.015	A-2015	DISASTER RECOVERY SERVICE TRANSMITTALS (RMD 109)	FE+1						
1.2.016	A-2016	DISASTER RECOVERY SERVICE APPROVAL FORM (RMD 113)	AC				AC=Until superseded or termination of service		

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1.3.001	A-3001	STATE PUBLICATIONS	AC+2				AC=UNTIL SUPERSEDED OR OBSOLETE; The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library. And Archives Commission		
1.3.002	A-3002	PUBLICATION DEVELOPMENT FILES	AV						
	ATH01	STUDENT ATHLETE EDUCATION RECORDS	AC+6				include student-athlete statement, high school and all college transcripts, precollege test scores and related information and correspondence; records concerning financial aid, other documents obtained pertaining to NCAA eligibility. AC= graduation or d		
	ATH02	NCAA COMPLIANCE RECORD	6				Subject to NCAA Compliance (including certification of compliance form, student athlete statement, drug testing consent form, student-athlete affirmation)		
	ATH03	NCAA COMPLIANCE RECORDS	6				Includes information and sports sponsorship, and designation of institutional representatives.		
	ATH04	ASC COMPLIANCE RECORDS	6				Medical hardships and transfer forms		
1.1.019	ATH05	PUBLIC RELATION RECORDS, NEWS, PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY, INCLUDES PRINT, ELECTRONIC, AUDIO/AV	PM				Includes Sport Media folders, including rosters, programs, schedules, statistics, quick facts, player of the week forms, awards, etc.		
	ATH06	RULES AND REGULATIONS	6				Including NCAA rules, interpretations records and/or files and documentation to substantiate the dissemination and communication of rules and educational material Subject to NCAA review		
	ATH07	DAILY INJURY REPORT	PM						
1.1.067	ATH08	NCAA PROVISIONAL COMPLIANCE REPORTS	PM				Including institutional self-study and third year provisional report. Subject to NCAA review		

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1.1.067	ATH09	YEARLY REPORTS	PM				Including equity in Athletics Disclosure Act, Graduation Rate, and US News and World Report Subject to NCAA and federal agency review	
4.5.005	ATH10	EXTERNAL FISCAL REPORTS (NCAA FINANCIAL AND REPORT)	PM					
	ATH11	TEAM ROSTERS AND PHOTOGRAPHS	PM					
	ATH12	MEDICAL RECORDS	AC+7				AC=Last date of service	
	ATH13	SPORTS STATISTICS`	PM					
2.1.001	B-1001	PROCESSING FILES	AC				AC=Completion of 3rd update cycle except for: A) Raw data input. B) Routine of benchmark data. C) File for processing job which dose not add to, delete, or modify master file.	
2.1.002	B-1002	MASTER FILES	AC				AC=Completion 3rd update cycle except for: A) Data file which replaces textural record. B) Output date file extracted from system to produce printed reports - Dispose when no longer needed to create report.	
2.1.007	B-1007	SOFTWARE PROGRAMS	AC				AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTORNIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ. 13 TAC 6.94.	
2.1.008	B-1008	HARDWARE DOCUMENTATION	AC				AC=Until electronic records are transferred to & made usable in a new hardware or no electronic records being retained to meet retention period that require the hardware to be retrieved and read. 13 TAC 6.94	

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2.1.009	B-1009	TECHNICAL DOCUMENTATION	AC				AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE ENVIRONMENT WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD. 13 TAC6.94.	
2.1.010	B-1010	AUDIT TRAIL RECORDS	AC				AC=ALL AUDIT REQUIREMENTS HAVE BEEN MET	
2.1.011	B-1011	FINDING AIDS, INDEXES, AND TRACKING SYSTEMS	AC				AC=THE RELATED HARD COPY OF ELECTRONIC RECORDS HAVE BEEN DESTROYED	
2.2.	B-201	DATA ENTRY LOGS	AV					
2.2.	B-202	COMPUTER NETWORK BACKUP TAPES	US					
2.2.001	B-2001	SYSTEM MONITORING RECORDS	AV					
2.2.002	B-2002	CHARGEBACK RECORDS TO DATA PROCESSING SERVICES USERS	FE+3					
2.2.004	B-2004	COMPUTER JOB SCHEDULES AND REPORTS	3MO					
2.2.010	B-2010	DATA PROCESSING POLICIES AND PROCEDURES	US+3				CAUTION: DOES NOT INCLUDE TECHNICAL DOCUMENTATION OF PROCEDURES NECESSARY FOR READING OR PROCESSING OF ELECTRONIC RECORDS. SEE ITEM NUMBER 2.1.009	
2.2.011	B-2011	BATCH DATA ENTRY CONTROL RECORDS	AC				AC=When reconciliation confirmed	
2.2.012	B-2012	OUTPUT RECORDS FOR COMPUTER PRODUCITON	AV					

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2.2.013	B-2013	QUALITY ASSURANCE RECORDS	AC				AC=NO LONGER NEEDED AS AN AUDIT TRAIL FOR ANY RECORDS MODIFIED.		
2.2.014	B-2014	INTERNET COOKIES	AV				The disposal of history files need not be documented through destruction authorizations		
2.2.015	B-2015	HISTORY FILES - WEB SITES	AV				The disposal of history files need not be documented through destruction authorizations		
2.2.016	B-2016	SOFTWARE REGISTRATIONS, WARRANTIES and LICENSE AGREEMENTS	LA+3						
3.1.	C-101	COMMISSIONED OFFICERS BACKGROUND AND TRAINING RECORDS	AC				AC=UNTIL TERMINATED RECORD BECOMES PART OF INDIVIDUAL PERSONNEL FILES		
3.1.	C-102	EEO REPORT/DOCUMENTATION	3						
3.1.	C-103	WORKERS' COMPENSATION CLAIM FILES	AC+50				AC=UNTIL WORKERS COMPENSATION CLAIM IS CLOSED		
3.1.	C-104	POLICE TRAINING ROSTER AND GRADES	50				ROSTER IS MAINTAINED TO RECORD NAMES OF POLICE PERSONNEL TRAINING		
3.1.	C-105	FACULTY PROFESSIONAL FILE(EVALUATION PAPERS FOR TENURE OR PROMOTION)	AC				AC=Kept in VPAA office until promotion is approved or denied; then the file is returned to the Dean and the Dean returns to the faculty member		
3.1.	C-106	INDIVIDUAL PERSONNEL FILES	AC+50				AC=TERM OF EMPLOYMENT.		
3.1.001	C-1001	APPLICATIONS OF PERSONS NOT HIRED (INCLUDES JOB REQUISITIONS AND JOB POSTINGS)	2				29CFR1602.49(A) .		
3.1.002	C-1002	APPLICATIONS OF PERSONS - HIRED	AC+5				AC = TERMINATION OF EMPLOYMENT.		
3.1.006	C-1006	EMPLOYEE COUNSELING RECORDS	AC+3				AC=TERMINATION OFCOUNSELING.		

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3.1.011	C-1011	EMPLOYEES' INSURANCE FILES	AC				AC=TERM OF EMPLOYMENT. Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001		
3.1.012	C-1012	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS	2				29 CFR 1602.49(a) (State Universities).		
3.1.013	C-1013	EMPLOYMENT CONTRACTS	AC+4				AC=Expiration or termination of the contract according to its terms.		
3.1.014	C-1014	EMPLOYMENT SELECTION RECORDS	2				29 CFR 1602.49(a) (State Universities).		
3.1.018	C-1018	GRIEVANCE RECORDS (AS PART OF INDIVIDUAL PERSONNEL FILE) AC+2	AC+2				AC=FINAL DECISION OF THE GRIEVANCE. DOES NOT INCLUDE FORMAL COMPLAINTS FILED BY AN AGENCY EMPLOYEE WITH THE EEO OF THE DEPT. OF LABOR. SEE ITEM #1.1048.		
3.1.019	C-1019	PERFORMANCE APPRAISALS	2				29CFR1620.32 (c)		
3.1.020	C-1020	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5				AC=TERMINATION OF CORRECTIVE ACTION		
3.1.021	C-1021	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5				AC=TERMINATION OF EMPLOYMENT		
3.1.022	C-1022	PERSONNEL INFORMATION OR ACTION FORMS	2				29 CFR 1602.49(a) (STATE UNIVERSITIES).		
3.1.023	C-1023	POSITION/JOB DESCRIPTIONS	US+4				40 TAC 815.106 (i)		
3.1.024	C-1024	PHYSICAL EXAMINATIONS / MEDICAL REPORTS	AC+4				AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT		
3.1.026	C-1026	CRIMINAL HISTORY CHECKS	AC				AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED.		

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4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks		
			Agency	Storage	Total				
3.1.027	C-1027	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL).	AC+5				AC=TERMINATION OF EMPLOYMENT.		
3.1.029	C-1029	EMPLOYMENT ELIGIBILITY (FORM INS-I-9)	AC+1				AC=TERMINATION OF EMPLOYMENT.		
3.1.031	C-1031	BENEFIT PLANS--OPTIONAL RETIREMENT PLAN, AND TEACHERS RETIREMENT INFORMATION FOR INDIVIDUAL EMPLOYEES	AC+50				AC=AFTER TERMINATION OR RETIREMENT.		
3.1.034	C-1034	RESUMES-UNSOLICITED	AV						
3.1.035	C-1035	PERFORMANCE BONDS	AC+4				AC-Expiration or termination of the bond according to its terms. (Excludes constructing or architectural surety bonds). SEE item number 5.2.028.		
3.1.036	C-1036	APPRENTICESHIP RECORDS	5				29 CFR 30.8(e)		
3.1.037	C-1037	EMPLOYEE RECOGNITION RECORDS	AC+5				AC-Termination of Employment		
3.1.038	C-1040	PUBLIC ACCESS OPTION FORM	US						
3.2.001	C-2001	EMPLOYEE DEDUCTION AUTHORIZATION	AC+4				AC=After termination of employee or after amendment, expiration, or termination of authorization , whichever sooner.		
3.2.002	C-2002	EMPLOYEE EARNING RECORDS	4				40 TAC 815.106(i)		
3.2.003	C-2003	FEDERAL TAX RECORDS - includes 1099, W2, FICA, and other tax records	AC+4				AC=Tax due date, date claim is filed, or date tax is paid whichever is later		
3.2.004	C-2004	INCOME ADJUSTMENT AUTHORIZATIONS	2				29 CFR 516.6(C)		
3.2.005	C-2005	W-4 FORMS	AC+4				AC= UNTIL SUPERSEDED, OBSOLETE, OR SEPARATION OF EMPLOYMENT 26-CFR 31.6001-1(e)(2)		

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			Agency	Storage	Total				
3.2.006	C-2006	WAGE RATE TABLES	2				29 CFR 516.6(A)(2)		
3.2.007	C-2007	UNEMPLOYMENT COMPENSATION RECORDS	AC+5				AC=AFTER TERMINATION OF EMPLOYMENT		
3.2.008	C-2008	DIRECT DEPOSIT APPLICATION/AUTHORIZATIONS	US						
3.2.009	C-2009	STATE DEFERRED COMPENSATION RECORDS	AC+5				AC=All accounts with a vendor or vendors for the individual participant have been closed		
3.2.010	C-2010	HRIS REPORTS AND DOCUMENTATION	AC+4				AC=AFTER TERMINATION OF EMPLOYMENT		
3.3.	C-301	APPLICANT ACTIVITY FORMS	FE+3						
3.3.	C-302	PERSONNEL, TEMPORARY AND SEASONAL EMPLOYEE RECORDS	AC+3				AC=AFTER TERMINATION OF EMPLOYMENT		
3.3.	C-303	WORKERS' COMPENSATION AND UNEMPLOYMENT COMPENSATION REPORTS	FE+10				USED IN PREPARING ANALYSES OF PROGRAM EXPERIENCE.		
3.3.	C-304	EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES AND REVIEW FORMS	5						
3.3.001	C-3001	AFFIRMATIVE ACTION PLANS	5				29 CFR 30.8(e) for apprenticeship plans		
3.3.004	C-3004	BENEFIT PLANS	US +1						
3.3.010	C-3010	LABOR STATISTICS REPORT	3						
3.3.011	C-3011	FORMER EMPLOYEE VERIFICATION RECORDS	AC+75				AC=Termination of employment.		
3.3.015	C-3015	POSITIONS/JOB CLASSIFICATION REVIEW FILE	US+3						

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			Agency	Storage	Total				
3.3.020	C-3020	WORK SCHEDULES/ASSIGNMENTS	1				Including Physical Plant work-orders		
3.3.022	C-3022	TEXAS WORKFORCE COMMISSION (TWC) REPORTS	3						
3.3.023	C-3023	REIMBURSABLE ACTIVITIES, REQUEST AND AUTHORIZATION TO ENGAGE IN	FE+3						
3.3.024	C-3024	PERSONNEL POLICIES AND PROCEDURES	US+3						
3.3.025	C-3025	JOB PROCEDURE RECORDS	US+3						
3.3.026	C-3026	AGENCY STAFFING REPORTS	US+3						
3.3.027	C-3027	APTITUDE AND SKILL TESTS	US+2				29 CFR 1602.49 (State Universities). CAUTION: One copy of each different test (questions or administration procedures) should be retained for the period indicated.		
3.3.028	C-3028	APTITUDE AND SKILLS TESTS (TESTS PAPERS)	2				29 CFR 1602.49 (State Universities).		
3.3.029	C-3029	APTITUDE AND SKILLS TESTS (VALIDATION RECORDS)	LA+2				29 CFR 1602.49 (State Universities). LA=As long as the test is used by an agency.		
3.3.030	C-3030	TRAINING ADMINISTRATION RECORDS	US+2				CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.		
3.3.031	C-3031	EEO REPORTS AND SUPPORTING DOCUMENTATION	3				29CFR 1602.30, 1602.32, 1602.39, 1602.41, 1602.48 AND 1602.50		
3.3.032	C-3032	EQUAL PAY REPORTS	3				29 CFR 1620.32 (c)		
3.4.001	C-4001	ACCUMULATED LEAVE ADJUSTMENT REQUEST	FE+3						
3.4.002	C-4002	LEAVE STATUS REPORTS	FE+3						

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3.4.003	C-4003	LESS THAN FULL-TIME WORK REPORTS	4				40 TAC 815.106(1)		
3.4.004	C-4004	OVERTIME AUTHORIZATIONS	2						
3.4.005	C-4005	OVERTIME SCHEDULES	2						
3.4.006	C-4006	TIME SHEETS	FE+4						
3.4.007	C-4007	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3						
3.4.008	C-4008	SICK LEAVE POOL DOCUMENTATION-REQUESTS, APPROVALS, TRANSFERS, IN/OUT, ETC.	FE+3						
4.1.	D-101	ACCOUNTING TRANSACTIONS	FE+3						
4.1.002	D-1002	BILLING DETAIL	AC+3				AC=END OF FISCAL YEAR IN WHICH COLLECTED.		
4.1.003	D-1003	CANCELED CHECK/STUBS/WARRENDS/DRAFTS	FE+3						
4.1.004	D-1004	ENCUMBRANCE DETAIL	FE+3						
4.1.005	D-1005	INVENTORY AND OTHER COST FILES	FE+3						
4.1.006	D-1006	INVESTMENTS TRANSACTION FILES	FE+3						
4.1.007	D-1007	TRANSFERS OF BUDGET REVISIONS	FE+3						
4.1.008	D-1008	ELECTRONIC FUND TRANSFERS	FE+3						

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4.2.	D-201	VOUCHERS AND RELATED INFORMATION FOR PAYMENT OF OUTSIDE LEGAL SERVICES	FE+2	1			ONE REEL OF MICROFILM (REEL 12) IS STORED AT THE STATE RECORDS CENTER. REEL CONTAINS INFORMATION THAT IS VITAL TO THE OPERATION OF THE OFFICE.		
4.2.	D-202	REFUND CHECK LOGS AND DEPOSITS	FE+2	5					
4.2.	D-203	ACCOUNTING RECORDS (VOUCHERS AND RELATED INFORMATION)	FE+3						
4.2.001	D-2001	CASH DEPOSIT VOUCHERS	FE+3						
4.2.002	D-2002	CASH RECEIPTS - includes receipts for fees	FE+3						
4.2.003	D-2003	DAILY CASH RECEIPTS LOG	FE+3						
4.2.004	D-2004	ENCUMBRANCE VOUCHERS-ORDERS, STATEMENTS, CHANGE ORDERS, ETC	FE+3						
4.2.005	D-2005	PURCHASE VOUCHERS-EXPENDITURES, REQUISITION, PURCHASE ORDER, RECEIVING REPORT, INVOICE OR STATEMENTS BIDS, OTHERS	FE+3						
4.2.006	D-2006	GENERAL JOURNAL VOUCHERS	FE+3						
4.2.007	D-2007	EXPENDITURE VOUCHERS - Travel, payroll, etc.	FE+3						
4.3.002	D-3002	RECEIPTS JOURNALS OR REGISTERS	FE+3						
4.3.003	D-3003	EXPENDITURES JOURNALS OR REGISTERS	FE+3						
4.4.	D-401	LEDGERS		5			MAINTAINED FOR INDIVIDUAL DONOR AND/OR OPEN RECORDS REQUESTS AND ADMINISTRATIVE VALUE.		

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			Agency	Storage	Total			
4.1.001	D-4001	ACCOUNTS PAYABLE INFORMATION	FE+3					
4.4.002	D-4002	ACCOUNTS RECEIVABLE LEDGER	FE+3					
4.4.003	D-4003	ACCOUNTS PAYABLE LEDGER	FE+3					
4.4.004	D-4004	EMPLOYEE SAVINGS BOND LEDGERS	FE+3					
4.5.	D-501	EXPENDITURE SUMMARIES (INTERNAL OFFICE RECORDS)	FE+5				ADMINISTRATIVE AND BUDGETING PURPOSES.	
4.5.	D-502	BUDGET SUMMARIES INCLUDING OPERATING BUDGETS	FE+50				BUDGET OFFICE IS THE SOURCE OF HISTORICAL INFORMATION FOR SYSTEM AND INSTITUTIONAL INQUIRIES.	
4.5.	D-505	DONOR REPORTS	5				MAINTAINED FOR INDIVIDUAL DONOR AND/OR OPEN RECORDS REQUESTS AND ADMINISTRATIVE VALUE. O'DONNELL DONOR REPORTS ARE MAINTAINED PERMANENTLY.	
4.5.	D-506	O'DONNELL DONOR REPORTS	PM					
4.5.001	D-5001	WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+9					
4.5.002	D-5002	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3					
4.5.003	D-5003	ANNUAL FINANCIAL REPORT	AC+6				AC=SEPTEMBER 1 OF ODD-NUMBER CALENDAR YEARS.	
4.5.005	D-5005	EXTERNAL FISCAL REPORTS	FE+3				SPECIAL PURPOSE - I.E. FEDERAL FINANCIAL REPORTS, SALARY REPORTS, ETC. INCLUDES HUB REPORTS.	
4.5.006	D-5006	ANNUAL OPERATING BUDGETS	FE+5					

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			Agency	Storage	Total				
4.5.007	D-5007	USAS REPORTS - DAILY	AC				AC=RECEIPT AND RECONCILIATION OF ANNUAL REPORT		
4.5.008	D-5008	USAS REPORTS - MONTHLY	AC				AC=RECEIPT AND RECONCILIATION OF ANNUAL REPORT		
4.5.009	D-5009	USAS REPORTS - ANNUAL	FE+3						
4.6.	D-602	INTERNAL ACCOUNT BALANCING AND DETAIL	FE+5				ADMINISTRATIVE AND BUDGETING PURPOSES. MAINTAINED IN MIDLAND FOR EASE OF ACCESS.		
4.6.001	D-6001	BALANCING RECORDS	FE+3						
4.6.002	D-6002	RECONCILIATIONS	FE+3						
4.6.003	D-6003	CASH COUNTS	FE+3						
4.7.	D-709	SALES TAX RESALE CERTIFICATE	US						
4.7.001	D-7001	ACCOUNTING POLICIES AND PROCEDURES MANUAL	US+3						
4.7.002	D-7002	BANK STATEMENTS	7				MAINTAINED FOR INDIVIDUAL DONOR AND/OR OPEN RECORDS REQUESTS AND ADMINISTRATIVE VALUE.		
4.7.003	D-7003	RETURNED CHECKS/WARRANTS/DRAFTS(UNCOLLECTABLE)	AC+3				AC=AFTER DEEMED UNCOLLECTIBLE		
4.7.004	D-7004	CAPITAL ASSET RECORDS (to include invoices, purchase orders, receiving documents, requisitions	LA+3						
4.7.005	D-7005	CLAIMS FILES	AC+3				AC=AFTER CLOSED OR SETTLED.		

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4.7.006	D-7006	COMPTROLLER STATEMENTS	FE+3						
4.7.007	D-7007	DETAIL CHART OF ACCOUNTS (ONE FOR ALL ACCOUNTS IN USE FOR A YEAR)	FE+3						
4.7.008	D-7008	FEDERAL GRANT RECORDS	AC+3				AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		
4.7.009	D-7009	FIXED ASSET SEQUENTIAL NUMBER LOG	US+3						
4.7.010	D-7010	LONG TERM LIABILITY	AC+3				AC=RETIREMENT OF DEBT		
4.7.011	D-7011	TEXAS BUILDING AND PROCUREMENT COMMISSION STATEMENTS (TBPC)	FE+3						
4.7.012	D-7012	SIGNATURE AUTHORIZATIONS	US+FE+3						
5.1.001	E-1001	CONTRACTS AND LEASES (INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AUTOMOBILE AND CONSTRUCTION EXCEPT FOR BUILDINGS.	AC+4				AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. DOCUMENTS INCLUDE, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, ACCEPTED BIDS, PURCHASE ORDERS, INSPECTION REPORTS, CORRESPONDENCE		
5.1.003	E-1003	DELIVERY REPORTS	2						
5.1.004	E-1004	MAILING AND TELECOMMUNICATIONS LISTINGS	US						
5.1.005	E-1005	POSTAGE RECORDS	FE+3						
5.1.007	E-1007	REQUISITION FOR COPY/PRINT SERVICE	AV						

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5.1.010	E-1010	LICENSES AND PERMITS FOR NON-VEHICLES	AC+2				AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		
5.1.011	E-1011	PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS	AV						
5.1.012	E-1012	CHARGE SCHEDULES/PRICE LISTS	US+3						
5.1.013	E-1013	INSURANCE POLICIES	AC+4				AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.		
5.1.014	E-1014	OFFICE PROCEDURES	US+1						
5.1.015	E-1015	CORRESPONDENCE TRACKING RECORDS	1						
5.1.017	E-1017	CONTRACT LOG	FE+3				LIST OF AGENCY CONTRACTS, LEASES, AND AGREEMENTS INCLUDING GENERAL OBLIGATION, LAND LEASE, UTILITES, AND CONSTRUCTION CONTRACTS.		
5.2.	E-201	MAINTENANCE RECORDS, UNIVERSITY RESIDENCES	LA						
5.2.	E-202	BUILDING CONTRACTS (ARCHITECT, EQUIPMENT, AND FURNITURE CONTRACTS AND RELATED CORRESPONDENCE)	AC+11				AC=CLOSE OF PROJECT.		
5.2.	E-203	CONSTRUCTION PROJECT FILES (BID PROPOSALS, CHANGE ORDERS, VOUCHERS, AND CLAIMS)	AC+11						
5.2.	E-204	ANNUAL INSPECTIONS OF PHYSICAL PLANT CONDITION	FE+3						
5.2.001	E-2001	APPRAISALS-BUILDINGS OR PROPERTY	AV						
5.2.002	E-2002	BUILDING CONSTRUCTION PROJECT FILE	AC+10				AC=COMPLETION OF PROJECT		

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5.2.003	E-2003	BUILDING PLANS AND SPECIFICATIONS	LA					
5.2.004	E-2004	BUILDING SPACE REQUESTS	1					
5.2.005	E-2005	CALIBRATION (EQUIP. OR INSTRUMENT)	10					
5.2.006	E-2006	PROPERTY DESTRUCTION-CERTIFICATES OF	FE+3					
5.2.007	E-2007	DAMAGE REPORTS	FE+3					
5.2.008	E-2008	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS	LA+3					
5.2.009	E-2009	EQUIPMENT INVENTORY DETAIL REPORT	FE+3					
5.2.010	E-2010	EQUIPMENT MANUALS	LA					
5.2.011	E-2011	EQUIPMENT WARRANTIES	AC+1				AC=EXPIRATION OF WARRANTY	
5.2.012	E-2012	ESTIMATE FILES (SUPPLY AND REPAIR COST ESTIMATES)	1					
5.2.014	E-2014	INVENTORY - ANNUAL PHYSICAL (Property, equipment, supply verification)	FE+3					
5.2.015	E-2015	INVENTORY, NOTICE OF EQUIPMENT REMOVED FROM	FE+3					
5.2.016	E-2016	INVENTORY SYSTEM UPDATE LISTING (MONTHLY)	AC				AC=TRANSFER OF INFORMATION TO ANNUAL LIST	
5.2.017	E-2017	LOST & STOLEN PROPERTY REPORT	FE+3					

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5.2.018	E-2018	QUALITY CONTROL REPORT	2						
5.2.019	E-2019	SERVICE ORDERS	1						
5.2.020	E-2020	SUPPLY USAGE RECORDS	FE+1						
5.2.021	E-2021	SURPLUS PROPERTY SALE	FE+3						
5.2.022	E-2022	UTILITY USAGE REPORTS	AV						
5.2.023	E-2023	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING)	FE+3						
5.2.024	E-2024	MATERIAL SPECIFICATIONS	AC+2				AC=COMPLETION OF PROJECT		
5.2.025	E-2025	EQUIPMENT DESCRIPTIONS AND SPECIFICATIONS - SET BY AGENCY	AC+2				AC=COMPLETION OF PROJECT		
5.2.026	E-2026	FACILITIES RESERVATION LOGS	2						
5.2.027	E-2027	SPACE UTILIZATION REPORTS	AV						
5.2.028	E-2028	BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS - INCLUDES SURETY BONDS	LA+10						
5.3.002	E-3002	FREIGHT BILLS PAID	FE+3						
5.3.003	E-3003	FREIGHT CLAIMS	AC+2				AC=RESOLUTION OF CLAIM		
5.3.004	E-3004	ORDER - ACKNOWLEDGEMENTS	AV						

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5.3.005	E-3005	PACKING SLIPS	AV						
5.3.007	E-3007	BID DOCUMENTATION - REQUISITION/AUTHORIZATION INVITATION TO BID, SPECIFICATIONS, TABULATIONS	FE+3				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 #5.1.001/5.2.028		
5.3.008	E-3008	PURCHASING LOGS-RECORD OF ORDER ISSUED/RECEIVED, & SIMILAR DATA ON PROCUREMENT STATUS	FE+3						
5.3.009	E-3009	REQUESTS FOR INFORMATION	AC				AC=DATE OF DIRECT PURCHASE, ISSUANCE OF REQUEST FOR BIDS OR DECISION NOT TO PROCEED WITH THE PROCUREMENT, AS APPLICABLE		
5.4.001	E-4001	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION	CE+5				THE DEPARTMENT OF INSURANCE RETAINS COPIES OF THE REPORTS SUBMITTED TO IT FOR 50 YEARS.		
5.4.002	E-4002	EVACUATION PLANS	US						
5.4.003	E-4003	INSPECTION REPORTS	AC+3				AC=DATE OF CORRECTION OF THE DEFICIENCY, IF THE INSPECTION REPORT REVEALS A DEFICIENCY.		
5.4.004	E-4004	FIRE ORDERS	AC+3				AC=DEFICIENCY CORRECTED		
5.4.007	E-4007	HAZARDOUS MATERIALS TRAINING RECORDS	5				HEALTH AND SAFETY CODE 502.009(g)		
5.4.008	E-4008	HAZARD COMMUNICATION PLANS	US+5				HEALTH AND SAFETY CODE 502.009(g)		

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5.4.009	E-4009	WORKPLACE CHEMICAL LISTS	30				HEALTH AND SAFETY CODE 502.009(g)		
5.4.010	E-4010	MATERIAL SAFETY DATA SHEETS	AC				AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED BY AGENCY, AS APPLICABLE.		
5.4.011	E-4011	VISITOR CONTROL REGISTERS	3						
5.4.012	E-4012	SECURITY ACCESS RECORDS	AC+2				AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.		
5.4.013	E-4013	DISASTER PREPAREDNESS AND RECOVERY PLANS	US						
5.5.001	E-5001	BILLING DETAIL-TELECOMMUNICATIONS (OTHER THAN TEX-AN)	FE+3						
5.5.002	E-5002	LONG DISTANCE TELEPHONE LOG	AV				LOGS FOR FACSIMILE OR ELECTRONIC		
5.5.003	E-5003	STATION ACTIVITY REPORTS	AV				THE CURRENT MONTH, PLUS THE TWO PREVIOUS MONTHS OF REPORTS ARE MAINTAINED ELECTRONICALLY. PAPER LISTINGS ARE SENT TO DEPARTMENTS FOR VERIFICATION .		
5.5.004	E-5004	SYSTEM ACTIVITY REPORTS-INTERNAL LISTING OF ALL INCOMING/OUTGOING ACTIVITY	AV						
5.5.006	E-5006	BILLING DETAIL-TELECOMMUNICATIONS (TEX-AN)	FE+3						
5.5.007	E-5007	DISPUTED CALL DOCUMENTATION RELATING TO DISPUTED LONG DISTANCE CALLS	FE+3						
5.6.003	E-6003	INSPECTION REPAIR/MAINT/ RECORDS - VEHICLES	LA+1						

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5.6.004	E-6004	LICENSE AND DRIVING RECORD CHECKS	AC				AC=UNTIL SUPERSEDED OR UNTIL TERMINATION OF EMPLOYMENT		
5.6.005	E-6005	VEHICLES USE REPORTS (includes mileage, fuel/oil consumption, passengers carried and other related operational information)	FE+3						
5.6.007	E-6007	VEHICLE TITLES AND REGISTRATIONS	LA						
5.6.009	E-6009	PARKING PERMITS OR ASSIGNMENTS	US						
	F-11	CONTINUING EDUCATION	FE+3				UNIVERSITY OUT-REACH PROGRAMS INCLUDES APPLICATION FORMS AND TESTING		
	F-110	NOTIFICATION OF AWARDS	FE+3				Including Office of Student Financial Aid		
4.5.002	F-111	REPORT OF ACTIVITY (STUDENT FINANCIAL AID PROGRAMS)	FE+5						
	F-112	VERIFICATION OF EXPENDITURES (STUDENT FINANCIAL AID PROGRAMS)	FE+5						
	F-113	VERIFICATION/CERTIFICATION OF STUDENT RECORDS	FE+3						
	F-114	ADMISSIONS RECORDS	AC+3				AC=TERMINATION OF ENROLLMENT		
	F-115	STUDENT PLACEMENT FILES	AC+3				AC=TERMINATION OF ENROLLMENT		
1.3.001	F-116	ALUMNI RECORDS (Including Commencement Programs)	FE+3						
	F-117	FACULTY SENATE RECORDS	FE+3						

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1.3.001	F-118	STUDENT SCHEDULES	FE+3					
	F-119	STUDENT SENATE	FE+3					
	F-12	TEST QUESTIONS/EXAMS	AC+1				AC=AS LONG AS THE TEST IS USED.	
	F-120	PROGRAM BOARD RECORDS (MEETINGS, PROGRAMS, ETC.)	FE+3					
	F-121	STUDENT NOTICES	FE+3					
	F-123	GRADUATE STUDIES (STUDENT RECORDS FOR GRADUATE SCHOOL) - ACTIVE	PM				Inactive files transfer to F-124	
	F-124	GRADUATE STUDIES - (STUDENT RECORDS FOR GRADUATE SCHOOL) INACTIVE	AC				AC=GRADUATION OR STUDENT LEAVING PROGRAM	
	F-125	TEXTBOOK REQUISITIONS	FE+3					
	F-126	SYLLABI	2				USED TO EVALUATE FACULTY	
	F-127	DIVISIONAL STUDENT FILES	FE+3					
	F-128	DIVISIONAL STUDENT WORKER FILES	FE+3					
	F-129	GRADUATION/DEGREES FILES	PM					
	F-13	STUDENT DISCIPLINARY ACTION DOCUMENTS (SEPARATE CONFIDENTIAL RECORD DEPENDING ON PENALTY)	PM				REGENTS RULES AND REGULATION RULE 50101 SEC 8	

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	F-130	ACADEMIC RECORDS (INCLUDING NARRATIVE EVALUATIONS, COMPETENCY ASSESSMENTS, ETC.)	PM						
	F-131	REGISTRATION RECORDS	FE+3						
	F-132	REGISTRATION INFORMATION	FE+3						
	F-133	CLASS SPECIFICATIONS-UT SYSTEMS	US						
	F-134	ADVISING FILES	AC+3				AC=GRADUATION OR TERMINATION OF ENROLLMENT		
	F-135	ADMISSIONS REPORT	FE+3						
	F-136	STUDENT LOANS-NOTES AND RELATED RECORDS	FE+3						
	F-137	VA STUDENT FILES	AC+3				AC=GRADUATION OR TERMINATION OF ENROLLMENT		
	F-138	STUDENT HOUSING (INCLUDES APPLICATIONS, CONTRACTS , AND PAYMENT CARDS)	FE+3						
	F-139	ACADEMIC APPEALS	AC+3				Including Academic Petitions, AC=Satisfactory conclusion		
	F-14	APPLICANTS-NOT ADMITTED (CONTAINS ADMITTANCE APPLICATION AND LETTER OF REFUSAL FOR ADMITTANCE)	FE+3						
	F-140	FOREIGN STUDENT FILES (CONTAINS APPLICATION AND ACADEMIC RECORDS)	PM						
	F-141	TRANSCRIPTS--STUDENT PERMANENT RECORDS	PM						

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	F-142	TRANSCRIPTS-REQUESTS FOR	2						
	F-143	SCHOLARSHIPS/GRANTS	AC+5				AC=SUBMISSION OF REPORT TO GRANTING AGENCY OR END OF AWARD YEAR		
	F-144	CHANGE OF COURSES (ADD/DROP FORMS)	AC+1				AC=END OF SEMESTER		
	F-145	WITHDRAWAL FORMS	AC+3				AC=END OF SEMESTER		
	F-146	TUITION AND FEE CHARGES (REGISTRATION PAYMENT RECEIPTS)	FE+3						
	F-15	CLINICAL/LABORATORY EVALUATION	AC+3				AC=END OF RESEARCH		
	F-161	COURSE MATERIALS, TEST, ASSIGNMENTS, ROSTERS	AC+1				AC = Close of course semester		
	F-17	GRADE SHEETS	AC+5				AC=END OF ACADEMIC YEAR IN WHICH DATA POSTED TO TRANSCRIPTS		
	F-18	STUDENT HEALTH INSURANCE	FE+3						
	F-19	STUDENT FINANCIAL AID PROGRAMS	FE+5						
	G-01	CASE REPORTS - ORIGINAL OFFENSE REPORT ALONG WITH SUPPLEMENTAL INVESTIGATION REPORTS RELATIVE TO THAT OFFENSE (INCLUDES SUSPECTS AND ARRESTS.)	AC+25				AC=STATUTE OF LIMITATIONS HAS RUN		
	G-02	CASE REPORTS RELATED TO UNSOLVED HOMICIDES	AC+50				AC=STATUTE OF LIMITATIONS HAS RUN		
	G-03a	OFFENSE REPORTS - NO SUSPECTS OR ACTIVE NCIC ENTRY	AC+1				AC = (DEPENDING ON THE NATURE OF THE OFFENSE). STATUTE OF LIMITATIONS AS ESTABLISHED IN THE CODE OF CRIMINAL PROCEDURES .		

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	G-03b	NCIC POLICY	AC+2				AC=DEPENDING ON THE NATURE OF THE OFFENSE NCIC POLICY		
	G-04	INCIDENT REPORTS - REPORTS THAT DO NOT INVOLVE A REPORTABLE OFFENSE	2						
	G-05	CRIMINAL TRESPASS WARNINGS	12 MOS				12 MONTHS FROM THE DATE THE WARNING IS ISSUED		

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