STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
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Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
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E – Exempt from archival review and transfer

1. Agency Code: 724			2. Agency Name: University of Texas El Paso								
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
ADV33	15.4.003	FHAR (Foster Homeless Adopted Resources). AUTHORIZATION OF RECORDS AND INFORMATION RELEASE.	RECORD OF EACH REQUEST FOR ACCESS TO AND EACH DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATIONAL RECORDS OF A STUDENT: DOCUMENTATION OF REQUESTS FROM AND DISCLOSURES TO ANY PARTY OTHER THAN THE STUDENT, AN OFFICIAL OF THE DISTRICT FOR WHAT THE DISTRICT HAS DETERMINED ARE LEGITIMATE EDUCATIONAL INTERESTS, A PARTY WITH OR WITHOUT WRITTEN CONSENT FROM THE STUDENT, OR A PARTY SEEKING DIRECTORY INFORMATION.	AC	5			AC=AS LONG AS DISCLOSED RECORD IS MAINTAINED.			34 CFR 99.32(a)(2).
ADV35	15.2.001	SUSPENSION COMMITTEE REINSTATEMENT DECISION.	AUTHORIZATIONS FOR ACADEMIC ACTIONS, SUCH AS ACADEMIC PROBATION, SUSPENSIONS, DISMISSALS, REINSTATEMENTS, ETC.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS.	
ADV37	15.2.026	TEXAS SUCCESS INITIATIVE (TSI) - ADVISING PLAN.	THIS SERIES INCLUDES RECORDS OF ACADEMIC ADVISEMENT TO STUDENTS. SERIES MAY INCLUDE ADVISORS' NOTES, ADVISING CHECKLISTS, AND CONVENIENCE COPIES OF GRADE RECORDS MAINTAINED BY REGISTRARS.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ALL019	17.1.009	SYLLABUS - COURSE CONTENT.	USED TO ASSESS EQUIVALENCY OF TRANSFER COURSES.	AC	2			AC = END OF SEMESTER IN WHICH COURSE IS TAUGHT.			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL020		COURSE WAIVERS.		AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ALL021	15.2.013	GRADE REPORTS.	THIS SERIES DOCUMENTS GRADES RECEIVED BY STUDENTS FOR THE TERM. THIS IS THE RECORD COPY OF REPORTS DISTRIBUTED TO STUDENTS AT THE END OF EACH TERM. INDIVIDUAL FORMS INCLUDE: COURSE NUMBERS AND TITLES; GRADES AWARDED; GRADE POINT AVERAGE; STUDENT NAME; AND SOCIAL SECURITY NUMBER OR STUDENT ID NUMBER.	AC	1			AC=COURSE COMPLETION.		ORIGINAL KEPT AT REGISTRAR'S OFFICE. CAUTION: COURSEWORK UNDER DISPUTE MAY NOT BE DESTROYED UNTIL THE RESOLUTION OF THE DISPUTE. SEE RSIN 15.2.009 FOR GRADUATE STUDENT QUALIFYING EXAMINATIONS. SEE RSIN 15.2.001 FOR GRADE BOOK. SEE RSIN 15.2.030 FOR THESES AND DISSERTATIONS.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL030	15.2.007	CLASS SCHEDULE.	REGISTRATION FORMS, CLASS ROSTERS, CLASS SCHEDULES, AND SIMILAR RECORDS PROVIDING INFORMTAION ON WHICH COURSES STUDENTS ARE REGISTERED FOR AT THE BEGINNING OF AN ACADEMIC TERM, INCLUDING DOCUMENTATION EVIDENCING THE CONDITIONS UNDER WHICH COURSES ARE UNDERTAKEN (E.G., AUDIT, PASS/FAIL, AND CREDIT/NO CREDIT AUTHORIZAITONS OR APPROVALS) OR EVIDENCING CHANGES TO REGISTRATION STATUS DURING THE TERM (E.G., ADD/DROP FORMS AND WITHDRAWAL AUTHORIZATIONS BY STUDENT OR INSTRUCTOR).	AV				AC=END OF SEMESTER.		ORIGINAL KEPT AT REGISTRAR'S OFFICE.	
ALL031	17.1.002	SCHEDULE OF COURSES (INSTITUTIONAL).	THIS SERIES DOCUMENTS THE FORMULATION OF CLASS SCHEDULES BY ACADEMIC DEPARTMENTS FOR INCLUSION IN THE PUBLISHED SCHEDULE OF CLASSES. THIS SERIES INCLUDES THE FINAL EDITION OF THE SCHEDULE OF CLASSES.	PM					O	ORIGINAL KEPT AT REGISTRAR'S OFFICE.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL050	15.1.001	APPLICATIONS FOR ADMISSION OR READMISSION.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	3			AC = GRADUATION OR DATE OF LAST ATTENDANCE.		AC = Graduation, date of last attendance, or separation from program, as applicable. CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS.	8 CFR 214.3(g)

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL060	15.1.002	STUDENT CORRESPONDENCE RELEVANT - WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.	AC	1			AC = AFTER APPLICATION TERM.			
ALL061		STUDENT CORRESPONDENCE RELEVANT - WHO DO ENTER.	INCOMING / OUTGOING CORRESPONDENCE RELEVANT TO STUDENTS WHO DO ENTER THE INSTITUTION.	AC	5			AC=GRADUATION OR DATEOF LAST ATTENDANCE.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL070	15.2.007	CHANGES OF COURSE - ADD / DROP.	REGISTRATION FORMS, CLASS ROSTERS, AND SIMILAR RECORDS PROVIDING INFORMATION ON WHICH COURSES STUDENT ARE REGISTERED FOR AT THE BEGINNING OF AN ACADEMIC TERM, INCLUDING DOCUMENTATION EVIDENCING THE CONDITIONS UNDER WHICH COURSES ARE UNDETAKEN (E.G., AUDIT, PASS/FAIL, AND CREDIT/NO CREDIT AUTHORIZATIONS OR APPROVALS) OR EVIDENCING CHANGES TO REGISTRATON STATUS DURING THE TERM (E.G., ADD/DROP FORMS BY STUDENT OR INSTRUCTOR.	AV							
ALL075	15.2.008	MAJOR CHANGE FORM.	THIS SERIES DOCUMENTS STUDENT REQUESTS TO CHANGE THEIR FIELD OF MAJOR STUDY, ADD OR REMOVE A SIMULTANEOUS MAJOR, OR ADD OR CHANGE A MINOR.	AC				AC=GRADUATION OR DATEOF LAST ATTENDANCE.			
ALL077	15.2.035	WITHDRAWAL AUTHORIZATIONS.	REQUESTS AND AUTHORIZATIONS FOR A STUDENT TO WITHDRAW FROM CLASSES AFTER CALENDAR DEADLINES WITHOUT ACADEMIC PENALTY FOR RESASONS ACCEPTABLE TO A UNIVERSITY.	AV							
ALL080	15.2.014	APPLICATION FOR GRADUATION.	STUDENT APPLICATIONS FOR GRADUATION.	AC	1			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL081	15.2.002	TRANSFER CREDIT EVALUATIONS.	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT II), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFEI) AND EVALUATIONS, NON-TRADITIONAL TRANSCRIPTS AND CREDENTIALS, LIFE EXPERIENCE RECORDS, REQUESTS FOR ADVANCED CREDIT, AND SIMILAR DOCUMENTATION USED BY A UNIVERSITY TO EVALUATE AND DETERMINE AWARD OF CREDIT BY ADVANCED PLACEMENT.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL100	15.2.014	GRADUATION AUTHORIZATIONS FORMS.	THIS SERIES DOCUMENTS STUDENT COMPLETION OF DEGREE REQUIREMENTS, INCLUDING AUTHORIZATIONS CERTIFYING COMPLETION OF DEGREE REQUIREMENTS. THE SERIES MAY INCLUDE OFFICIAL GRADUATION AUDIT FORMS THAT LIST STUDENTS' NAMES; COLLEGES; MAJORS; DEGREE; MINORS; THE BREAKDOWN OF INSTITUTIONAL DEGREE REQUIREMENTS AND HOW THE APPLICANTS HAVE FULFILLED THEM; GRADE POINT AVERAGES; DEANS' RECOMMENDATIONS/COMMENTS AND SIGNATURES; AND COMPREHENSIVE EXAMINATIONS.	AC	3			AC=GRADUATION OF DATE OF LAST ATTENDANCE.			
ALL110	17.1.001	DEGREE PLANS.	AN OUTLINE OF COURSE REQUIREMENTS DESIGNATED AS LOWER DIVISION, UPPER DIVISION, OR GRADUATE LEVELS SPECIFYING THE COURSE REQUIREMENTS GIVEN BY COURSE SUBJECT AND COURSE NUMBERS. IN ADDITION, THE DEGREE PLAN FRAMES THE ACCUMULATED HOURS IN ACCORDANCE WITH PROGRAM REQUIREMENTS, SUCH AS CORE CURRICULUM, ELECTIVE HOURS, AND PROGRAM SPECIFIC REQUIREMENTS.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

STATE OF TEXAS
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SLR 105
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ALL120	15.2.012	CHANGE OF GRADE FORM.	THIS SERIES DOCUMENTS GRADE CHANGES SUBMITTED BY INSTRUCTORS THROUGH THE ACADEMIC DEPARTMENTS TO THE REGISTRAR.	PM				AC=AFTER GRADE HAS BEEN CHANGED.	I	ORIGINAL GRADE CHANGE KEPT AT REGISTRAR'S OFFICE.	
ALL140	15.5.003	CLASS LISTS.	THIS SERIES PROVIDES INSTRUCTIONAL UNITS WITH AN OFFICIAL RECORD OF STUDENTS ENROLLED IN COURSES TAUGHT. THE SERIES IS USED TO CROSS-CHECK STUDENTS WHO HAVE REGISTERED AS WELL AS IN THE GENERATION OF STATISTICAL REPORTS. INFORMATION IN THE SERIES INCLUDES: STUDENT NAMES; SOCIAL SECURITY NUMBERS OR OTHER STUDENT IDENTIFICATION NUMBERS; TERM; AND ENROLLMENT/REGISTRATION STATUS.	AC	1			AC=WHEN THE LISTS OF STUDENTS WHO HAVE ENROLLED HAS BEEN CROSS-CHECKED WITH THE LIST OF STUDENTS WHO HAVE REGISTERED.	I	ORIGINAL KEPT AT REGISTRAR'S OFFICE.	

STATE OF TEXAS
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SLR 105
Rev. 2021-07

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ALL150	15.2.014	DEGREE AUDIT.	THIS SERIES DOCUMENTS STUDENT COMPLETION OF DEGREE REQUIREMENTS, INCLUDING AUTHORIZATIONS CERTIFYING COMPLETION OF DEGREE REQUIREMENTS. THE SERIES MAY INCLUDE OFFICIAL GRADUATION AUDIT FORMS THAT LIST STUDENTS' NAMES; COLLEGES; MAJORS; DEGREE; MINORS; THE BREAKDOWN OF INSTITUTIONAL DEGREE REQUIREMENTS AND HOW THE APPLICANTS HAVE FULFILLED THEM; GRADE POINT AVERAGES; DEANS' RECOMMENDATIONS/COMMENTS AND SIGNATURES; AND COMPREHENSIVE EXAMINATIONS.	AC	1			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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ALL160A	15.1.002	ACADEMIC RECORD. TRANSCRIPTS OTHERCOLLEGES APPLICANTS - WHO DO NOT ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE.	AC	1			AC=END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO IMMIGRATION AND NATURALIZATION SERVICE.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL160	15.1.001	ACADEMIC RECORD. TRANSCRIPTS OTHERCOLLEGES APPLICANTS -WHO DO ENTER.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: ACCEPTANCE LETTERS, APPLICATIONS FOR ADMISSION, ENTRANCE EXAM REPORTS, LETTERS OF RECOMMENDATION, MEDICAL RECORDS, READMISSION FORMS, RECRUITMENT MATERIALS, TEST SCORES, RESIDENCY CLASSIFICATION FORMS, TRANSCRIPTS FROM OTHER COLLEGES, TRANSCRIPTS FROM HIGH SCHOOL, AND RELATED CORRESPONDENCE. INTERNATIONAL STUDENT ADMISSIONS RECORDS ARE INCLUDED IN THIS SERIES.	AC	3			AC=GRADUATION OR DATEOF LAST ATTENDANCE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO IMMIGRATION AND NATURALIZATION SERVICE.	8 CFR 214.3(g).

STATE OF TEXAS
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SLR 105
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ALL165	15.2.013	STUDENT COURSEWORK MID-TERM AND FINALEXAMS.	THIS SERIES DOCUMENTS STUDENT SUBJECT MASTERY IN INSTITUTION COURSES. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: EXAMINATIONS AND ANSWERS; QUIZZES AND ANSWERS; HOMEWORK ASSIGNMENTS; COURSE PAPERS; TERM PAPERS; AND ESSAY ASSIGNMENTS.	AC	1			AC = COURSE COMPLETION		CAUTION: COURSEWORK UNDER DISPUTE MAY NOT BE DESTROYED UNTIL THE RESOLUTION OF THE DISPUTE. SEE RSIN 15.2.009 FOR GRADUTE STUDENT QUALIFYIN EXAMINATIONS. SEE RSIN 15.2.011 FOR GRADE BOOK. SEE RSIN 15.2.030 FOR THESES AND DISSERTATIONS.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
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ALL170	17.2.001	ACCREDITATION DOCUMENTATION.	THIS SERIES DOCUMENTS THE ACCREDITATION PROCESS FOR THE COLLEGES, UNITS, AND RELATED PROGRAMS. THE SERIES PROVIDES A RECORD OF MATERIALS COMPILED FOR INCLUSION IN A REPORT PACKET SENT TO THE APPROPRIATE PROFESSIONAL ACCREDITATION BOARD FOR THE SPECIFIC PROGRAM OR SERVICE AND USUALLY INCLUDES STATEMENTS ON MISSION, FINANCE, EDUCATIONAL PROGRAMS AND DEPARTMENTS/DIVISIONS MAKE UP. MOST ACCREDITATION ORGANIZATIONS PRODUCE AN EVALUATION REPORT BASED ON THE PACKET AND ON-SITE INSPECTION, WHICH IS USED TO DETERMINE ACCREDITATION FOR THE UNITS AND THEIR PROGRAMS. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: STATISTICAL DATA; WORKING PAPERS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	2			AC=END OF 2 ACCREDITATION CYCLES.	O		

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SLR 105
Rev. 2021-07

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ALL179	1.1.006	COMPLAINT RECORDS.	COMPLAINTS RECEIVED BY AN AGENCY FROM THE PUBLIC CONCERNING THE AGENCY AND RECORDS PERTAINING TO THE RESOLUTION OF THE COMPLIANT.	AC	2			AC = DATE OF RECEIPT, ACTION TAKEN, OR FINAL DISPOSITION OF THE COMPLAINT, WHICHEVER LATER.		CAUTION: IF A COMPLAINT BECOMES THE SUBJECT OF LITIGATION, IT MUST BE INCLUDED IN AND IS SUBJECT TO THE MINIMUM RETENTION PERIOD OF ITEM NUMBER 1.1.048.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL180	1.1.007	CORRESPONDENCE - ADMINISTRATIVE.	INCOMING/OUTGOING AND INTERNAL CORRESPONDENCE PERTAINING TO THE FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY AND THE ADMINISTRATIVE REGULATIONS, POLICIES, AND PROCEDURES THAT GOVERN THEM.		4				O	ARCHIVES NOTE: ONLY THE ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS & PROGRAM HEADS REQUIRE ARCHIVAL REVIEW. CONTACT THE STATE ARCHIVES WHEN THESE RECORDS HAVE MET THEIR RETENTION PERIODS. CAUTION: THIS RECORDS SERIES AND ITEM NUMBER 1.1.008 SHOULD BE USED ONLY FOR CORRESPONDENCE THAT IS NOT INCLUDED IN OR DIRECTLY RELATED TO ANOTHER RECORD SERIES ON THE AGENCY'S APPROVED SCHEDULE. FOR EXAMPLE, A MEMORANDUM THAT DOCUMENTS AN APPROPRIATIONS REQUEST MUST BE RETAINED FOR THE MINIMUM RETENTION PERIOD PRESCRIBED BY ITEM NUMBER 1.1.004; A LETTER CONCERNING AN AUDIT FOR THAT PRESCRIBED BY ITEM NUMBER 1.1.002, ETC. SEE ALSO ITEM NUMBER 1.1.011.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL190	1.1.008	CORRESPONDENCE - GENERAL.	NON-ADMINISTRATIVE INCOMING / OUTGOING AND INTERNAL CORRESPONDENCE, IN ANY MEDIA, PERTAINING TO OR ARISING FROM THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY.		2					SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010	
ALL192	1.1.010	DIRECTIVES	ANY DOCUMENT THAT OFFICIALLY INITIATES RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.	US	1						
ALL200	1.1.013	CALENDARS, APPOINTMENT AND ITINERARYRECORDS.	CALENDARS, APPOINTMENTS BOOKS OR PROGRAMS AND SCHEDULING, OR ITINERARY RECORDS, PURCHASED WITH STATE FUNDS OR MAINTAINED BY STAFF DURING BUSINESS HOURS THAT DOCUMENT APPOINTMENTS, ITINERARIES, AND OTHER ACTIVITIES OF AGENCY OFFICIALS OR EMPLOYEES.	CE	1			ARCHIVES NOTE: ONLY THE CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF ELECTED OFFICIALS, AGENCY HEADS, AND BOARD OR COMMISSION MEMBERS REQUIRE ARCHIVAL REVIEW. CONTACT THE STATE ARCHIVES WHEN THESE RECORDS HAVE MET THEIR RETENTION PERIODS.	O	CAUTION: A RECORD OF THIS TYPE PURCHASED WITH PERSONAL FUNDS, BUT USED BY A STATE OFFICIAL OR EMPLOYEE TO DOCUMENT HIS OR HER WORK ACTIVITIES MAY BE A STATE RECORD AND SUBJECT TO THIS RETENTION PERIOD. SEE OPEN RECORDS DECISION 635 ISSUED IN DECEMBER 1995 BY THE ATTORNEY GENERAL.	
ALL205	1.1.019	PUBLIC RELATIONS RECORDS.	NEWS, PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY. INCLUDES PRINT, ELECTRONIC, AUDIO, AND AUDIOVISUAL RECORDS.		2				O		

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL210	1.1.023	ORGANIZATION CHARTS.		US					I		
ALL223	1.1.038	CUSTOMER SURVEYS.	SURVEYS RETURNED BY THE CUSTOMERS OR CLIENTS OF AN AGENCY, AND THE STATISTICAL DATA MAINTAINED RATING AN AGENCY'S PERFORMANCE.	AC				AC=FINAL DISPOSITION OF SUMMARY REPORT.		SEE RSIN 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.	
ALL224	1.1.040	SPEECHES, PAPERS AND PRESENTATIONS.	NOTES OR TEXT OF SPEECHES, PAPERS, PRESENTATIONS, OR REPORTS DELIVERED IN CONJUCTION WITH AGENCY WORK.	AC	2			AC=END OF EVEN, UNTIL SUPERSEDED, OR OBSOLETE.	R	ARCHIVES NOTE: ONLY SPEECHES, PAPERS, AND PRESENTATIONS GIVEN BY OR ON BEHALF OF EXECUTIVE STAFF, BOARDS OR COMMISSION MEMEBERS, DIVISION DIRECTORS AND PROGRAM HEADS REQUIRE ARCHIVAL REVIEW	
ALL225	1.1.043	TRAINING MATERIALS.	INSTRUCTIONAL MATERIALS AND OTHER RECORDS DEVELOPED BY AN AGENCY ASSOCIATED WITH TRAINING THE ENITIES OR NON-PERSONNEL INDIVIDUALS IT REGULATES OR SERVES, INCLUDING BUT NOT LIMITED TO TRAINING MANUALS, COURSE REGISTRATION, CLASS ROSTER, SIGN-IN SHEETS, SYLLABUSES, COURSE OUTLINES, AND SIMILAR TRAINING AIDS USED IN EXTERNAL TRAINING PROGRAMS	AC	1			AC = CLOSE OF TRAINING SESSION, AFTERN TRAINING MATERIALS SUPERSEDED, OR TERMINATION OF TRAINING PROGRAM, AS APPLICABLE.		CAUTION: DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS. SEE RSIN 5.4.007	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL226	1.1.057	TRANSITORY INFORMATION.	RECORDS OF TEMPORARY USEFULNESS THAT ARE NOT AN INTEGRAL PART OF A RECORDS SERIES OF AN AGENCY, THAT ARE NOT REGULARLY FILED WITHIN AN AGENCY'S RECORDKEEPING SYSTEM, AND THAT ARE REQUIRED ONLY FOR A LIMITED PERIOD OF TIME FOR THE COMPLETION OF AN ACTION BY AN OFFICIAL OR EMPLOYEE OF THE AGENCY OR IN THE PREPARATION OF AN ONGOING RECORDS SERIES. TRANSITORY RECORDS ARE NOT ESSENTIAL TO THE FULFILLMENT OF STATUTORY OBLIGATIONS OR TO THE DOCUMENTATION OF AGENCY FUNCTIONS. SOME EXAMPLES OF TRANSITORY INFORMATION, WHICH CAN BE IN ANY MEDIUM (VOICE MAIL, FAX, EMAIL, HARD COPY, ETC.) ARE ROUTINE MESSAGES; TELEPHONE MESSAGE NOTIFICATIONS; INTERNAL MEETING NOTICES, ROUTING SLIPS; INCOMING LETTERS OR MEMORANDA OF TRANSMITTAL THAT ADD NOTHING OF SUBSTANCE TO ENCLOSURES; AND SIMILAR ROUTINE INFORMATION USED FOR COMMUNICATION, OF A SPECIFIC AGENCY TRANSACTION.	AC				AC=PURPOSE OF RECORD HAS BEEN FULFILLED.		CAUTION: RECORDS MANAGEMENT OFFICERS SHOULD USE CAUTION IN ASSIGNING THIS RECORDS SERIES ITEM NUMBER TO RECORDS OF AN AGENCY TO MAKE CERTAIN THEY ARE NOT PART OF ANOTHER RECORD SERIES LISTED IN THIS SCHEDULE OR, FOR RECORDS SERIES UNIQUE TO AN AGENCY, ARE NOT PART OF A RECORDS SERIES THAT DOCUMENTS THE FULFILLMENT OF THE STATUTORY OBLIGATIONS OF THE AGENCY OR THE DOCUMENTATION OF ITS FUNCTIONS. THE DISPOSAL OF TRANSITORY INFORMATION NEED NOT BE DOCUMENTED THROUGH DESTRUCTION SIGNOFFS (1.2.001) OR IN RECORDS DISPOSITION LOGS (1.2.010), BUT AGENCIES SHOULD ESTABLISH PROCEDURES GOVERNING DISPOSAL OF THESE RECORDS AS PART OF ITS RECORDS MANAGEMENT PLAN (1.2.014).	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL227	1.1.058	MEETING AGENDA AND MINUTES.	OFFICIAL AGENDA AND MINUTES OF STATE BOARDS, COMMITTEES, COMMISSIONS, AND COUNCILS THAT CONDUCT OPEN MEETINGS AS REQUIRED BY GOVERNMENT CODE, CHAPTER 551.	PM					I	ARCHIVES NOTE: AGENCY RETAINS PERMANENT RECORD COPY. THE ARCHIVAL REQUIREMENT WILL BE MET BY SENDING A COPY TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION. CAUTION: THIS RECORDS SERIES AND ITEM NUMBERS 1.1.059,1.1.060,1.1.061, AND 1.1.062 MUST BE USED FOR THOSE STATE BOARDS, COMMITTEES, COMMISSIONS,AND COUNCILS, WHICH BY LAW OR THE BIENNIAL APPROPRIATIONS ACT, ARE ADMINISTERED BY ANOTHER STATE AGENCY. THESE RECORDS AND ALL OTHERS RELATED TO THE FUNCTIONS OF ANY OF THESE DEPENDENT ENTITIES MUST BE INCLUDED IN THE RECORDS RETENTION SCHEDULE OF THE ADMINISTERING AGENCY.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
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ALL228	1.1.059	MEETINGS, AGENDAS AND MINUTES OR ADIOVISUAL RECORDINGS OF CLOSED	AGENDAS, MINUTES, OR AUDIOVISUALS RECORDINGS OF CLOSED MEETINGS OF STATE BOARDS, COMMISSIONS, COMMITTEES, AND COUNCILS.	AC	2			AC=THE DATE OF THE MEETING OR COMPLETION OF PENDING ACTION INVOLVING THE MEETING WHICHEVER IS LATER.		SEE caution at item number 1.1.058.	GOVERNMENT CODE, 551.104(a).
ALL229	4.1.009	ACCOUNTS RECEIVABLE INFORMATION		FE	3						
ALL231	1.1.062	MEETINGS - SUPPORTING DOCUMENTATION.	DOCUMENTS SUBMITTTED AT MEETINGS OF STATE BOARDS, COMMISSIONS, COMMITTEES, AND COUNCILS, INCLUDING EXHIBIT ITEMS, DOCUMENTATION FOR AGENDA ITEMS, ETC. INCLUDES DOCUMENTS SENT IN ADVANCE OF MEETINGS FOR BRIEFIN G PURPOSES, SOME OF WHICH MAY NOT BE SUBMITTED AT AN ACTUAL MEETING.		2				I	SEE caution at item number 1.1.058.	
ALL245	1.1.063	STAFF MEETING MINUTES AND NOTES.	MINUTES OR NOTES, AND SUPPORTING DOCUMENTATION TAKEN AT INTERNAL AGENCY STAFF MEETINGS.		1						

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL248	1.1.064	AGENCY PERFOMANCE MEASURES DOCUMENTATION.	ANY RECORDS OF AN AGENCY NEEDED FOR THE DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY, AND EXPLANATORY MEASURES IN AN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN, AND FOR PERFORMANCE MEASURES USED TO MANAGE THE AGENCY.	FE	3					SEE RSIN 1.1.068 FOR REPORTS ON AGENCY PERFORMANCE MEASURES. CAUTION: THE FE+3 RETENTION PERIOD OVERRIDES ANY SHORTER RETENTION PERIOD FOR A RECORDS SERIES IN THIS SCHEDULE IF THE RECORDS SERIES IS NEEDED FOR DOCUMENTATION OF AGENCY PERFORMANCE MEASURES.	
ALL249	1.1.065	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA.	INFORMATION OR DATA COLLECTED ANDCOMPILED FOR THE PURPOSE OF PRODUCINGNON-FISCAL REPORTS.	AV				SEE RSIN 1.1.067 FOR REPORTS PRODUCED FROM RAW DATA.		CAUTION: DOES NOT INCLUDE SOURCE DOCUMENTATION USED FOR INFORMATION OR DATA INCLUDED IN OR DIRECTLY RELATED TO ANOTHER RECORDS SERIES IN THIS SCHEDULE. SEE ESPECIALLY ITEM NUMBER 1.1.064.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL250A	1.1.067	REPORTS OF CONSULTANTS AND COMMITTEES. (NON-FISCAL).	ANNUAL, SUB-ANNUAL, OR SPECIAL REPORTS OR STUDIES ON NON-FISCAL ASPECTS OF AN AGENCY'S PROGRAMS, SERVICES, OR PROJECTS COMPILED BY AGENCY PERSONNEL, BY ADVISORY COMMITTEES, OR BY CONSULTANTS UNDER CONTRACT WITH AN AGENCY THAT ARE NOT ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				O	SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS. ARCHIVES NOTE: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E.	
ALL250	1.1.068	REPORTS ON PERFORMANCE MEASURES.	QUARTERLY AND ANNUAL REPORTS ON AGENCY PERFORMANCE MEASURES SUBMITTED TO EXECUTIVE AND LEGISLATIVE OFFICES.	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBEREDCALENDARYEARS.		SEE RSIN 1.1.065 FOR DOCUMENTATION USED TO PRODUCE REPORTS ON AGENCY PERFORMANCE MEASURES.	
ALL251	1.1.069	REPORTS - ACTIVITY. EMPLOYEE WORKLOADS.	REPORTS COMPILED BY AGENCY PERSONNEL ON A DAILY OR OTHER PERIODIC BASIS PERTAINING TO WORKLOAD MONITORING, TASK COMPLETION TIMES, NUMBER OF PUBLIC CONTACTS, AND SIMILAR ACTIVITIES.		1					CAUTION: SEE ITEM NUMBER 1.1.064	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL252	1.1.070	AGENCY RULES, POLICIES AND PROCEDURES - FINAL.	MANUALS, GUIDELINES, ADMINISTRATIVE RULES, OR SIMILAR RECORDS DISTRIBUTED INTERNALLY FOR THE USE OF EMPLOYEES OR EXTERNALLY TO THE PUBLIC OR THOSE INDIVIDUALS OR ENTITIES REGULATED BY AN AGENCY THAT SETS OUT THE RULES, POLICIES, AND PROCEDURES THAT GOVERN AN AGENCY'S PROGRAMS, SERVICES, OR PROJECTS.	AC	3			AC= UNTIL SUPERSEDED, OR TERMINATION OF PROGRAMS, RULES, POLICIES OR PROCEDURES.	O	ARCHIVES NOTE: WORKING FILES AND RELATED DOCUMENTATION USED IN CREATING THE FINAL RULES, POLICIES, AND PROCEDURES, ARE NOT SUBHECT OT ARCHIVAL REQUIREMENT AND MAY BE DISPOED OF AT THE EXPIRATION OF THE RETENTION PERIOD.	
ALL254	1.1.073	ADMINISTRATIVE HEARINGS.	TRANSCRIPTS AND FINAL DECISIONS OF HEARINGS CONDUCTED AS PART OF THE REGULATORY PROCESS, AND HEARINGS ON PROPOSED RULES AND CHANGES. THE RECORDS MAY BE MAINTAINED WITH RELATED INFORMATION INCLUDING MEETING NOTICES, PROOFS OF PUBLICATION, AND MEETING MINUTES.	AC	3			AC= LAST ACTION.	O	ARCHIVES NOTE: ONLY RECORDS THAT LEAD TO SUBSTANTIAL OR STATUTORY CHANGES TO THE OPERATIONS OF THE AGENCY AND ITS POLICIES AND PROCEDURES SHOULD BE RETAINED FOR ARCHIVAL REVIEW. CONTACT THE STATE ARCHIVES WHEN THESE RECORDS HAVE MET THEIR RETENTION PERIODS. CAUTION: THESE RECORDS MAY BE MAINTAINED WITH RELATED INFORMATION, INCLUDING MEETING NOTICES, PRROFS OF PUBLICATION, AND MEETING MINUTES, AND REQUIRE A LOGER RETENTION PERIOD.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL256	1.2.003	FORMS, HISTORY AND MAINTENANCE.	MASTER VERSIONS OF ALL FORMS, USED INTERNALLY AND EXTERNALLY BY THE AGENCY, INCLUDING SUBSEQUENT REVISIONS TO AN AGENCY FORM OR ANY ASSOCIATED DESIGN OR DESIGN MODIFICATION REQUESTS.	AC	2			AC=Until superseded or use of form is discontinued.			
ALL259	1.2.012	FORMS INVENTORY.		US				US=Until superseded or use of form is discontinued.			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL260	1.3.001	STATE PUBLICATIONS.	ONE COPY OF EACH STATE PUBLICATION AS DEFINED ON PAGE XI OF THIS SCHEDULE, EXCEPT A PUBLICATION THAT IS SUBJECT TO A DIFFERENT RETENTION PERIOD IN THIS SCHEDULE. FOR EXAMPLE, A MEETING AGENDA (SEE ITEM NUMBER 1.1.058) ALSO MEETS THE DEFINITION, BUT IT MUST BE RETAINED PERMANENTLY; ITEM NUMBERS 1.1.004, 1.1.055, 1.1.066, 1.1.068, AND 4.5.003, WHICH ALSO MEET THE DEFINITION, ARE CLOSELY ASSOCIATED WITH THE APPROPRIATIONS PROCESS AND MUST BE RETAINED AC+ 6.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.	O	CAUTION: MANY STATE PUBLICATIONS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ACHIVES COMMISSION, BY LAW (GOVERNMENT CODE 441.101-441.106). THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION WILL RETAIN A COPY OF ALL STATE PUBLICATIONS SUBMITTED TO IT ON A CONTINUING BASIS, SUBJECT TO PERIODIC EVALUATION TO DETERMINE IF THE PUBLICATION MERITS FURTHER RETENTION. FOR ADDITIONAL INFORMATION AND REQUIREMENTS CONCERNING STATE PUBLICATONS MADE AVAILABLE TO THE PUBLIC THROUGH THE INTERNET, CONSULT THE ADMINISTRATIVE RULES OF THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION (13 TAC	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
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ALL270	1.3.002	PUBLICATION DEVELOPMENT FILES.	BACKGROUND MATERIAL, COPY (DRAFTS), ORIGINAL ARTWORK, PHOTO NEGATIVES, PRINTS, FLATS ETC. THIS INCLUDES ALL WORK PERFORMED BOTH INSIDE AND OUTSIDE THE AGENCY.	AV					O	ORIGINAL PUBLICATIONS. ARCHIVES NOTE: SUCCESSIVE AND SUBSTANTIVE DRAFTS OF MAJOR PUBLICATIONS MAY BE ARCHIVAL. MAJOR IS DEFINED BY BOTH THE PUBLICATION'S AUTHORSHIP AND ITS IMPACT ON TEXAS AND TEXANS. ORIGINAL ARTWORK, INCLUDING PHOTO PRINTS AND NEGATIVES THAT HAVE SIGNIFICANT VALUE AS EVIDENCE OF AGENCY PROGRAMS AS WELL AS THE POTENTIAL FOR RE-USE, MAY BE ARCHIVAL.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
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ALL275	16.3.010	SECURITY INCIDENT REPORTS - INFORMATION SYSTEMS.	REPORTS CONCERNING SUSPICIOUS INCIDENTS OR COMPLAINTS THAT, AFTER INVESTIGATION, DID NOT APPEAR TO HAVE INVOLVED THE COMMISSION OF A CRIME. RECORDS MAY INCLUDE: INCIDENT REPORTS CONTAINING NAMES, DATES, CASE NUMBERS, DOLLAR VALUES, LOCATIONS, DESCRIPTIONS OF INCIDENT, AND PERSONNEL TAKING REPORT; IDENTIFICATION CARDS CREATED WHEN REPORTS OF SUSPICOUS BEHAVIOR ARE MADE TO THE OFFICE; WARNINGS RECORDS; NOTES; AND RELATED DOCUMENTATION INFORMATION MAY BE EXEMPT FROM PUBLIC DISCLOSURE.		7						20 U.S.C. 1092(f) 34 CFR 668.46
ALL280	2.1.008	HARDWARE DOCUMENTATION.	RECORDS DOCUMENTING OPERATIONAL AND MAINTENANCE REQUIREMENTS OF COMPUTER HARDWARE/OPERATING SYSTEM REQUIREMENTS, HARDWARE CONFIGURATIONS, AND EQUIPMENT CONTROL SYSTEMS.	AC				AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE HARDWARE TO BE RETRIEVED AND READ.		CAUTION: SOFTWARE NEEDED FOR ACCESS TO ELECTRONIC RECORDS MUST BE RETAINED FOR THE PERIOD OF TIME REQUIRED TO ACCESS THE RECORDS.	13 TAC 6.94

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
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ALL281	2.1.009	TECHNICAL DOCUMENTATION.	RECORDS ADEQUATE TO SPECIFY ALL TECHNICAL CHARACTERISTICS NECESSARY FOR READING OR PROCESSING OF ELECTRONIC RECORDS AND THEIR TIMELY, AUTHORIZED DISPOSITION INCLUDING DOCUMENTATION DESCRIBING HOW A SYSTEM OPERATES AND NECESSARY FOR USING THE SYSTEM SUCH AS USER GUIDES, SYSTEM OR SUB-SYSTEM DEFINITIONS, SYSTEM SPECIFICATIONS, INPUT AND OUTPUT SPECIFICATIONS, AND SYSTEM FLOW CHARTS; PROGRAM DESCRIPTIONS AND DOCUMENTATION SUCH AS PROGRAM FLOWCHARTS, PROGRAM MAINTENANCE LOGS, CHANGE NOTICES, AND OTHER RECORDS THAT DOCUMENT MODIFICATIONS TO COMPUTER PROGRAMS; AND DATA DOCUMENTATION NECESSARY TO ACCESS, RETRIEVE, MANIPULATE, AND INTERPRET DATA IN AN AUTOMATED SYSTEM SUCH AS A DATA ELEMENT DICTIONARY, FILE LAYOUT, CODE BOOK OR TABLE, AND OTHER RECORDS THAT EXPLAIN THE MEANING, PURPOSE, STRUCTURE, LOGICAL RELATIONSHIPS,	AC				AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED IN A NEW HARDWARE ENVIRONMENT.		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 THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ. CAUTION: SOFTWARE NEEDED FOR ACCESS TO ELECTRONICRECORDS MUST BE RETAINED FOR THE PERIOD OF TIME REQUIRED TO ACCESS THE RECORDS.	13 TAC 6.94

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
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ALL290	3.1.022	DEPARTMENTAL PERSONNEL FILE.	FORMS OR SIMILAR RECORDS USED TO CREATE OR CHANGE INFORMATION CONCERNING THE RECORDS OF AN EMPLOYEE, INCLUDING PAY GRADE, POSITION CLASSIFICATION, EMPLOYEE NUMBER, EVALUATION DATE, AND TERMINATION OF EMPLOYEMENT		2					DEPARTMENTAL FILE MUST BE REVIEWED FOR ORIGINAL DOCUMENTS AND ORIGINALS SHOULD BE FORWARDED TO HUMAN RESOURCES, TO BE INCORPORATED WITH HUMAN RESOURCES PERMANENT FILE.	29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49(a) [STATE UNIVERSITIES]
ALL293	3.1.034	RESUMES - UNSOLICITED.	RETENTION PERIOD APPLIES IF AN AGENCY REPLIES TO THE SENDER OF A RESUME THAT IT WILL BE KEPT ON FILE SHOULD FUTURE JOB OPENINGS OCCUR.	AV						SEE RSIN 3.1.014 FOR RESUMES, WHETHER SOLICITED OR UNSOLICITED, THAT ARE USED IN ANY WAY IN THE EMPLOYMENT SELECTION PROCESS.	
ALL300	3.1.001	APPLICATIONS FOR EMPLOYMENT - NOT HIRED.	APPLICATIONS, RESUMES, TRANSCRIPTS, LETTERS OF REFERENCE, AND SIMILAR DOCUMENTS WHOSE SUBMISSION BY CANDIDATES FOR VACANT POSITIONS IS REQUIRED ON THE APPLICATION FORM, BY APPLICATION PROCEDURES, OR IN THE EMPLOYMENT ADVERTISEMENT.	AC	2					AC=DATE OF THE MAKING OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER OCCURS LATER. CAUTION:DOES NOT INCLUDE ADA ACCOMMODATION REQUESTS. SEE RSIN 3.1.042	29CFR 1602.49 (a). [STATE UNIVERSITIES]

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL310	3.1.002	APPLICATIONS FOR EMPLOYMENT - HIRED.	APPLICATIONS, RESUMES, TRANSCRIPTS, LETTERS OF REFERENCE, AND SIMILAR DOCUMENTS WHOSE SUBMISSION BY CANDIDATES FOR VACANT POSITIONS IS REQUIRED ON THE APPLICATION FORM, BY APPLICATION PROCEDURES, OR IN THE EMPLOYMENT ADVERTISEMENT.	AC	5			AC=TERMINATION OF EMPLOYMENT.			
ALL320	3.1.014	EMPLOYMENT SELECTION RECORDS.	INCLUDES NOTES OF INTERVIEWS WITH CANDIDATES, QUESTIONS ASKED OF APPLICANTS, AUDIO AND VIDEOTAPES OF JOB INTERVIEWS, DRIVING RECORD AND PREVIOUS INJURY CHECKS, PRE-EMPLOYMENT PHYSICAL EXAMINATIONS, PRE-EMPLOYMENT DRUG SCREENING TEST RESULTS, POLYGRAPH EXAMINATION RESULTS; AND ALL OTHER RECORDS THAT DOCUMENT THE SELECTION PROCESS.	AC	2			AC=DATE OF THE MAKING OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER OCCURS LATER.		CAUTION: DOES NOT INCLUDE CRIMINAL HISTORY CHECKS. SEE ITEM NUMBER 3.1.026 DOES NOT INCLUDE DRG SCREENING TEST RESULTS; SEE RSIN 3.1.040A/B/C DOES NOT INCLUDE PRE-EMPLOYMENTS SKILLS TESTS; SEE RSIN 3.3.027 AND 3.3.028 DOES NOT INCLUDE PRE-EMPLOYMENT POLYGRAPH EXAMINATIONS; SEE RSIN 3.1.043	29 CFR 1602.49 (a) [STATE UNIVERSITY].
ALL340	3.1.022	PERSONNEL INFORMATION OR ACTIONS FORMS.	FORMS OR SIMILAR RECORDS USED TO CREATE OR CHANGE INFORMATION CONCERNING THE RECORDS OF AN EMPLOYEE INCLUDING PAY GRADE, POSITION CLASSIFICATION, EMPLOYEE NUMBER, EVALUATION DATE, AND TERMINATION OF EMPLOYMENT.		2						29 CFR 1602.49 (a). [STATE UNIVERSITIES]

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL343	3.1.023	POSITIONS / JOB DESCRIPTIONS.	JOB DESCRIPTIONS, INCLUDING ALL ASSOCIATED TASK OR SKILL STATEMENTS, FOR POSITIONS IN AN AGENCY.	AC	4			AC=UNTIL SUPERSEDED OR JOB ELIMINATED.			40 TAC 815.106(i).
ALL349	3.2.001	EMPLOYEE DEDUCTION AUTHORIZATIONS.	DOCUMENTATION USED TO START, MODIFY, OR STOP ALL VOLUNTARY OR REQUIRED DEDUCTIONS FROM PAYROLL, INCLUDING GARNISHMENT OR OTHER COURT-ORDERED ATTACHMENTS.	AC	4			AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION,OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER.			
ALL351	3.2.002	EMPLOYEE EARNINGS RECORDS.			4						40 TAC 815.106(i).
ALL353	3.2.003	FEDERAL TAX RECORDS.	INCLUDES W-2, FICA, 1099, AND OTHER TAX RECORDS.	AC	4			AC=TAX DUE DATE, DATECLAIM IS FILED, OR DATETAX IS PAID WHICHEVER ISLATER.			29 CFR 31.6001 - 1(e)(2).
ALL354	3.2.005	W-4 FORMS.	EMPLOYER'S COPY OF "EMPLOYEES' WITHHOLDING EXEMPTION CERTIFICATE."	AC	4			AC=UNTIL SUPERSEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE.			26 CFR 31.6001-1 (e)(2).
ALL356	3.2.008	DIRECT DEPOSIT APPLICATION/ AUTHORIZATIONS.		AC				AC=UNTIL SUPERSEDED, CANCELLED, OR LAST PAYMENT DEPOSITED AFTER TERMINATION OF EMPLOYMENT, WHICHEVER APPLICABLE			
ALL360	3.3.020	WORK SCHEDULES / ASSIGNMENTS.	WORK, DUTY, SHIFT, CREW, OR CASE SCHEDULES, ROSTERS, OR ASSIGNMENTS.		1						

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
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ALL370	3.3.023	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN.	REQUESTS AND AUTHORIZATIONS FOR TRAVEL; PARTICIPATION IN EDUCATIONAL PROGRAMS, WORKSHOPS, OR COLLEGE CLASSES; OR FOR OTHER WORK-RELATED ACTIVITIES FOR WHICH THE EXPENSES OF THE EMPLOYEE ARE DEFRAYED OR REIMBURSED.	FE	3						
ALL380	3.4.001	ACCUMULATED LEAVE ADJUSTMENT REQUEST.	USED TO CREATE EMPLOYEE LEAVE BALANCES, TO TRANSFER LEAVE BALANCES WHEN AN EMPLOYEE TRANSFERS POSITIONS, TO ADJUST CARRY-OVER BALANCES ON AUGUST 31, TO CORRECT ERRORS ON LEAVE ACCUMULATION, AND TO CLOSE OUT LEAVE ACCOUNTS ON SEPARATED EMPLOYEES.	FE	3						
ALL381	3.4.002	LEAVE STATUS REPORTS.	CUMULATIVE REPORT IS ISSUED EACH PAY CYCLE AND PROVIDES EMPLOYEE LEAVE STATUS INFORMATION FOR EACH POSITION.	FE	3						
ALL390	3.4.004	OVERTIME AUTHORIZATION.			2					CAUTION: ONLY INCLUDES OVERTIME SCHEDULES AND AUTHORIZATIONS. SEE RSIN 3.4.006 FOR TIMEKEEPING RECORDS.	
ALL400	3.4.006	TIME CARDS AND TIMESHEETS.		FE	4						40 TAC 815.106(i).

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
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ALL410	3.4.007	TIME OFF AND / OR SICK LEAVE REQUESTS.		FE	3						GOVERNMENT CODE, SECTION 661.152(d); 29 CFR 825.500(b).
ALL419	4.1.001	ACCOUNTS PAYABLE INFORMATION.	CLAIMS; INVOICES; STATEMENTS; COPIES OF CHECKS AND PURCHASE ORDERS; EXPENDITURE AUTHORIZATIONS; LEDGERS; ENCUMBRANCE, PURCHASE, GENERAL JOURNAL, EXPENDITURE, AND SPECIAL VOUCHERS; AND SIMILAR RECORDS THAT SERVE TO DOCUMENT DISBURSEMENTS, INCLUDING THOSE DOCUMENTING CLAIMS FOR AND REIMBURSEMENT TO EMPLOYEES FOR TRAVEL AND OTHER EXPENSES.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
ALL421	4.1.001	PROCUREMENT CARD (PROCARD) TRANSACTIONS		FE	3						
ALL422	4.1.006	EMPLOYEE SAVINGS BOND LEDGERS.	RECORDS DOCUMENTING THE INVESTMENT OF ANY PUBLIC FUNDS THAT EVIDENCE THE INVESTMENT OF SUCH FUNDS, THE CENCELLATION OR WITHDRAWAL OF INVETMENTS, AND SIMILAR ACTIVITIES.	FE	5					See RSIN 4.5.002 for reports associated with investments.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)
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ALL428	4.1.006	INVESTMENT TRANSACTION FILES.	RECORDS DOCUMENTING THE INVESTMENT OF ANY PUBLIC FUNDS THAT EVIDENCE THE INVESTMENT OF SUCH FUNDS, THE CANCELLATION OR WITHDRAWAL OF INVESTMENTS, AND SIMILAR ACTIVITIES.	FE	5					SEE RSIN 4.5.002 FOR REPORTS ASSOICIATED WITH INVESTMENTS	
ALL431	4.8.001	BANKING RECORDS	BANK STATEMENTS, CREDIT CARD STATEMENTS, CANCELLED CHECKS, CHECK REGISTERS, DEPOSIT SLIPS, DEBIT AND CREDIT NOTICES, RECONCILIATIONS, AND OTHER BANKING RELATED RECORDS	FE	3						
ALL502	4.5.002	WORKSHEETS FOR PREPARING FISCAL REPORTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REPORTS, HUB REPORST, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5					CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See RSIN 4.7.008	
ALL504	4.5.002	EXTERNAL FISCAL REPORTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REPORTS, HUB REPORST, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5			CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See RSIN 4.7.008			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL506	4.5.002	COMPTROLLER STATEMENTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REPORTS, HUB REPORST, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5			CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See RSIN 4.7.008			
ALL510	4.9.001	ANNUAL OPERATING BUDGETS.	REQUIRED BY THE GENERAL APPROPRIATIONS ACT. INCLUDES ECUMBRANCES AND DOCUMENTATION ABOUT BUDGET TRANSFERS AND REVISIONS, AS WELL AS DETAIL CHARTS OF ACCOUNTS.	FE	3						
ALL520	4.1.009	BALANCING RECORDS.		FE	3						
ALL533	4.7.004	CAPITAL ASSET RECORDS.	DOCUMENTATION RELATING TO THE CAPITAL AND FIXED ASSETS OF A STATE AGENCY, INCLUDING EQUIPMENT OR PROPERTY HISTORY CARDS CONTAINING DATA ON INITIAL COST, DEPRECIATION SCHEDULES OR SUMMARIES USED FOR CAPITAL OUTLAY BUDGETING, AND PROPERTY SALE, AUCTION, OR DISPOSAL RECORDS OF AGENCY OWNED EQUIPMENT AND PROPERTY.	LA	3						

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL540	4.7.008a	GRANT RECORDS - AWARDED	THIS SERIES DOCUMENTS STATE, FEDERAL, AND OTHER SPONSORED GRANT PROJECTS PARTICIPATED IN OR ADMINISTERED BY STATE AGENCIES. IT INCLUDES GRANT AUTHORIZATION RECORDS, WHICH PROVIDE EVIDENCE OF THE AWARD OF GRANTS TO OR BY AGENCIES; GRANT/PROJECT FINANCIAL OR PERFORMANCE REPORTS, WHICH ARE PERIODIC REPORTS OF FINANCIAL ACTIVITY AND/OR PROGRAM PERFORMANCE RELATED TO GRANTS RECEIVED OR MADE BY AGENCIES.	AC	3			AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).		CAUTION: RETENTION REQUIREMENTS MAY VARY DEPENDING ON THE SPECIFIC FUNDING AGENCY. AGENCIES MUST ENSURE THAT RECORDS ARE RETAINED FOR THE APPROPRIATE RETENTION PERIOD. GRANT AUDIT REQUIREMENT.	
ALL541	4.7.008b	GRANT RECORDS - NON-AWARDED	NON-AWARDED, DENIED, OR UNFUNDED GRANT APPLICATIONS AND PROPOSALS.	AC	2			AC=DATE OF NOTIFICATION			
ALL543	4.1.009	TEXAS FACILITIES COMMISSION STATEMENTS (TFC).	CHARGE OR BILL STATEMENTS RECEIVED BY AGENCIES FROM THE TFC FOR SERVICES PROVIDED.	FE	3						
ALL545	4.7.012	SIGNATURE AUTHORIZATIONS.	SIGNATURE CARDS OR SIMILAR RECORDS ESTABLISHING AUTHORITY OF AN AGENCY EMPLOYEE TO INITIATE OR AUTHORIZE FINANCIAL TRANSACTIONS ON BEHALF OF AN ANGENCY.	AC	4			AC=Until superseded, date of expiration, or termination of employee, whichever, sooner.			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL550	5.1.004	MAIL AND TELECOMMUNICATION LISTINGS.	ANY MAILING ADDRESS, TELEPHONE OR FAX NUMBER, OR E-MAIL ADDRESS RECORDS MAINTAINED BY AN AGENCY ON ITS EMPLOYEES OR ON ENTITIES OR PERSONS IT SERVES.	US							
ALL552	5.1.011	PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS.		AV							
ALL555	5.1.012	CHARGE SCHEDULES / PRICE LISTING.	SCHEDULES OF PRICES CHARGED BY AN AGENCY FOR SERVICES TO THE PUBLIC OR OTHER AGENCIES, INCLUDING ANY DOCUMENTATION USED TO DETERMINE THE CHARGES.	US	3						
ALL556	5.1.014	OFFICE PROCEDURES.	ANY INTERNALLY DISTRIBUTED MANUAL, GUIDELINES, OR SIMILAR RECORDS THAT ESTABLISH STANDARD OFFICE PROCEDURES FOR AN AGENCY; FOR EXAMPLE, AGENCY STYLE MANUALS, TELEPHONE PROTOCOLS, MAIL ROOM PROCEDURES, PRINT SHOP AND PHOTOCOPY ORDERING INSTRUCTIONS.	US	1						
ALL557	5.2.001	APPRAISALS-BUILDING OR PROPERTY.		AV					O		

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL560	5.2.008	EQUIPMENT HISTORY FILE-EQUIPMENT SERVICE AGREEMENTS.	INCLUDES REQUESTS FOR INSTALLATION, MOVES, SERVICES, ETC.; AND SERVICE/REPAIR LOGBOOKS, ETC.	LA	3					FOR SERVICE AGREEMENTS OR CONTRACTS RELATED TO EQUIPMENT REPAIRS AND SERVICE, RETAIN IN ACCORDANCE WITH RSIN 5.1.001A/B. FOR VEHICLE MAINTENANCE RECORDS, SEE RSIN 5.6.003	
ALL570	5.2.010	EQUIPMENT MANUALS.		LA							
ALL580	5.2.011	EQUIPMENT WARRANTIES.		AC	1			AC=EXPIRATIONOF WARRANTY.			
ALL590	5.2.006	INVENTORY AND PROPERTY CONTROL	RECORDS DOCUMENTING THE INVENTORYING, MAINTENANCE, USAGE, CHECKOUT, AND DISPOSAL OF SUPPLIES, EQUIPMENT, AND PROPERTY OF A STATE AGENCY. INCLUDES LOST, STOLEN, AND DAMAGED REPORTS.	FE	3					SEE RSIN 5.2.008 FOR THE MAINTENANCE LOGS OF INDIVIDUAL PIECES OF EQUIPMENT.	
ALL594	5.2.016	INVENTORY SYSTEM UPDATE LISTING.	LISTING SHOWS ALL ADDITIONS, CHANGES, DELETIONS, AND TRANSFER TIMES FOR THE MONTHLY PROCESSING PERIOD.	AC				AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING.			
ALL596	5.2.028	BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS.	BUILDING CONSTRUCTION CONTRACTS, SURETY BONDS, AND INSPECTION RECORDS.	LA	10				O	SEE ALSO ITEM NUMBERS 5.2.002 AND 5.2.003.a/b	
ALL598	5.4.007	HAZARDOUS MATERIALS TRAINING RECORDS.	RECORDS OF TRAINING GIVEN EMPLOYEES IN AN AGENCY HAZARD COMMUNICATIONS PROGRAM.		5					SEE RSIN 3.1.027 FOR INDIVIDUAL EMPLOYEE TRAINING RECORDS	TEXAS HEALTH AND SAFETY CODE, 502.009(g).

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2021-07

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ALL599	5.4.011	VISITOR CONTROL REGISTERS.	LOGS, REGISTERS, OR SIMILAR RECORDS DOCUMENTING VISITORS TO LIMITED ACCESS OR RESTRICTED AREAS OF AGENCY FACILITIES.		3						
ALL600	5.4.012	SECURITY ACCESS RECORDS.	RECORDS RELATING TO THE ISSUANCE OF KEYS, IDENTIFICATION CARDS, BUILDING PASSES, PASSWORDS, SIGNED STATEMENTS OR SIMILAR INSTRUMENTS OF ACCESS TO AGENCY FACILITIES, EQUIPMENT OR AUTOMATED SYSTEMS.	AC	2			AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.			
ALL601	5.5.002	LONG DISTANCE TELEPHONE LOG.	LONG DISTANCE LOGS CREATED BY AGENCIES FOR INTERNAL DOCUMENTATION PURPOSES. INCLUDES ANY SIMILAR LOGS CREATED FOR LONG DISTANCE FACSIMILE OR ELECTRONIC TRANSMISSIONS.	AV						SEE RSIN 4.1.001 FOR TELEPHONE BILLS	
ALL620	5.6.005	VEHICLE USE REPORTS.	INCLUDES MILEAGE, FULE/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	FE	3						