TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

October 4, 2023

Mark McGurk
Records Management Officer
The University of Texas at El Paso-724
500 W. University Ave, Admin Bldg. Rm 301
El Paso, Texas 79968

Dear Mr. McGurk,

The 9th recertification of your agency's records retention schedule is approved for use as of **10/2/2023**, and it may be accessed on our website at https://www.tsl.texas.gov/slrm/state/schedules. Please ensure that all old copies of the schedule are superseded with this certified copy.

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **10/2028**.

During a certification period, changes may need to be made to your schedule. State rules (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency:

Joslyn Ceasar
512-463-4577
jceasar@tsl.texas.gov

Your efforts in developing a records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program.

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala State Archives and Library Building

1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

www.tsl.texas.gov

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TSLAC
Preserving yesterday
Informing today
Inspiring tomorrow

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TEXAS STATE LIBRARY ARCHIVES COMMISSION

STATE OF TEXAS
Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information
(Submitting agencies complete this section only)

Agency Code: 724

Agency Name: The University of Texas at El Paso

(Check one)

- ☐ Initial Certification - Form SLR 105
- ☒ Recertification - Form SLR 105
- ☐ Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- ☐ Agency Head
- ☒ Records Management Officer

Signature: DocuSigned by: Mark McGurk DC3EE214E88C466

Name *(Print or type)*: Mark McGurk

Date: September 19, 2023

Section 2. Approvals
(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature: ~~Not Required at This Time~~

Name *(Print or type)*:

Date:

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature: Gloria Meraz

Name *(Print or type)*: Gloria Meraz

Date: 10/2/2023

Cert/Recert No.: 9 Amendment No.:

CAUTION

A state record with an expired retention period 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 with a retention period that 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.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).

State and Local Records Management Division
Texas State Library and Archives Commission
(Rev. 7/20)

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
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist
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
ADV01	15.2.001	SUSPENSION REINSTATEMENT CHECKLIST.	A CHECKLIST GIVEN TO STUDENT OUTLINING DISCUSSION WITH STUDENTS ABOUT THEIR OPTIONS TO RETURN TO UTEP AFTER SERVING A TERM OF ACADEMIC SUSPENSION. TO INCLUDE: REVIEW OF THEIR HOLDS, STATUS OF MATH PLACEMENT/EXPIRATION, AND INSTRUCTIONS ON WHAT THEY NEED TO DO TO PETITION FOR REINSTATEMENT AND ENROLL FOR THE UPCOMING SEMESTER.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS. DOS	
ADV03	15.2.026	MOTIVATION DISCUSSION GUIDE FOR ADVISORS.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 18.2.005 FOR STUDENT ATHLETE REPORTING REQUREMENTS.	
ADV05	15.5.001	MISSED STRT/PR/SU CHECKLIST.	REPORTS ON STUDENT ACADEMIC STANDING. MAY INCLUDE BUT NOT LIMITED TO STRT, PR, OR SU.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		STRT=SUCCESS THROUGH ACADEMIC READINESS TODAY, PR=PROBATION, SU=SUSPENSION	
ADV07		MY ACTION PLAN FOR SUCCESS FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV09	15.2.026	STUDENT ADVISING FORM.	ACADEMIC ADVISING RECORDS. INCLUDING ADVISORS' NOTES, ADVISING CHECKLISTS, AND UNOFFICIAL OR PARTIAL COPIES OF GRADE REPORTS	AC	3			AC = STUDENT SEPARATION FROM THE DEPARTMENT OR INSTITUTION.		SEE RSIN 18.2.005 FOR STUDENT ATHLETE REPORTING REQUIREMENTS.	

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ADV11	15.4.003	AUTHORIZATION OF RECORDS & INFORMATION RELEASE.	RECORD OF EACH REQUEST FOR ACCESS TO AND EACH DISLOSURE 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				AC=AS LONG AS DISCLOSED RECORD IS MAINTAINED.			34 CFR 99.32(a)(2).
ADV17		START CONTRACT 1ST SEMESTER FORM.	START=SUCCESS THROUGH ACADEMIC READINESS TODAY.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV19		START EXTENDED CONTRACT.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV21		OPTIONS FOR START INELIGIBLE STUDENTS FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV23		ADVISING ASSIGNMENT FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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ADV25	15.2.001	ACADEMIC PROBATION - PETITION FOR REINSTATEMENT FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 15.5.007 (DOS29) FOR DISCIPLINARY ACTION RECORDS.	
ADV27		COURSE GOALS WORKSHEET.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
ADV29	15.2.001	ACADEMIC SUSPENSION - PETITION FOR REINSTATEMENT FORM.		AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS	
ADV31		OPTION 2 FORM - APPROVAL.	A MEMO TO THE UTEP REGISTRAR'S OFFICE SHOWING APPROVAL FROM DIVISION HEAD OF A STUDENT'S REQUEST TO USE UTEP'S OPTION 2 POLICY.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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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.			

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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.	

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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.	

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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)

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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.	

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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.			

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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.			

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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.			

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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.	

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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
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.	

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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).

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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.	

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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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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.	

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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.	

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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		

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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	

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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).	

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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.	

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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).
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						
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.	

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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.	
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.	

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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	
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.	

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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.	
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.			

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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 SS3.1-3.16).	

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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.	

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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

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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, ORIGIN OF THE DATA ELEMENTS.	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

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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]

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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]

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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						

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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).

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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.	
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.	
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	

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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			
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			

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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						

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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.			

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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		

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TEXAS STATE LIBRARY ARCHIVES COMMISSION

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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).

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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						

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ALR01	13.2.005	DONOR FILES.	POTENTIAL OR REALIZED PRIVATE, CORPORATE, OR PUBLIC AGENCY FUNDING TO THE INSTITUTION, INCLUDING MAJOR ENFOWMENTS AND TRUSTS. MAY INCLUDE BUT NOT LIMITED TO: LETTERS AND AGREEMENTS OF GIFT, COPIES OF BEQUEST INSTRUMENTS AND WILLS FROM INDIVIDUALS OR ESTATES, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM					I		
ANE23	15.1.002	ADMISSIONS RECORDS - APPLICANTS WHO DO NOT ENTER.	DENIED APPLICATIONS OR APPLICATIONS THAT WERE APPROVED BUT APPLICANT DID NOT ENROLL IN INSTITUTION OR PROGRAM (INCLUDES INTERNATIONAL APPLICANTS). MAY INCLUDE BUT NOT LIMITED TO: ACCEPTANCE LETTERS; APPLICATIONS FOR ADMISSION; ENTRANCE EXAM REPORTS; LETTERS OF RECOMMENDATION; HEALTH HISTORY FORMS; READMISSION FORMS; RECRUITMENT MATERIALS; TEST SCORES; RESIDENCY CLASSIFICATION FORMS; TRANSCRIPTS FROM OTHER COLLEGES; AND TRANSCIPTS FROM HIGH SCHOOL.	AC	1			AC=END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS	

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ANE24	15.1.001	ADMISSION RECORDS - APPLICANTS WHO DO ENTER.	APPLICATIONS AND SUPPLEMENTAL MATERIALS SUBMITTED BY INDIVIDUALS, INCLUDING INTERNATIONAL STUDENTS, SEEKING ADMISSION AND ENROLLING IN THE INSTITUTION OR A UNIVERSITY PROGRAM. MAY INCLUDE BUT NOT LIMITED TO: ACCEPTANCE LETTERS; APPLICATIONS FOR ADMISSION; ENTRANCE EXAM REPORTS; LETTERS OF RECOMMENDATION; HEALTH HISTORY FORMS; READMISSION FORMS; RECRUITMENT MATERIALS; TEST SCORES; RESIDENCY CLASSIFICATION FORMS; TRANSCRIPTS FROM OTHER COLLEGES; AND TRANSCRIPTS FROM HIGH SCHOOL.	AC	3			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS	8 CFR 214.3(g).

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ATH01	18.2.005	STUDENT-ATHLETES ACADEMIC ADVISING RECORDS.	THIS SERIES DOCUMENTS ACADEMIC ADVISING OF PROSPECTIVE AND CURRENT STUDENT ATHLETES, PROVIDES RECORDS OF ACADEMIC PROGRESS WHILE STUDENTS ARE INVOLVED IN ATHLETIC PROGRAMS AT THE INSTITUTION, AND COMPLIES WITH NCAA, NAIA AND CONFERENCE REPORTING REQUIREMENTS. THESE RECORDS INCLUDE: LETTERS OF INTENT; RENEWALS OF LETTERS OF INTENT; TRANSCRIPTS; GRADE REPORTS; PETITIONS; ACADEMIC EVALUATIONS; ADVANCED STANDING REPORTS; ADVISORS' REPORT SHEETS SHOWING PROGRESS TOWARDS ACADEMIC DEGREE; PROGRAM PLANNING SHEETS; NCAA PROGRESS REPORTS; STUDENTS' REQUESTS FOR RELEASE FROM ATHLETIC PROGRAMS; DISCIPLINARY MEMORANDA; AND RELATED CORRESPONDENCE.	AC	6			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		SUBJECT TO NCAA INVESTIGATIVE REVIEW. SEE RSIN 18.2.014 FOR INDIVIDUAL ATHLETE FILES	

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ATH03	18.2.005	ATHLETIC SCHOLARSHIP AND GRANT-IN-AID AWARD RECORDS - NCAA RECORDS.	THIS SERIES IS USED TO PROVIDE ATHLETIC DEPARTMENTS WITH INFORMATION PERTAINING TO PLAYER ELIGIBILITY AND RECEIPT OF FINANCIAL AID IN THE FORM OF SCHOLARSHIPS INCLUDING GRANT-IN-AID SCHOLARSHIPS, TO MONITOR ACCOUNTS, AND TO ASSIST IN COMPLYING WITH NCAA, AND CONFERENCE RULES AND REGULATIONS. THESE RECORDS INCLUDE: SQUAD LISTS WHICH FURNISH SUMMARY INFORMATION, CONFERENCE ELIGIBILITY REPORTS; TEAM ROSTER UPDATE SHEETS; SCHOLARSHIP COUNT SHEETS SHOWING WHO IS ON THE SCHEDULE TO RECEIVE AID; APPLICATIONS; NOMINEE LISTS; ELIGIBILITY UNUSED; CREDIT VOUCHER REQUESTS SHEETS NOTES; AND RELATED DOCUMENTATION AND CORRESPONDENCE.		6					SUBJECT TO NCAA COMPLIANCE. SEE RSIN 18.2.014 FOR INDIVIDUAL ATHLETE FILES	

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ATH06	18.2.005	CONFERENCE USA COMPLIANCE RECORDS.	THIS SERIES IS USED TO PROVIDE ATHLETIC DEPARTMENTS WITH INFORMATION PERTAINING TO PLAYER ELIGIBILITY AND RECEIPT OF FINANCIAL AID IN THE FORM OF SCHOLARSHIPS INCLUDING GRANT-IN-AID SCHOLARSHIPS, TO MONITOR ACCOUNTS, AND TO ASSIST IN COMPLYING WITH NCAA, AND CONFERENCE RULES AND REGULATIONS. THESE RECORDS INCLUDE: SQUAD LISTS WHICH FURNISH SUMMARY INFORMATION; CONFERENCE ELIGIBILITY REPORTS; TEAM ROSTER UPDATE SHEETS; SCHOLARSHIP COUNT SHEETS SHOWING WHO IS ON THE SCHEDULE TO RECEIVE AID; APPLICATIONS; NOMINEE LISTS; ELIGIBILITY QUESTIONAIRES; ELIGIBILITY REPORTS WHICH DETERMINE YEARS OF ELIGIBILITY UNUSED; CREDIT VOUCHER REQUEST SHEETS NOTES; AND RELATED DOCUMENTATION AND CORRESPONDENCE.		6				I	SEE RSIN 18.2.014 FOR INDIVIDUAL ATHLETE FILES.	
ATH07	1.1.019	PUBLIC RELATION RECORDS.	NEWS, PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY. INCLUDES PRINT, ELECTRONIC, AUDIO, AND AUDIOVISUAL RECORDS.		5				O		

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ATH08	18.2	RULES & REGULATIONS.	(INCLUDING NCAA RULES - INTERPRETATIONS RECORDS AND/OR FILES AND DOCUMENTATION TO SUBSTANTIATE THE DISSEMINATION AND COMMUNICATION OF RULES EDUCATION MATERIAL).	US	10					SUBJECT TO NCAA REVIEW.	
ATH09	18.2	DAILY INJURY REPORT.	THIS SERIES DOCUMENTS ON-GOING INSURANCE ACTIVITY ON CASES THAT QUALIFIED FOR INJURY STATUS BY HAVING CLAIMS OF OVER $50,000 FOR NCAA SCHOOLS AND $25,000 FOR NAIA SCHOOLS IN THE FIRST TWO YEARS OF THE CLAIM. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO ACCIDENT REPORTS; ANNUAL INSURANCE QUESTIONNAIRES; NOTES; CLAIM FORMS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	6			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE OR AFTER CLOSURE OF CASE.			

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ATH10	18.2	INSURANCE CLAIM FILES.	THIS SERIES DOCUMENTS ON-GOING INSURANCE ACTIVITY ON CASES THAT QUALIFIED FOR INJURY STATUS BY HAVING CLAIMS OF OVER $50,000 FOR NCAA SCHOOLS AND $25,000 FOR NAIA SCHOOLS IN THE FIRST TWO YEARS OF THE CLAIM. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: ACCIDENTS REPORTS; ANNUAL INSURANCE QUESTIONNAIRES; NOTES; CLAIM FORMS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	10			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE OR AFTER CLOSURE OF CASE.			
ATH14	18.2.005	EXTERNAL FISCAL REPORTS.	NCAA REPORTS.		6					SEE RSIN 18.2.014 FOR INDIVIDUAL ATHLETE FILES.	
ATH15	18.2	TEAM ROSTERS AND PHOTOGRAPHS.	(INCLUDING PHOTOGRAPHIC DOCUMENTATION OF ATHLETIC EVENTS).	PM					I		

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ATH16	16.1.025	MEDICAL RECORDS.	THIS SERIES DOCUMENTS THE MEDICAL HISTORY OF EACH ATHLETE BEFORE AND DURING HIS/HER ATTENDANCE AT THE INSTITUTION. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: ANNUAL HEALTH APPRAISALS; AUTHORIZATION TO RELEASE INFORMATION FORMS; TREATMENT CONSENT FORMS; ASSUMPTION OF RISK FORMS; ACCIDENT REPORTS; X-RAYS AND X-RAY REPORTS; PRESCRIPTION RECORDS; OFF CAMPUS TREATMENT SOURCE RECORDS; INSURANCE QUESTIONNAIRES; PSYCHOLOGICAL COUNSELING RECORDS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC				AC = 7 years after termination of services with client, or until client reaches 21 years of age, whichever greater. CAUTION: For records documenting forensic sexual assault exams, records must be retained for 20 years, per Health and Safety Code 241.1031		CAUTION: FOR RECORDS DOCUMENTING FORENSIC SEXUAL ASSAULT EXAMS, RECORDS MUST BE RETAINED FOR 20 YEARS, PER HEALTH AND SAFETY CODE 241.1031 CAUTION: STUDENT ATHLETE MEDICAL RECORDS MAY HAVE ADDITIONAL REQUIREMENTS PER NCAA RULES. SEE RSIN 18.2.005 SEE RSIN 16.1.008 FOR MENTAL HEALTH, COUNSELING, AND PSYCHOTHERAPY RECORDS. SEE RSIN 16.1.026 FOR STUDENT HEALTH CLINIC RECORDS. SEE RSIN 16.1.034 FOR PSYCHOTHERAPY NOTES. SEE RSIN 16.1.038 FOR MEDICAL SOURCE DATA.	22 TAC 165.1(b).

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ATH17	18.2.014	INDIVIDUAL ATHLETES RECORDS-CONFIDENTIAL.	THIS SERIES INCLUDES CONFIDENTIAL RECORDS OF THE ATHLETIC HISTORY OF EACH ATHLETE WHO HAS COMPETED AT THE INSTITUTION. FREQUENTLY, THIS SERIES IS A CONTINUATION OF THE RECRUITMENT FILE AND INCLUDES RECRUITMENT RECORDS IF AN ATHLETE SIGNS A LETTER OF INTENT. RECORDS MAY INCLUDE AND MAY NOT BE LIMITED TO: ACADEMIC MAJOR INFORMATION INCLUDING PERFORMANCE REPORTS, ADMISSIONS VERIFICATION REPORTS, ACADEMIC TRANSCRIPTS, AND FINANCIAL AID INFORMATION, RECRUITMENT INFORMATION DOCUMENTS, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.	O	ARCHIVES NOTE: ONLY PUBLIC PROFILE RECORDS ARE SUBJECT TO ARCHIVAL REVIEW. CONFIDENTIAL INFORMATION SHOULD BE REMOVED OR REDACTED UPON ARCHIVAL TRANSFER.	
ATH18		MEDIA GUIDES FOR INDIVIDUAL SPORTS.	SPORTS-RELATED PRESS KIT (BOOK) TO ASSIST DURING BROADCASTING THE TEAM GAME.	PM							
ATH19	18.2.012	SPORTS STATISTICS.	SPORTS DATA COLLECTED.	PM							

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ATH20	18.2.014	INDIVIDUAL ATHLETES RECORDS-PUBLIC PROFILE.	THIS SERIES DOCUMENTS THE ATHLETIC HISTORY OF EACH ATHLETE WHO HAS COMPETED AT THE INSTITUTION. FREQUENTLY, THIS SERIES IS A CONTINUATION OF THE RECRUITMENT FILE AND INCLUDES RECRUITMENT RECORDS IF AN ATHLETE SIGNS A LETTER OF INTENT. RECORDS MAY INCLUDE AND MAY NOT BE LIMITED TO: ACADEMIC MAJOR INFORMATION INCLUDING PERFORMANCE REPORTS, ADMISSIONS VERIFICATION REPORTS, RECRUITMENT INFORMATION DOCUMENTS, MEDIA ARTICLES; PHOTOGRAPHS, RELEASE OF INFORMATION FORMS, PERSONAL DATA QUESTIONNAIRES, RECORDS OF AWARDS, AND RELATED DOCUMENTATION AND CORRESPONDENCE. THIS SERIES DOES NOT INCLUDE CONFIDENTIAL RECORDS OF THE ATHELETE, WHICH ARE HELD UNDER URRS- 327.	PM					O	ARCHIVES NOTE: ONLY PUBLIC PROFILE RECORDS ARE SUBJECT TO ARCHIVAL REVIEW. CONFIDENTIAL INFORMATION SHOULD BE REMOVED OR REDACTED UPON ARCHIVAL TRANSFER.	
AUD01	1.1.002	AUDITS - EXTERNAL AUDIT REPORTS.	AUDITS AND REVIEWS PERFORMED BY OR ON BEHALF OF AN AGENCY, INCLUDING THE WORKING PAPERS THAT SUPPORT THE AUDIT. ALSO INCLUDES AUDITS PERFORMED ON THE AGENCY.	AC	7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE STATE AUDITOR'S OFFICE RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES.		THE STATE AUDITOR'S OFFICE (SAO) RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES. SEE RSIN 5.4.018 AND 5.4.019 FOR AUDIT PLAN RECORDS.	

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AUD03	1.1.002	AUDITS - INTERNAL AUDIT REPORTS.	AUDITS AND REVIEWS PERFORMED BY OR ON BEHALF OF AN AGENCY, INCLUDING THE WORKING PAPERS THAT SUPPORT THE AUDIT. ALSO INCLUDES AUDITS PERFORMED ON THE AGENCY.	AC	7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.		THE STATE AUDITOR'S OFFICE (SAO) RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES. SEE RSIN 5.4.018 AND 5.4.019 FOR AUDIT PLAN RECORDS.	
AUD05	1.1.002	AUDITS - INTERNAL WORKING PAPERS.	AUDITS AND REVIEWS PERFORMED BY OR ON BEHALF OF AN AGENCY, INCLUDING THE WORKING PAPERS THAT SUPPORT THE AUDIT. ALSO INCLUDES AUDITS PERFORMED ON THE AGENCY.	AC	7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.		THE STATE AUDITOR'S OFFICE (SAO) RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES. SEE RSIN 5.4.018 AND 5.4.019 FOR AUDIT PLAN RECORDS.	
AUD07	3.1.027	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL).	CERTIFICATES OF COMPLETION, TRANSCRIPTS, TEST SCORES, OR SIMILAR RECORDS DOCUMENTING THE TRAINING, TESTING, OR CONTINUING EDUCATION ACHIEVEMENTS OF AN EMPLOYEE.	AC	5			AC=TERMINATION OF EMPLOYMENT.			

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AUD09	1.1.067	REPORTS AND STUDIES - SPECIAL REQUEST PROJECTS.	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 NOTED ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				R	SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS. ARCHIVES NOTE: REPORTS ARE ARCHIVAL WHEN THEY DEAL WITH SIGNIFICANT ASPECTS OF THE AGENCY'S PROGRAMS. FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. SEE TSLAC RRR'S FOR ARCHIVAL CODING DEFINITIONS.	
AUD11	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	3			AC=FINAL DISPOSITION OF SUMMARY REPORTS.	O	SEE REFERENCE 1.1.067.	
AUD13		ANNUAL REPORTS TO UT SYSTEM.	A SUMMARY OF WHAT WAS ACCOMPLISHED IN THE PREVIOUS YEARS AND ALSO INCLUDE THE AUDIT PLAN FOR THE COMING FISCAL YEAR.	PM							

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AUD15	1.1.002	QUARTERLY INTERNAL AUDIT COMMITTEE BRIEFING BOOKS.	AUDITS AND REVIEWS PERFORMED BY OR ON BEHALF OF AN AGENCY, INCLUDING THE WORKING PAPERS THAT SUPPORT THE AUDIT. ALSO INCLUDES AUDITS PERFORMED ON THE AGENCY.	AC				AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.		THE STATE AUDITOR'S OFFICE (SAO) RETAINS ANY COPIES OF ITS AUDITS PERFORMED ON TEXAS STATE AGENCIES. SEE RSIN 5.4.018 AND 5.4.019 FOR AUDIT PLAN RECORDS.	
AUD17	1.1.024	INTERNAL AUDIT PLAN.	PLANS AND RECORDS RELATING TO THE PROCESS OF PLANNING NEW OR REDEFINED PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY THAT ARE NOT INCLUDED IN OR DIRECTLY RELATED TO OTHER RECORDS SERIES IN THIS SCHEDULE.	AC	3			AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.		ARCHIVES NOTE: DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.	
AUD19	1.1.064	EXTERNAL QUALITY ASSURANCE (PEER REVIEW).	ANY RECORDS OF AN AGENCY NEEDED FOR THE DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY, AND EXPLANATORY MEASURES IN AN AGENCY'S APPROPRIATONS REQUEST OR STRATEGIC PLAN, AND FOR PERFORMANCE MEASURES USED TO MANAGE THE AGENCY.	FE	3					PEER REVIEW REQUIRED BY IIA(INSTITUTE OF INTERNAL AUDITORS) STANDARDS. 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.	

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BIO27	17.3.018	CONTROLLED SUBSTANCE LOGS.	THIS SERIES DOCUMENTS THE DAILY INVENTORY OF DRUGS AND CONTROLLED SUBSTANCES HELD BY UNITS FOR CLINICAL, INSTRUCTIONAL, AND RESEARCH USES. THESE RECORDS INCLUDE DAILY SHIFT INVENTORY LOGS LISTING DESCRIPTIONS, QUANTITIES, AND INITIALS OF PHARMACISTS CONDUCTING THE INVENTORIES.		5					SEE RSIN 16.1.031A/B FOR HEALTH CLINIC OR HOSPITAL PHARMACY RECORDS	22 TAC 573.50
BIO30	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).
BIO31	15.2.009	BIOLOGICAL CENSUS RECORDS.	INFORMATION COLLECTED BY THE DEPARTMENT OF BIOLOGICAL SCIENCES CONCERNING STUDENT PERSONAL INFORMATION, STUDENT ACADEMIC INFORMATION, COURSE INFORMATION AND DEPARTMENT INFORMATION TO BE UTILIZED FOR VARIOUS ACTIVITIES INCLUDING GRANT, FELLOWSHIP AND RESEARCH PROGRAMS.	AC	3			AC=STUDENT			
BIO32		STUDENT INSURANCE FORMS.	STUDENT ACADEMIC FIELD TRIP.		3						

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BUG53	4.9.001	ANNUAL OPERATING BUDGETS	REQUIRED BY THE GENERAL APPROPRIATIONS ACT. INCLUDES ENCUMBRANCES AND DOCUMENTATION ABOUT BUDGET TRANSFERS AND REVISIONS, AS WELL AS DETAIL CHARTS OF ACCOUNTS.	FE	3						
BUG54	1.1.004	LEGISLATIVE APPROPRIATION REQUESTS (LAR).	INCLUDING ANY SUPPORTING DOCUMENTATION CREATED AND/OR USED TO JUSTIFY AND SUPPORT LEGISLATIVE APPROPRIATIONS REQUESTS BY AN AGENCY.	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.		ARCHIVES NOTE: THE FINAL VERSION OF LEGISLATIVE APPROPRIATION REQUESTS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM PER 13 TAC 3.3(a)(3)(A). WORKING FILES AND RELATED DOCUMENTATION USED IN CREATING THE FINAL PLAN ARE NOT SUBJECT TO ARCHIVAL REVIEW AND MAY BE DISPOSED OF AT THE EXPIRATION OF THE RETENTION PERIOD.	
BUR10	4.5.002	FISCAL MANAGEMENT REPORTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS AND ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REPORTS, HUB REPORTS, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5					CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUREMENTS. SEE RSIN 4.7.008	

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BUR13	15.3.003	EMERGENCY TUITION LOAN.	PAPER OR ELECTRONIC DOCUMENTATION OF STUDENT'S EMERGENCY TUITION LOAN PROMISSORY NOTE AND ASSOCIATED NOTES.	AC	3			AC=END OF THE PERIOD FOR WHICH THE LOAN WAS INTENDED.		RECORD KEPT IN ELECTRONICAND/OR PAPER MEDIUM. SEE RSIN 15.3.005 FOR HEALTH PROFESSION AND NURSING STUDENT LOAN PROGRAM APPLICATIONS.	34 CFR 668.24(e), 34CFR 674.19(e) (3), 34 CFR682.610(a)(2).
BUR17		INSUFFICIENT FUND RECORDS.	BANK NOTIFICATION OF PAPER AND/OR ALL PAYMENT RETURNS.	PM						RECORD KEPT IN ELECTRONICAND/OR PAPER MEDIUM.	
BUR18	15.3.011	PERKINS LOAN RECORDS.	PAPER DOCUMENTATION FOR PERKINS LOANS. INCLUDES PROMISSORY NOTE AND ALL RELEVANT COMMUNICATIONS.	AC	3			AC= PERKINS ORIGINAL PROMISSORY NOTES TO BE RETAIN UNTIL THE LOAN IS SATISFIED OR THE DOCUMENTS ARE NO LONGER NEEDED TO ENFORCE OBLIGATIONS. DATE THE LOAN IS ASSIGNED, CANCELLED, OR REPAID.		RECORD KEPT IN ELECTRONICAND/OR PAPER MEDIUM.	
CAR20	15.4.007	STUDENTS WRITTEN CONSENT FOR RECORDS DISCLOSURE.	STUDENT CONSENT FORM.	AC	2			AC=UNTIL TERMINATION OR LIFE OF AFFECTED RECORD.			
CAR21	15.2.002	STUDENT JOB PLACEMENT RECORDS.	STUDENT JOB RELATED FORMS.	AC	1			AC= GRADUATION OR DATE OF LAST ATTENDANCE.			

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CAR23	16.5.010	EMPLOYER INFORMATION - INTERVIEW SETUP & CAREER FAIR REGISTRATION.	JOB FAIR RECRUITER INFORMATION.		2					SEE RSIN 1.1.019 FOR MARKETING MATERIALS. SEE RSIN 15.5.005 FOR UNIVERSITY STUDENT RECRUITMENT.	
CAS06	16.5.001	STUDENT FILE WITH DISABILITY MEDICAL DOCUMENTATION AND ELIGIBILITY FOR SERVICES.	THESE RECORD SERIES CONTAIN STUDENT RECORDS THAT ARE COMPILED FROM THE CASS INTAKE FORM. THEY DOCUMENT SERVICES THAT ARE PROVIDED ALONG WITH THE CONFIDENTIAL MEDICAL DOCUMENTATION PROVIDED BY THE STUDENT THAT JUSTIFY THE ACADEMIC ACCOMODATIONS THEY WILL BE RECEIVING.	AC	5			AC=GRADUATION OR LAST DATE OF ATTENDANCE.		.	
CAS07	3.4.006	TIMESHEETS FOR NOTE TAKERS (STIPENDS).	FORMS ARE TURNED IN EVERY FOUR WEEKS BY NOTE-TAKERS. NOTE-TAKERS GET PAID WHEN THEY HAVE TURNED IN ALL OF THESE FORMS AT THE END OF THE SEMESTER. WHEN AUTHORIZED BY CASS, NOTE-TAKERS ARE PAID A STIPEND TO PROVIDE NOTE FOR CASS-REGISTERED STUDENTS IN THE CLASSROOM.	FE	4						40 TAC 815.106(i)

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CAS08	16.5.001	INTERPRETER REQUEST FORM.	CASS REGISTERED STUDENTS THAT ARE DEAF USES THIS FORM TO REQUEST ASL INTERPRETER FOR EXTRACURRICULAR ASSIGNMENTS. ONCE THE FORM IS COMPLETED AN ASL INTERPRETER IS ASSIGNED TO THIS ACTIVITY.	AC				AC=END OF SCHOOL TERM.			
CAS09	15.1.006	FACULTY PROCTORING FORM.	THIS FORM IS USED FOR EXAMS THAT ARE PROCTORED IN THE CASS TESTING CENTER, ALONG WITH ANY RESTRICTIONS PROVIDED BY THE COURSE INSTRUCTOR. THE FORM INCLUDES SPECIFIC COURSE INFORMATION, STUDENT IDENTIFICATION AND CONTACT INFORMATION, AND THE DATE AND TIME THE EXAM WAS HELD.	AC	1			AC=END OF SCHOOL TERM.			
CIE12	2.1.002	PROCESSING FILES.	MACHINE-READABLE FILES USED IN THE CREATION, UTILIZATION, AND UPDATING OF MASTER FILES.	AC				AC=COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION PROCESSING, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.		ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. CAUTION: RECORDS MANAGEMENT OFFICERS MUST BE CERTAIN BEFORE ASSIGNING THE RETENTION PERIOD OF AC TO AGENCY AUTOMATED PROCESSING FILES THAT THE FILES DO NOT FALL UNDER RECORDS SERIES LISTED ELSEWHERE.	

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CIE16	2.1.007	SOFTWARE PROGRAMS.	AUTOMATED SOFTWARE APPLICATIONS AND OPERATING SYSTEM FILES INCLUDING JOB CONTROL LANGUAGE, PROGRAM LISTING/SOURCE CODE, ETC.	AC	1			AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ.		CAUTION: IF AN ELECTRONIC RECORD IS SCHEDULED FOR PERMANENT RETENTION, SOFTWARE NEEDED FOR ACCESS TO THE RECORD MUST ALSO BE RETAINED PERMANENTLY.	13 TAC 6.94.
CIE17	1.1.024	PLANS AND PLANNING RECORDS.	PLANS AND RECORDS RELATING TO THE PROCESS OF PLANNING NEW OR REDEFINED PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY THAT ARE NOT INCLUDED IN OR DIRECTLY RELATED TO OTHER RECORDS SERIES IN THIS SCHEDULE.	AC	3			AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.	O	ARCHIVES NOTE: DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.	
CIE42	1.1.065	INSTITUTIONAL SURVEYS.	STUDENT SURVEYS/QUESTIONNAIRES INFORMATION OR DATA COLLECTED AND COMPILED FOR THE PURPOSE OF PRODUCING NON-FISCAL REPORTS.	AC	5			AC=FINAL DISPOSTION OF SUMMARY REPORTS.		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.	

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CIE43	4.7.008a	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS.	THIS SERIES DOCUMENTS STATE AND FEDERAL 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 PERFOMANCE RELATED TO GRANTS RECEIVED OR MADE BY AGENCIES.	AC	7			AC=TERMS OF GRANT.	O	CAUTION: GRANTS HAVE INDIVIDUAL GUIDELINES FOR RETENTION. RECORDS MUST BE RETAINED IN ACCORDANCE WITH INDIVIDUAL GUIDELINES OF GRANT OR CONTRACT. FEDERAL GRANT RECORDS SHOULD COMPLY WITH UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE) AS STATED IN OMB CIRCULAR A-110.	
CON20	4.1.009	SALES JOURNALS OR REGISTERS.		FE	3					MAINTAINED IN ACEWARE DATABASE. ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
CON25	4.5.002	FISCAL MANAGEMENT REPORTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS AND ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REPORTS, HUB REPORTS, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5					CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUREMENTS. SEE RSIN 4.7.008	
CON27	4.9.001	DETAIL CHART OF ACCOUNTS.	ONE FOR ALL ACCOUNTS IN USE FOR A FISCAL YEAR.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	

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CON28	5.1.001a	CONTRACTS & LEASES. - 9/1/2015 AND AFTER	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.

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TEXAS STATE LIBRARY ARCHIVES COMMISSION

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CON29	5.1.001b	CONTRACTS & LEASES. - 8/31/2015 AND PRIOR	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.
CON31	5.1.005	POSTAGE RECORDS.	RECORDS AND REPORTS OF POSTAGE EXPENSES, INCLUDING POSTAL METER USAGE.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
CON35	15.5.003	COURSE LISTS.	THIS SERIES DOCUMENTS THE FORMULATION OF CLASSES SCHEDULES BY ACADEMIC DEPARTMENTS FOR INCLUSION IN THE PUBLISHED SCHEDULE OF CLASSES. THIS SERIES INCLUDES THE FINAL EDITION OF THE SCHEDULE OF CLASSES.	PM						MAINTAINED IN ACEWARE DATABASE.	

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CON37	15.5.002	ENROLLMENT STATISTICS.	ANNUAL STATISTICAL REPORTS RELATED TO ACADEMIC SUBJECTS, SUCH AS ADMISSIONS REPORTS, ENROLLMENT STATISTICS, GRADES, GRADUATES/DEGREE STATISTICS, RACIAL/ETHNIC COMPOSITION, AND OTHER EDUCATION-RELATED MATTERS SUBMITTED TO THE GOVERNING BODY, STATE OR FEDERAL AGENCIES, OR ACCREDITING ORGANIZATIONS.	PM					I	MAINTAINED IN ACEWARE DATABASE. FOR RAW DATAT OR WORKING FILES USED TO CREATE THESE REPORTS, SEE RSIN 1.1.065	
CON38	17.1.002	SCHEDULE OF COURSES.	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	MAINTAINED IN ACEWARE DATABASE.	

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DHC19	5.1.001a	CONTRACTS AND LEASES. - 9/1/2015 AND AFTER	CONTRACTS, LEASES, AND AGREEMENTS INCLUDES GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATIONS, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLICE ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.

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DHC20	5.1.001b	CONTRACTS AND LEASES. - 8/31/2015 AND PRIOR	CONTRACTS, LEASES, AND AGREEMENTS INCLUDES GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATIONS, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLICE ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015	AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.

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DOS29	15.5.007	DISCIPLINARY ACTION (STUDENT) - DOCUMENTS PERTAINING TO INCIDENTS NOT RESULTING IN FURTHER INVESTIGATION.	THIS SERIES DOCUMENTS ACADEMIC DISHONESTY AND CONDUCT VIOLATIONS AMONG STUDENTS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: INCIDENT REPORTS; FINAL REPORTS; EVIDENCE; NOTIFICATION OF ALLEGATION; DISCIPLINARY REPORTS; INFORMAL DISCUSSION NOTES; FORMAL HEARING NOTES; FINAL SUMMARY STATEMENTS; DECISION STATEMENTS; APPEALS DOCUMENTATION; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM						DATE OF INCIDENT. KEPT SEPARATE FROM ACADEMIC STUDENT RECORD.	
DOS30		DISCIPLINARY ACTION (STUDENT) - CASES DISMISSED BY HEARING PANEL.	INCLUDES WRITTEN DECISIONS OF HEARING PANEL (FERPA DATA/DOCUMENTS) AND STUDENT STATEMENTS ON SAME.	PM						DATE OF INCIDENT. KEPT SEPARATE FROM ACADEMIC STUDENT RECORD.	

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DOS31	15.5.007	DISCIPLINARY ACTION (STUDENT) - CASES IN WHICH HEARING PANEL LEVIES PENALTY.	THIS SERIES DOCUMENTS ACADEMIC DISHONESTY AND CONDUCT VIOLATIONS AMONG STUDENTS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: INCIDENT REPORTS; FINAL REPORTS; EVIDENCE; NOTIFICATION OF ALLEGATION; DISCIPLINARY REPORTS; INFORMAL DISCUSSION NOTES; FORMAL HEARING NOTES: FINAL SUMMARY STATEMENTS; DECISION STATEMENTS; APPEALS DOCUMENTATION; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM						DATE OF INCIDENT. KEPT SEPARATE FROM ACADEMIC STUDENT RECORD. RETENTION IS PERMANENT IF PENALTY CALLS FOR A) THE STUDENT'S SUSPENSION OR EXPULSION; B) DENIAL OR REVOCATION OF STUDENT'S DEGREE; AND/OR C) WITHDRAWAL OF STUDENT'S DIPLOMA. FOR ALL OTHER PENALTIES, SEE RULES AND REGULATIONS OF THE BOARD OF REGENTS, SERIES 50101, SECTION 8.	
EDA04	1.1.067	REPORTS OF CONSULTANTS AND COMMITTEES.	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 NOTED ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				O	ARCHIVES NOTE: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. SEE PAGE IX FOR MORE INFORMATION. SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS.	

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EDA06A	15.2.027	CERTIFICATION FILES. (STUDENT SERVICES DEPARTMENT). ACADEMIC	STUDENT COMPLETION OF CERTIFICATE PROGRAMS OFFERED BY UNIVERSITY ACADEMIC PROGRAMS	AC	5			AC=DATE OF GRADUATION OR LAST DATE OF ATTENDANCE.		CAUTION: TRANSCRIPT NOTES REGARDING ACADEMIC CERTIFICATIONS AWARDED ARE MAINTAINED PERMANENTLY BY THE REGISTRAR. SEE RSIN 15.2.028 FOR PROFESSIONAL CERTIFICATION RECORDS (E.G., TEACHER CERTIFICATION RECORDS).	
EDA06B	15.2.028	CERTIFICATION FILES. (STUDENT SERVICES DEPARTMENT). PROFESSIONAL	CERTIFICATION RECORDS FOR LICENSES OR CERTIFICATES TO ENTER A PROFESSION (E.G., TEACHING CERTIFICATES). MAY INCLUDE BUT NOT LIMITED TO: APPLICATIONS FOR ADMISSION TO A PROGRAM; REGISTRATION FOR PRACTICUM HOURS AND EVIDENCE OF THE COMPLETION OF THE PRACTICUM; TRANSCRIPTS; NARRATIVE EVALUATIONS ON PRACTICUM; NOTICE OF COMPLETION OF HOURSE REQURED FOR CERTIFICATION; AND RECOMMENDATIONS AND EVALUATIONS.	AC	1			AC=END OF CERTIFICATION PERIOD		CAUTION: ACCEDITIIN AGENCIES MAY REQUIRE LONGER RETENTION PERIODS FOR PROFESSIONAL CERTIFICATION RECORDS. REFER TO ACCREDITING AGENCY TO DETERMIN THE TERM OF THE CERTIFICATION PERIOD. SEE RSIN 15.2.027 FOR ACADEMIC CERTIFICATIONS.	
EDA07		SACS REPORTS. (DEAN'S OFFICE).	SACS=SOUTHERN ACCREDITATION OF COLLEGES AND SCHOOLS.	PM					O		

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EDA09		COUNSELING PROGRAM VIDEOTAPES (EDUCATION PSYCHOLOGY).	GRADUATE STUDENTS IN COUNSELING PROGRAM ARE REQUIRED TO VIDEO/DIGITALLY RECORD PRACTICE COUNSELING SESSIONS FOR DEVELOPING THEIR SKILLS AS FUTURE COUNSELORS IN SCHOOL AND COMMUNITY SETTINGS.		3						
EDA10		EDUCATIONAL DIAGNOSTICIAN PROGRAM PSYCHOMETRIC TESTS. (EDUCATIONAL PSYCHOLOGY).	ONE OF THE PROGRAMS IN EPSS DEPARTMENT PREPARES EDUCATIONAL DIAGNOSTICIANS THAT REQUIRES GRADUATE STUDENTS TO LEARN HOW TO ADMINISTER PSYCHOEDUCATIONAL TEST THAT ARE COMMONLY USED IN THE IDENTIFICATION OF SUSPECTED DISABILITIES IN SCHOOL AGE STUDENTS.		5						
EEO01	1.1.006	COMPLAINT RECORDS.	COMPLAINTS RECEIVED BY AN AGENCY FROM THE PUBLIC CONCERNING THE AGENCY AND RECORDS PERTAINING TO THE RESOLUTION OF THE COMPLAINT.	AC	2			AC=FINAL DISPOSITION OF THE COMPLAINT.		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.	

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EEO03	1.1.014	LEGAL OPINIONS AND ADVICE.	FROM AGENCY LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS.	AV					O	CAUTION: DOES NOT INCLUDE LEGAL OPINIONS OR ADVICE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION. SEE ITEM NUMBER 1.1.048, 1.1.020, AND 1.1.021. ARCHIVES NOTE: OPINIONS AND ADVICE THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIVRARY AND ARCHIVES COMMISSION FOR ARCHIVAL PRESERVATION. SEE PAGE IX FOR ADDITIONAL GUIDELINES.	
EEO05	12.1.001	TENURE /TENURE TRACK FACULTY SELECTION RECORDS.	THESE RECORD SERIES IS ASSOCIATED WITH THE FACULTY SEARCH PROCESS FOR TENURE/TENURE TRACK RECRUITED POSITIONS (POSITION ANNOUNCEMENT, APPLICANT MATERIAL,APPLICANT COMMUNICATION,APPLICANT EVALUATION MATERIAL.	AC	2			AC=DATE OF THE MAKING OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER OCCURS LATER.	O	CAUTION: RETENTION PERIOD SHOULD BE LONGER IF A UNIVERSITY'S TENURE REVIEW CYCLE REQUIRES IT. FOR EMPLOYMENT PERFORMANCE AND APPRAISAL RECORDS, SEE RRS SECTION 3.1	29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49(a) [STATE UNIVERSITIES].

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EEO07	3.3.031	EEO REPORTS AND SUPPORTING DOCUMENTATION.	INCLUDES DOCUMENTATION USED TO COMPLETE EEO(EQUAL EMPLOYMENT OPPORTUNITY) REPORTS.		3						29 CFR 1602.32, 1602.48, AND 1602.50.
EEO09	3.3.001a	AFFIRMATIVE ACTIONS PLANS. - EMPLOYEES	AFFIRMATIVE ACTION PLANS FOR BOTH REGULAR EMPLOYEES AND APPRENTICESHIP PROGRAMS.	AC	5			AC=DATE OF THE MAKING OF THE RECORD OR THE PERSONNEL ACTION INVOLVED WHICHEVER OCCURS LATER.			29 CFR 30.12(d)
EEO10	3.3.001b	AFFIRMATIVE ACTIONS PLANS. - CONTRACTORS	AFFIRMATIVE ACTION PLANS FOR CONTRACTORS AND SUBCONTRACTORS.	AC	2			AC=DATE OF THE MAKING OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER OCCURS LATER.			41 CFR 60-1.12(a).
EEO11	1.1.067	REPORTS AND STUDIES (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 NOTED ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				R	ARCHIVES NOTE: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORD SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS.	29 CFR-30.8(e) FOR APPRENTICESHIP PLANS.

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EEO13	1.1.043	TRAINING MATERIALS.	INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.	AC	1			AC=CLOSE OF TRAINING SESSION, AFTER TRAINING MATERIALS SUPERSEDED, OR TERMINATION OF TRAINING PROGRAM, AS APPLICABLE.		SEE RSIN 3.3.030 FOR INTERNAL PERSONNEL TRAINING MATERIALS. CAUTION: DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS. SEE RSIN 5.4.007	
EEO15	1.1.056	ADA (Americans with Disabilities Act) DOCUMENTATION.	SELF EVALUATIONS AND PLANS DOCUMENTING COMPLIANCE WITH THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT.		3						
EHS03	5.4.003	INSPECTION RECORDS.	FIRE, SAFETY, AND OTHER INSPECTION RECORDS OF AGENCY FACILITIES AND EQUIPMENT.	AC	3			AC=INSPECTION, OR DATE OF THE CORRECTION OF THE DEFICIENCY IF THE INSPECTION REPORT REVEALS A DEFICIENCY.		CAUTION: DOES NOT INCLUDE INSPECTION REPORTS OF BUILDING CONSTRUCTION. SEE ITEM NUMBER 5.2.028.	28 CFR 35.105(c).
FAC26	5.2.016	INVENTORY SYSTEM UPDATE LISTINGS.	LISTING SHOWS ALL ADDITIONS, CHANGES, DELETIONS, AND TRANSFER TIMES FOR THE MONTHLY PROCESSING PERIOD.	AC				AC=TRANSFER OF INFORMATION INTO ANNUAL LISTING.		SEE RSIN 5.2.006 FOR ANNUAL INVENTORY LISTING.	
FAC27	5.2.019	SERVICE ORDERS.	AGENCY COPY OF FORMS COMPLETED BY MECHANICAL SERVICE PERSONNEL FOR INSTALLATION OR REPAIR. INCLUDES BILLING CODE, SERVICE, LABOR PARTS, AND REMARKS.		1					RECORD MAINTAINED IN ELECTRONIC FORMAT.	

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FAC28	5.6.003	INSPECTION REPAIR AND MAINTENANCE RECORDS - VEHICLES.	RECORDS AND DOCUMENTATION RELATED TO INSPECTIONS, REPAIRS, AND AMINTENANCE FOR STATE VEHICHLES.	LA	1					RECORD MAINTAINED IN ELECTRONIC FORMAT. SEE RSIN 5.2.008 FOR NON-VEHICLE EQUIPMENT MAINTENANCE RECORDS.	
FAC29	5.6.004	LICENSE AND DRIVING RECORD CHECK.		AC				AC=UNTIL SUPERSEDED OR UNTIL TERMINATION OF EMPLOYMENT.			
FAC30	5.6.005	MILEAGE REPORTS.	INCLUDES MILEAGE, FULE/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
FAC33	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.			

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FIN04	1.1.067	REPORTS AND STUDIES (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 NOTED ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				R	ARCHIVES NOTE: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS.	

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FIN17	15.3.003	FINANCIAL AID DOCUMENTS.	INCLUDING (TO THE EXTENT APPLICABLE TO SPECIFIC PROGRAMS): APPLICATIONS; FINANCIAL AID NEED ANALYSIS AND ELIGIBILITY FORMS; FINANCIAL AID TRANSCRIPTS; SELECTIVE SERVICE REGISTRATION COMPLIANCE STATEMENTS AND ANY SUPPORTING DOCUMENTATION; STATEMENTS OF EDUCATIONAL PURPOSE; ANTI-DRUG ABUSE STATEMENTS; STUDENT AID REPORT (SAR) OR INSTITUTIONAL STUDENT INFORMATION REPORT (SIR); AUTHORIZATION AND AWARD FORMS; COPIES OF DOCUMENTS SUBMITTED BY STUDENTS OR PARENTS FOR VERIFICATION OF STUDENT AID APPLICATION INFORMATION; AND SIMILIAR RECORDS RELATING TO THE APPLICATION FOR AND AWARD OF GRANTS, SCHOLARSHIPS, LOANS, VETERANS EDUCATION BENEFITS, OR OPPORTUNITIES TO PARTICIPATE IN WORK-STUDY PROGRAMS. INCLUDES RECORDS OF RECIPIENTS OF ALL LOCAL GRANTS, SCHOLARSHIPS, LOANS, OR WORK-STUDY.	AC	3			AC=END OF THE AWARD PERIOD, OR SUBMISSION OF ANNUAL REPORT FOR THE AWARD YEAR, WHICHEVER LATER.		SEE RSIN 15.3.005 FOR HEALTH PROFESSION AND NURSING STUDENT LOAN PROGRAM APPLICATIONS.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).

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FIN23	15.3.003	FISCAL OPERATIONS REPORT (FISAP).	FINANCIAL AID CAMPUS-BASED FUND REPORTS SPENT FOR THE YEAR; PLUS THE APPLICATION TO PARTICIPATE: FEDERAL PERKINS LOAN, FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG) AND FEDERAL WORK-STUDY (FWS) PROGRAM.	AC	3			AC=END OF AWARD YEAR IN WHICH THE FISAP IS SUBMITTED.		SEE RSIN 15.3.005 FOR HEALTH PROFESSION AND NURSING STUDENT LOAN PROGRAM APPLICATIONS.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).
GAC17	4.1.009	CASH RECEIPTS.	INCLUDES RECEIPTS FOR FEES. CRV (CASH RECEIPT VOUCHERS).	FE	3					GRANT AUDIT REQUIREMENT.	
GAC20	4.1.001	GENERAL JOURNAL VOUCHER (VJ1).	BACK UP SUPPORT FOR JOURNAL VOUCHER FROM ACCOUNTING.	FE	3					GRANT AUDIT REQUIREMENT.	
GAC30	5.2.006	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING).	SHOWS ADDITIONS, CHANGES TRANSFERS, AND DELETIONS.	FE	3						
GAC32	5.2.006	INVENTORY - ANNUAL PHYSICAL.	SUPPORT FOR THE ANNUAL PHYSICAL INVENTORY/MISSING & FOUND.	FE	3					RECORD KEPT IN PAPER AND IN ELECTRONIC MEDIUM.	

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GSC11	15.1.002	ACCEPTANCE LETTERS - 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=GRADUATION OR DATE OF LAST ATTENDANCE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	

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GSC12	15.1.001	TRANSCRIPTS - OTHER COLLEGES 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 DATE OF LAST ATTENDANCE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	8 CFR 214.3(g).
GSC14	15.2.014	APPLICATION FOR GRADUATION.	STUDENT APPLICATIONS FOR GRADUATION, DEGREE AUDIT FORMS, GRADUATION AUTHORIZATIONS, AND DIPLOMA DISTRIBUTION RECORDS.	AC	1			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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GSC15	15.1.001	APPLICATION FOR ADMISSION OR RE-ADMISSION.	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.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS	8 CFR 214.3(g)

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HEP25	4.7.008a	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS.	THIS SERIES DOCUMENTS STATE AND FEDERAL 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=SATISFCATION 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.	
HEP26	4.7.008b	GRANT RECORDS - NON AWARDED	NON-AWARDED, DENIED, OR UNFUNDED GRANT APPLICATIONS AND PROPOSALS.	AC	2			AC=DATE OF NOTIFICATION			
HEP27	16.5.009	HEP (HIGH SCHOOL EQUIVALENCY PROGRAM) STUDENT RECORDS.	INCLUDES APPLICATION, HS TRANSCRIPTS, PERSONAL DATA INFO FORMS, GED CERTIFICATE.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
HIS14	15.2.008	CURRICULUM CHANGE AUTHORIZATIONS.	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	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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HON35	15.5.005	APPLICANTS WHO DO ENTER - RECRUITMENT MATERIAL.	THIS SERIES DOCUMENTS EFFORT OF THE INSTITUTIONAL UNITS TO RECRUIT INDIVIDUAL STUDENTS BASED UPON DISADVANTAGED STATUS, ACADEMIC PERFORMANCE, AND OTHER CRITERIA. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: INTERVIEW NOTES, CONVERSATION NOTES, PERSONAL INFORMATION FORMS AND RESUMES, TEST SCORES, PHOTOGRAPHS, AND ACADEMIC TRANSCRIPTS.	AC	1			AC=END OF APPLICATION TERM.		CAUTION: DOES NOT INCLUDE RECORDS OF RECRUITMENT O ATHLETES INTO THE INSTITUTION'S INTERCOLLEGIATE ATHLETICS PROGRAM. PAPER AND/OR ELECTRONIC MEDIUM.	
HON40	15.1.001	GRADUATION LISTS.	APPLICATIONS AND SUPPLEMENTAL MATERIALS SUBMITTED BY INDIVIDUALS, INCLUDING INTERNATIONAL STUDENTS, SEEKING ADMISSION AND ENROLLING IN THE INSTITUTION OR A UNIVERSITY PROGRAM. MAY INCLUDE BUT NOT LIMITED TO: ACCEPTANCE LETTERS; APPLICATIONS FOR ADMISSION; ENTRANCE EXAM REPORTS; LETTERS OF RECOMMENTATION; HEALTH HISTORY FORMS; READMISSION FORMS; RECRUITMENT MATERIALS; TEST SCORES; RESIDENCY CLASSIFICATION FORMS; TRANSCRIPTS FROM OTHER COLLEGES; AND TRANSRIPTS FROM HIGH SCHOOL	AC	3			AC=GRADUATION, DATE OF LAST ATTENDANCE, OR SEPARATION FROM PROGRAM, AS APPLICABLE.		PERMANENT GRADUATION LIST RESIDES AT THE REGISTRAR'S OFFICE. PAPER AND/OR ELECTRONIC MEDIUM. CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MIST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS	8 CFR 214.3(g)

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HON41	15.1.001	ADMISSION APPLICATIONS - (FERPA APPLIES, BUT RECORDS ARE SUBJECT TO TEXAS OPEN RECORDS LAW). 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 DATE OF LAST ATTENDANCE.		PAPER AND/OR ELECTRONIC MEDIUM.	
HSC11	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 event, until superseded, or obsolete.	R		
*HSC33	4.5.002	FISCAL MANAGEMENT REPORTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS AND ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REPORTS, HUB REPORTS, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5			CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See RSIN 4.7.008			

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HSC52	17.1.009	SYLLABUS - COURSE CONTENT.	USED TO ASSESS EQUIVALENCY OF TRANSFER COURSES.	AC	2			AC=END OF SEMESTER IN WHICH COURSE IS TAUGHT		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. SEE RSIN 17.1.018 AND 17.1.019 FOR COURSE EVALUATIONS	TEXAS EDUCATION CODE, 51.974
HSC53		FACULTY ENROLLMENT STATISTICS.	FACULTY STATISTICAL REPORTS RELATED TO COURSE SUBJECT BY ACADEMIC TERM OR PREVIOUS TERMS AT THE INSTITUTION.		5					CERTIFIED HEALTH EDUCATOR SPECIALISTS, TEXAS AND THE NATIONAL COMMITTEE FOR HEALTH EDUCATION CREDENTIALING, REQUIRE THAT THIS BE RETAINED FOR 5 YEARS.	
HSC54		FACULTY SCHEDULE.	FACULTY LIST OF CLASSES OFFERED BY ACADEMIC TERM AT THE INSTITUTION.		5				O	CERTIFIED HEALTH EDUCATORS SPECIALIST, TEXAS AND THE NATIONAL COMMITTEE FOR HEALTH EDUCATION CREDENTIALING, REQUIRE THAT THIS BE RETAINED FOR 5 YEARS.	
HUM07	1.1.008	SUGGESTION SYSTEM.	SUGGESTIONS SUBMITTED BY AGENCY PERSONNAL AND RESPONSES.		2					SEE COMMENT TO RSIN 1.1.007. SEE ALSO RSIN 1.1.010	
HUM08	1.1.043	TRAINING MANUALS.	INSTRUCTIONAL MATERIALS DEVELOPED BY AN AGENCY FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.	AC	1			AC=CLOSE OF TRAINING SESSION, AFTER TRAINING MATERIALS SUPERSEDED, OR TERMINATION OF TRAINING PROGRAM, AS APPLICABLE.		SEE RSIN 3.3.030 FOR INTERNAL PERONNEL TRAINING MATERIALS. CAUTION: DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS. SEE RSIN 5.4.007	

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HUM9A	3.1	INDIVIDUAL PERSONNEL FILES - RETIRED EMPLOYEE.		AC	75			AC=RETIREMENT DATE.		SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	
HUM10	3.1.001	APPLICATIONS FOR EMPLOYEMENT - 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	29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49 [STATE UNIVERSITIES].
HUM11	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.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS	8 CFR 214.3(g).

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HUM15	3.1.011	EMPLOYEE INSURANCE RECORDS.	AGENCY COPIES OF INFORMATION RELATING TO THE SELECTION BY EMPLOYEES OF LIFE, DISABILITY, HEALTH, AND OTHER TYPES OF INSURANCE OFFERED BY THE STATE OF TEXAS TO ITS EMPLOYEES.	AC				AC=UNTIL SUPERSEDED, RETIREMENT DATE, OR TERMINATION OF EMPLOYMENT.		SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES. CAUTION:DOCUMENTS THAT SERVE AS PAYROLL DEDUCTION AUTHORIZATIONS MUST BE MAINTAINED FOR THE RETENTION PERIOD PRESCIBED FOR RSIN 3.2.001	
HUM16	3.1.012	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS.	INTERNAL OR EXTERNAL ANNOUNCEMENTS OR ADVERTISEMENTS OF JOB OPENINGS, PROMOTIONS, TRAINING PROGRAMS, OR OPPORTUNITIES FOR OVERTIME.		2						29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49 [STATE UNIVERSITIES].
HUM17	3.1.013a	EMPLOYMENT CONTRACTS. 9/1/2015 AND AFTER	INCLUDES A CONTRACT OR AGREEMENT REGARDING THE TERMS AND CONDITIONS OF EMPLOYMENT OF AN INFIVIDUAL AND A CONTRACT WITH A VENDOR FOR TEMPORARY STAFFING SERVICES. EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS.			GOVERNMENT CODE, 441.1855.

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HUM18	3.1.013b	EMPLOYMENT CONTRACTS. 8/31/2015 AND PRIOR	INCLUDES A CONTRACT OR AGREEMENT REGARDING THE TERMS AND CONDITIONS OF EMPLOYMENT OF AN INFIVIDUAL AND A CONTRACT WITH A VENDOR FOR TEMPORARY STAFFING SERVICES. EXECUTED, RENEWED, OR AMENDED ON OR BEFORE SEPTEMBER 1, 2015.	AC	4			AC=EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS.		NOTE: REFER TO SB20 (84TH LEG) FOR RETENTION PERIOD CONTEXT	GOVERNMENT CODE, 441.1855.
HUM19	3.1.018	GRIEVANCE RECORDS.	RECORDS RELATING TO THE REVIEW OF EMPLOYEE GRIEVANCES AGAINST PERSONNEL POLICIES, WORKING CONDITIONS, ETC.	AC	2			AC=FINAL DECISION ON THE GRIEVANCE.		CAUTION: DOES INCLUDE FORMAL COMPLAINTS FILED BY AN AGENCY EMPLOYEE WITH THE EQUAL EMPLOYMENT OFFICE (EEO) OF THE U.S. DEPARTMENT OF LABOR. SEE ITEM NUMBER 1.1.048.	
HUM20	3.1.019	PERFORMANCE APPRAISALS.			2					SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	29 CFR 1620.32 (c).

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HUM22	3.1.021	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION.	DISCIPLINARY ACTIONS OF THOSE ACTIONS WHICH MAY AFFECT PAY, STATUS, OR TENURE. THEY ARE IMPOSED TO DISCIPLINE AN EMPLOYEE WHOSE CONDUCT IS HARMFUL TO THE BEST INTERESTS OF THE STATE, THE AGENCY, OR THE EMPLOYEE WORK FORCE; AND FOR FAILURE TO IMPROVE PERFORMANCE OR CONDUCT FOLLOWING IMPOSITION OF CORRECTIVE ACTION. MAY INCLUDE CAUSE FOR DEMOTION, SUSPENSION, OR DISMISSAL, AND THE REASONS FOR FAILURE TO GIVE WRITTEN NOTICE OF RESIGNATION. MAY ALSO BE USED TO DOCUMENT EVIDENCE OF EMPLOYEE SELF-IMPROVEMENT EFFORTS, AS WELL AS FAVORABLE AND UNFAVORABLE COMMUNICATION.	AC	5			AC=TERMINATION OF EMPLOYMENT.			
HUM23	3.1.022	PERSONNEL INFORMATION OR ACTION 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 EMPLOYEMENT.		2					SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	29 CFR 1602.31 [STATE AGENCIES]. 29 CFR 1602.49 (a). [STATE UNIVERSITIES].

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HUM30	3.3.026	AGENCY STAFFING REPORTS.	ANY REPORTS COMPILED BY AN AGENCY ON ASPECTS OF PERSONNEL STAFFING, INCLUDING LISTINGS OF ALL STAFF BY PROGRAM OR NAME, STAFF HIRED DURING A MONTH, DETAILED LISTINGS OF EMPLOYEES WITHIN ITS ORGANIZATIONAL STRUCTURE, POSITION VACANCIES, ANALYSES OF TURNOVER RATES AND SEASONALITY OF EMPLOYMENT, ETC.	US	3						
HUM32	3.3.010	LABOR STATISTICS REPORTS.	REPORTS PROVIDING STATISCAL INFORMATION ON LABOR FORCE.		3						
HUM33	3.3.011	FORMER EMPLOYEE VERIFICATION RECORDS.	MINIMAL INFORMATION NEEDED TO VERIFY EMPLOYMENT, INCLUDES NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS AND MOST RECENT PUBLIC ACCESS OPTION FORM.	AC	75			AC=TERMINATION OF EMPLOYEE.		SEE ITEM 3.1.038. SEE SUPPLEMENTAL NOTE - PERSONNEL RECORDS IN RETENTION SCHEDULE GUIDELINES.	
HUM34		SCHEDULE OF EMPLOYEES' RETIREMENT DATES.		AV							
HUM36	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						

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HUM38	3.4.006	LESS THAN FULL-TIME WORKED REPORTS.	DATES AND HOURS.		4						40 TAC 818.106(i).
HUM48	3.1.029	EMPLOYMENT ELIGIBILITY DOCUMENTATION OR VERIFICATION OF FEDERAL REPORTING FORM INS I-9.	FEDERAL REPORTING FORM (INS 1-9).	AC	2			AC = 3 YEARS AFTER DATE OF HIRE OR 1 YEAR AFTER TERMINATION OF EMPLOYMENT, WHICHEVER LATER.	I	CAUTION: FEDERAL REGULATION REQUIRES THAT INS 1-9 FORMS BE RETAINED FOR 3 YEARS FROM DATE OF HIRE OR 1 YEAR AFTER SEPARATION OF THE EMPLOYEE, WHICHEVER LATER. AGENCIES SHOULD MAKE CERTAIN THAT THE INS 1-9 FORMS FOR EMPLOYEES WHO TERMINATE FROM AN AGENCY LESS THAN 3 YEARS FROM DATE OF HIRE ARE KEPT FOR THE 3 YEAR RETENTION PERIOD.	8 CFR 274a2(b)(2)(i)(A) AND (c)(2).
HUM50	3.4.008	SICK LEAVE POOL DOCUMENTATION.	REQUESTS SUBMITTED, APPROVALS, NUMBER OF HOURS TRANSFERRED IN AND OUT, ETC.	FE	3						
HUM52	3.2.007	UNEMPLOYMENT COMPENSATION RECORDS.	RECORDS AND DOCUMENTATION RELATING TO UNEMPLOYMENT COMPENSATION CLAIMS, INCLUDING REIMBUREMENT OF FUNDS DISBURSED BY TEXAS WORKFORCE COMMISSION (TWC)	AC	5			AC= RESOLUTION OF THE CLAIM			
HUM53	3.3.015	POSITIONS / JOB AUDIT CLASSIFICATION REVIEW.	RECORDS RELATING TO REVIEW AND MONITORING OF JOB CLASSIFICATIONS WITHIN AN AGENCY.	US	3						

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HUM54	3.3.024	PERSONNEL POLICIES AND PROCEDURES.	ANY DOCUMENTS DETAILING THE PROCEDURAL DUTIES AND RESPONSIBILITIES OF AGENCY POSITIONS ON A POSITION-BY-POSITION BASIS.	US	3						
HUM55	3.1	DEPARTMENTAL EMPLOYEE FILE.	(TERMINATION OR TRANSFER. FACULTY AND STAFF).	AC				AC= UPON SEPARATION.		DEPARTMENTAL FILE MUST BE REVIEWED FOR ORIGINAL DOCUMENTS AND ORIGINALS SHOULD BE FORWARDED TO HUMAN RESOURCES, TO BE INCORPORATED WITH HUMAN RESOURCES PERMANENT FILE. COPIES WILL BE DISPOSED ACCORDING TO UNIVERSITY POLICY.	
HUM57	3.2.009	STATE DEFERRED COMPENSATION RECORDS.		AC	4			AC=ALL ACCOUNTS WITH A VENDOR OR VENDORS FOR THE INDIVIDUAL PARTICIPANT HAVE BEEN CLOSED.		FOR INSTRUCTIONS REGARDING THE DETERMINATION OF THE CLOSURE OF ACCOUNTS AND FOR ADDITIONAL INFORMATION REGARDING THE RETENTION PERIOD SEE THE MOST CURRENT EDITION OF THE BENEFITS COORDINATOR REFERENCE MANUAL ISSUED BY THE EMPLOYEES RETIREMENT SYSTEM OF TEXAS.	
HUM58	3.4.007	FAMILY AND MEDICAL LEAVE REQUESTS.	FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA). ELIGIBLE EMPLOYEES LEAVE REQUEST FORMS.	FE	3						GOVERNMENT CODE, SEXTION 661.152(d); 29 CFR 825.500(b).

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HUM59		SELECTIVE SERVICES DOCUMENTS.		AC	1			AC=DATE OF TERMINATION OR SEPARATION.			
HUM60	3.1.037	EMPLOYEE RECOGNITION AWARDS RECORD/TENURE LETTERS, ETC.	AWARDS, INCENTIVES, TENURE, ETC.	AC	5			AC=TERMINATION OF EMPLOYMENT.			
HUM62	3.1.026	CRIMINAL HISTORY CHECKS.	CRIMINAL HISTORY RECORD INFORMATION ON JOB APPLICANTS OR AGENCY EMPLOYEES OBTAINED FROM THE DEPARTMENT OF PUBLIC SAFETY (DPS).	AC				AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED.		CAUTION: AN AGENCY THAT IS AUTHORIZED TO OBTAIN A CRIMINAL HISTORY RECORD INFORMATION FROM DPS MUST REFER TO ITS AGENCY'S LEGISLATION OR SEE SUBCHAPTER F, CHAPTER 44, GOVERNMENT CODE FOR APPOPRIATE RETENTION AND USE OF THIS INFORMATION.	
IAB07	1.1.040	SPEECHES, PAPERS, AND PRESENTATIONS.	NOTES OR TEXT OF SPEECHES, PAPERS, PRESENTATIONS, OR REPORTS DELIVERS IN CONJUCTION WITH AGENCY WORK.	AC	2			AC=End of event, until superseded, or obsolete.	R	ARCHIVES NOTE: ONLY SPEECHES, PAPERS, AND PRESENTATIONS GIVEN BY OR ON BEHALF OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND PROGRAM HEADS REQUIRE ARCHIVAL REVIEW.	

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INT17		FOREIGN STUDENT IMMIGRATION FORMS & RECORDS.	THIS SERIES DOCUMENTS NONACADEMIC INSTITUTION ASSISTANCE TO INTERNATIONAL STUDENTS WHO HAVE BEEN ADMITTED TO ACADEMIC PROGRAMS. THESE RECORDS PRIMARILY CONCERN INSTITUTION ADMISSIONS, IMMIGRATION ISSUES, AND OTHER NONACADEMIC MATTERS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: COPIES OF VISAS; SCHOLARSHIP INFORMATION; INSTITUTION ADMISSIONS FORMS; GRADUATE SCHOOL APPLICATIONS; TRANSCRIPTS OF PREVIOUS COLLEGE WORK; GRADE REPORTS OF PRIOR COLLEGE WORK; GRADE REPORTS FROM INSTITUTIONAL COURSES; INTERNATIONAL STUDENT ADVISORS' NOTES; DEGREE COMPLETION CERTIFICATES; EXPLANATIONS FOR STUDENT WITHDRAWALS; RECOMMENDATIONS AND EVALUATIONS OF STUDENTS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		RECORDS KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.	
INT18		PASE (PROGRAMA DE ASISTENCIA ESTUDIANTIL).	MEXICAN STUDENTS FINANCIAL RECORDS (SUPPORTING DOCUMENTATION).	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		RECORDS KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.	

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ITC01	1.1.043	TRAINING MATERIALS. INSTRUCTIONAL.	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, AFTER TRAINING MATERIALS SUPERSEDED, OR TERMINATIONS OF TRAINING PROGRAM, AS APPLICABLE.		SEE RSIN 3.3.030 FOR INTERNAL PERSONNEL TRAINING MATERIALS. CAUTION: DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS. SEE RSIN 5.4.007	
ITC02	3.1.027	TRAINING RECORDS.	CERTIFICATES OF COMPLETION, TEST SCORES, OR SIMILAR RECORDS DOCUMENTING THE TRAINING, OR TESTING OF AN EMPLOYEE.	AC	5			AC=TERMINATION OF EMPLOYMENT.			
ITC03	5.4.018	COMPLIANCE PLAN AND ANNUAL RISK ASSESSMENT.	INDIVIDUAL ASSESSMENTS BY RESPONSBILE PARTIES; RISK ASSESSMENT PROCESS; RISK MONITORING PLANS.	US	1						
ITC04		COMPLIANCE INVESTIGATION RECORDS.	NOTES REGARDING INVESTIGATION OF COMPLIANCE CALLS OR REPORTS.	AC	3			AC-AFTER RESOLUTION OF INVESTIGATION.			
ITC05		CONFLICTS OF INTEREST REQUESTS FOR APPROVAL AND DISCLOSURES.	UT SYSTEM ONLINE OUTSIDE ACTIVITY PORTAL.	FE	3						
ITC06		CONTACTS WITH FEDERAL OFFICIALS DOCUMENTS.	FORMS SUBMITTED TO THE OFFICE OF FEDERAL RELATIONS AT UT SYSTEMS THAT ARE COLLECTED QUARTERLY.	AC	1			AC=AFTER DATE SUBMITTED.			

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ITS28	5.5.002	BILLING DETAIL - TELECOMMUNICATIONS (OTHER THAN TEX-AN).	IN ADDTION TO SUMMARY DETAIL, INCLUDES ANY ACCOMPANYING DETAILED LISTING OF LONG DISTANCE CALLS. (CELLUAR & PAGERS).	FE	3					SEE ITEM NUMBER 5.5.006 FOR TEX-AN BILLING DETAIL.	
ITS41	5.5.002	LONG DISTANCE BILLING / REPAIR SERVICE BILLING.	LONG DISTANCE LOGS CREATED BY AGENCIES FOR INTERNAL DOCUMENTATION PURPOSES. INCLUDES ANY SIMILAR LOGS CREATED FOR LONG DISTANCE FACSIMILE OR ELECTRONIC TRANSMISSIONS.	FE	3					SEE RSIN 4.1.001 FOR TELEPHONE BILLS	
ITS45	1.1.024	COMPLIANCE PLAN AND ANNUAL RISK ASSESSMENT.	PLANS AND RECORDS RELATING TO THE PROCESS OF PLANNING NEW OR REDEFINED PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY THAT ARE NOT INCLUDED IN OR DIRECTLY RELATED TO OTHER RECORDS SERIES IN THIS SCHEDULE.	AC	3			AC=DECISION MADE TO IMPLEMENT OR NOT TOIMPLEMENT RESULT OFPLANNING PROCESS.	I	ARCHIVES NOTE: DATA PROCESSING PLANNING RECORDS ARE NOT ARCHIVAL.	

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ITS46	1.1.064	DEPARTMENTAL PERFORMANCE MEASURES DOCUMENTATION.	ANY RECORDS OF AN AGENCY NEEDED FOR THE DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY, AND EXPLANATORY MEASURES IN AN AGENCY'S APPROPRIATONS 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.	
ITS55	5.5.002	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN).	IN ADDITION TO SUMMARY DETAIL, INCLUDES ANY ACCOMPANYING DETAILED LISTING OF LONG DISTANCE CALLS.	FE	3					THE BILLING AGENCY WILL MAINTAIN ALL LONG DISTANCE TEX-AN RECORDS AND WILL PROVIDE EACH USING AGENCY ITS BILL SUMMARY OF CENTRALIZED CAPITOL COMPLEX TELEPHONE SERVICE WITHOUT CALL DETAIL RECORDS. FOR THESE BILL SUMMARIES, SEE ITEM NUMBER 4.7.011. SEE ITEM NUMBER 5.5.001 FOR BILLING DETAIL FROM CARRIERS OTHER THAN TEX-AN.	

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KTP01	18.1.001	FCC BROADCASTING LOGS.	SERIES DOCUMENTS DAILY BROADCAST ACTIVITIES OF THE INSTITUTIONAL RADIO STATION OR TELEVISION CHANNEL. RECORDS INCLUDE: LOG SHEETS SHOWING TIME SIGNED ON AND OFF; ANY DELAYS IN BOARDCASTING; ENGINEER'S NAME; ANNOUNCER'S NAME; AND TECHINCAL DIFFICULTIES.	AC	2			AC=AFTER BROADCAST DOCUMENT FILING.		RETENTION NOTE: IT IS AN EXCEPTION TO THE RETENTION PERIOD INDICATED THAT LOGS INVOLVING COMMUNICATIONS INCIDENT TO A DISASTER OR WHICH INCLUDE COMMUNICATIONS INCIDENT TO OR INVOLVED IN AN INVESTIGATION BY THE FCC AND ABOUT WHICH THE LICENSEE HAS BEEN NOTIFIED, SHALL BE RETAINED BY THE LICENSEE UNTIL SPECIFICALLY AUTHORIZED IN WRITING BY THE FCC TO DESTROY THEM. IN ADDITION, LOGS INCIDENT TO OR INVOLVED IN ANY CLAIM OR COMPLAINT OF WHICH THE LICENSEE HAS NOTICE SHALL BE RETAINED BY THE LICENSEE UNTIL SUCH CLAIM OR COMPLAINT HAS BEEN FULLY SATISFIED OR UNTIL THE SAME HAS BEEN BARRED BY STATUTE LIMITING THE TIME FOR FILING OF SUITS UPON SUCH CLAIMS.	47 CFR 73.1840(a). 47 CFR 73.1800 AND 73.1820 FOR STATION LOGS.

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LBA07	1.1.069	REPORTS - FACULTY WORKLOADS.	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 NOTED ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		1					CAUTION: IF REPORTS ARE USED TO DOCUMENT PERFORMANCE MEASURES, SEE RSIN 1.1.064	
LBA25	15.2.001	ACADEMIC ACTION AUTHORIZATIONS, DISMISSALS.	AUTHORIZATIONS FOR ACADEMIC ACTIONS, SUCH AS ACADEMIC PROBATION, SUSPENSIONS, DISMISSALS, REINSTATEMENTS, ETC.	PM						PM=PER UT BOARD OF REGENTS RULE 50101, SECTION 8 (SOURCE:http://www.utsystem.edu/bor/rules/50000Series/50101.pdf) .	
LBA28	15.2.008	CURRICULUM CHANGE AUTHORIZATIONS.	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=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.		SEE REFERENCE ALL075.	

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LIB04	16.2.008	LIBRARY ON LINE CATALOG.	CATALOG OF BIBLIOGRAPHIC RECORDS USED AS A GUIDE TO LIBRARY HOLDINGS.	US						CAUTION: SEE RSIN 4.7.004 FOR RECORDS DOCUMENTING PURCHASE OF LIBRARY MATERIALS. THE DISPOSAL OR SUPERSESSION OF LIBRARY CATALOG RECORDS NEED NOT BE DOCUMENTED THROUGH DESTRUCTION AUTHORIZATIONS (RSIN 1.2.001v), OR IN RECORDS DISPOSITION LOGS (RSIN 1.2.010).	
LIB09	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 TERMINATION - WHICHEVER SOONER.			

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LIB20	16.2.001	LIBRARY FINE APPEALS.	THIS SERIES DOCUMENTS THE BORROWING OF CIRCULATING LIBRARY MATERIALS BY QUALIFIED PATRONS. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: THE NAME AND IDENTIFICATION OF THE BORROWER; THE TITLES OF MATERIALS BORROWED; THE DUE DATE; OVERDUE AND FINE PAYMENT NOTATIONS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	3			AC=UNTIL FINAL OUTCOME OF THE APPEAL.		LIBRARY FINE APPEALS ARE KEPT AT BURSAR'S OFFICE IN STUDENT INFORMATION SYSTEM (BANNER) UNTIL THE FINAL OUTCOME OF THE APPEAL; AND ARE KEPT IN PAPER AND ELECTRONIC FORMAT.	
MIG01		MINER GOLD CARD INTERNAL MANAGEMENT REPORTS.	REPORTS OF SALES BY STUDENT ID USAGE AND PAYMENTS RECEIVED. THIS SERIES MAY INCLUDE BUT IS NOT LIMITED TO: MEALS, BOOK LOANS, ORIGINAL DISTRIBUTION, AND REFUNDS.	AC	1			AC=END OF SCHOOL TERM.		RECORDS KEPT IN ELECTRONIC AND/OR PAPER MEDIUM.	

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MIN16	5.1.001a	CONTRACTS AND LEASES - STUDENT HOUSING CONTRACT. 9/1/2015 AND AFTER	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR SEPTEMBER 1, 2015	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.

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MIN17	5.1.001b	CONTRACTS AND LEASES - STUDENT HOUSING CONTRACT.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015	AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.
MIN19	16.4.005	MINER VILLAGE - STUDENT FILE.	(HOUSING APPLICATION, CONTRACT, ROOM CONDITION REPORT, EMERGENCY INFO. SHEET, MOVE-IN CHECKLIST, COPY OF PICTURE ID, COPY OF WELCOME LETTER, CHARGE AGREEMENT SLIP, HOUSING RENT RECEIPT, PARKING PERMIT SLIP, CONTRACT FOR COMMUNITY, ETC.).	AC	7			AC=END OF STUDENT'S OCCUPANCY.		SEE RSIN 5.1.001A/B FOR HOUSING CONTRACTS	

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MIS13	15.2.033	ALL STUDENT DOCUMENTS RELATING TO DEPARTMENT OF VETERANS AFFAIRS (DVA) BENEFITS.	INCLUDES CORRESPONDENCE E/EMAILS.	AC	3			AC=LAST TERM CERTIFIED FOR VA EDUCATIONAL BENEFITS.		SEE RSIN 15.2.017 FOR HALEWOOD ACT DOCUMENTATION	38 CFR 21.4209(f), US DEPARTMENT OF VETERANS AFFAIRS SCHOOL CERTOFYING OFFICIAL HANDBOOK
MIS14	15.2.017	ALL STUDENT DOCUMENTS RELATING TO HAZLEWOOD BENEFITS.	APPLICATIONS AND STUDENT ELIGIBILITY DETERMINATIONS TO CALIM THE HAZLEWOOD EXEMPTUON AND INSTITUTIONAL RECORDS TO TRACK BENEFIT HOURSE CLAIMED.	AC	3			AC=DATE OF FINAL AUDIT ACCEPTANCE BY DEPT. OF EDUCATION. SEE RSIN 15.2.033 FOR VERTANS AFFAIRS RECORDS.		CROSS REFERENCE TO FIN. 17. FINANCIAL AID WILL CONTROL DESTRUCTION AUTHORIZATION OF THESE RECORDS. MILITARY SERVICES WILL PROCESS AUTHORIZATIONS FOR CONVERTING PAPER DOCUMENTS TO ELECTRONIC MEDIUM WHICH ARE STORED IN PERCEPTIVE CONTENT SOFTWARE IN THE MILITARY SERVICES FOLDER. INCLUDES CORRESPONDENCE /EMAILS.	40 TAC 461.130

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MRC15	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.		CAUTION: MANY STATE PUNLICATIONS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISION, BY LAW (GOVERNMENT CODE, 441.103-441.105). 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 PUBLICATIONS MADE AVAILABLE TO THE PUBLIC THROUGH THE INTERNET, CONSILT THE ADMINISTRATIVE RULE OF THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION (13 TAC	

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MUC16	3.1.027	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS.	CERTIFICATES OF COMPLETION, TEST SCORES, OR SIMILAR RECORDS DOCUMENTING THE TRAINING, OR TESTING OF AN EMPLOYEE.	AC	5			AC=SEPARATION OF EMPLOYEE.			
MUS19	4.8.001	CASH DEPOSIT VOUCHERS.	CASH DEPOSIT SLIPS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
MUS21	4.1.009	DAILY CASH RECEIPTS LOGS.		FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
MUS23	4.1.009	SALES- REPORTS.	MONTHLY SALES AND DISTRIBUTION LISTS WHICH INCLUDE UNIVERSITY SPONSORED PERFORMING PROGRAMS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
OIA02	13.2.005	GIFT RECORDS - INSTITUTIONAL.	THIS SERIES DOCUMENTS POTENTIAL OR REALIZED PRIVATE , CORPORATE, OR PUBLIC AGENCY FUNDING TO THE INSTITUTION, INCLUDING ENDOWMENTS AND TRUSTS. THIS SERIES INCLUDES LETTERS AND AGREEMENTS OF GIFT, COPIES OF BEQUEST INSTRUMENTS AND WILLS FROM INDIVIDUALS OR ESTATES, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM					I	CAUTION: THE NAMES OR OTHER IDENTIFYING INFORMATION ABOUT A DONOR MAY BE WITHHELD FROM PUBLIC DISCLOSURE UNDER THE PUBLIC INFORMATION ACT. GOVERNMENT CODE SEC. 552.1235.	GOVERNMENT CODE, CHAPTER 552.1235 (EXCEPTION: IDENTITY OF PRIVATE DONOR TO INSTITUTION OF

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OIA03	13.2	GIFT RECORDS - DEPARTMENT OR PROGRAM.	THIS SERIES DOCUMENTS POTENTIAL OR REALIZED PRIVATE , CORPORATE, OR PUBLIC AGENCY FUNDING TO A DEPARTMENT OR PROGRAM, INCLUDING ENDOWMENTS, TRUSTS, AND FUNDS RAISED BY SUPPORT/"FRIENDS" GROUPS. THIS SERIES COMPRISES AWARD GUIDELINES, MEMORANDA OF UNDERSTANDING, RECORDS OF FUND DISBURSEMENTS, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM						CAUTION: FOR RECORDS OF MAJOR GIFTS, REFER TO (GIFT RECORDS-INSTITUTIONAL). FOR DONOR FILES, REFER TO (DONOR FILES). FOR ONGOING CONTRACTS AND AGREEMENTS, REFER TO RRS 5.1.001.	HIGHER EDUCATION) - DONORS TO HIGHER ED INSTITUTIONS MAY BE ANONYMOUS; IDENTITY MAY BE WITHHELD.
OIA05	1.3.001	STATE PUBLICATIONS.	INFO IN ANY FORMAT THAT IS PRODUCED BY THE AUTHORITY OF OR AT THE TOTAL OR PARTIAL EXPENSE OF A STATE AGENCY OR IS REQUIRED TO BE DISTRIBUTED.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.		FOR SERIAL PUBLICATIONS ISSUED IN SUCCESSIVE PARTS BEARING NUMERICAL OR CHRONOLOGICAL DESIGNATIONS (E.G. NEWSLETTERS, ANNUAL STATISTICAL REPORTS OF REGULATED ACTIVITIES). FROM THE DATE OF RELEASE OF THE NEXT PART IN THE SERIES.	

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OLA01	1.1.048	LITIGATION FILES.	RECORDS CREATED BY OR ON BEHALF OF AN AGENCY IN ANTICIPATION OF OR IN THE ADJUDICATION OF A LAWSUIT.	AC	1			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 PLANTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. ARCHIVES NOTE: CASES THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL BE EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR THE ARCHIVAL PRESERVATION.	O		

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OLA02	1.1.014	LEGAL OPINIONS AND ADVICE.	FROM AGENCY LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS.	AV					O	CAUTION: DOES NOT INCLUDE LEGAL OPINIONS OR ADVICE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION, OR OPINIONS RENDERED FOR PUNLIC INFORTATION ACT REQUESTS. SEE RSIN 1.1.048, 1.1.020, AND 1.1.021. ARCHIVES NOTE: OPINIONS AND ADVICE THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR ARCHIVAL PRESERVATION. SEE PAGE IX FOR ADDITIONAL GUIDELINES.	
PAR02	5.6.009	PARKING PERMITS / DECALS.	ACCOUNT REGISTRATION FORMS. RETURNED PERMIT FORMS; PHYSICAL DECALS.	US						RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. SEE RSIN 4.1.009 FOR PAYMENT OF PERMIT FEES.	
PAR03		CITATION FORMS.	PARKING NOTICE VIOLATION.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR04		MISSING DECAL FORMS.	PERMITS REPORTED MISSING.		3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	

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PAR07		BOOT DOCUMENTATION FORMS.	RECORD OF BOOT CITATION.		3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR09	15.5.008	STUDENT GOVERNMENT APPEALS.	APPEALS FROM STUDENTS.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR10	3.1.018	FACULTY / STAFF APPEALS.	APPEAL FORMS FROM FACULTY / STAFF.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR11	15.5.008	STUDENT GOVERNMENT APPEAL DISPOSITIONS.	APPEAL FINAL RESULTS.	AC	2			AC=FINAL DISPOSITION OF CITATION/APPEAL.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR12	3.1.018	FACULTY / STAFF DISPOSITIONS.	APPEAL FINAL RESULTS.	AC	2			AC=FINAL OUTCOME OF DISPOSITION.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR13	1.1.006	COMPLAINT FORMS.	CUSTOMER COMPLAINT FORMS.	AC	2			AC=FINAL OUTCOME OF THE COMPLAINT.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR14	1.1.006	MINER METRO COMPLAINT FORMS.	COMPLAINT FORMS.	AC	2			AC=FINAL OUTCOME OF THE COMPLAINT.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR16		VEHICLE MODIFICATION FORMS.	CHANGES TO VEHICLE INFORMATION ON FILE.		3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR19	4.1.009	TRAFFIC PAYMENTS.	PAYMENTS APPLIED TO TRAFFIC CHARGES REPORT.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR20	4.1.009	PARKING PAYMENTS.	PAYMENTS APPLIED TO PARKING CHARGES REPORT.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	

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PAR21	4.1.009	BOOT PAYMENTS.	STUDENT GOVERNMENT ASSOCIATION PAYMENT ARRANGEMENT.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR22		VOIDS FORMS.	VOIDED CITATIONS.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PAR23	16.3.051	REDUCED TO WARNINGS.	WRITTEN ON THE CITATION.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. SEE RSIN 16.3.039	
PLN01	5.2.003a	BUILDING PLANS AND SPECIFICATIONS - STATE OWNED	INCLUDES ARCHITECTURAL AND ENGINEERING DRAWINGS, PROFILES, AND BLUEPRINTS.	LA					R	SEE RSIN 5.2.002 AND 5.2.027	
PLN02	5.2.003b	BUILDING PLANS AND SPECIFICATIONS - LEASED	INCLUDES ARCHITECTURAL AND ENGINEERING DRAWINGS, PROFILES, AND BLUEPRINTS.	AC	2			AC=TERMINATION OR CANCELLATION OF LEASE ACCORDING TO ITS TERMS.		SEE RSIN 5.2.002 AND 5.2.028	
PLN03	5.2.002	BUILDING CONSTRUCTION PROJECT FILES.	PROJECT RECORDS RELATED TO PLANNING, DESIGN, CONTRSUCTION, CONVERSION, OR MODERNIZATION OF STATE FACILITIES, STRUCTURES, INFRASTRUCTURE, AND SYSTEMS, INCLUDING FEASIBILITY, SCREENING, AND IMPLENMENTATION STUDIES; TOPOGRAPHICAL AND SOIL SURVEYS AND REPORTS; AS BUILTS; LABORATORY TEST REPORTS; ENRIONMENTAL IMPACT STATEMENTS; CORRESPONDENCE; SUCCESSFUL AND UNSUCCESSFUL BID DOCUMENTATION AND OTHER RELATED DOCUMENTATION.	AC	10			AC=COMPLETION OF PROJECT.	O	SEE ALSO ITEM NUMBERS 5.2.003 AND 5.2.028.	

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PLAN04	5.2.028	BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS.	BUILDING CONSTRUCTION CONTRACTS, SURETY BONDS, AND INSPECTION RECORDS.	LA	10					SEE ALSO ITEM NUMBERS 5.2.002 AND 5.2.003A/B.	
PLN05	5.2.012	ESTIMATE FILES.	(SUPPLY AND REPAIR COST ESTIMATES).		1						
PLN06	5.2	SURVEYS - REAL ESTATE.		LA							
PLN07	5.2	SURVEYS.	GEOTECHNICAL DATA USED TO ASSESS SUITABILITY OF LAND FOR FUTURE DEVELOPMENT.	LA							
PLN08	1.2.003	CAMPUS MASTER DEVELOPMENT PLAN.		AC	2			AC = UNTIL SUPERSEDED OR USE OF FORM IS DISCONTINUED	O		
PLN09	5.2.027	SPACE UTILIZATION DATA.		AV							
POL15	5.2.006	LOST AND STOLEN PROPERTY REPORT.		FE	3						
POL16	5.4.001	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION.	ACCIDENT OR OCCUPATIONAL DISEASE REPORTS (BY SUPERVISORS AND EMPLOYEES) AND OTHER ASSSOCIATED REPORTS REQUIRED TO BE SUBMITTED TO THE TEXAS DEPARTMENT OF INSURANCE OR ITS PREDECESSORS OR MAINTAINED INTERNALLY ON ACCIDENT FREQUENCY.	CE	5					DEPARTMENT OF INSURANCE RETAINS COPIES OF THE REPORTSSUBMITTED FOR 50 YEARS.	29 CFR 1904.33; 28 TAC 120.1(c).

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POL17	3.1.026	CRIMINAL HISTORY CHECKS.	CRIMINAL HISTORY RECORD INFORMATION ON JOB APPLICANTS OR AGENCY EMPLOYEES OBTAINED FROM THE DEPARTMENT OF PUBLIC SAFETY (DPS).	AC				AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED.		CAUTION: AN AGENCY THAT IS AUTHORIZED TO OBTAIN A CRIMINAL HISTORY RECORD INFORMATION FROM DPS MUST REFER TO ITS AGENCY'S LEGISLATION OR SEE SUBCHAPTER F, CHAPTER 11, GOVERNMENT CODE FOR APPROPRIATE RETENTION AND USE OF THIS INFORMATION.	
POL19A		CASE REPORTS RELATED TO UNSOLVED HOMICIDES.		PM							
POL19		POLICE CASE REPORTS.	ORIGINAL OFFENSE REPORT ALONG WITH SUPPLEMENTAL INVESTIGATION REPORTS RELATIVE TO THAT OFFENSE (INCLUDES SUSPECTS AND ARRESTS).		75						
POL20	5.4.013	POLICE DISASTER RECOVERY PLAN.	DISASTER PREPAREDNESS AND RECOVERY PLAN.	US						SEE RSIN 5.4.017 FOR RECORDS RELATED TO REPONDING OR RECOVERING FROM AN EMERGENCY.	
POL21		POLICE INCIDENT REPORTS.	REPORTS CONCERNING SUSPICIOUS INCIDENTS,L COMPLAINTS, AND DATING AND DOMESTIC VIOLENCE THAT, AFTER INVESTIGATION, DID NOT APPEAR TO HAVE INVOLVED THE COMMISSION OF A CRIME OR DO NOT BECOM A PART OF ARREST OR OFFENSE INVERTIGATION RECORDS.		3					CAUTION: SEE RSIN 16.3.011 FOR REPORTING OF ALL INCIDENTS REQUIRED BY THE CLERY ACT.	

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POL22A	16.3.035	POLICE OFFENSE REPORT. CLASS A AND B MISDEMEANORS AND STATE JAIL FELONIES	CASES CLEARED BY THE CONVICTION OR ACQUITTAL OF THE PERSON ARRESTED OR CITED, BY THE DISMISSAL OF CHARGES AGAINST THE PERSON, OR BY THE ENTRY ON THE RECORD OF A COURT BY A PROSECUTING ATTORNEY OF A NOLLE PROSEQUI. MAY INCLUDE BUT NOT LIMITED TO: OFFENSE AND SUPPLEMENTAL OFFENSE REPORTS; INVESTIGATION REPORTS AND NOTES; WITNESS STATEMENTS; LATENT FINGERPRINTS; RESULTS OF CHEMICAL ANALYSIS AND POLYGRAPH TESTS; CRIME SCENE, MUG SHOT, AND OTHER PHOTOGRAPHS; LABORATORY REPORTS; CITATIONS; AFFIDAVITS; CRIMINAL PROCESS; VICTIM IMPACT STATEMENTS; AND OTHER RECORDS RELATING AND CUSTOMARY TO THE INVESTIGATION OF CRIMINAL OFFENSES OR OTHER VIOLATIONS OF STATE LAW OR LOCAL ORDINANCE.		2					PER 1. RETAIN UNTIL STATUE OF LIMITATIONS HAS ESTABLISHED IN THE CODE OF CRIMINAL PROCEDURES AND 2. NCIC (NATIONAL CRIME INFORMATION CENTER) POLICY. CAUTION: RECORDS OF CASES NOT CLEARED MUST BE RETAINED UNTIL THE STATUTE OF LIMITATIONS HAS EXPIRED. CAUTION: FOR RETENTION OF JUVENILE CASE FILES, CONSULT FAMILY CODE 58.264(b) NOTE: RECORDS MAY BE DESTROYED UPON THE DEATH OF THE INDIVIDUAL, IF KNOWN.	

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POL22B	16.3.036	POLICE OFFENSE REPORT. CLASS C MISDEMEANORS.	ARREST REPORTS AND CITATIONS FOR CLASS C MISDEMEANORS AND UNCLASSIFIED VIOLATIONS OF STATE LAW OR LOCAL ORDINANCE PUNISHABLE BY FINE ONLY, SUCH AS MINOR IN POSSESSION (MIP), MINOR IN CONSUMPTION (MIC), AND POSSESION OF DRUG PARAPHERNALIA..			6				CAUTION: FOR RETENTION OF JUVENILE CASE FILES, CONSULT FAMILY CODE 58.264(b).	

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POL22C	16.3.037	POLICE OFFENSE REPORT. FIRST-DEGREE AND CAPITAL FELONIES.	CASES CLEARED BY THE CONVICTION OR QUITTAL OF THE PERSON ARRESTED OR CITED, BY THE DISMISSAL OF CHARGES AGAINST THE PERSON, OR BY THE ENTRY ON THE RECORD OF A COURT BY A PROSECUTING ATTORNEY OF A NOLLE PROSEQUI. MAY INCLUDE BUT NOT LIMITED TO: OFFENSE AND SUPPLEMENTAL OFFENSE REPORTS; INVESTIGATION REPORTS AND NOTES; WITNESS STATEMENTS; LATENT FINGERPRINTS; RESULTS OF CHEMICAL ANALYSIS AND POLYGRAPH TESTS; CRIME SCENE, MUG SHOT, AND OTHER PHOTOGRAPHS; LABORATORY REPORTS; CITATIONS; AFFIDAVITS; CRIMINAL PROCESS; VICTIM IMPACT STATEMENTS; AND OTHER RECORDS RELATING AND CUSTOMARY TO THE INVESTIGATION OF CRIMINAL OFFENSES OR OTHER VIOLATIONS OF STATE LAW OR LOCAL ORDINACE.		50					CAUTION: RECORDS OF CASES NOT CLEARED MUST BE RETAINED UNTIL THE STATUE OF LIMITATIONS HAS EXPIRED. CAUTION: FOR RETENTION OF JUVENILE CASE FILES, CONSULT FAMILY CODE 58.264(b). NOTE: RECORDS MAY BE DESTROYED UPON THE DEATH OF THE INDIVIDUAL, IF KNOW.	

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POL23		POLICE PERSONNEL BACKGROUND INFORMATION.	CAMPUS POLICE PERSONNEL INFORMATION MAY INCLUDE JOB POSITION/SALARY AND PROMOTIONS; BUT NOT LIMITED TO: HOURS OF TRAINING, CERTIFICATE OF COMPLETION, LICENSE AND DRIVING RECORD CHECKS, PERFORMANCE EVALUATIONS, TEST SCORES, CONTINUING EDUCATION, ACHIEVEMENTS OF THE EMPLOYEE.	AC	5			AC=DATE OF SEPARATION			37 TAC 217.7(h).
POL24	1.1.070	POLICE POLICY AND PROCEDURES MANUAL - 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	5			AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	O	ARCHIVES NOTE: WORKING FILES AND RELATED DOCUMENTATION USED IN CREATING THE FINAL RULES, POLICIES, AND PROCEDURES, ARE NOT SUBJECT TO ARCHIVAL REQURIEMENT AND MAY BE DISPOSED OF AT THE EXPIRATION OF THE RETENTION PERIOD.	
POL26	5.4.002	EVACUATIONS PLANS.	PLANS FOR EVACUATION OF AGENCY FACILITIES IN CASES OF EMERGENCY.	US							
POL28	3.3.020	WORK SCHEDULE ASSIGNMENTS.	WORK, DUTY, SHIFT, CREW, OR CASE SCHEDULES, ROSTERS, OR ASSIGNMENTS.		1						

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POL29	16.3.051	CRIMINAL TRESPASS WARNINGS.	WARNING CITATIONS ISSUED FOR VIOLATIONS OF MOTOR VEHICLE LAWS OR FOR THOSE VIOLATIONS OF THE PENAL CODE (E.G., CRIMINAL TRESPASS) IN WHICH THE ISSUANCE OF WARNING CITIATIONS IS CUSTOMARY.	AV							
PRE04	12.1	PROFESSOR EMERITUS FILES.	NOMINATIONS, LETTER FROM THE DEAN, SIMILAR DOCUMENTATION AND RECOMMENDATIONS FROM THE COMMITTEE RELATING TO THE REVIEW PROCESS FOR EMERITUS SELECTION.	PM					I		
PRE05	12.1.001	TENURE LETTERS.	EVALUATIONS, RECOMMENDATIONS, AND SIMILAR DOCUMENTATION RELATING TO THE REVIEW PROCESS FOR PROMOTION AND TENURE FOR ALL FACULTY AND STAFF IN THE TENURE TRACK.	AC	2			AC=UNTIL PERSON TERMINATES.		DEPARTMENTAL COPY. SEEREFERENCE 3.1.037 HUM60. CAUTION: RETENTION PERIOD SHOULD BE LONGER IF A UNIVERSITY'S TENURE REVIEW CYCLE REQURES IT. FOR EMPLOYMENT PERFORMANCE AND APPRAISAL RECORDS, SEE RRS SECTION 3.1	
PRE06	1.1	DOCKET INSTRUCTIONS.	AGENDA (MEETING) OR DOCKET, A LIST OF MEETING ACTIVITIES IN THE ORDER IN WHICH THEY ARE TO BE TAKEN UP.	AV							

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PRE07	1.1.058	BOARD MEETING DIGEST.	OPEN MEETINGS OF STATE BOARDS, COMMISSIONS, COMMITEES, AND COUNCILS FROM WHICH WRITTEN MINUTES ARE PREPARED FOR SUMMARY (DIGEST).	PM					I		
PRE09	1.1.048	LITIGATION FILES.	RECORDS CREATED BY OR ON BEHALF OF AN AGENCY IN ANTICIPATION OF OR IN THE ADJUDICATION OF A LAWSUIT.	AC	1			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 PLANTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT.	O	ARCHIVES NOTE: CASES THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL BE EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR ARCHIVAL PRESERVATION.	
PRE10	13.2.005	GIFT REPORTS.	GIFT REPORTS FROM POTENTIAL OR REALIZED PRIVATE , CORPORATE, OR PUBLIC AGENCY FUNDING TO THE INSTITUTION, INCLUDING ENDOWMENTS AND TRUSTS. THIS SERIES INCLUDES LETTERS AND AGREEMENTS OF GIFT, COPIES OF BEQUEST INSTRUMENTS AND WILLS FROM INDIVIDUALS OR ESTATES, AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM					I		

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PRE12	1.1.011	ALUMNI ASSOCIATION BY-LAWS.	ANY DOCUMENT THAT INITIATES, RESCINDS, OR AMENDS A REGULATION, POLICY, OR PROCEDURES THAT GOVERNS THE PROGRAMS, SERVICES, OR PROJECTS OF THE AGENCY.	US	3				I		
PRE13	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		
PRE14	1.1.070	RULES AND REGULATIONS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS SYSTEM.	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=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	O	ARCHIVES NOTE: WORKING FILES AND RELATED DOCUMENTATION USED IN CREATING THE FINAL RULES, POLICIES, AND PRCEDURES, ARE NOT SUBJECT TO ARCHIVAL REQUREMENT AND MAY BE DISPOSED OF AT THE EXPIRATION OF THE RETENTION PERIOD.	

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PRE15A	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				SEE RSIN 1.1.001 FOR FINAL SATE PUBLICATIONS CREATED FROM DEVELOPMENT FILES	O	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. SEE RSIN 1.1.001 FOR FINAL SATE PUBLICATIONS CREATED FROM DEVELOPMENT FILES	

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PRE15	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.		RECORD COPY KEPT AT PRESIDENT OFFICE AND COPIES SENT TO TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION. FOR ADDITIONAL INFORMATION AND REQUIRENMENTS CONCERNING STATE AND PUBLICATTIONS MADE AVAILABLE TO THE PUBLIC THROUGHT THE INTERNET, CONSULT THE ADMINISTRATIVE RULES OF THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM OF THE TEXAS STATE LIVRARY AND ARCHIVES COMMISSION (13 TAC 3.1 - 3.8).	

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PRE16	1.1.067	REPORTS, CONSULTANTS, AND COMMITTEES.	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 NOTED 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: REPORTS ARE ARCHIVAL WHEN THEY DEAL WITH SIGNIFICANT ASPECTS OF THE AGENCY'S PROGRAMS. FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. SEE PAGE IX FOR MORE INFORMATION	
PRE17	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 event, until superseded, or obsolete.	R		
PRE30	4.5.002	FISCAL MANAGEMENT REPORTS.	INTERNAL AND EXTERNAL PERIODIC FISCAL MANAGEMENT REPORTS AND ASSOCIATED WORKSHEETS, INCLUDING FEDERAL FINANCIAL REPORTS, SALARY REORTS, HUB REPORTS, INVESTMENT PERFORMANCE REPORTS, ETC.	FE	5					CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUIREMENTS. SEE RSIN 4.7.008	

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PRE31	4.5.003	ANNUAL FINANCIAL REPORTS.	REQUIRED BY THE GENERAL APPROPRIATIONS ACT (100 DAY REPORT).	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.		PERMANENT COPY IS RETAINED AT THE PRESIDENT'S OFFICE. CAUTION: IF AN AGENCY DOES NOT PRODUCE A BIENNIAL OR ANNUAL NARRATIVE REPORT AS DESCRIBED IN ITEM NUMBER 1.1.066, THEN THESE ANNUAL FINANCIAL REPORTS MUST BE MARKED WITH ARCHIVAL CODE A. THE ARCHIVAL REQUIREMENT, WHEN A BIENNIAL OR ANNUAL NARRATIVE REPORT IS NOT PRODUCED, IS MET BY SENDING THE REQUIRED COPIES OF THE REPORTS TO THE TEXAS STATE PUBLICATION DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION. ARCHIVES NOTE: THE FINAL VERSION OF ANNUAL FINANCIAL REPORTS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM PER 13 TAC 3.3(a)(2)(a). WORKING FILES AND RELATED DOCUMENTATION SUED IN CREATING THE FINAL PLAN ARE	

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PRE32	1.1.066	REPORTS - BIENNIAL OR ANNUAL AGENCY (NARRATIVE).	BIENNIAL NARRATIVE REPORTS TO THE GOVERNOR AND LEGISLATIURE AS REQUIRED BY AN AGENCY'S ENABLING STATUES, INCLUDING ANNUAL NARRATIVE REPORTS IF THEY ARE REQUIRED BY STATUE.	AC	6			AC=SEPTEMBER 1 OF ODD - NUMBERED CALENDAR YEARS.	I	ARCHIVES NOTE: THE ARCHIVAL REQUIREMENT IS MET BY SENDING THE REQUIRED COPIES OF THE REPORTS TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
PRE34	4.5.002	COMPTROLLER STATEMENTS.		FE	5					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUIREMENTS. SEE RSIN 4.7.008.	
PRE36	1.1.055	STRATEGIC PLANS.	INFORMATION RESOURCES AND OPERATIONAL STRATEGIC PLANS PREPARED IN ACCORDANCE WITH 2054.095 AND 2056.002, GOVERNMENT CODE.	AC	6			AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.	I	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.	

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PRE37	1.1.023	ORGANIZATION CHARTS.		US					I	RECORD KEPT IN PAPER AND ELECTRONIC MEDIUM. ARCHIVES NOT: ONLY CARTS SHOWING THE OVERALL ARRANGEMENT AND ADMINISTRATIVE STRUCTURE OF THE STATE AGENCY NEED TO BE TRANSFERRED TO THE ARCHIVES AND INFORMATION	
PRE38	1.1.027	PROPOSED LEGISLATION.	DRAFTS OF PROPOSED LEGISLATION AND RELATED CORRESPONDENCE.	AV					O		
PRE39	17.3.010	TRADEMARKS.	RECORDS RELATING TO DISCLOSURES OR APPLICATIONS FOR PATENTS THAT ARE EITHER NOT FILED OR OTHERWISE USUED BY THE UNIVERSITY, OR WHICH ARE DENIED BY THE US PATENT AND TRADEMARK OFFICE (USPTO).	AC	7			AC = DATE OF LAST OFFICE ACTION OR RELATED CORRESPONDENCE IN FILE.		NOTE: PATENT APPLICATIONS REMAIN CONFIDENTIAL UNLESS PUBLISHED BY THE US PATENT AND TRADEMARK OFFICE OR AN INTERNATIONAL PATENT OFFICE.	
PRE40	3.3.023	REQUEST AND AUTHORIZATION FOR TRAVEL.	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						
PSY06	1.1	PUBLICATIONS.	PUBLICATIONS DONE BY STUDENTS AND ALSO BY THE FACULTY.	US					O		

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PUR13	4.1.001	PURCHASE VOUCHERS.	REQUISITIONS, ORDERS, RECEIVING REPORTS, INVOICES, OR STATEMENTS, CHANGE ORDERS.	FE	3					ORIGINAL GRANT AUDIT REQUIREMENT. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR14		PRO-CARD- (UT El Paso Procurement Card).	BANK APPLICATION, CREDIT CARD AGREEMENT, DEAN/CHAIR/DIRECTOR AUTHORIZATION AGREEMENT, E-MAIL, ETC.		9					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION. RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR16	5.1.001a	CONTRACTS & LEASES. 9/1/2015 AND AFTER	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. a) EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.

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PUR17	5.1.001b	CONTRACTS & LEASES.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015.	AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS. NOTE: REFER TO SB20 (84TH LEG). FOR RETENTION PERIOD CONTEXT.	GOVERNMENT CODE, 441.1855.
PUR18	5.3.004	ORDERS - ACKNOWLEGEMENT.		AV						RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. CAUTION: SOME SHIPPING INFORMATION MAY REQUIRE LONGER RETENTION PERIOD. STATE AGENCIES MUST DETERMIN IF LONGER RETENTION PERIOD IS REQUIRED BASED ON THE TYPE OF MATERIALS SHIPPED TO OR FROM THEIR AGENCY.	

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PUR19	4.5.002	REPORTS - (HUB=HISTORICALLY UNDERUTILIZED BUSINESS REPORTS).	SPECIAL PURPOSE - I.E. FEDERAL FINANCIAL REPORTS, SALARY REPORTS, ETC. INCLUDES HUB REPORTS.	FE	5					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. CAUTION: THIS SERIES DOES NOT INCLUDE FISCAL REPORTS CREATED TO FULFILL GRANT REQUIREMENTS. SEE RSIN 4.7.008.	
PUR20	5.3.007a	BID DOCUMENTATION. - 9/1/2015 AND AFTER	INCLUDES BID REQUISITION/AUTHORIZATIONS, INVITATIONS TO BID OR PROPOSE, BID SPECIFICATIONS, AWARDED AND UNAWARDED BIDS, AND BID TABULATION/EVALUATIONS. ASSOCIATED WITH A CONTRACT EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS OR DECISION NOT TO PROCEED WITH THE BID.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	GOVERNMENT CODE, 441.1855.
PUR21	5.3.007b	BID DOCUMENTATION. - 8/31/2015 AND PRIOR	INCLUDES BID REQUISITION/AUTHORIZATIONS, INVITATIONS TO BID OR PROPOSE, BID SPECIFICATIONS, AWARDED AND UNAWARDED BIDS, AND BID TABULATION/EVALUATIONS. ASSOCIATED WITH A CONTRACT EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM. NOTE: REFER TO SB20 (84TH LEG.) FOR RETENTION PERIOD CONTEXT.	GOVERNMENT CODE, 441.1855.

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PUR22	5.3.007c	BID DOCUMENTATION. - INVALID BIDS	INVALID BIDS THAT DO NOT MEET AGENCY SUBMISSION REQUREMENTS AND ARE NOT INCLUDED IN BID EVALUATION PROCESS (E.G. WITHDRAWN, MISSED SUBMISION DEADLINE, INCOMPLETE SUBMISSION, ETC.)	AC	2			AC= DATE OF NOTIFICATION OF DENIAL OR DATE OF WITHDRAWAL, AS APPLICABLE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR31	5.3.008	PURCHASING LOGS.	LOG, REGISTER, ETC., PROVIDING A RECORD OF PURCHASE ORDERS ISSUED, ORDERS RECEIVED, AND SIMILAR DATA ON PROCUREMENT STATUS.	FE	3					RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
PUR32	1.2.001	DESTRUCTION SIGN OFF.	DOCUMENTS AUTHORIZING FINAL DISPOSITION OF RECORDS UNDER A CERTIFIED RECORDS RETENTION SCHEDULE. RECORDS MAY ALSO INCLUDE DESTRUCTION AUTHORIZATIONS (E.G. FORM RMD 102) APPROVED BY TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	FE	3					CAUTION: IF DESTRUCTION AUTHORIZATIONS ARE MAINTAINED AS PART OF RSIN 1.2.010 (RECORDS DISPOSITION LOGS), THEN LONGER RETENTION PERIOD APPLIES.	
PUR33	1.2.005	RECORDS RETENTION SCHEDULE - AGENCY COPY (SLR 105).	AGENCY COPY. FORMERLY RMD 105. INCLUDES DOCUMENTATION OF CERTIFICATION AND APPROVAL-FORMS SLR105C (FORMERLY RMD 105C), AND/OR OTHER FORMS DESIGNATED BY THE STATE RECORDS ADMINISTRATOR.	US						ORIGINAL IS RETAINED BY THE STATE AND LOCAL RECORDS MANAGEMENT DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	

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PUR35	1.2.010	RECORDS DISPOSITION LOGS.	LOGS SIMILAR RECORDS LISTING RECORDS DESTROYED OR TRANSFERRED TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, SHOWING RECORDS SERIES TITLE, DATES OF RECORDS, AND DATE DESTROYED OR TRANSFERRED.		10					CAUTION: DISPOSITION CAN MEAN DESTROYED OR TRASNFERRED.	
PUR36	1.2.012	RECORDS INVENTORY WORKSHEETS.	REVIEW AND ASSESSMENT OF RECORDS WORKSHEETS.	US							
PUR37	1.2.014	RECORDS MANAGEMENT PLANS.	RECORDS MANAGEMENT PLANS AND SIMILAR RECORDS THAT ESTABLISH THE POLICIES AND PROCEDURES UNDER WHICH RECORDS AND INFORMATION ARE MANAGED IN AN AGENCY.	US	1						
REG54	15.2.014	APPLICATION FOR GRADUATION.		AC	1			AC=GRADUATION OR LAST DATE OF ATTENDANCE			
REG55	15.2.014	GRADUATION DIPLOMA.	THIS SERIES DOCUMENTS STUDENT COMPLETION OF DEGREE REQUIREMENTS, INCLUDING AUTHORIZATIONS CERTIFYING COMPLETION OF DEGREE REQUIREMENTS.	PM							
REG56	15.2.014	GRADUATION DIPLOMA SIGN-OUT FORM.	THIS SERIES INCLUDES RECORDS OF DIPLOMAS PICKED UP IN PERSON, MAILED, AND RETURNED.	PM							
REG57	15.2.007	AUDIT REGISTRATION - STUDENT RECORDS.	RECORD OF REGISTRATION INTO A COURSE FOR NO GRADE OR CREDIT.	AC	1			AC=AFTER DATE SUBMITTED.			

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REG58	15.2.007	STUDENT REGISTRATION AND CHANGE OF COURSE (ADD / DROP) FORMS.	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 UNDERTAKEN (E.G.,AUDIT,PASS/FAIL, AND CREDIT/NO CREDIT AUTHORIZATIONS OR APPROVALS) OR EVIDENCING CHANGES TO REGISTRATION STATUS DURING THE TERM (E.G., ADD/DROP FORMS BY STUDENTS OR INSTRUCTOR).	AC	1			AC=END OF SEMESTER.			
REG59	15.2.012	CHANGE OF GRADE FORM.	THIS SERIES DOCUMENTS GRADE CHANGES SUBMITTED BY INSTRUCTORS THROUGH THE ACADEMIC DEPARTMENTS TO THE REGISTRAR.	PM					I		
REG60	15.2.011	FACULTY GRADE ROSTERS.	RECORD OF STUDENTS IN COURSE AND WORK COMPLETED. INCLUDES COMPUTER AND NON-COMPUTER-GENERATED GRADE SHEETS, AND OTHER SUCH MATERIALS THAT PERMIT A RECONSTRUCTION OF A STUDENT'S GRADED PERFORMANCE IN A COURSE.	PM					I	SUBMISSIONS RECEIVED BY REGISTRARS OFFICE AFTER POSTING DEADLINE HAS ELAPSED.	

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REG61		CORRESPONDENCE - RELEVANT - STUDENT RECORDS.	MAILED WRITTEN REQUESTS BY STUDENTS TO UPDATE THEIR RECORD.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			
REG62	15.2.002	CREDIT BY EXAMINATION FORMS.	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT III), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFI) 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.			
REG71	15.2.014	OFFICIAL GRADUATION LIST FROM DEANS, WITH ADDENDA.	OFFICIAL ROSTER OF NAMES OF STUDENTS WHO HAVE MET ALL REQUIREMENTS TO BE AWARDED A DEGREE.	PM					I		

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REG74	15.2.023	NAME AND SSN CHANGE AUTHORIZATIONS - STUDENTS.	THIS SERIES DOCUMENTS STUDENT OR APPLICANT NAME CHANGES REPORTED TO THE ADMISSIONS OR REGISTRAR'S OFFICE BY STUDENTS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: LETTERS REQUESTING CHANGE IN NAME; NAME CHANGE AUTHORIZATIONS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	AC	1			AC=AFTER DATE SUBMITTED.			
REG75	15.2.007	PASS / FAIL REQUESTS - STUDENTS.	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 UNDERTAKEN (E.G., AUDIT, PASS/FAIL, AND CREDIT/NO CREDIT AUTHORIZATIONS OR APPROVALS) OR EVIDENCING CHANGES TO REGISTRATION STATUS DURING THE TERM (E.G., ADD/DROP FORMS BY STUDENT OR INSTRUCTOR).	AC	1			AC=AFTER DATE SUBMITTED.			

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REG76A	15.1.002	PERSONAL DATA INFORMATION FORMS (BACTERIAL MENINGITIS)-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 DATE SUBMITTED.			

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REG76	15.1.001	PERSONAL DATA INFORMATION FORMS (BACTERIAL MENINGITIS)-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	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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REG77	15.2.007	DEPARTMENTAL REGISTRATION REQUESTS (ADD / DROP AND COURSE WAIVERS).	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 UNDERTAKEN (E.G., AUDIT, PASS/FAIL, AND CREDIT/NO CREDIT AUTHORIZATIONS OR APPROVALS) OR EVIDENCING CHANGES TO REGISTRATION STATUS DURING THE TERM (E.G., ADD/DROP FORMS BY STUDENT OR INSTRUCTOR).	AC	1			AC=AFTER DATE SUBMITTED.			
REG78		TRANSCRIPTS REQUEST (STUDENTS).	REQUESTS FOR TRANSCRIPTS TO BE PROVIDED TO STUDENT OR SENT TO OTHER INSTITUTIONS.	AC	1			AC=AFTER DATE SUBMITTED.			

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REG79	15.2.002	EXCHANGE PROGRAM TRANSFER CREDIT EVALUATIONS - STUDENT RECORDS.	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT III), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFI) 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.			
REG81	15.2.035	COMPLETE WITHDRAWAL AUTHORIZATIONS TO INCLUDE: (STUDENTS) - MILITARY LEAVE, MEDICAL, ADMINISTRATIVE, FAMILY EMERGENCY, DEATH OF STUDENT, DEATH OF FAMILY MEMBER.	REQUESTS AND AUTHORIZATIONS FOR A STUDENT TO WITHDRAW FROM CLASSES AFTER CALENDAR DEADLINES WITHOUT ACADEMIC PENALTY FOR REASONS ACCEPTABLE TO A UNIVERSITY.	AC	2			AC=AFTER DATE SUBMITTED.			
REG82	17.1.002	CATALOGS - INSTITUTIONAL.		PM					I		

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REG83	17.1.004	COMMENCEMENT PROGRAM.	THIS SERIES DOCUMENTS COMMENCEMENT PROGRAM PLANNING AND IMPLEMENTATION AT THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: COMMENCEMENT ATTENDANCE FORMS; PLANNING RECORDS CREATED BY COMMENCEMENT COMMITTEES OR OTHER PLANNING GROUPS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM					I		
REG87	17.1.002	CLASS SCHEDULES - INSTITUTIONAL.	LIST OF CLASSES OFFERED FOR TERM.	PM					I	RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
REG89	15.4.006	STUDENT REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION.	STUDENT REQUEST TO OPT OF DIRECTORY INFORMATION DISCLOSURE.	AC	1			AC=END OF SEMESTER.			34 CFR 99.37(b).
REG90	15.2.002	EXCHANGE PROGRAM FOREIGN TRANSCRIPTS.	FOREIGN TRANSCRIPTS TURNED IN BY THE STUDY ABROAD OFFICE TO AWARD TRANSFER CREDIT.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			
REG100		DIPLOMA RELATED REPLACEMENT / SHIPMENT REQUESTS.	REQUESTS FOR ADDITIONAL OFFICIAL COPIES OF DIPLOMA.	AC	1			AC=DATE REPLACEMENT SHIPPED/NOT SHIPPED			
REG101	4.1.009	RECONCILIATIONS.	ACCOUNT RECEIPTS OF TRANSCRIPTS, DIPLOMA REPLACEMENT/SHIPMENT.	FE	3						

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REG102	15.1.001	PROOF OF MENINGITIS VACCINE RECORD. STUDENTS 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.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
REG103	1.1.076	SUBPOENAS.	COURT ORDERED REQUEST TO RELEASE STUDENT EDUCATIONAL RECORDS.	PM						PM=FERPA REQUIRES THAT DOCUMENTATION OF INFORMATION DISCLOSURES TO AN OUTSIDE PARTY WITHOUTWRITTEN CONSENT MUST BE RETAINED PERMANENTLY.	
REG104	17.1.001	ENROLLMENT VERIFICATIONS.	DOCUMENT VERIFYING A STUDENT'S ENROLLMENT STATUS FOR TERM OR PREVIOUS TERMS AT UTEP.	AC	5			AC=DATE OF VERIFICATION.			34 CFR 99.32(a)(2).

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REG105	15.2.023	CHANGE OF ADDRESS - STUDENTS.	CHANGE OF ADDRESS FORMS, RACE/ETHNICITY QUESTIONNAIRES, REQUESTS AND AUTHORIZATIONS TO CHANGE OTHER DEMOGRAPHIC DATA, AND SIMILAR SOURCE DOCUMENTATION USED TO UPDATE PERSONAL DATA INFORMATION ON TRANSCRIPTS OR OTHER STUDENT RECORDS.	AC	5			AC=AFTER DATE SUBMITTED.			
REG106		UT SYSTEM - TELECAMPUS PROGRAM - OFFICIAL STUDENT TRANSCRIPTS.	TRANSCRIPTS RECEIVED FROM PARTICIPATING UTOC INSTITUTIONS TO GRANT CREDIT TO STUDENTS TAKING AN ONLINE UTOC COURSE.	AC	5			AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE.			
REG107	15.3.028	TUITION REBATE FORMS.	INCLUDES TUITION REBATE FORM AND ANY SUPPORTING DOCUMENTATION PERTAINING TO COLLEGE TUITION REBATE PROGRAM UNDER TEXAS EDUCATION CODE SEC. 54.0065.	AC	5			AC=AFTER DATE SUBMITTED.			
REG108	15.2	COURSE REPEAT PETITION FOR GPA RECALCULATION.	APPROVAL TO ALLOW A STUDENT TO RE-TAKE A COURSE; WRITTEN REQUEST TO RECALCULATE GPA BASED ON A GRADE CHANGE.	AC	5			AC=AFTER DATE SUBMITTED.			
REG109		OPTION 2 DOCUMENTATION.	(REINSTATEMENT OF STUDENT AFTER EXTENDED ABSENCE POLICY).	AC	5			AC=AFTER DATE SUBMITTED.			

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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
REG110		ACADEMIC FRESH START DOCUMENTATION.	STUDENT REQUEST AT THE TIME OF ADMISSIONS OR RETURN TO UTEP TO NOT HAVE ANY COURSES TAKEN 10 OR MORE YEARS PRIOR INTO CONSIDERATION. STUDENT WILL NOT RECEIVE A CREDIT FOR COURSES TAKEN 10 OR MORE YEARS PRIOR.	AC	5			AC=AFTER DATE SUBMITTED.			
REG111	17.1.003	CLASS SCHEDULING AND CHANGE REQUESTS.	DEPARTMENTAL REQUEST TO ADJUST CLASS MEETING INFORMATION.	AC	1			AC=END OF TERM.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	TEXAS EDUCATION CODE, SECTION 51.931.
REG113		STUDENT TRANSCRIPTS AUTHORIZATION RELEASE TO THIRD PARTIES.	APPROVAL TO RELEASE A TRANSCRIPT TO A DESIGNATED PERSON OTHER THAN THE STUDENT.	AC	1			AC=AFTER DATE SUBMITTED.			
RES15	11.1	FACULTY/STAFF/ALUMNI AND FAMILY MEMBERS REGISTRATION FORMS (TO INCLUDE LIABILITY WAIVERS).	FORMS USED FOR MEMBERSHIP RENEWALS, NEW AND FOR ONE SINGLE USE GUESTS, THESE INCLUDE THE LIABILITY WAIVER.	AC	3			AC=CESSATION OF ACTIVITY FOR WHICH THE WAIVER WAS SIGNED.			
RES16		PROGRAM SCHEDULE (RECREATIONAL SPORTS).	USED FOR SPECIAL PROGRAMS, PROGRAMS, INCLUDES TEAM NAMES, DATES, TIMES OF PLAY AND LOCATION.	FE	1				O		
RES17		STUDENT INTRAMURAL SPORTS MEMBERSHIP FORMS (TO INCLUDE LIABILITY WAIVERS).	USED FOR INTRAMURAL SPORTS TO INCLUDE LIABILITY WAIVER, INCLUDES NAME, ADDRESS, E-MAIL, MINER GOLD CARD AND TEAM NAME.	AC	3			AC=CONCLUSION OF INTRAMURAL SPORTS SEASON.			

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RES18	5.2.026	FACILITIES RESERVATION LOG.	FORM IS USED TO RESERVE AREAS OF THE RECREATIONAL CENTER, INCLUDES DEPARTMENT, ORGANIZATION INFORMATION, DATE AND DATE REQUESTED.		2						
RES19	5.2.006	INVENTORY, NOTICES OF EQUIPMENT REMOVED FORM.	STANDARD UNIVERSITY SURPLUS FORM, INCLUDES DEPARTMENT, DATE, TAG NUMBERS, AND SIGNATURE.	FE	3						
RSP03	1.1.014	LEGAL OPINIONS AND ADVICE ON INTELLECTUAL PROPERTY.	FROM RESEARCH & SPONSORED PROJECTS LEGAL COUNSEL OR THE ATTORNEY GENERAL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS.	AV					O	CAUTION: DOES NOT INCLUDE LEGAL OPINIONS OR ADVICE RENDERED ON A MATTER IN LITIGATION OR WITH REGARD TO PENDING LITIGATION, OR OPINIONS RENDERED FOR PUBLIC INFORMATION ACT REQUESTS. SEE RSIN 1.1.048, 1.1.020, AND 1.1.021	

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RSP16	4.7.008a	FEDERAL GRANT RECORDS AND OTHER SPONSORED GRANTS AND CONTRACTS. - 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).		GRANT AUDIT REQUIREMENT. CAUTION: RETENTION REQUIREMENTS MAY VARY DEPENDING ON THE SPECIFIC FUNDING AGENCY. RECORDS IN THIS SERIES MAY BE SUBJECT TO GOVERNMENT CODE 441.1855. AGENCIES MUST ENSURE THAT RECORDS ARE RETAINED FOR THE APPROPRIATE RETENTION PERIOD.	
RSP17	4.7.008b	FEDERAL GRANT RECORDS AND OTHER SPONSORED GRANTS AND CONTRACTS. - NON-AWARDED	NON-AWARDED, DENIED, OR UNFUNDED GRANT APPLICATIONS AND PROPOSALS.	AC	2			AC=DATE OF NOTIFICATION OF NON-AWARDED			

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RSP18	5.1.001a	CONTRACTS AND AFFILIATION AND PROGRAM AGREEMENTS WITH LOCAL AND STATE. 9/1/2015 AND AFTER	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015.	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDIN CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.

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RSP18B	5.1.001b	CONTRACTS AND AFFILIATION AND PROGRAM AGREEMENTS WITH LOCAL AND STATE.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015	AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDIN CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS. NOTE: REFER TO SB20 (84TH LEG.) FOR RETENTION PERIOD CONTEXT.	GOVERNMENT CODE, 441.1855.
RSP19	17.3.012	TRANSMITTAL FORM (GRANT PROPOSALS NOT AWARDED).		AC	5			AC=DATE OF NOTIFICATION OF NON-AWARD.			

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SAT18	15.1.002	PLACEMENT SCORES - 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 USCIS.	

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SAT19	15.1.001	PLACEMENT SCORES - 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, 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).

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SAT20	15.1.002	ADMISSION TEST SCORES - 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 USCIS.	

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SAT21	15.1.001	ADMISSION TEST SCORES - 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, 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).

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SAT22	15.1.001	ADVANCED PLACEMENT RECORDS-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, 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).

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SAT23	15.2.002	CREDIT BY EXAMINATION FORMS. NOT ENROLLED/DENIED	TRANSFER CREDIT EVALUATIONS, NATIONAL OR STATE STANDARIZED TEST SCORES AND REPORTS (E.G., CLEP, AP, DEPARTMENTAL, IB, SAT III), CREDIT BY EXAMINATION AUTHORIZATIONS AND REPORTS, MILITARY COURSE DOCUMENTATION (E.G., DSST, USAFI) 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 CRED BY ADVANCED PLACEMENT.	AC	1			AC = END OF APPLICATION TERM.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	
SAT24	15.2.009	PLACEMENT MATH TEST SCORES.	TEST SCORES RESULTS ARE USED TO ASSESS MATH READINESS AND PLACE STUDENTS IN THE INITIAL CLASSES.	AC	3			AC = STUDENT SEPARATION FROM THE DEPARTMENT OR INSTITUTION.		VALIDATION TERM OF TEST-2 YEARS. CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS. SEE RSIN 15.2.026 FOR STUDENT ADVICING RECORDS. SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS.	

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SAT25	15.2.009	PLACEMENT ENGLISH AND READING TEST SCORES.	TEST SCORES RESULTS ARE USED TO ASSESS ENGLISH AND READING READINESS AND PLACE STUDENTS IN THE INITIAL CLASSES.	AC	3			AC = STUDENT SEPARATION FROM THE DEPARTMENT OR INSTITUTION.		VALIDATION TERM OF TEST-3 YEARS. CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS. SEE RSIN 15.2.026 FOR STUDENT ADVICING RECORDS. SEE RSIN 15.5.007 FOR DISCIPLINARY ACTION RECORDS.	
SCH01	15.3.002	STUDENT SCHOLARSHIP APPLICATIONS.	APPLICATION, ESSAYS, TRANSCRIPTS, TEST SCORES, LETTERS OF RECOMMENDATION, DEMONSTRATION OF NEED BASED SUMMARY, LETTERS OF AWARD NOTIFICATION OR DENIAL; LETTERS OF ACCEPTING OR DECLINING SCHOLARSHIP.	AC	3			AC=END OF AWARD YEAR.		SEE RSIN 15.3.010 FOR VETERANS' ASSISTANCE PROGRAMS.	34 CFR 668.24(e), 34 CFR 675.19(b)(1), 34 CFR 676.19(b), 34 CFR 690.82(a).
SCH03	15.4.007	STUDENT INFORMATION RELEASE FORM (INFORMATION RELEASED TO THE DONOR).	WRITTEN CONSENTS FOR INFORMATION DISCLOSURE FROM THE ELIGIBLE STUDENT.	AC				AC=STUDENTS WRITTEN CONSENT FOR INFORMATION DISCLOSURE MUST BE KEPT UNTIL TERMINATED OR FOR THE LIFE OF THE RECORD.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	

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SCH05		SCHOLARSHIP APPEAL FORM.	LETTERS OF APPEAL, DEMONSTRATION OF NEED BASED SUMMARY TO FURTHER THEIR EDUCATION.	AC		5		AC=DATE OF GRADUATION OR LAST DATE OF ATTENDANCE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
SCH07	16.5.009	EARLY HIGH SCHOOL GRADUATION SCHOLARSHIP.	ELIGIBLE HIGH SCHOOL STUDENT APPLICATION, ESSAYS, HIGH SCHOOL TRANSCRIPTS, TEST SCORES, LETTERS OF RECOMMENDATION, DEMONSTRATION OF NEED BASED SUMMARY, LETTERS OF AWARD NOTIFICATION OR DENIAL; LETTERS OF ACCEPTING OR DECLINING SCHOLARSHIP.	AC	3			AC=END OF AWARD YEAR. TEXAS HIGHER EDUCATION COORDINATING BOARD REQUIREMENT.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	
SCH09	15.3.027	NON-RESIDENT TUITION EXEMPTION STATUS.	APPLICATIONS FOR AND SUPPORTING DOCUMENTATION EVIDENCING THE GRANT OF TUITION EXPEMPTIONS OR REMISSIONS.	AC	3			AC=DATE OF GRADUATION OR DATE OF LAST ATTENDANCE.		RECORD KEPT IN ELECTRONIC AND PAPER MEDIUM.	

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SDC16	18.1.003	STUDENT ORGANIZATIONS FILES.	THIS SERIES DOCUMENTS THE HISTORY, DEVELOPMENT, AND POLICIES OF CAMPUS STUDENT ORGANIZATIONS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: CONSITUTIONS AND BYLAWS; PUBLICATIONS (WEBSITES, NEWSLETTERS, FILERS, BROCHURES, POSTERS, AND OTHER PUBLICATIONS); ANNUAL REVIEW FORMS; ANNUAL REPORTS; MEETING MINUTES AND SUPPORTING DOCUMENTATION; COMMITTEE, SUBCOMMITTEE, AND TASK-FORCE RECORDS; STUDENT SENATE BILL AND RESOLUTION FILES; BUDGETS; HANDBOOKS; OFFICER AND MEMBER ROSTERS; SCRAPBOOKS; PHOTOGRPHAS; PRESS RELEASES; CLIPPINGS; SOCIAL MEDIA ACCOUNTS; AND RELATED DOCUMENATION AND CORRESPONDENCE (INCLUDING EMAIL) THAT DOCUMENTS PROGRAMS, ACTIVITIES, AND EVENTS.	PM					O	RECORD KEPT IN ELECTRONIC MEDIUM.	

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Retention Codes (field 7)
AC – See field 9 for specific records series definition
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Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist
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
SDC18	18.1.003	PROGRAM / EVENT INFORMATION.	THIS SERIES DOCUMENTS THE HISTORY, DEVELOPMENT, AND POLICIES OF CAMPUS STUDENT ORGANIZATIONS. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: CONSITUTIONS AND BYLAWS; PUBLICATIONS (WEBSITES, NEWSLETTERS, FILERS, BROCHURES, POSTERS, AND OTHER PUBLICATIONS); ANNUAL REVIEW FORMS; ANNUAL REPORTS; MEETING MINUTES AND SUPPORTING DOCUMENTATION: COMMITTEE, SUBCOMMITTEE, AND TASK-FORCE RECORDS; STUDENT SENATE BILL AND RESOLUTION FILES; BUDGETS; HANDBOOKS; OFFICER AND MEMBER ROSERS; SCRAPBOOKS; PHOTOGRAPHS; PRESS RELEASES; CLIPPINGS; SOCIAL MEDIA ACCOUNTS; AND CORRESPONDENCE (INCLUDING EMAIL) THAT DOCUMENTS PROGRAMS, ACTIVITIES, AND EVENTS.	AC	4				O		

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SDC20	11.1	STUDENT AWARD / RECOGNITION INFORMATION.	STUDENT NOMINTATION LETTERS, LETTERS OF RECOMMENDATION, SUPPORTING DOCUMENTATION FROM THE DEAN/CHAIR/SPONSOR WITHIN AN ORGANIZATION OF THE INSTITUTION. AWARD LETTERS AND ACCEPTANCE LETTERS.	AC	5			AC=DATE OF GRADUATION OR LAST DATE OF ATTENDANCE.			
SGA18	18.1.003	ELIGIBILITY INFO - STUDENT SENATE DOCUMENTS.	STUDENT GOVERNMENT ASSOCIATION APPLICATION MUST BE TURNED IN FOR EXECUTIVE, LEGISLATIVE, JUDICIAL, FACULTY SENATE TO THE STUDENT GOVERNMENT OFFICE.	CE	3				O		

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SGA19	18.1.003	STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BYLAWS.	WE, THE STUDENTS AT THE UNIVERSITY OF TEXAS AT EL PASO IN THIS GOVERNMENT TO REPRESENT ALL STUDENTS OF THIS UNIVERSITY, TO PROVIDE THE OFFICIAL VOICE THROUGH WHICH STUDENT OPINION MAY BE EXPRESSED, TO ENSURE STUDENT PARTICIPATION IN THE UNIVERSITY OF DECISION MAKING PROCESS, TO HELP DEFEND THE RIGHTS OF EACH STUDENT AND TO JOIN TOGETHER TO WORK OF THE ADVANCES OF THE UNIVERSITY COMMUNITY, DO HEREBY ESTABLISH THIS CONSTITUTION. WE, THE STUDENT GOVERNMENT ASSOCIATION THE UNIVERSITY OF TEXAS AT EL PASO DO HEREBY ESTABLISH THIS BY-LAWS TO EFFECTIVELY OPERATE THE STUDENT GOVERNMENT SENATE, IN ACCORDANCE WITH THE UT EL PASO STUDENT GOVERNMENT ASSOCIATION.	US	3				O		
SHC03	16.1.025	NON - HOSPITAL PATIENT RECORDS - MEDICAL (INCLUDING X-RAYS).	THIS SERIES DOCUMENTS THE MEDICAL SERVICES HISTORY PROVIDED FOR STUDENTS TREATED BY THE STUDENT HEALTH CENTER IN NON-HOSPITAL SETTING (ACADEMIC INSTITUTION) BY MEDICAL PROVIDERS.	AC				AC=DATE OF LAST SERVICE. OR RETAIN UNTIL THE PATIENT REACHES 21ST BIRTHDAY, OR WHICHEVER DATE IS LATER.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	22 TAC 165.1 (b) & (c).

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SHC04	15.4.003	AUTHORIZED TO RELEASE INFORMATION.	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				AC= AS LONG AS DISCLOSED RECORDS IS MAINTAINED.		SEE RSIN 1.1.077 FOR RELEASE OF NON-FERPA RECORDS.	34 CFR 99.32(a)(2).
SHC05	16.1.031 a	DAILY PRESCRIPTIONS LOGS.	THIS SERIES DOCUMENT STUDENT HEALTH CENTER ON A DAILY BASIS INVENTORY AND OTHER RECORDS OF THE PURCHASE, ACQUISITION, DISPOSAL, OR DISPENSATION OF THE DRUGS; AS REQUIRED BY FEDERAL LAW, AND THE RULES OF THE TEXAS STATE BOARD OF PHARMACY.	AC	2			AC=THE LATER OF THE DATE THAT THE RECORD WAS REQUIRED TO BE CREATED, THE RECORD WAS ACTUALLY CREATED, OR THE PRESCRIPTION WAS LAST FILLED.		CAUTION: SEE LEGAL CITATIONS FOR SPECIAL FILING REQUIREMENTS FOR CONTROLLED SUBSTANCE AND ELECTRONIC PRESCRIPTIONS.	21 CFR 1304.04(a). HEATH AND SAFETY CODE, SECTION 481.067(c); 37 TAC 13.207.
SHC07	16.1.026	ENVIRONMENTAL HEALTH & SAFETY PATIENT RECORDS - MEDICAL.	THIS SERIES DOCUMENTS THE MEDICAL SERVICE PROVIDED TO FACULTY AND STAFF IN A NON-HOSPITAL. PATIENT RECORDS - MEDICAL.	AC	20			AC=OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINSTRATION) REQUIREMENT.			22 TAC 165.1 (b) & (c).

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TED28	15.2.007	REGISTRATION FORMS.	REGISTRATOIN FORMS, CLASS ROSTERS, AND SIMILAR RECORDS PROVIDING INFORMATION ON WHICH COURSES STUDENTS ARE REGISTERED FOR AT THE BEGINNING OF AN ACADEMIC TERM, INCLUDING DOCUMENTATION EVIDENCING THE CONDITIONS UNDER WHICH COURSES ARE UNDERTAKEN.	AC	1			AC=END OF SCHOOL TERM.			
TED30	15.2.035	WITHDRAWAL AUTHORIZATIONS FORMS.	REQUESTS AND AUTHORIZATIONS FOR A STUDENT TO WITHDRAW FROM CLASSES AFTER CALENDAR DEADLINES WITHOUT ACADEMIC PENALTY FOR REASONS ACCEPTABLE TO A UNIVERSITY.	AC	1			AC=END OF SCHOOL TERM.			
TED32	15.2.028	GRADUATE STUDENT FILES FOR TEACHER ED.	ELIGIBLE STUDENTS FOR THE TEACHER EDUCATION GRADUATE PROGRAM; MAY INCLUDE BUT NOT LIMITED TO: APPLICATION FOR ADMISSION, ACCEPTANCE LETTERS, ENTRANCE EXAM SCORES, TRANSCRIPTS FROM OTHER COLLEGES, LETTERS OF RECOMMENDATION, RECRUITMENT MATERIAL.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			

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TED34	3.1.014	FACULTY SEARCH FILES.	FACULTY NOTES OF INTERVIEWS WITH CANDIDATES AND QUESTIONS ASKED. 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 RSIN 3.1.026 DOES NOT INCLUDE DRUG 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 UNIVERSITIES]
TKC15	4.8.001	CASH DEPOSIT VOUCHERS.	TICKET CENTER DEPOSIT RECAP, CREDIT CARD SLIP COPIES AND CASH DEPOSIT SLIPS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
TKC18	4.1.009	SALES REPORTS.	TICKET CENTER MONTLY RECAP SALES REPORTS.	FE	3					ALL AUDIT REQUIREMENTS WILL BE MET PRIOR TO FINAL DISPOSITION.	
TKC21	4.1.009	TICKET STOCK - BALANCING.	TICKET CENTER MONTHLY VOIDS AND REFUNDS BALANCE SHEETS.	FE	3						
TKC22	4.1.009	RECONCILIATIONS.		FE	3					ORIGINAL INCOME DOCUMENTATION, SALES, TICKETS.	

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ULR01	1.1.040	CONVOCATION PROGRAMS.	THE PRESIDENT'S ANNUAL STATE OF THE UNIVERISTY SPEECH (STUDENT ENROLLMENT, STUDENT SUCCESS, PAST AND FUTURE ACCOMPLISHMENTS, TOP-RANK PROGRAMS, UTEP SERVES AS TOP ECONOMIC FORCE, IN THE REGION, ETC.).	PM					I		
ULR03	17.1.004	COMMENCEMENT PROGRAMS.	THIS SERIES DOCUMENTS COMMENCEMENT PROGRAM PLANNING AND IMPLEMENTATION AT THE INSTITUTION. RECORDS MAY INCLUDE BUT ARE NOT LIMITED TO: COMMENCEMENT ATTENDANCE FORMS; PLANNING RECORDS CREATED BY COMMENCEMENT COMMITTEES OR OTHER PLANNING GROUPS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM							
ULR05	1.1	CONFERENCE DOCUMENTATION.	MONTHLY SCHEDULED UNIVERSITY CONFERENCES BY EVENT, BUILDING LOCATION, SERVICE FEES, NUMBER OF PARTICIPANTS, ETC.		5						

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UNC01	1.3.001	STATE PUBLICATIONS.	INFO IN ANY FORMAT THAT IS PRODUCED BY THE AUTHORITY OF OR AT THE TOTAL OR PARTIAL EXPENSE OF A STATE AGENCY OR IS REQUIRED TO BE DISTRIBUTED.	AC	2			AC=UNTIL SUPERSEDED OR OBSOLETE.		CAUTION: MANY STATE PUBLICATIONS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, BY LAW (GOVERNMENT CODE SECTION 441.101-441.106).	
UNC02	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	ARCHIVES NOTE: SUCCESSIVE AND SIBSTANTIVE DRAFTS OF MAJOR PUBLICATION'S MAY BE ARHIVAL. 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.	
UNC03	5.1.001	ADVERTISING AGREEMENTS.		AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.			
UNC04	4.1.001	SALES INVOICES.		FE	3						

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UNC05	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		
UNC06	1.1.040	CONVOCATION PROGRAMS.	THE PRESIDENT'S ANNUAL STATE OF THE UNIVERISTY SPEECH (STUDENT ENROLLMENT, STUDENT SUCCESS, PAST AND FUTURE ACCOMPLISHMENTS, TOP-RANK PROGRAMS, UTEP SERVES AS TOP ECONOMIC FORCE, IN THE REGION, ETC.).	PM							
UNN01	1.1.063	STAFF MEETINGS MINUTES AND NOTES.	MINUTES OR NOTES, AND SUPPORTING DOCUMENTATION TAKEN AT INTERNAL AGENCY STAFF MEETINGS.		1						
UNN03	1.1.067	REPORTS AND STUDIES (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 NOTED ELSEWHERE IN THIS SCHEDULE. INCLUDES REPORTS DISTRIBUTED EITHER INTERNALLY OR TO OTHER ENTITIES.		3				O	ARCHIVES NOTES: FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E.	

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UNN05	5.1.001a	CONTRACTS AND LEASES. 9/1/2015 AND AFTER	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015	AC	7			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.

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UNN06	5.1.001b	CONTRACTS AND LEASES.	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE EXECUTED, RENEWED, OR AMENDED ON OR BEFORE AUGUST 31, 2015	AC	4			AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RELATED ITEM NUMBERS 3.1.035 PERFORMANCE BONDS AND 5.3.007 BID DOCUMENTATION. SEE ITEM NUMBERS 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS AND ITEM NUMBER 5.1.017 FOR CONTRACT LOGS. NOTE: REFER TO SB20 (84TH LEG.) FOR RETENTION PERIOD CONTEXT.	GOVERNMENT CODE, 441.1855.
UNN07	5.2.026	FACILITIES RESERVATION LOGS.	RESERVATION LOGS OR SIMILAR RECORDS RELATING TO THE USE OF AGENCY FACILITIES SUCH AS MEETING ROOMS, AUDITORIUMS, ETC.		2						
UNN09	4.1.009	DYNAMITE GAMING (RECREATION CENTER) REGISTER TAPE TRANSACTIONS.	STUDENT UNION BUILDING GAME ROOM DAILY SALES TAPE RECEIPTS (VOIDS AND REFUNDS).	FE	3						
UNN11	4.1.009	DYNAMITE GAMING (RECREATION CENTER) GAMING SALES STUBS.	STUDENT UNION BUILDING GAME ROOM DAILY SALES SALES STUB RECEIPTS (VOIDS AND REFUNDS).	FE	3						

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UNN12	5.6.005	UNION SERVICES VEHICLE MILEAGE REPORTS.	INCLUDES MILEAGE, FULE/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	FE	3						
UPB06	1.1.069	REPORTS - TEACHER WORKLOADS.	UPWARD BOUND STUDENT-CLASS WORKLOAD REPORTS BY ACADEMIC TERM.	AC	1			AC=END OF TERM.		CAUTION: IF REPORTS ARE USED TO DOCUMENT PERFORMANCE MEASURES, SEE RSIN 1.1.064	
UPB22	4.7.008a	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS. - AWARDED	THIS SERIES DOCUMENTS STATE AND FEDERAL 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 VERY DEPENDING ON THE SPECIFIC FUNDING AGENCY. AGENCIES MUST ENSURE THAT RECORDS ARE RETAINED FOR THE APPROPRIATE RETENTION PERIOD.	
UPB23	4.7.008b	GRANTS, FEDERAL AND OTHER SPONSORED GRANTS AND CONTRACTS. - NON-AWARDED	NON-AWARDED, DENIED, OR UNFUNDED GRANT APPLICATIONS AND PROPOSALS.	AC	2			AC = DATE OF NOTIFICATION			

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UPB27	15.1.001	APPLICATIONS FOR ADMISSION OR READMISSION.	THIS SERIES DOCUMENTS THE APPLICATION PROCESS FOR INDIVIDUALS SEEKING ADMISSION TO THE INSTITUTION. RECORDS MANY 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 ADMISSION RECORDS ARE INCLUDED IN THIS SERIES.	AC	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.		CAUTION: INTERNATIONAL STUDENT ACADEMIC RECORDS MUST BE RETAINED AT LEAST 1 YEAR AFTER FINAL NOTICE TO USCIS.	8 CFR 214.3(g).
UPB32	15.2.026	STUDENT ADVISING FILES.	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.		SEE RSIN 18.2.005 FOR STUDENT ATHLETE REPORTING REQUREMENTS.	

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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Years	8. Retention Months	8. Retention Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
VPA27	17.2.002	ACADEMIC RECORDS (ACCREDITATION LETTER).	THIS SERIES REFLECTS GRADES AWARDED BY INSTRUCTORS AND SERVES AS THE BASIS FOR STUDENTS' OFFICIAL ACADEMIC RECORDS. ALSO CALLED PERMANENT RECORDS CARDS, GRADE CARDS, GRADE SHEETS. RECORDS USUSALLY INCLUDE: STUDENT NAMES AND SOCIAL SECURITY NUMBER OR ID NUMBERS; COURSE TITLES AND NUMBERS; SECTIONS; GRADES AWARDED; AND INSTRUCTORS' SIGNATURES.	PM					O	CONSISTS OF ALL THE COLLEGES IN THE UNIVERSITY; UT POLICY. CAUTION: THIS RETENTION PERIOD APPLIES TO RECORDS OF THE REGISTRAR. DEPARTMENTAL COPIES OF GRADE SHEETS ARE CONVENIENCE COPIES.	
VPA29	15.2.014	DEGREE AUDIT RECORDS.	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; DEGREES; 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	5			AC=GRADUATION OR DATE OF LAST ATTENDANCE.			
VPA30	1.1	REGENT RULES, UT SYSTEM GUIDELINES.	REGENT RULES, UT SYSTEM GUIDELINES.	US	5				I		

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VPA35	3.1.037	EMPLOYEE RECOGNITION RECORDS	AWARDS, INCENTIVES, FACULTY TENURE.	AC	5			AC=TERMINATION OF EMPLOYMENT.	O		
VPA36	17.1.009	DEGREE PROPOSALS (PROGRAM DEVELOPMENT RECORDS).	THIS SERIES PROVIDES A RECORD OF PLANNING AND DISCUSSIONS RELATING TO THE IMPLEMENTATION OF NEW UNDERGRADUATE AND ADVANCED DEGREE PROGRAMS AND ANY MAJOR REORGANIZATION OR CHANGES TO ESTABLISHED PROGRAMS. THIS SERIES MAY INCLUDE BUT NOT LIMITED TO: WORKING PAPERS; LETTER OF SUPPORT; REVIEW AGENDAS; FACULTY STATUS REPORTS; AND RELATED DOCUMENTATION AND CORRESPONDENCE.	PM						RECORD KEPT IN PAPER AND ELECTRONIC FORMAT.	
VPA38	15.5.002	3, 5 AND 10 YEAR PROGRAM REVIEWS (TO THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	NEW PROGRAMS MUST SUBMIT A YEARLY PROGRAM REVIEW FOR THE FIRST FIVE YEARS OF ITS EXISTENCE. GRADUATE PROGRAM REVIEWS ARE REQUIRED EVERY 7 YEARS FOR THE GRADUATE PROGRAMS.	PM							
VPA40	15.5.002	PROGRAM APPROVALS (FROM THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	PROGRAM APPROVALS ARE LETTERS FROM THE THECB (TEXAS HIGHER EDUCATION COORDINATING BOARD) APPROVING NEW DEGREE PROGRAMS AND CHANGES TO THE EXISTING DEGREE PROGRAMS.	PM							

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VPA42	15.5.002	STUDENT LEARNING OUTCOMES REPORTS (EVERY 10 YEARS TO THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	THESE ARE REGULAR ASSESSMENTS OF LEARNING OUTCOMES IN ACADEMIC PROGRAMS THAT ARE USED FOR CONTINUOUS IMPROVEMENT THAT USED TO BE REPORTED TO THE THECB (TEXAS HIGHER EDUCATION COORDINATING BOARD), IN CONJUNCTION WITH REAFFIRMATION OF ACCREDITATION. [THEY ARE REPORTED TO THE REGIONAL ACCREDITOR SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC) EVERY 5 YEARS, AS PART OF THE COMPLIANCE CERTIFICATION REPORT FOR REAFFIRMATION OF ACCREDITATION OR AS PART OF THE 5TH YEAR INTERIM REPORT.	PM							
VPA44	15.5.002	CORE CURRICULUM REVIEW REPORTS (EVERY 10 YEARS TO THECB) TEXAS HIGHER EDUCATION COORDINATING BOARD.	THESE ARE REGULAR ASSESSMENTS OF CORE OBJECTIVES THAT ARE REPORTED TO SACSCOC (SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISION ON COLLEGES) AND TO THE THECB (TEXAS HIGHER EDUCATION COORDINATING BOARD) AT THE TIME OF REAFFIRMATION OF ACCREDITATION, EVERY 10 YEARS.	PM							

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VPB03	1.1.006	COMPLAINT RECORDS.	COMPLAINT RECEIVED BY AN AGENCY FROM THE PUBLIC CONCERNING THE AGENCY AND RECORDS PERTAINING TO THE RESOLUTION OF THE COMPLAINT.	AC	2			AC=FINAL DISPOSITION OF THE COMPLAINT.		CAUTION: IF A COMPLAINT BECOMES THE SUBJECT OF LITIGATION, IT MUS BE INCLUDED IN AND IS SUBJECT TO THE MINIMUM RETENTION PERIOD OF ITEM NUMBER 1.1.048.	
VPB04	5.1.010	LICENSES AND PERMITS FOR NON-VEHICLES.	ALCOHOLIC BEVERAGE PERMITS.	AC	2			AC= EXPIRATION DATE OF LICENSE OR PERMIT.		CAUTION: DOES NOT INCLUDE LICENSES AND PERMITS ISSUED BY AN AGENCY AS PART OF ITS STATUTORY REPONSIBILITIES.	
VPB05	1.1.067	REPORTS AND STUDIES (NON-FISCAL).	TEXAS COORDINATING BOARD OF HIGHER EDUCATION REPORTS.		10				O	SEE RSIN 1.1.065 FOR RAW DATA USED TO PRODUCE REPORTS ARCHIVES NOTE: REPORTS ARE ARCHIVAL WHEN THEY DEAL WITH SIGNIFICANT ASPECTS OF THE AGENCY'S PROGRAMS. FOR AGENCIES THAT HAVE HAD AN ARCHIVAL APPRAISAL, SEPARATE THIS RECORDS SERIES BY EACH TYPE OF ARCHIVAL CODING, A, R, OR E. SEE PAGE IX FOR MORE INFORMATION	
VPB06		TRADEMARK LICENSING AGREEMENTS.	UT EL PASO RIGHTS OF RECOGNIZABLE TRADEMARK LOGO, DESIGN, SYMBOLS, AND PRODUCTS LICENSING AGREEMENTS.	AC	20			AC= AFTER CLOSED.	O		

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VPB08	5.1.001a	COPYRIGHT LICENSING AGREEMENTS.- 9/1/2015 AND AFTER	CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATION, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE. EXECUTED, RENEWED, OR AMENDED ON OR AFTER SEPTEMBER 1, 2015	AC	7			AC= EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SEE RSIN 5.3.007A/B/C FOR BID DOCUMENTATION. SEE RSIN 5.2.028 FOR BUILDING CONSTRUCTION CONTRACTS. SEE RSIN 5.1.017 FOR CONTRACT LOGS.	GOVERNMENT CODE, 441.1855.
VPB09		INSTITUTIONAL MEMBERSHIPS.	TRANSITORY MEMBERSHIPS THAT CHANGE ON AN ANNUAL BASIS.		5						
VPB11A	5.1.013a	INSURANCE POLICIES. 9/1/2015 AND AFTER	FOR VEHICLES, EQUIPMENT, ETC.	AC	7			AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.			GOVERNMENT CODE, 441.1855.
VPB11B	5.1.013b	INSURANCE POLICIES. 8/31/2015 AND PRIOR	FOR VEHICLES, EQUIPMENT, ETC.	AC	4			AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.		NOTE: REFER TO SB20 (84TH LEG.) FOR RETENTION PERIOD CONTEXT.	GOVERNMENT CODE, 441.1855.
VPB12		PROPERTY FILES.	UT EL PASO REAL ESTATE PROPERTY MANAGEMENT FILES (WILLS AND DEEDS).	PM							

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VPB13	1.1.020	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED.	INCLUDES ALL CORRESPONDENCE AND DOCUMENTATION RELATING TO REQUESTS FOR RECORDS THAT ARE FURNISHED TO THE PUBLIC UNDER PUBLIC INFORMATION ACT (CHAPTER 552, GOVERNMENT CODE).	AC	2			AC=DATE REQUEST FULFILLED.			
VPB14	1.1.021	PUBLIC INFORMATION REQUESTS - EXEMPTED.	INCLUDES ALL CORRESPONDENCE AND DOCUMENTATION RELATING TO REQUESTS FOR RECORDS THAT ARE EXEMPT UNDER THE PUBLIC INFORMATION ACT (CHAPTER 552, GOVERNMENT CODE).	AC	2			AC=DATE OF NOTIFICATION THAT RECORDS ARE EXEMPT.			
ALL421	4.1.001	PROCUREMENT CARD (PROCARD) TRANSACTIONS		FE	3						
ALL228	4.1.009	ACCOUNTS RECEIVABLE INFORMATION		FE	3						