

STATE OF TEXAS
RECORDS RETENTION SCHEDULE

Agency: The University of Texas at Dallas

THE UNIVERSITY OF TEXAS AT DALLAS

RECORDS RETENTION SCHEDULE



CAUTION

A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of a retention period for the record set by the commission or the approved records retention schedule of the agency until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

Section 441.187(b), Government Code

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Supplemental	S1
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STATE OF TEXAS Records Retention Schedule

SLR 105

*Form SLR 105C
must accompany
this form.*

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2. Agency Code 738		3. Agency Name The University of Texas at Dallas						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLA C ONLY Amend No.
			Agency	Storage	Total	9. Remarks		
1.1		ADMINISTRATION RECORDS: GENERAL						
1.1	2	ACADEMIC AFFAIRS - TEACHING LOAD FILES	5		5	O		
1.1	3	ACADEMIC AFFAIRS FACULTY HANDBOOK	PM		PM		1 copy of original - PM	
1.1	4	AFFILIATION AGREEMENTS	AC+2		AC+2		AC = After agreement ends. Board office keeps for life of agreement	
1.1	5	DEEDS AND OTHER DOCUMENTS REFLECTING LEGAL TITLE	LA		LA	O		
1.1	5a	EASEMENT DOCUMENTS	AC+5		AC+5	O	AC = After agreement ends.	

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AC - After Closed	CE - Calendar Year End	LA - Life of Asset	PM - Permanent	I - Retain in University Archives	
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			Agency	Storage	Total				
1.1	6	DEGREE PROPOSALS	PM		PM				
1.1	7	DEVELOPMENT OF UT DALLAS SYNERGY PARK	15		15	I	These files are the history of the land development at UTD		
1.1	8	EXCELLENCE IN EDUCATION TRUST LAND	15		15	I	These files are the history of the land development at UTD		
1.1	9	GIFT RECORDS	PM		PM	O	UTS Policy, security is open with restrictions		
1.1	10	OFF-CAMPUS COURSE INVENTORY	FE+3		FE+3	I			
1.1	11	PATENTS, TRADEMARKS, COPYRIGHTS AND DOCUMENTATION (E.G., RESEARCH RECORDS, REFLECTING USAGE AND THE LIKE) SEE REMARKS	AC+20		AC+20	O	AC = Term of agreement, trademark, or patent includes underlying patents, trademarks & copyrights. 3U.S.C./SEC.15		
1.1	12	PRESS CLIPPINGS	2		2	O	Review prior to transfer		
1.1	13	SPONSORED GRANTS AND CONTRACTS	AC+5		AC+5		AC = After closed by awarding agency kept in Office of Research & Sponsored Programs		
1.1	14	SURVEYS, REPORTS, QUESTIONNAIRES, MANDATED	AC+5		AC+5		AC = Date of report		
1.1	15	SURVEYS, REPORTS, QUESTIONNAIRES, VOLUNTARY	AC+1		AC+1		AC = Date of report		

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1.1	16	TEXAS RESEARCH FOUNDATION GIFT LAND	15		15	I These files are the history of the land development at UTD		
1.1	16a	ASSESSMENT FILES Data and reports from evaluations conducted to assess progress toward stated strategic and performance goals.	AC		AC	AC = End of accreditation cycle or specified evaluation period.		
1.1.002	17	AUDITS Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits conducted on the agency.	AC+7		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		
1.1.002	18	INTERNAL AUDIT REPORTS	AC+14		AC+14	AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies		
1.1.004	19	BIENNIAL BUDGET REQUESTS	AC+6		AC+6	I AC = Passage of appropriations		
1.1.006	19a	COMPLAINT RECORDS	AC+2		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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1.1.007	20	CORRESPONDENCE, ADMINISTRATIVE (INCOMING/OUTGOING LETTERS REGARDING POLICIES, PROCEDURES & OTHER MAJOR TRANSACTIONS)	3		3		CAUTION: This record series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series in this schedule. 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. Evaluate After 3 years		
1.1.008	21	CORRESPONDENCE, GENERAL (INCOMING/OUTGOING LETTERS, GENERAL INQUIRIES AND REQUESTS)	1		1		SEE comment on item number 1.1.007.		
1.1.013	21.001	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	CE+1		CE+1	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		
1.1.014	21.002	LEGAL OPINIONS AND ADVICE From agency legal counselor the Attorney General, including any requests eliciting the opinion.	AV		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.		

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1.1.019	22	NEWS OR PRESS RELEASES	2		2	O			
1.1.020	23	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1		AC = Date request fulfilled		
1.1.021	24	OPEN RECORDS REQUESTS - DENIED	AC+1	1	AC+2		AC = Date request denied		
1.1.023	25	ORGANIZATION CHARTS - ORIGINAL	US		US	I			
1.1.024	26	PLANS AND PLANNING RECORDS	AC+3		AC+3	O	AC = Decision made to implement or not to implement result of planning process		
1.1.025	28a	Record Series Item Number changed to 1.1.070.							
1.1.027	35a	UT SYSTEM DOCKET	AV		AV		O = Paper & Electronic		
1.1.038	36	INTEGRATED POST SECONDARY EDUCATION DATA SYSTEM/HIGHER EDUCATION GENERAL INFORMATION SURVEY	10		10	I	Office of Institutional Research & Planning uses for studies		
1.1.038	37	OFFICE OF CIVIL RIGHTS REPORTS OCR 12000 REPORT & OCR 13000 REPORT	10		10	O	Office of Institutional Research & Planning uses for studies		
1.1.038	38	SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS ACCREDITATION REPORTS	10		10	I	Office of Institutional Research & Planning uses for studies		
1.1.043	39	STUDENT COUNSELING INTERN TRAINING MANUALS	US+1		US+1				
1.1.043	40	TRAINING MANUALS	US/AV+ 1		US/AV+ 1				

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1.1.048	42	LITIGATION FILES	AC+1		AC+1	O	AC = After suit is settled. All Statutes of limitation must be met before file is closed. Review before disposal. Some cases that set legal precedent may merit a review by University Archivist for historical reasons.		
1.1.055	42a	STRATEGIC PLANS Information resources and operational strategic plans prepared in accordance with § 2054.095, Government Code and § 2056.002, Government Code.	AC+6		AC+6	I	AC = September 1 of odd-numbered calendar years.		
1.1.056	43	ADA DOCUMENTATION	3		3		28 CFR 35.105c.		
1.1.057	41	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 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; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routing information used for communication, but not for the documentation, of a specific agency transaction.	AC		AC		AC = Purpose of record has been fulfilled. Examples: Casual e-mail, non-routine correspondence CAUTION: Use caution when assigning this records series item number to ensure they are not part of another records series listed in this schedule or are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its function. The disposal of transitory information need not be documented through destruction authorizations (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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1.1.058	44	MEETING AGENDA AND MINUTES	PM		PM	I	Examples: Board of Regents' Minutes, Minutes and Notes of Faculty Senate and Council Meetings. CAUTION: This record 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.		
1.1.059	44a	MEETINGS, CERTIFIED AGENDAS OR TAPE RECORDINGS OF CLOSED	AC+2		AC+2		AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.		
1.1.060	44b	MEETINGS, AUDIO OR VIDEOTAPES OF OPEN	AC+90 DAYS		AC+90 DAYS		AC = Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comments at item number 1.1.058.		

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1.1.063	45	MEETING MINUTES/NOTES – STAFF	1		1		Minutes and notes of internal staff meetings		
1.1.064	45a	AGENCY PERFORMANCE 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		FE+3		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.		
1.1.066	46	REPORTS – ANNUAL & BIENNIAL (NON-FISCAL)	AC+6		AC+6	I	AC = Sept 1 of odd numbered calendar years		
1.1.067	47	COORDINATING BOARD ENROLLMENT REPORTS	PM	PM	PM		Strategic Planning & Analysis		
1.1.067	48	SEMESTER AND ANNUAL REPORTS	5		5				
1.1.068	49	PERFORMANCE REPORTS TO THE LEGISLATURE (SEMI-ANNUAL & ANNUAL)	AC+6		AC+6		AC = Sept 1 of odd numbered calendar years		
1.1.070	28	RULES AND REGULATIONS - INTERNAL AUDIT MANUAL	US+3		US+3				
1.1.070	29	ACCOUNTING POLICIES AND PROCEDURES MANUAL	US+3		US+3				
1.1.070	30	BOARD OF REGENTS' RULES AND REGULATIONS	US+3		US+3	O	Board Office suggests President's Office keep all earlier amendments		

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1.1.070	31	NUMBERED POLICY MEMORANDA	US+3		US+3	O Policies & Procedures Manual - an internal publication		
1.1.070	32	POLICE POLICIES AND PROCEDURES MANUAL	US+3		US+3			
1.1.070	33	POLICIES AND PROCEDURES MANUALS - UT SYSTEM	US+AV+3		US+AV+3	O		
1.1.070	34	POLICIES AND PROCEDURES MANUALS - UTD	US+AV+3		US+AV+3	O		
1.1.070	35	RULES AND REGULATIONS - PARKING/TRAFFIC	US+3		US+3			
1.1.071	49a	AGENCY RULES, POLICIES, AND PROCEDURES - WORKING FILES	AC+3		AC+3	AC = Completion or termination of program, rules, policies or procedures. See also item number 1.1.070.		
1.2 RECORDS MANAGEMENT								
1.2.001	49b	DESTRUCTION SIGN-OFFS. Agency level documents authorizing destruction of records under a certified retention schedule.	FE+3		FE+3			
1.2.005	50	RECORDS RETENTION SCHEDULE	US		US	US = Until superseded		
1.2.008	51	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (Texas State Library RMD Form 102)	FE+3		FE+3			

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1.2.010	52	LOG OF RECORDS DESTROYED (INCLUDING APPROPRIATE APPROVALS AND DATE OF DESTRUCTION)	10		10				
1.2.011	52a	UNIVERSITY RECORDS MANAGEMENT STORAGE FORMS	AC		AC		AC = Until records are destroyed at the time specified in the certified retention schedule.		
1.2.012	52b	RECORDS INVENTORY WORKSHEETS	US		US				
1.2.015	52c	DISASTER RECOVERY SERVICE TRANSMITTALS (RMD 109) Also includes documentation for disaster recovery services provided by other entities.	FE+1		FE+1				
1.3	PUBLICATIONS								
1.3.001	53	STUDENT NEWSPAPER – RECORD COPY	US+5		US+5	I	Copy retained in SU2.416		
1.3.001	53a	AZUSA TEST RECORDS	PM		PM		School of Behavioral and Brain Sciences publication.		
1.3.002	54	PUBLICATION FILES – STUDENT NEWSPAPER	AV		AV	O			
1.3.002	55	PUBLICATION FILES – UNIVERSITY ADVANCEMENT	AV		AV	O			

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2.1	AUTOMATION RECORDS: AUTOMATED APPLICATIONS									
2.1	56.001	GATEWAY WEBSITE FILES	US		US					
2.1	56.002	INTERACTIVE WEB APPLICATION FILES	US		US					
2.1.001	56	AUTOMATED FILES - PROCESSING FILES	AC		AC	AC = Dispose of After completion of 3 rd update cycle except for: a) Raw data input or source file which replaces or serves as the basic source document in lieu of a textual or other source document – Follow the retention period approved for the equivalent type of textual record or as long as administratively valuable, whichever longer. b) Routine or benchmark data file used in testing a system of program – As long as administratively valuable. c) File which facilitates processing of a particular job or system run, but which does not add to, delete from, or substantially modify information in a master file – As long as administratively valuable.				

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2.1.002	57	AUTOMATED FILES - MASTER FILES	AC		AC	AC – Dispose of After completion of 3 rd update cycle except for: a) Data file which replaces or serves in lieu of a textual record – Follow the retention period approved for the equivalent type of textual record. b) Output data file extracted from system solely to produce printed reports or other publications – Dispose of when no longer needed to create publication.		
2.1.007	58	SOFTWARE PROGRAMS AND JOB CONTROL LANGUAGE	AC		AC	AC = Software required to retrieve and read any electronic records maintained by the computer system must be retained as long as the approved retention period for the electronic records. 13 TAC 6.97(a). Caution: If an electronic record is scheduled for permanent retention, software needed for access to the record must also be retained permanently.		
2.1.008	59	HARDWARE DOCUMENTATION	AC		AC	AC = Documentation is superceded periodically by vendor. Latest version of documentation is maintained until successful migration to the new software or hardware environment.		
2.1.009	60	TECHNICAL DOCUMENTATION	AC		AC	AC = Documentation is superceded periodically by vendor. Latest version of software documentation is maintained until successful transfer of the information to the new software or hardware environment.		

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2.2	COMPUTER CENTER									
2.2.001	61	ACTIVITY MONITORING RECORDS - CONSOLE LOG	AV+1		AV+1					
2.2.002	62	COMPUTER UTILIZATION RECORDS	5		5					
2.2.004	63	COMPUTER JOB SCHEDULES AND REPORTS	3 MO.		3 MO.					
2.2.011	64	COMPUTER PRODUCED OUTPUT – DEPARTMENT WORK ORDER	AC		AC	AC = When reconciliation confirmed.				
3.1	EMPLOYMENT RECORDS: EMPLOYEE RECORDS									
3.1	65	INDIVIDUAL PERSONNEL FILES (MAINTAINED IN PERSONNEL OFFICE OF COMPONENT INSTITUTION)	AC+5		AC+5	AC = Termination of employment				
3.1	66	HUMAN RESOURCE SYSTEM (HRS) E-PRINT ELECTRONIC REPORTS	PM		PM					
3.1.001	67	APPLICATIONS OF EMPLOYEES NOT HIRED	2		2	29 CFR 1602.31(a) State Agencies 29 CFR 1602.9(a) State Universities				
3.1.002	68	APPLICATIONS FOR EMPLOYMENT - PERSONS HIRED	AC+5		AC+5	AC = Termination of employment				
3.1.002	69	PEER ADVISER APPLICATION	AC+5		AC+5	AC = After termination of employee				
3.1.011	70	EMPLOYEE'S INSURANCE ENROLLMENT FORM(S)	AC		AC	UTS Policy. AC = After termination of employee				

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3.1.012	71	EMPLOYMENT ADVERTISEMENTS	2		2		29 CFR 1602.49(A)		
3.1.014	72	EMPLOYMENT SELECTIONS	2		2		29 CFR 1602.49(A)		
3.1.018	72a	GRIEVANCE RECORDS	AC+2		AC+2		AC = Final decision on the grievance. CAUTION: Does not 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.		
3.1.019	73	PERFORMANCE APPRAISAL	AC+5		AC+5		29 CFR 1620.32(c)		
3.1.020	74	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5		AC+5		AC = Termination of corrective action. CAUTION: If, during the retention period of this record series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.		
3.1.021	75	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5		AC = Termination of employment		

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SLR-105 (Rev 6/07)

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3.1.022	77	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 employment. EMPLOYEE ID CHANGE & RECORD DELETION	4		4		29 CFR 1602.49 This includes changes to university identification number and social security number.		
3.1.023	78	POSITION/JOB DESCRIPTIONS	US	4	US+4				
3.1.026	79	SECURITY CLEARANCES	AV		AV		CAUTION: Some agencies that are authorized to obtain criminal history record information from DPS are required to destroy the information After it is used for the immediate purpose for which it was obtained. See Subchapter F, Chapter 411, Government Code.		
3.1.027	80	TRAINING RECORDS	AC+5		AC+5		AC = After termination		

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			Agency	Storage	Total	9. Remarks		
3.1.027	80a	NOTARY RECORDS	AC+5		AC+5	AC = After termination		
3.1.029	81	EMPLOYMENT ELIGIBILITY VERIFICATION	AC+1		AC+1	AC = After termination CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever is later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from the date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		
3.1.029	81a	ELECTRONIC FILES TO SEVIS	AC+5		AC+5			
3.1.031	82	EMPLOYEE BENEFITS – OTHER THAN INSURANCE (e.g. OPTIONAL RETIREMENT)	AC+10		AC+10	AC = Until employment terminated. Open Records Decision 545, 3/20/90. Some records may be needed to provide verification to providers. CAUTION; Documents that serve as payroll deduction authorizations must be retained for the retention period prescribed for item number 3.2.001.		

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			Agency	Storage	Total	9. Remarks			
3.2	PAYROLL								
3.2	84	AUTHORIZATION FOR PROFESSIONAL SERVICES	AC+6		AC+6		AC = Tax due date, date the claim is filed, or date tax is paid whichever is later		
3.2.001	85	EMPLOYEE DEDUCTION AUTHORIZATION	AC+6		AC+6		AC = After termination of employee or amendment of authorization.		
3.2.002	86	EMPLOYEE EARNING RECORDS	4		4		40 TAC 815.106(i).		
3.2.003	87	ALIEN INFORMATION COLLECTION FORM	AC+6		AC+6		AC = Tax due date, date the claim is filed, or date tax is paid whichever is later		
3.2.003	88	EMPLOYEE/INDEPENDENT CONTRACTOR CHECKLIST	AC+6		AC+6		AC = Tax due date, date the claim is filed, or date tax is paid whichever is later		
3.2.003	89	FEDERAL TAX RECORDS, (INCLUDES FICA AND OTHER TAX RECORDS)	AC+6		AC+6		UTS Policy 26 CFR SEC.31.6001-1(E)(2) ac = Tax due date, date the claim is filed, or date tax is paid whichever is later		
3.2.004	90	INCOME ADJUSTMENT AUTHORIZATION DOCUMENT USED - INCREASES/DECREASES TO EMP. GROSS PAY, FICA, RETRMNT, OR COMP. OF TAXES	2		2		29 CFR 516.6(C)		
3.2.005	91	W-4 FORMS, EMPLOYER'S COPY OF "EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE"	AC+5		AC+5		26 CFR 31.6001-5 AC = Termination of employment		
3.2.006	92	PAY PLAN	2		2		29 CFR 516.6 (A) (2)		

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			Agency	Storage	Total				
3.2.007	93	UNEMPLOYMENT COMPENSATION	AC+5		AC+5		AC = Termination of benefit. Computer printout separates UCI earnings between state and local funding categories		
3.2.008	94	DIRECT DEPOSIT (OR MAIL DEPOSIT) APPLICATION/AUTHORIZATION	US		US				
3.2.009	95	STATE DEFERRED COMPENSATION	AC+5		AC+5		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 Agency Coordinator Procedures Manual issued by the Employees Retirement System of Texas		
3.2.010	96	HRIS REPORTS AND DOCUMENTATION	AC+4		AC+4		AC = Transmitted and accepted by state HRIS system		
3.3	PERSONNEL ADMINISTRATION								
3.3	97	ACADEMIC AFFAIRS - AFFIRM ACTION FILES FACULTY AND ADMINISTRATIVE & PROFESSIONAL EMPLOYEES	5		5	O	29 CFR 30.8(e)		
3.3	98	ACADEMIC AFFAIRS - FACULTY/LECTURER/ADJUNCT FILES	AC+5		AC+5		AC = After termination		

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			Agency	Storage	Total				
3.3	99	ACADEMIC AFFAIRS - FORMER EMPLOYEES (FACULTY)	AC+5		AC+5		AC = After termination		
3.3	99a	REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT	AC+2		AC+2		AC = End date of outside employment		
3.3	99b	SPECIAL FACULTY DEVELOPMENT LEAVE FILES	AC+5		AC+5		AC = After termination		
3.3	99c	FACULTY ENDOWMENTS	PM		PM				
3.3	99d	FACULTY START-UP FUNDING	AC+5		AC+5		AC = After termination		
3.3.001	100	AFFIRMATIVE ACTION PLANS	5		5		29 CFR 30.8(e).		
3.3.004	101	UT SYSTEM BENEFIT PLANS - WORKING COPY	US+5		US+5		29 CFR 1637.3(b)(2).		
3.3.011	102	PERSONNEL - PAYROLL MASTER FILE	AC+75		AC+75		AC = Termination of employment		
3.3.011	103	FORMER EMPLOYEE VERIFICATION RECORDS	AC+75		AC+75		AC = Termination of employment		
3.3.015	105	POSITION/ JOB CLASSIFICATION REVIEW FILE	US+3		US+3				

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			Agency	Storage	Total				
3.3.022	106	TEXAS WORKFORCE COMMISSION (TWC) REPORTS	3		3				
3.3.023	107	TRAVEL AUTHORIZATIONS	FE+3		FE+3		See Note 1.		
3.3.024	107a	PERSONNEL POLICIES AND PROCEDURES Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US+3		US+3				
3.3.026	108	STAFFING RECORDS	US+3		US+3		Examples are: alpha employee listing, report of employees hired during month, Quarterly FTE Reports to State Auditor O = Electronic & Microfilm		
3.3.031	109	EEO REPORTS AND SUPPORTING DOCUMENTATION	3		3		29 CFR 1602.32, 1602.39, 1602.48, AND 1602.50.		
3.4	TIME AND LEAVE RECORDS								
3.4.001	112	ACCUMULATED LEAVE ADJUSTMENT REQUESTS	FE+3		FE+3				
3.4.002	113	LEAVE STATUS REPORT	FE+3		FE+3				
3.4.004	113a	OVERTIME AUTHORIZATONS	2		2				

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3.4.006	114	TIME CARDS AND TIME ROSTERS	FE+4		FE+4		40 TAC 815.6(i)		
3.4.007	114a	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3				
3.4.008	115	SICK LEAVE POOL DOCUMENTATION	FE+3		FE+3		Open Record except for medical records that may exist in file		
4.1	FISCAL RECORDS: WORKSHEETS, DETAIL INFORMATION ON ECONOMIC EVENT OR TRANSACTION								
4.1.001	116a	ACCOUNTS PAYABLE INFORMATION	FE+3		FE+3		See Note 1.		
4.1.002	117	BILLING DETAIL	FE+3		FE+3		See Note 1.		
4.1.002	117a	COMET CASH DECLINING BALANCE ACCOUNTS	FE+3		FE+3				
4.1.002	117b	DATA ENTRY DOCUMENTS	FE+3		FE+3				
4.1.003	118	CANCELLED CHECKS	FE+3		FE+3		See Note 1.		
4.1.003	119	CHECK REGISTERS	FE+3		FE+3		See Note 1.		
4.1.004	120	ENCUMBRANCE DETAIL	FE+3		FE+3		See Note 1.		
4.1.005	121	INVENTORY AND OTHER COST FILES PRODUCTION, JOB LABOR, QUOTES, PRICING, SPECIFICATIONS, ETC.	FE+3		FE+3		See Note 1.		
4.1.007	122	TRANSMITTAL OF FUNDS/COST CENTER TRANSFERS	FE+3		FE+3		See Note 1.		
4.1.008	122a	ELECTRONIC FUND TRANSFERS Direct Deposit Registers	FE+3		FE+3				

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			Agency	Storage	Total	9. Remarks				
4.2	DOCUMENTS OF ORIGINAL ENTRY									
4.2	123	BUDGET ADJUSTMENT FORM (BAF)	CE+4		CE+4		Budget change form			
4.2	123a	HUMAN RESOURCE SYSTEM (HRS) FORM – NEW POSITION REQUEST	FE+3		FE+3					
4.2	123b	HRS FORM – POSITION FUNDING CHANGE	FE+3		FE+3					
4.2	123c	CATERING CONTRACT / AUTHORIZATION FOR FOOD SERVICE	FE+3		FE+3					
4.2.001	123d	CHECK DEPOSIT RECORD	FE+3		FE+3		See Note 1.			
4.2.002	124	CASH RECEIPTS	FE+3		FE+3		See Note 1.			
4.2.003	125	DAILY CASH RECEIPTS LOG	FE+3		FE+3		See Note 1.			
4.2.003	125a	MONTHLY BALANCING / COPY CENTER	FE+3		FE+3					

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			Agency	Storage	Total				
4.2.003	125b	CASH COUNTS / COPY CENTER	FE+3		FE+3				
4.2.005	126	PURCHASE ORDERS, PURCHASE VOUCHERS, RECEIVING REPORTS, REQUISITIONS, & BIDS	FE+3		FE+3		See Note 1.		
4.2.006	127	JOURNAL VOUCHERS (INCLUDING INTERDEPARTMENTAL TRANSFERS)	FE+3		FE+3		See Note 1.		
4.2.007	128	EMPLOYEE TRAVEL EXPENSES	FE+3		FE+3		See Note 1.		
4.3	JOURNALS OR REGISTERS								
4.3.001	129	SALES JOURNALS OR REGISTERS	FE+3		FE+3		See Note 1.		
4.3.002	130	RECEIPTS JOURNALS OR REGISTERS	FE+3		FE+3		See Note 1.		
4.3.003	131	EXPENDITURE JOURNALS OR REGISTERS	FE+3		FE+3		See Note 1.		
4.4	LEDGERS								
4.4.001	132	GENERAL LEDGER	10		10		See Note 1.		
4.4.002	133	ACCOUNTS RECEIVABLE LEDGERS	FE+3		FE+3		See Note 1.		
4.4.003	134	ACCOUNTS PAYABLE LEDGERS	FE+3		FE+3		See Note 1.		
4.4.004	135	EMPLOYEE SAVINGS BOND LEDGERS	FE+3		FE+3		See Note 1.		

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4.5	REPORTS									
4.5	135a	BUDGET INFORMATION SYSTEM (BIS) E-PRINT ELECTRONIC REPORTS	FE+3		FE+3					
4.5	135b	FINANCIAL REPORTING SYSTEM (FRS) E-PRINT ELECTRONIC REPORTS	FE+3		FE+3					
4.5.001	136	ANNUAL FINANCIAL REPORT WORKPAPERS (INCLUDING 13TH MONTH POST - CLOSING REPORT)	FE+5		FE+5		See Note 1.			
4.5.001	137	WORKSHEETS FOR PREPARING REPORTS	FE+3		FE+3		See Note 1.			
4.5.002	138	MONTHLY FINANCIAL REPORTS	FE+3		FE+3		See Note 1.			
4.5.002	139	INTERNAL MANAGEMENT REPORTS (INCLUDES REPORTS TO U.T. SYSTEM)	FE+3		FE+3		See Note 1. O = Paper & Electronic			
4.5.003	140	ANNUAL FINANCIAL REPORTS	PM		PM		See Note 1. Required copies sent to TSL Pubc.			
4.5.005	141	EXTERNAL REPORTS - SPECIAL PURPOSE - I.E. FEDERAL FINANCIAL REPORTS, SALARY REPORTS, ETC.	FE+3		FE+3		See Note 1.			
4.5.006	142	ANNUAL OPERATING BUDGET AGENCY MONTHLY BUDGET REPORTS	FE+3		FE+3					
4.5.006	142.001	BUDGET PRESENTATIONS	FE+3		FE+3					

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4.6	DOCUMENTS SHOWING COMPLIANCE WITH SYSTEM OF INTERNAL CONTROL									
4.6	142a	COMPLIANCE PROGRAM FILES	FE+3		FE+3					
4.6	142b	INSTITUTIONAL COMPLIANCE PROGRAM MANUAL	FE+3		FE+3					
4.6	142c	GENERAL COMPLIANCE TRAINING RECORDS	US+5		US+5					
4.6.001	143	BALANCING RECORDS	FE+3		FE+3		See Note 1.			
4.6.002	143a	RECONCILIATIONS	FE+3		FE+3		See Note 1.			
4.6.003	144	CASH COUNTS	FE+3		FE+3		See Note 1.			
4.6.003	144a	PETTY CASH REIMBURSEMENT	FE+3		FE+3		See Note 1.			
4.7	OTHER FISCAL RECORDS									
4.7	145	ACCOUNT HISTORY FILES	AC+5		AC+5		AC = Closure of account See Note 1.			
4.7	146	BANK COLLATERAL RECORDS	FE+5		FE+5		See Note 1.			
4.7	147	BOND ISSUANCES AND DEBT SERVICE RECORDS	AC+3		AC+3	O	See Note 1. AC = Until maturity of issue			
4.7.002	148	BANK AND APPROPRIATION STATEMENTS AND RECONCILIATION DATA	5		5		See Note 1.			
4.7.003	149	RETURNED CHECKS/WARRANTS/DRAFTS	AC+3		AC+3		See Note 1. AC = After deemed uncollectible.			

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4.7.004	150	CAPITAL ASSET RECORDS	LA+3		LA+3		See Note 1.		
4.7.006	151	COMPTROLLER STATEMENTS	FE+3		FE+3		See Note 1.		
4.7.007	152	CHART OF ACCOUNTS (DETAILED)	FE+3		FE+3		See Note 1.		
4.7.008	153	TIME AND EFFORT REPORT / CONTRACT & GRANT CERTIFICATION	7		7		See Note 1.		
4.7.008	154	GRANT & CONTRACTS FILES	AC+5		AC+5		See Note 1. UTS Policy 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 federal funding agency.		
4.7.008	155	INDIRECT COST CALCULATIONS	AC+7		AC+7		See Note 1. AC = Date rate issued by cognizant federal agency		
4.7.011	156	TEXAS BUILDING AND PROCUREMENT SERVICES COMMISSION STATEMENTS (TBPC)	FE+3		FE+3		See Note 1.		
4.7.012	156a	SIGNATURE AUTHORITY	US+FE+ 3		US+FE+ 3				

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5.1	SUPPORT SERVICES RECORDS: GENERAL								
5.1	157	COURSE BOOK INFORMATION REQUEST	AC	2	AC+2		AC = After current semester		
5.1	157a	REQUEST TO USE OUTSIDE CATERING SERVICES	FE+3		FE+3				
5.1	157b	SPECIAL EVENT RISK ASSESSMENT	AC+1		AC+1		AC = Completion of event.		
5.1.001	158	CONTRACTS & LEASES BI-LATERAL AGREEMENTS/CONTRACTS	AC+4		AC+4		AC = Expiration or termination of the instrument according to its terms		
5.1.001	159	CONTRACTS & LEASES EQUIPMENT LEASES	AC+4		AC+4		AC = Expiration or termination of the instrument according to its terms		
5.1.001	160	CONTRACTS & LEASES SPACE LEASES/PROPERTY LEASES	AC+4		AC+4		AC = Expiration or termination of the instrument according to its terms		
5.1.003	161	DELIVERY REPORTS - RECEIVING REPORTS	1	1	2				
5.1.004	162	ADDRESS AND TELEPHONE LISTING	US		US				
5.1.004	163	MAILING LISTS	US		US				
5.1.005	164	POSTAGE EXPENSE REPORTS	FE+3		FE+3		See Note 1.		
5.1.005	165	POSTAGE METER RECORDS	FE+3		FE+3		See Note 1.		
5.1.007	166	REQUISITION FOR COPY/PRINTING SERVICE IN-HOUSE	AV		AV				
5.1.007	167b	REQUISITION FOR COPY/PRINTING SERVICE	AV		AV				

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5.1.011	167c	MONTHLY USAGE REPORTS / COPY CENTER	AV		AV			
5.1.012	168	PRICE LISTS	US+3		US+3			
5.1.013	169	INSURANCE POLICIES	AC+20		AC+20	AC = Expiration or termination of the policy according to its terms. UTS Policy. Includes Comprehensive Property Protection Program (CPPP).		
5.2	FACILITY MANAGEMENT RECORDS							
5.2	170	PHYSICAL PLANT MAINTENANCE RECORDS - OUTSIDE CONTRACTOR	5		5			
5.2	171	PHYSICAL PLANT MAINTENANCE RECORDS - IN-HOUSE CONTRACTOR	3		3			
5.2	172	SAFE COMBINATIONS MASTER FILE	LA		LA			
5.2	173	REPORTS - ADMINISTRATIVE - SERVICE CALLS	AC+2		AC+2	AC = Completion of service call		
5.2.002	174	BUILDING CONSTRUCTION PROJECT FILES	AC+11		AC+11	O UTS Policy AC = Completion of Project		
5.2.003	175	BUILDING PLANS AND SPECIFICATIONS - OWNED	LA		LA	O		
5.2.003	175a	BUILDING PLANS AND SPECIFICATIONS - LEASED	AC+2		AC+2	O AC = Cancellation or termination of lease		

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5.2.003	176	BUILDINGS AND FACILITIES - MASTER PLANS	LA		LA	O			
5.2.003	177	PLANS & SPECIFICATIONS FOR NEW CONSTRUCTION RENOVATIONS, REHABILITATIONS, AND RESTORATIONS	LA		LA				
5.2.008	179	EQUIPMENT HISTORY FILE	LA+3		LA+3				
5.2.009	181	PROPERTY DELETION REQUESTS/TRANSFER NOTICES PA2 FORMS & PA3 FORMS	FE+3		FE+3		See Note 1.		
5.2.010	182	EQUIPMENT MANUALS	LA		LA		Life of asset		
5.2.011	183	EQUIPMENT WARRANTIES	AC+1		AC+1		AC = Termination of warranty		
5.2.012	184	ESTIMATE FILES (SUPPLY & REPAIR COST EST)	1		1				
5.2.014	185	INVENTORY ANNUAL PHYSICAL EQUIPMENT & REAL PROPERTY	FE+3		FE+3		See Note 1.		
5.2.014	186	INVENTORY OF EQUIPMENT AND BUILDINGS	FE+3		FE+3		See Note 1.		
5.2.017	188	LOST/STOLEN PROPERTY REPORT	FE+3		FE+3				
5.2.019	189	SERVICE ORDERS	1		1				
5.2.021	191	SURPLUS PROPERTY SALE	FE+3		FE+3		See Note 1.		
5.2.022	192	UTILITY BILLING DETAIL	FE+4		FE+4				
5.2.026	193	FACILITIES RESERVATION LOGS	2		2				
5.2.026	194	LOCKER REGISTRATION	2		2				

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5.2.027	195	SPACE UTILIZATION REPORTS	AV		AV				
5.2.028	196	BUILDING CONSTRUCTION CONTRACT & INSPECTION RECORDS (\$300,000 OR LESS)	LA+10		LA+10	O			
5.3	PURCHASING								
5.3.002	197	FREIGHT BILLS PAID	FE	3	FE+3				
5.3.003	198	FREIGHT CLAIMS	AC+2	3	AC+2		AC = Resolution of claim		
5.3.004	199	PURCHASE ORDERS	FE+3		FE+3				
5.3.005	200	PACKING SLIPS	AV		AV				
5.3.007	201	BID DOCUMENTATION	FE+3		FE+3		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028		
5.3.008	202	PURCHASING CARD LOG	FE+3		FE+3				
5.3.008	203	PURCHASING CARD CARDHOLDER ACTIVITY REPORT	FE+3		FE+3				

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				
5.4	SAFETY									
5.4	204	POLICE OPERATIONS LOG	1		1					
5.4.001	205	SAFETY RECORDS - RECORDS OF EXPOSURE TO ASBESTOS, TREMOLITE, ANTHOPHYLLITE, ACTINOLITE, AND OTHER HAZARDOUS MATERIALS	30		30		29 Code of Federal Regulations, Chapter XVII, filming recommended.			
5.4.001	206	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION	CE+5		CE+5		29 CFR 1904.33. The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years.			
5.4.001	207	ACCIDENT REPORT - INDIVIDUAL	CE+5		CE+5		29 CFR 1904.6. Retain records longer if residual effects possible.			
5.4.001	208	WORKERS COMPENSATION REPORTS	CE+5		CE+5		29 CFR 1904.6			
5.4.003	209	INSPECTION, REPAIR AND MAINTENANCE RECORDS	AC+3		AC+3		AC = Inspection or date of the correction of the deficiency, if the inspection report reveals a deficiency.			
5.4.003	210	SAFETY INSPECTIONS	CE+5		CE+5					
5.4.003	211	ASBESTOS BUILDING SURVEYS	LA+30		LA+30					
5.4.003	212	ASBESTOS MONITORING	30		30		OSHA Standard 1926.1101 pert5 (n)(2)(iii)			
5.4.003	213	ASBESTOS SAMPLING RESULTS	LA+30		LA+30					
5.4.003	214	CHEMICAL INSPECTION REPORTS	30		30					
5.4.003	215	FIRE DRILLS	5		5					

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			Agency	Storage	Total				
5.4.003	216	FIRE REPORTS	LA		LA				
5.4.003	217	FIRE INSPECTIONS	LA		LA				
5.4.003	218	FIRE MAINTENANCE REPORTS	CE+5		CE+5				
5.4.003	219	RADIATION TESTS AND MONITORING	3		3	10 CFR 20.2106			
5.4.003	220	RADIATION PURCHASE RECORDS	AC+5		AC+5	25 TAC 289.202(ggg)(5) AC = Termination of license.			
5.4.003	221	RADIATION DISPOSAL RECORDS	AC+5		AC+5	25 TAC 289.202(ggg)(5) AC = Termination of license.			
5.4.007	222	HAZARDOUS MATERIALS TRAINING RECORDS	US+5		US+5	Texas Health & Safety Code § 502.009(g)			
5.4.008	223	HAZARD COMMUNICATION PLANS	US+5		US+5	Texas Health & Safety Code § 502.009(g)			
5.4.009	224	CHEMICALS INVENTORY	30		30	Texas Health and Safety Cde, 502.005(d).			
5.4.009	225	CHEMICAL TRANSFER RECORDS	LA+30		LA+30				
5.4.009	226	CHEMICAL RECYCLING RECORD	LA+30		LA+30				
5.4.009	227	CHEMICAL WASTE	30		30				
5.4.009	228	CHEMICALS HAZ-COM	30		30				
5.4.009	229	NARCOTICS & PRECURSOR CHEMICALS (ALL RELATED RECORDS)	30		30				

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5.4.009	230	WORKPLACE CHEMICAL LISTS	30		30		Texas Health and Safety Cde, 502.005(d).		
5.4.010	231	MATERIAL SAFETY DATA SHEETS	AC		AC		AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		
5.4.011	231.001	VISITOR CONTROL REGISTERS	3		3				
5.4.012	232	SECURITY ACCESS RECORDS Records relating to the issuance of keys, identification cards,, building passes, passwords, or similar instruments of access to agency facilities or equipment	AC+2		AC+2		AC = Until superseded, date of expiration or date of termination, whichever sooner.		
5.4.013	233	DISASTER PREPAREDNESS & RECOVERY PLANS	US		US				
5.5	TELECOMMUNICATIONS								
5.5.001	234	BILLING DETAIL – VENDORS	FE+3		FE+3		See Note 1.		
5.5.006	235	BILLING DETAIL – TELEPHONE SERVICE REQUESTS	FE+3		FE+3				
5.5.006	236	LONG DISTANCE DETAIL (INTERNAL)	FE+3		FE+3				
5.5.006	237	LINE/EQUIPMENT CHARGE (INTERNAL)	FE+3		FE+3				
5.5.007	238	DISPUTED CALL DOCUMENTATION	FE+3		FE+3				

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5.6	VEHICLES								
5.6	239	POLICE REPORTS - PARKING VIOLATION NOTICES	1		1				
5.6.003	239a	INSPECTION REPAIR AND MAINTENANCE RECORDS	LA+1		LA+1				
5.6.004	240	MOTOR VEHICLE DRIVING RECORD (MVR)	AC		AC		AC = Until superceded or until termination of employment		
5.6.005	241	MILEAGE REPORTS	FE+3		FE+3		See Note 1.		
5.6.005	241.001	VEHICLE OPERATION LOG	FE+1		FE+1				
5.6.006	243	VEHICLE REGISTRATION FOR PARKING	CE+1	2	CE+3				
5.6.007	242	TITLES – VEHICLES	AC		AC		AC = Disposal of vehicle		
	PATIENT RECORDS								
	300	PATIENT RECORDS - MEDICAL - ADULTS CALLIER CENTER FOR COMMUNICATION DISORDERS	AC+5		AC+5	I	AC = After last visit (adults) microfilming is mandatory		
	301	PATIENT RECORDS - MEDICAL - CHILDREN CALLIER CENTER FOR COMMUNICATION DISORDERS	AC+5		AC+5	I	AC = After child's 16th birthday microfilming is mandatory		

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			Agency	Storage	Total				
		POLICE RECORDS							
	400	EVIDENCE RECORDS	AV		AV	I			
	401	INCIDENT REPORTS – POLICE	-AC		AC		AC = Statue of limitations		
	402	RACIAL PROFILING	AC		AC		AC = Statue of limitations		
	403	PERSONNEL BACKGROUND INFORMATION FOR POLICE	3		3				
	404	POLICE CASE REPORTS	PM		PM				
	405	POLICE DISASTER RECOVERY PLAN	US		US		AC = After graduation or date of last attendance		
	406	SECURITY SENSITIVE FORMS	AV		AV				
	407	COMPLAINTS AGAINST POLICE DEPARTMENT	FE+10		FE+10				
	408	POLICE DEPARTMENT WARNING FORM	FE+5		FE+5				
	409	PATROL CAR / MOTORCYCLE CHECKLIST	FE+5		FE+5				
	410	MUNICIPAL CITATIONS	AV		AV				
	411	INTERNAL AFFAIRS INVESTIGATIONS	AV		AV				
	412	FOUND PROPERTY LOG	AV		AV				
	413	RIDE-ALONG WAIVER OF LIABILITY	FE+3		FE+3				

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			Agency	Storage	Total				
	414	CAMPUS CRIME ALERT	PM		PM				
	415	RELEASE OF LIABILITY	FE+5		FE+5				
	416	UT SYSTEM POLICE MEMOS	FE+3		FE+3				
	417	CALL BOX DOCUMENTS	FE+10		FE+10				
	STUDENT RECORDS								
	700	ACADEMIC ACTION AUTHORIZATIONS (DISMISSAL, ETC.)	AC+5		AC+5		AC = After graduation or date of last attendance		
	701	ACADEMIC RECORDS (INCLUDING NARRATIVE EVALUATIONS, COMPETENCY ASSESSMENTS, ETC.) OF STUDENTS	PM		PM	I			
	702	ACCEPTANCE LETTERS FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5		AC = After graduation or date of last attendance		
	703	ADVANCED PLACEMENT RECORDS FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5		AC = After graduation or date of last attendance		
	704	ADVANCED PLACEMENT RECORDS OF STUDENTS	AC+5		AC+5		AC = After application term		
	705	APPLICATION FOR ADMISSION OR READMISSION (REENTRY) OF STUDENTS	AC+5		AC+5		AC = After graduation or date of last attendance		

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			Agency	Storage	Total				
	706	APPLICATIONS FOR ADMISSION OR READMISSION (REENTRY) FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5		AC = After graduation or date of last attendance		
	707	APPLICATIONS FOR ADMISSIONS FOR APPLICANTS WHO DO NOT ENTER (FERPA APPLIES, BUT RECORD IS SUBJECT TO TEXAS OPEN RECORDS LAW)	AC+1		AC+1		AC = After application term		
	708	APPLICATIONS FOR GRADUATION - STUDENT RECORDS	AC+1		AC+1		AC = After graduation or date of last attendance		
	710	CATALOGS - STUDENT RECORDS	PM		PM	I	One copy to be retained I = Internal archives		
	711	CHANGE OF COURSE (ADD/DROP) - STUDENT RECORDS	AC+1		AC+1		AC = After date submitted		
	712	CHANGE OF GRADE FORMS (UPDATE DOCUMENTS)	PM		PM	I			
	713	CLASS LISTS (ORIGINAL GRADE SHEETS)	PM		PM	I			
	714	CLASS SCHEDULES (STUDENTS')	AC+1		AC+1		AC = One year After graduation or date of last attendance		
	715	COMMENCEMENT PROGRAMS	PM		PM	I			
	716	CORRESPONDENCE, RELEVANT FOR APPLICANTS WHO DO NOT ENTER	AC+1		AC+1		AC = After application term		

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			Agency	Storage	Total			
	717	CORRESPONDENCE, RELEVANT FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5	9. Remarks AC = After graduation or date of last attendance		
	718	CORRESPONDENCE, RELEVANT - STUDENT RECORDS	AC+5		AC+5	AC = After graduation or date of last attendance		
	719	COURSE SYLLABI	AV		AV			
	720	CREDIT BY EXAMINATION FORMS, STUDENT RECORDS	AC+5		AC+5	AC = After graduation or date of last attendance		
	721	CREDIT/NO CREDIT APPROVALS - STUDENT RECORDS	AC+1		AC+1	AC = After date submitted		
	722	CURRICULUM CHANGE AUTHORIZATIONS	AC+5		AC+5	AC = After graduation or date of last attendance		
	723	DEGREE AUDIT REQUIREMENTS - STUDENT RECORDS	AC+5		AC+5	AC = After graduation or date of last attendance		
	724	DEGREE STATISTICS - STUDENT RECORDS	PM		PM	I		
	725	DISCIPLINARY ACTION DOCUMENTS - STUDENTS (SEPARATE CONFIDENTIAL RECORD)	AC+5 or PM		AC+5 or PM	See Regents' Rules and Regulations Part One, Chapter VI, Section 3.8 Retention Dde[endant on penalty assessed.		
	726	ENROLLMENT STATISTICS - STUDENTS	PM		PM	I		
	727	ENROLLMENT VERIFICATIONS	AC+1		AC+1	AC = After verification		

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	728	ENTRANCE EXAMINATION REPORTS (ACT, CEEB) FOR APPLICANTS WHO DO NOT ENTER	AC+1		AC+1		AC = After application term		
	729	ENTRANCE EXAMINATION REPORTS (ACT, CEEB) FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5		AC = 5 years After graduation or date of last attendance		
	730	FERPA - DOCUMENTS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)	AC+5		AC+5		See Note 3, Supple. Page 4 AC = After accepted or rejected		
	731	FERPA - DATA DOCUMENTS - REQUESTS FOR FORMAL HEARINGS - STUDENTS	AC		AC		AC = Life of affected records		
	732	FERPA - REQUEST AND DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION	AC		AC		See FERPA note from AAGRAO AC = Life of affected record		
	733	FERPA - STUDENT STATEMENTS ON CONTENT OF RECORDS REGARDING HEARING PANEL DECISIONS	AC		AC		See FERPA note from ACCROA AC = Life of affected record		
	734	FERPA - STUDENT'S WRITTEN CONSENT FOR RECORDS DISCLOSURE	AC		AC		AC = Until terminated by the student or life of affected records*		
	735	FERPA - WAIVERS FOR RIGHTS OF ACCESS	AC		AC		AC = Until terminated by the student or life of affected records*		
	736	FERPA - WRITTEN DECISIONS OF HEARING PANELS	AC		AC		AC = Life of affected records*		
	737	FINANCIAL AID ASSISTANCE RECORDS	AC+5		AC+5		AC = After graduation or date of last attendance		

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	737a	AMERICAN SOUTHWEST CONFERENCE FINANCIAL AID REPORT	FE+5		FE+5				
	738	FINANCIAL AID DOCUMENTS - STUDENTS	AC+7		AC+7		AC = After annual audit has been accepted by U.S. Dept. of Education		
	738.001	FEDERAL AID PARTICIPATION AGREEMENT	AC+10		AC+10		AC = After graduation or date of last attendance		
	738.002	EXEMPTIONS, STATE MANDATED AND CONTINUOUSLY APPLICABLE	AV		AV		e.g. Hazelwood, Blind and Deaf, Senior, Foster Care.		
	738.003	EXEMPTIONS, LIMITED BY SEMESTER OR ACADEMIC YEAR	AC+3		AC+3		AC = expiration of award.		
	738.004	FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE (FISAP)	FE+1		FE+1				
	738.005	READY TO AWARD LIST	FE+1		FE+1				
	739	GRADE REPORTS (REGISTRAR'S COPY)	AC+1		AC+1		AC = After date distributed		
	740	GRADE STATISTICS - STUDENTS	PM		PM	I			
	741	GRADEBOOKS	AV		AV				
	742	GRADUATION AUTHORIZATIONS - STUDENT RECORDS	AC+5		AC+5		AC = After graduation or date of last attendance		
	743	GRADUATION LISTS	PM		PM				

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	744	HOLD OR ENCUMBRANCE AUTHORIZATIONS - STUDENT RECORDS	AC		AC		AC = Until released		
	745	LETTERS OF RECOMMENDATION FOR APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED	AC+1		AC+1		AC = After application term		
	746	LETTERS OF RECOMMENDATION FOR STUDENT APPLICANTS WHO ENTER	AC		AC		AC = Until admitted		
	747	NAME CHANGE AUTHORIZATIONS - STUDENTS	AC+5		AC+5		AC = After graduation or date of last attendance		
	748	PASS/FAIL REQUESTS - STUDENTS	AC+1		AC+1		AC = After closing date		
	749	PERSONAL DATA INFORMATION FORMS - STUDENT RECORDS	AC+1		AC+1		AC = After date submitted		
	749.001	STUDENT DOCUMENTATION OF ACCOMMODATION (STUDENT FILE)	AC+7		AC+7		AC = After graduation or date of last attendance		
	749.002	PROVISION FOR ALTERNATIVE TESTING FORMS	AC+3		AC+3		AC = After graduation or date of last attendance		
	749.003	TESTING LOGS	AC+3		AC+3		AC = After graduation or date of last attendance		
	749.004	INDIVIDUAL SERVICE PLANS	AC+7		AC+7		AC = After graduation or date of last attendance		
	750	PLACEMENT SCORES FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED	AC+1		AC+1		AC = After application term		
	751	PLACEMENT SCORES FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5		AC = After graduation or date of last attendance		

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	752	RACIAL/ETHNIC STATISTICS - STUDENTS	PM		PM	I			
	753	READMISSION SCORES FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED	AC+1		AC+1		AC = After application term		
	754	RECRUITMENT MATERIALS FOR STUDENT APPLICANTS WHO ENTER	AC		AC		AC = May dispose of materials After enrollment		
	755	RECRUITMENT MATERIALS TO APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED	AC+1		AC+1		AC = After application term		
	756	REGISTRATION FORMS - STUDENTS	AC+1		AC+1		AC = After date submitted		
	757	RESIDENCY CLASSIFICATION FORMS FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5		AC = 5 years After graduation or date of last attendance		
	758	SCHEDULE OF CLASSES (INSTITUTIONAL)	PM		PM	I			
	759	SOCIAL SECURITY CERTIFICATIONS (STUDENTS)	AC+1		AC+1		AC = After certification		
	760	STUDENT RECORDS - ADVANCED PLACEMENT RECORDS OF APPLICANTS WHO DO NOT ENTER	AC+1		AC+1		AC = After application term		
	761	STUDENT WAIVERS FOR RIGHTS OF ACCESS TO LETTERS OF RECOMMENDATION	AC		AC		AC = Until terminated		

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	762	TEST PAPERS AND EXAMS	1		1			
	763	TEST SCORES FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED	AC+1		AC+1	AC = After application term		
	764	TEST SCORES FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5	AC = After graduation or date of last attendance		
	765	TRANSCRIPT REQUESTS (STUDENT)	AC+1		AC+1	AC = After date submitted		
	766	TRANSCRIPTS - HIGH SCHOOL FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED	AC+1		AC+1	AC = After application term		
	767	TRANSCRIPTS - OTHER COLLEGES FOR STUDENT APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED	AC+1		AC+1	AC = After application term		
	768	TRANSCRIPTS FROM HIGH SCHOOL FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5	AC = 5 years After graduation or date of last attendance		
	769	TRANSCRIPTS FROM OTHER COLLEGES FOR STUDENT APPLICANTS WHO ENTER	AC+5		AC+5	AC = 5 years After graduation or date of last attendance		
	770	TRANSFER CREDIT EVALUATIONS -STUDENT RECORDS	AC+5		AC+5	AC = After graduation or date of last attendance		
	771	TUITION AND FEE CHARGES	AC+5		AC+5	AC = After graduation or date of last attendance		
	772	VETERANS ADMINISTRATION CERTIFICATIONS (STUDENTS)	AC+3		AC+3	AC = After graduation or date of last attendance		

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	773	WITHDRAWAL AUTHORIZATIONS (STUDENTS)	AC+2		AC+2		AC = After graduation or date of last attendance		
	774	STUDENT INFORMATION SYSTEM (SIS) E-PRINT ELECTRONIC REPORTS	PM		PM				
	775	APPLICATION / RENEWALS FOR ORGANIZATION REGISTRATION	1	2	3				
	776	IMMIGRATION SEMESTER AUDITS	PM		PM				
	777	EXPLANATION OF BENEFITS	AC+10		AC+10		AC = After graduation or date of last attendance		
	778	IMMIGRATION STUDENT FILE ON APPLICANT WHO ENTERS	AC+5		AC+5		AC = After graduation or date of last attendance		
	779	IMMIGRATION STUDENT FILE ON APPLICANT WHO DOES NOT ENTER	FE+1		FE+1				
	780	STUDENT HEALTH INSURANCE WAIVERS, LIST OF WAIVERS, SOS ENROLLMENT FORMS	AC+2		AC+2		AC = After graduation or date of last attendance		
	782	HEALTH INSURANCE STUDENT FILES; COMPLAINTS / GRIEVANCES	AC+7		AC+7		AC = After graduation or date of last attendance		
	783	FRESHMAN HOUSING APPLICATIONS / CO- SIGNER APPLICATIONS	AC+1		AC+1		AC = After graduation or date of last attendance		
	783.001	STUDENT HOUSING RESIDENT FORMS	AV+2		AV+2				
	783.002	RESIDENTAL LIFE PROGRAMS FILES	AV+2		AV+2				

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLA C ONLY Amend No.
			Agency	Storage	Total				
	783.003	RESIDENTIAL LIFE PROGRAM RELEASE FORMS/WAIVERS	AV+7		AV+7				
	783.004	STUDENT HOUSING REPORTS	AV+7		AV+7				
	784	CERTIFICATE OF ELIGIBILITY (TO LIVE ON CAMPUS)	AC+1		AC+1		AC = After date submitted		
	785	CLIENT PSYCHOLOGICAL FILES	AC+10		AC+10		AC = After graduation or date of last attendance		
	786	STUDENT / PATIENT MEDICAL RECORDS	AC+7		AC+7		AC = After graduation or date of last attendance		
	786.001	UTD STUDENT HEALTH CENTER (SHC) DATA SHEET	FE+1		FE+1				
	786.002	PATIENT OFFICE VISIT INFORMATION TALLY	FE+1		FE+1				
	786.003	PATIENT OFFICE VISIT INFO (SUPERBILL)	AC+1		AC+1		AC = After graduation or date of last attendance		
	786.004	MANDATORY TB TEST DOCUMENTATION FORM	AC+7		AC+7		AC = After graduation or date of last attendance		
	786.005	INFLUENZA VACCINE INJECTION RELEASE	AC+1		AC+1		AC = After graduation or date of last attendance		
	786.006	STUDENT HEALTH CENTER (SHC) ACCIDENT REPORT	AC+5		AC+5		AC = After graduation or date of last attendance		
	786.007	COUNSELING LOG - LAB TAKE IN	AC+1		AC+1		AC = After graduation or date of last attendance		
	786.008	MENINGOCOCCAL VACINE INJECTION FORM	AC+7		AC+7		AC = After graduation or date of last attendance		
	786.009	NON-ENROLLED STUDENT REQUEST FOR SERVICE	FE+1		FE+1				
	786.010	IMMUNIZATION PREPAYMENT FORM	FE+1		FE+1				

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			Agency	Storage	Total				
	787	CLIENT COUNSELING RECORDS	10		10				
	787.001	GUEST WORKER FILES (PSYCHIATRISTS & PRACTICUM STUDENTS IN THE COUNSELING CENTER)	AC+5		AC+5		AC = End of internship or practicum.		
	787.002	CLINICAL SUPERVISION FILES	AC+10		AC+10		AC = End of internship or practicum.		
	787.003	COUNSELING CENTER TRAINEE FILES	AC+10		AC+10		AC = End of internship or practicum.		
	788	COMET CARDHOLDER'S PHOTOS	AC+1		AC+1		AC = After graduation or date of last attendance		
	789	COMET CARD REQUESTS (ALL CARDS ISSUED EXCEPT REGISTERED STUDENTS)	1		1				
	790	PHOTO RELEASES (NON FERPA RELEASES)	AV		AV				
	STUDENT LIFE, ORGANIZATIONS, ACTIVITIES								
	800	STUDENT ATHLETE HANDBOOK	US		US				
	800.001	AMERICAN SOUTHWEST CONFERENCE MEMORANDA	US		US				
	800.002	NCAA FILES	FE+5		FE+5		Includes Statement Forms, Reports		
	800.003	STUDENT ATHLETE COMPLIANCE AGREEMENT	FE+5		FE+5				

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			Agency	Storage	Total				
	800.004	STUDENT ATHLETE INDEMNIFICATION/ MEDICAL FORMS	FE+5		FE+5				
	800.005	STUDENT ATHLETE TRAVEL SCHEDULES	FE+5		FE+5				
	800.006	STUDENT ATHLETE ADVISORY REPORT	FE+5		FE+5				
	800.007	CONTRACTS FOR STUDENT ATHLETICS A&P EMPLOYEES	AC+5		AC+5		AC = Termination of employment		
	800.008	ATHLETIC TOURNAMENT RESULTS	PM		PM				
	802	CAREER CENTER EMPLOYER RECRUITING EVENTS	AC+2		AC+2		AC = Completion of event		
	802.001	CAREER CENTER JOB POSTINGS	AC+1		AC+1		AC = position filled or receipt of request to withdraw posting.		
	803	MULTICULTURAL CENTER PROGRAM FILES	AV		AV				
	804	STUDENT GOVERNMENT CANDIDATE APPLICATIONS	FE+2		FE+2				
	804.001	STUDENT GOVERNMENT CAMPAIGN FLIERS	FE		FE				
	804.002	STUDENT GOVERNMENT MEMBERSHIP LISTS	PM		PM				
	805	STUDENT ORGANIZATION REGISTRATIONS	AC+5		AC+5		AC = After graduation or date of last attendance		
	805.001	CHEER SQUAD FILES	AC+5		AC+5		AC = After graduation or date of last attendance		
	805.002	STUDENT NEWSPAPER ADVERTISING AND BILLING ACCOUNTS	FE+5		FE+5				

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	805.003	GREEK LIFE ELECTRONIC DATABASE	US		US			
	805.004	STUDENT LIFE CO-CURRICULAR TRANSCRIPT REQUESTS	FE+5		FE+5			
	805.005	MARQUEE REQUESTS	FE		FE			
	805.006	STUDENT ORGANIZATION BANNER REQUESTS	AC+4		AC+4	AC = Removal of banner or completion of event.		
	807	ORIENTATION REGISTRATION FILES -	AC+1		AC+1	AC = After graduation or date of last attendance.		
	807.001	ORIENTATION PARTICIPANT RELEASE FORMS	PM		PM	AC = Completion of program or travel.		
	808	DEANS' STUDENT DISCIPLINE CERTIFICATIONS	AC+1		AC+1	AC = After graduation or date of last attendance.		
	808.001	DISCIPLINE LOG	PM		PM			
	808.002	WHO'S WHO RECOMMENDATIONS	AC+1		AC+1	AC = After graduation or date of last attendance.		
	CALLIER CENTER DAY CARE							
	900	CHILD ENROLLMENT	FE+4		FE+4			
	901	ACCREDITATION / LICENSING DOCUMENTATION	PM		PM			
	902	TRACKING ROSTER	AC+ 7		AC+ 7	AC = Last day of attendance.		
	903	VOLUNTEER FILE	AC+5		AC+5	AC = Last day of participation.		
	904	NATIONAL SCHOOL BREAKFAST/ LUNCH	FE+4		FE+4			

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**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

Agency: The University of Texas at Dallas

SUPPLEMENTAL

* Whenever the recommended retention period is the "life of the affected record," the retention period of the FERPA document is meant to be the same as that of the student record to which it pertains: students' waivers of rights to access to letters of recommendation, for example, should be retained until terminated or the letters themselves are destroyed. If the retention period for a record to which a Family Educational Rights and Privacy Act (FERPA) document pertains is permanent, the FERPA document should also be permanently retained and microfilmed for added security.

NOTES

NOTE 1. - The University of Texas at Dallas must insure that all audit requirements (both state and federal) have been fulfilled prior to final disposition.

**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

Agency: The University of Texas at Dallas

STUDENT RECORDS – ADMISSIONS DATA/DOCUMENTS FOR APPLICANTS WHO DO NOT ENTER WHETHER ACCEPTED OR REJECTED

1. Although the retention period recommended for the documents listed above is one year, federal legislation, state statutes, or institutional policy may dictate otherwise. The federal legislation which governs these records is as follows:

Veterans Administration regulations require that all recruitment materials be retained three years.

2. Records for applicants who do not enter are not covered by FERPA.
3. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroying them.

**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

Agency: The University of Texas at Dallas

STUDENTS RECORDS – ADMISSIONS DATA/DOCUMENTS FOR APPLICANTS WHO ENTER

1. The retention periods recommended are based on the following:
 - a. The forms are maintained in individual student folders and are retained no longer than five years after graduation or date, term, or semester and year of last attendance.
 - b. Uniform retention periods allow for the destruction of the entire folder which will save considerable sorting.
 - c. Essential data will be recorded on academic records which are retained permanently.
2. Family Educational Rights and Privacy Act (FERPA) states that letters of recommendation not accompanied by waivers and retained beyond their intended use may be viewed by the student. As a consequence, it is recommended that these letters be destroyed after admission of the student. Waivers of rights of access filed with letters of recommendations should be retained as long as the file is retained. Students who revoke their waivers of rights of access may not see letters of recommendation during the time the waivers were in force.
3. The Veterans Administration (VA) regulations state that the following student records must be retained for at least three years after termination of enrollment:
 - a. Previous education or training (transcripts from other colleges).
 - b. Evidence of formal admission (acceptance letters). The regulations state that longer retention will not be required unless a written request is received from the General Accounting Office or the VA no later than 30 days prior to the end of the three-year period.
4. Educational institutions which participate in federal, state, and private programs of low-interest loans to students must retain student records of admission and placement for five years after graduation or withdrawal. In the event of an open audit, records must be retained until all questions are resolved.
5. Some documents from institutions in other countries might be originals and therefore difficult for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroying them.

STUDENT RECORDS – REGISTRATION AND RECORDS DATA/DOCUMENTS

**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

Agency: The University of Texas at Dallas

1. Any record recommended for permanent retention should be microfilmed for security even if the originals are retained. The original microfilm should be stored and secured in an off-site location.
2. The recommended five-year retention period noted in the schedule begins with the date of graduation or the date, term, or semester and year of last attendance.
3. The Family Educational Rights and Privacy Act (FERPA) specifically requires institutions to maintain records of requests and disclosures of personally identifiable information except for defined "directory information" and requests from students for their own records. The records of disclosures and requests for disclosures are considered part of the students' educational records; therefore, they must be retained as long as the educational records to which they refer are retained by the institution.
4. The Veterans Administration (VA) regulations state that the following records must be retained for at least three years after termination of enrollment:
 - a. Grade reports and/or statements of progress (academic records)
 - b. Change of course forms
 - c. Transfer credit evaluations
 - d. Degree audit records

VA regulations require that all advertising, sales, and enrollment materials (e.g. catalogs and brochures) used by or on behalf of the institution be retained three years after the termination of a veteran's enrollment. In addition, records of tuition and fees charged to and collected from students, grade reports and statements of progress (academic records), and previous education and training documents (transfer credit evaluations) must be retained for three years.

5. Educational institutions which participate in federal, state, and private programs of low-interest loans to students must retain for five years after graduation or withdrawal students' records of academic progress, attendance, and courses studied. In the event of an open audit, records must be retained until all questions are resolved.
6. Although student records created and maintained by medical and dental schools are usually narrative assessments of academic progress or clinical practice, for purposes of this retention schedule, such records are in the same category as the academic record.

STUDENT RECORDS – REGISTRATION AND RECORDS DATA/DOCUMENTS, Continued

**STATE OF TEXAS
RECORDS RETENTION SCHEDULE**

Agency: The University of Texas at Dallas

7. The Immigration and Naturalization Service (INS) states that the school must keep a record used to comply with the reporting requirements for at least one year. Since many items included in foreign students' records are to be retained at least five years, it is recommended that INS documentation also be retained five years.