



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

1. Form SLR 105C must accompany this form.

2. Agency Code		756		3. Agency Name							Sul Ross State University		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.				
			Agency	Storage	Total								

Alpine

ACADEMIC & STUDENT AFFAIRS

3.1.002	AA01	APPLICATIONS FOR PERMANENT EMPLOYMENT-HIRED	AC+5	AC+5						INCLUDES APPLICATIONS, RESUMES, TRANSCRIPTS, ETC. AC = TERMINATION 29 CFR 1602.49(a)
1.1.007	AA02	CORRESPONDENCE - ADMINISTRATIVE	3	3		O				
1.1.008	AA03	CORRESPONDENCE - GENERAL	1	1						

ACADEMIC CENTER FOR EXCELLENCE

1.1.007	AC01	CORRESPONDENCE - ADMINISTRATIVE	3	3		O				
1.1.008	AC02	CORRESPONDENCE - GENERAL	1	1						
4.7.008	AC03	FEDERAL GRANT RECORDS	AC+3	AC+3						AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
	AC04	STUDENT FILES	AC+3	AC+3						AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
1.1.065	AC05	REPORTS & STUDIES - RAW DATA	AV	AV		O				

ADMINISTRATIVE SERVICES

1.1.007	AM01	CORRESPONDENCE - ADMINISTRATIVE	3	3		O				
1.1.008	AM02	CORRESPONDENCE - GENERAL	1	1						
5.2.001	AM03	BUILDING CONSTRUCTION PROJECT FILES	AC+10	AC+10		O				AC = COMPLETION OF PROJECT
	AM04	ENDOWMENT RECORDS	PM	PM						

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	LA - Life of Asset	PM - Permanent	I - Retain in University Archives			
AV - Administrative Value	FE - Fiscal Year End	MO - Months	US - Until Superseded	O - Review/Retain Univ Archives			



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ADMISSIONS & RECORDS

1.1.007	AD01	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	AD02	CORRESPONDENCE - GENERAL	1		1				
	AD03	ACCEPTANCE LETTERS	AC+5		AC+5		AC = GRADUATION		
	AD04	APPLICATIONS FOR ADMISSION (WHO ARE ENROLLED)	AC+5		AC+5		AC = GRADUATION		
	AD05	APPLICATIONS FOR ADMISSION (WHO DO NOT ENTER)	AC+1		AC+1		AC = ACADEMIC YEAR		
	AD06	CHANGE OF COURSE (ADD/DROP)	1		1				
	AD07	CLASS SCHEDULES (INSTITUTIONAL)	PM		PM				
	AD08	CREDIT BY EXAM	AC+5		AC+5		AC = GRADUATION		
	AD09	ENROLLMENT VERIFICATIONS	1		1				
	AD10	ENTRANCE EXAM REPORTS (FOR THOSE ENROLLED)	AC+5		AC+5		AC = GRADUATION		
	AD11	ENTRANCE EXAM REPORTS (WHO DO NOT ENTER)	AC+1		AC+1		AC = ACADEMIC YEAR		
	AD12	GRADE SHEETS	PM		PM				
	AD13	HOLD OR ENCUMBRANCE AUTHORIZATION	AC		AC		AC = HOLD CLEARED		
1.1.063	AD14	MEETINGS-MINUTES/NOTES STAFF	1		1				
1.1.065	AD15	REPORTS & STUDIES - RAW DATA	AV		AV				
1.1.067	AD16	REPORTS & STUDIES	3		3		O		

Retention Codes (Field 7)	Archival Codes (Field 8)
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LA - Life of Asset	
MO - Months	



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ADMISSIONS & RECORDS

	AD17	STUDENT ACADEMIC RECORDS	PM		PM		ALSO MICROFILM		
	AD18	TRANSCRIPTS-OTHER COLLEGES (FOR THOSE WHO DO NOT ENTER)	AC+1		AC+1		AC = ACADEMIC YEAR		
	AD19	TRANSCRIPTS-OTHER COLLEGES (FOR THOSE WHO ARE ENROLLED)	AC+5		AC+5		AC = GRADUATION		
1.3.001	AD20	UNIVERSITY CATALOG	PM		PM	O	AGENCY MAINTAINS PERMANENT COPY. REQUIRED COPIES SENT TO STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY		
	AD21	WITHDRAWAL AUTHORIZATIONS	AC+2		AC+2		AC = ACADEMIC YEAR		
	AD22	VA ADMINISTRATION CERTIFICATIONS	AC+3		AC+3		AC = ACADEMIC YEAR		
	AD23	RECRUITING INFORMATION	1		1				

OFFICE OF AGRICULTURAL & NATURAL RESOURCE SCIENCES

1.1.007	NR01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	NR02	CORRESPONDENCE - GENERAL	1		1				
1.1.065	NR03	REPORTS & STUDIES - RAW DATA	AV		AV				
1.1.067	NR04	REPORTS - ADMINISTRATIVE	3		3	O			
	NR05	STUDENT DEGREE PLANS	AC+3		AC+3		AC = GRADUATION		
1.1.063	NR06	MEETINGS-MINUTES/NOTES STAFF	1		1				

ALUMNI AFFAIRS

1.1.007	AL01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
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Retention Codes (Field 7)							Archival Codes (Field 8)		
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ALUMNI AFFAIRS

1.1.008 AL02 CORRESPONDENCE - GENERAL 1 1

ANIMAL SCIENCE

		CLASS RECORDS (FACULTY MAINTAINED)	CE	CE				
1.1.007	AS02	CORRESPONDENCE - ADMINISTRATIVE	3	3		O		
1.1.008	AS03	CORRESPONDENCE - GENERAL	1	1				
	AS04	COURSE SYLLABI	US	US				
5.2.010	AS05	EQUIPMENT MANUALS	LA	LA				
	AS06	EXAM GRADES	1	1				
3.1.019	AS07	PERFORMANCE APPRAISALS	2	2				
	AS08	TEXTBOOK ORDERS	CE+1	CE+1				

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

ARCHIVES OF THE BIG BEND

1.1.008	AR01	CORRESPONDENCE - GENERAL	1	1				
5.2.008	AR02	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS	LA+3	LA+3				
	AR03	GIFTS/DONATIONS TO ARCHIVES COLLECTIONS	LA	LA		O		
1.1.067	AR04	REPORTS AND STUDIES	3	3		O		

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ARCHIVES OF THE BIG BEND

1.1.020	AR05	PUBLIC INFORMATION REQUESTS - APPROVED YEAR-TO-DATE ACTIVITY (INVENTORY LISTING)	AC+1	AC+1		AC = REQUEST COMPLETED
5.2.023	AR06		FE+3	FE+3		

OFFICE OF ARTS & SCIENCES

<u>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 13 TAC 6.94</u>						
	ARS01	PROGRAMS AND JOB CONTROL LANGUAGE (PC)	AC	AC		
1.1.007	ARS02	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
1.1.008	ARS03	CORRESPONDENCE - GENERAL	1	1		
1.1.065	ARS04	REPORTS AND STUDIES - RAW DATA	AV	AV		
1.1.067	ARS05	REPORTS - ADMINISTRATIVE	3	3	O	
	ARS06	STUDENT DEGREE PLANS	AC+3	AC+3		AC = GRADUATION

ATHLETICS

	ATH01	CLASS RECORDS (FACULTY MAINTAINED)	CE	CE		
1.1.007	ATH02	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
	ATH03	COURSE SYLLABI	US	US		

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ATHLETICS

1.1.008	ATH04	CORRESPONDENCE - GENERAL	1		1				
5.2.010	ATH05	EQUIPMENT MANUALS	LA		LA				
	ATH06	EXAM GRADES	1		1				
3.1.019	ATH07	PERFORMANCE APPRAISALS	2		2		29 CFR 1602.32(c)		
	ATH08	TEXTBOOK ORDERS	CE+1		CE+1				
4.7.008	ATH09	FEDERAL GRANT RECORDS	AC+3		AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		

BEHAVIORAL & SOCIAL SCIENCES

	BE01	CLASS RECORDS (FACULTY MAINTAINED)	CE		CE				
1.1.007	BE02	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	BE03	CORRESPONDENCE - GENERAL	1		1				
	BE04	COURSE SYLLABI	US		US				
5.2.010	BE05	EQUIPMENT MANUALS	LA		LA				
	BE06	EXAM GRADES	1		1				
4.7.008	BE07	FEDERAL GRANT RECORDS	AC+3		AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		

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			Agency	Storage	Total	9. Remarks	11. TSLAC ONLY Amend No.		
3.1.019	BE08	PERFORMANCE APPRAISALS	2		2		29 CFR 1602.32(c)		
	BE09	TEXTBOOK ORDERS	CE+1		CE+1				
BIOLOGY, GEOLOGY & PHYSICAL SCIENCE									
	BGP01	CLASS RECORDS (FACULTY MAINTAINED)	CE		CE				
1.1.007	BGP02	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	BGP03	CORRESPONDENCE - GENERAL	1		1				
	BGP04	COURSE SYLLABI	US		US				
5.2.010	BGP05	EQUIPMENT MANUALS	LA		LA				
	BGP06	EXAM GRADES	1		1				
3.1.019	BGP07	PERFORMANCE APPRAISALS	2		2		29 CFR 1602.32(c)		
	BGP08	TEXTBOOK ORDERS	CE+1		CE+1				
									AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
4.7.008	BGP09	FEDERAL GRANT RECORDS	AC+3		AC+3				
BORDERLANDS RESEARCH INSTITUTE									
1.1.007	BRI01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	BRI02	CORRESPONDENCE - GENERAL	1		1				
1.3.001	BRI03	AGENCY PUBLICATIONS	PM		PM				REQUIRED COPIES SENT TO STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY
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BORDERLANDS RESEARCH INSTITUTE

4.7.008	BRI04	FEDERAL GRANT RECORDS	AC+3		AC+3				
		REPORTS, STUDIES, AND SURVEYS -							
1.1.065	BRI05	RAW DATA	AV		AV				
1.1.067	BRI06	REPORTS - ADMINISTRATIVE	3		3	O			

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BUSINESS ADMINISTRATION

1.1.002	BU01	AUDITS-EXTERNAL	AC+7		AC+7			AC = AUDIT COMPLETED
1.1.002	BU02	AUDITS - INTERNAL	AC+7		AC+7			AC = AUDIT COMPLETED
5.1.001	BU03	CONTRACTS AND LEASES	AC+4		AC+4			AC = CONTRACT TERMINATED
1.1.007	BU04	CORRESPONDENCE - ADMINISTRATIVE	3		3	O		
1.1.008	BU05	CORRESPONDENCE - GENERAL	1		1			
5.1.013	BU06	INSURANCE POLICIES (FOR BOILER, ATHLETES, ETC)	AC+4		AC+4			AC = POLICY TERMINATED
4.5.002	BU07	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3		FE+3			
1.1.002	BU08	REPORTS - AUDITS	AC+7		AC+7			PERMANENT RECORD COPY. AC = AUDIT COMPLETED
1.1.068	BU09	REPORTS - PERFORMANCE AND FUNDS MANAGEMENT	AC+6		AC+6	O		AC = SEPTEMBER 1 OF ODD NUMBERED CALENDAR YEARS
3.1.035	BU10	SURETY BONDS	AC+4		AC+4	O		AC = BOND EXPIRED

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BUSINESS ADMINISTRATION

4.5.001	BU11	WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+3	FE+3		
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CAREER SERVICES AND TESTING

1.1.007	CS01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
1.1.008	CS02	CORRESPONDENCE - GENERAL	1	1		
	CS03	GED APPLICATIONS	AC+5	AC+5		AC = GED COMPLETED
	CS04	GED TEST SCORES	AC+5	AC+5		AC = GED COMPLETED
5.1.004	CS05	MAILING LISTS	US	US		
	CS06	STUDENT PLACEMENT FILES	AC+5	AC+5		AC = GRADUATION
	CS07	GED TRANSCRIPTS	PM	PM		

CENTER FOR BIG BEND STUDIES

5.1.004	BB01	ADDRESS AND TELEPHONE LISTINGS	US	US		
						AGENCY RETAINS PERMANENT COPY, REQUIRED COPIES SENT TO STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY
1.3.001	BB02	AGENCY PUBLICATIONS	PM	PM		
1.1.007	BB03	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
1.1.008	BB04	CORRESPONDENCE - GENERAL	1	1		
1.1.058	BB05	MEETING AGENDA	PM	PM	I	
1.1.058	BB06	MEETING MINUTES	PM	PM	I	
1.3.002	BB07	PUBLICATION DEVELOPMENT FILES	AV	AV	O	JOURNAL OF BIG BEND STUDIES; NEWLETTER OF THE CBBS

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CENTER FOR BIG BEND STUDIES

1.1.065	BB08	REPORTS, STUDIES, AND SURVEYS - RAW DATA	AV	AV	O	
1.1.067	BB09	REPORTS - ADMINISTRATIVE	3	3	O	
1.1.067	BB10	REPORTS - COUNSULTANTS AND COMMITTEES	3	3	O	
1.1.070	BB11	RULES AND REGULATIONS	AC+3	AC+3	O	AC = COMPLETION OR TERMINATION OF PROGRAM RULES, POLICIES, OR PROCEDURES.
4.7.008	BB12	FEDERAL GRANT RECORDS	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

CENTER FOR ENROLLMENT SERVICES

1.1.007	EM01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
1.1.008	EM02	CORRESPONDENCE - GENERAL	1	1		
	EM03	STUDENT FILES	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
4.7.008	EM04	FEDERAL GRANT RECORDS	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

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COLLEGE FORWARD PROGRAM

1.1.007	CF01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O
1.1.008	CF02	CORRESPONDENCE - GENERAL	1	1	

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

4.7.008	CF03	FEDERAL GRANT RECORDS	AC+3	AC+3	
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COMPUTER SCIENCE & MATHEMATICS

		CLASS RECORDS (FACULTY MAINTAINED)	CE	CE	
1.1.007	CS01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O
1.1.008	CS02	CORRESPONDENCE - GENERAL	1	1	
	CS03	COURSE SYLLABI	US	US	
5.2.010	CS04	EQUIPMENT MANUALS	LA	LA	
	CS05	EXAM GRADES	1	1	
3.1.019	CS06	PERFORMANCE APPRAISALS	2	2	29 CFR 1602.32(c)
	CS07	TEXTBOOK ORDERS	CE+1	CE+1	

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

4.7.008	CS09	FEDERAL GRANT RECORDS	AC+3	AC+3	
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COMPUTER SCIENCE INITIATIVE

1.1.007	CSI01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O
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COMPUTER SCIENCE INITIATIVE

		CLASS RECORDS (FACULTY MAINTAINED)	CE	CE				
1.1.008	CSI02	CORRESPONDENCE - GENERAL	1	1				
	CSI03	COURSE SYLLABI	US	US				
5.2.010	CSI04	EQUIPMENT MANUALS	LA	LA				
	CSI05	EXAM GRADES	1	1				
3.1.019	CSI06	PERFORMANCE APPRAISALS	2	2				
	CSI07	TEXTBOOK ORDERS	CE+1	CE+1				
	CSI08							
4.7.008	CSI09	FEDERAL GRANT RECORDS	AC+3	AC+3				AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

CONTROLLER

4.7.001	CO01	ACCOUNTING POLICIES AND PROCEDURES MANUAL	US+3	US+3				
4.5.003	CO02	ANNUAL FINANCIAL REPORT	PM	PM				AGENCY RETAINS PERMANENT COPY. REQUIRED COPIES SENT TO STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY. STATUTORY REQUIREMENTS. AC = AUDIT COMPLETED
1.1.002	CO03	AUDITS - EXTERNAL	AC+7	AC+7				
4.7.002	CO04	BANK STATEMENTS	FE+3	FE+3				
1.1.004	CO05	LEGISLATIVE APPROPRIATIONS REQUEST	AC+6	AC+6	I			AC = SEPTEMBER 1 OF ODD NUMBERED CALENDAR YEARS

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	LA - Life of Asset	PM - Permanent	I - Retain in University Archives			
AV - Administrative Value	FE - Fiscal Year End	MO - Months	US - Until Superseded	O - Review/Retain Univ Archives			



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

1. Form SLR 105C must accompany this form.

2. Agency Code		756		3. Agency Name								Sul Ross State University	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.				
			Agency	Storage	Total								

CONTROLLER

4.1.002	CO06	BILLING DETAIL	FE+3		FE+3				
5.2.002	CO07	BUILDING CONSTRUCTION PROJECT FILES	AC+10		AC+10	O			TX CIVIL PRACTICE AND REMEDIES CODE, 16.008-16.009. AC = COMPLETION OF PROJECT
5.2.003	CO08	BUILDING PLANS AND SPECIFICATIONS CANCELLED	LA		LA	O			
4.1.003	CO09	CHECKS/STUBS/WARRANTS/DRAFTS	FE+3		FE+3				
4.7.004	CO10	CAPITAL ASSET RECORDS	LA+3		LA+3				
4.6.003	CO11	CASH COUNTS	FE+3		FE+3				
4.2.001	CO12	CASH DEPOSIT VOUCHERS	FE+3		FE+3				
4.7.006	CO13	COMPROLLER STATEMENTS	FE+4		FE+4				
1.1.007	CO14	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	CO15	CORRESPONDENCE - GENERAL	1		1				
4.2.003	CO16	DAILY CASH RECEIPTS LOG	FE+3		FE+3				
4.2.004	CO17	ENCUMBRANCE VOUCHERS	FE+3		FE+3				
5.2.010	CO18	EQUIPMENT MANUALS	LA		LA				
5.2.011	CO19	EQUIPMENT WARRANTIES	AC+1		AC+1				AC = WARRANTY EXPIRED
4.2.007	CO20	EXPENDITURE VOUCHER	FE+3		FE+3				
4.3.003	CO21	EXPENDITURES JOURNALS OR REGISTERS	FE+3		FE+3				
4.5.005	CO22	EXTERNAL FISCAL REPORTS	FE+3		FE+3				
4.7.009	CO23	FIXED ASSET SEQUENTIAL NUMBER LOG	US+3		US+3				

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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CONTROLLER

4.2.006	CO24	GENERAL JOURNAL VOUCHER	FE+3		FE+3				
AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS									
4.7.008	CO25	FEDERAL GRANT INFORMATION ON FILE	AC+3		AC+3				
4.4.001	CO26	GENERAL LEDGERS	FE+3		FE+3				
4.5.002	CO27	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3		FE+3				
5.2.014	CO28	INVENTORY - ANNUAL PHYSICAL	FE+3		FE+3				
4.1.006	CO29	INVESTMENT TRANSACTION FILES	FE+3		FE+3				
5.5.002	CO30	LONG DISTANCE TELEPHONE LOG	AV		AV				
4.7.010	CO31	LONG-TERM LIABILITY	AC+3		AC+3				AC = RETIREMENT OF DEBT
5.2.017	CO32	LOST & STOLEN PROPERTY REPORTS	FE+3		FE+3				
1.1.058	CO33	MEETING MINUTES	PM		PM		I		
4.2.005	CO34	PURCHASE VOUCHERS	FE+3		FE+3				
4.3.002	CO35	RECEIPTS JOURNALS OR REGISTERS	FE+3		FE+3				
4.6.002	CO36	RECONCILIATIONS	FE+3		FE+3				
1.1.067	CO37	REPORTS - ADMINISTRATIVE REQUISITION FOR IN-AGENCY	3		3		O		
5.1.007	CO38	COPY/PRINTING SERVICE	AV		AV				
5.2.021	CO39	SUPLUS PROPERTY SALE	FE+3		FE+3				

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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CONTROLLER

		RETURNED CHECKS/WARRANTS/DRAFTS (UNCOLLECTABLE)	AC+3	AC+3		AC = AFTER DEEMED UNCOLLECTABLE
4.7.003	CO40					
3.3.023	CO41	TRAVEL AUTHORIZATION REQUEST	FE+3	FE+3		

COUNSELING & ACCESSIBILITY SERVICES

		ADVISING FILES/CONTACTS	AC+1	AC+1		AC = GRADUATION
1.1.007	CC02	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
1.1.008	CC03	CORRESPONDENCE - GENERAL	1	1		
	CC04	EARLY WARNING SYSTEM	AC+1	AC+1		AC = GRADUATION
	CC05	MENTOR/TUTOR PROGRAMS	AC+1	AC+1		AC = GRADUATION
	CC06	MID-SEMESTER GRADE REPORTS	8 MO	8 MO		
	CC07	STUDENT WITHDRAWAL FORMS	4	4		
	CC08	COUNSELING FILES	AC+1	AC+1		AC = COUNSELING COMPLETED
						AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
4.7.008	CC09	FEDERAL GRANT RECORDS	AC+3	AC+3		

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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2. Agency Code 756		3. Agency Name Sul Ross State University							
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EARLY CHILDHOOD DEVELOPMENT CENTER

1.1.007	CDC01	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	CDC02	CORRESPONDENCE - GENERAL	1		1				
	CDC03	STUDENT FILES	AC+3		AC+3				AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
4.7.008	CDC04	FEDERAL GRANT RECORDS	AC+3		AC+3				AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

EDUCATION

	ED01	CLASS RECORDS (FACULTY MAINTAINED)	CE		CE				
1.1.007	ED02	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	ED03	CORRESPONDENCE - GENERAL	1		1				
	ED04	COURSE SYLLABI	US		US				
5.2.010	ED05	EQUIPMENT MANUALS	LA		LA				
	ED06	EXAM GRADES	1		1				
3.1.019	ED07	PERFORMANCE APPRAISALS	2		2				29 CFR 1602.32(c)
	ED08	TEXTBOOK ORDERS	CE+1		CE+1				

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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			Agency	Storage	Total				

EDUCATION

4.7.008	ED09	FEDERAL GRANT RECORDS	AC+3	AC+3	
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AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

OFFICE OF EDUCATION & PROFESSIONAL DEVELOPMENT

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 13 TAC 6.94					
		PROGRAMS AND JOB CONTROL LANGUAGE (PC)	AC	AC	
1.1.007	PD01				
1.1.007	PD02	CORRESPONDENCE - ADMINISTRATIVE	3	3	O
1.1.008	PD03	CORRESPONDENCE - GENERAL	1	1	
1.1.065	PD04	REPORTS AND STUDIES - RAW DATA	AV	AV	
1.1.067	PD05	REPORTS - ADMINISTRATIVE	3	3	O
	PD06	STUDENT DEGREE PLANS	AC+3	AC+3	AC = GRADUATION

ENROLLMENT MANAGEMENT

1.1.007	EM01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O
1.1.008	EM02	CORRESPONDENCE - GENERAL	1	1	
	EM03	STUDENT FILES	AC+3	AC+3	AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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ENROLLMENT MANAGEMENT

4.7.008	EM04	FEDERAL GRANT RECORDS	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
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FACILITIES PLANNING, CONSTRUCTION & OPERATIONS

5.2.002	FP01	BUILDING CONSTRUCTION PROJECT FILES	AC+10	AC+10	O	AC = COMPLETION OF PROJECT
4.7.008	FP02	ENDOWMENT RECORDS	PM	PM		
1.1.007	FP03	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
1.1.008	FP04	CORRESPONDENCE - GENERAL	1	1		

FINANCIAL ASSISTANCE

1.1.007	FA01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
1.1.008	FA02	CORRESPONDENCE - GENERAL	1	1		
1.1.067	FA03	REPORTS - ADMINISTRATIVE	3	3	O	
	FA04	SCHOLARSHIP APPLICATIONS	3	3		
	FA05	SCHOLARSHIP AWARDS	3	3		
	FA06	STUDENT FINANCIAL AID RECORDS	AC+3	AC+3		AC = AFTER GRADUATION OR LAST DATE OF ATTENDANCE
	FA07	STUDENT LOAN RECORDS	AC+5	AC+5		AACRAO SCHEDULE C AC = AFTER GRADUATION OR LAST DATE OF ATTENDANCE
3.3.023	FA08	TRAVEL AUTHORIZATION REQUEST	FE+3	FE+3		

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FINANCE & OPERATIONS

4.5.006	FO01	ANNUAL OPERATING BUDGET	FE+3		FE+3	O		
1.1.007	FO02	CORRESPONDENCE - ADMINISTRATIVE	3		3	O		
1.1.008	FO03	CORRESPONDENCE - GENERAL	1		1			
1.1.067	FO04	REPORTS - ADMINISTRATIVE	3		3	O		
1.1.065	FO06	REPORTS AND STUDIES - RAW DATA	AV		AV			

FINE ARTS & COMMUNICATION

	FA01	CLASS RECORDS (FACULTY MAINTAINED)	CE		CE			
1.1.007	FA02	CORRESPONDENCE - ADMINISTRATIVE	3		3	O		
1.1.008	FA03	CORRESPONDENCE - GENERAL	1		1			
	FA04	COURSE SYLLABI	US		US			
5.2.010	FA05	EQUIPMENT MANUALS	LA		LA			
	FA06	EXAM GRADES	1		1			
3.1.019	FA07	PERFORMANCE APPRAISALS	2		2		29 CFR 1602.32(c)	
	FA08	TEXTBOOK ORDERS	CE+1		CE+1			

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

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GEAR UP PROJECT REACH

1.1.007	GU01	CORRESPONDENCE - ADMINISTRATIVE	3		3		O	
1.1.008	GU02	CORRESPONDENCE - GENERAL	1		1			
	GU03	STUDENT FILES	AC+3		AC+3			AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
								AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
4.7.008	GU04	FEDERAL GRANT RECORDS	AC+3		AC+3			

GRADUATE STUDENT CENTER TITLE V

1.1.007	GSC01	CORRESPONDENCE - ADMINISTRATIVE	3		3		O	
1.1.008	GSC02	CORRESPONDENCE - GENERAL	1		1			
	GSC03	STUDENT FILES	AC+3		AC+3			AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
1.1.067	GSC04	REPORTS - ADMINISTRATIVE	3		3		O	
1.1.065	GSC06	REPORTS & STUDIES - RAW DATA	AV		AV			
								AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
4.7.008	GSC04	FEDERAL GRANT RECORDS	AC+3		AC+3			

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OFFICE OF GRADUATE STUDIES

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	GS01	PROGRAMS AND JOB CONTROL LANGUAGE (PC)	AC	AC	
1.1.007	GS02	CORRESPONDENCE - ADMINISTRATIVE	3	3	O
1.1.008	GS03	CORRESPONDENCE - GENERAL	1	1	
1.1.065	GS04	REPORTS AND STUDIES - RAW DATA	AV	AV	
1.1.067	GS05	REPORTS - ADMINISTRATIVE	3	3	O
	GS06	STUDENT DEGREE PLANS	AC+3	AC+3	

AC = GRADUATION

GRANT ADMINISTRATION

	GA01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O
1.1.007	GA02	CORRESPONDENCE - GENERAL	1	1	

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

	GA03	FEDERAL GRANT RECORDS	AC+3	AC+3	
4.7.008					

HISPANIC INSTITUTIONS TRANSFER ACCESS PROJECT

	HI01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O
1.1.007					

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HISPANIC INSTITUTIONS TRANSFER ACCESS PROJECT

1.1.008	HI02	CORRESPONDENCE - GENERAL	1	1					
AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS									
4.7.008	HI03	FEDERAL GRANT RECORDS	AC+3	AC+3					

HOMELAND SECURITY AND CRIMINAL JUSTICE

CLASS RECORDS (FACULTY MAINTAINED)									
	HS01		CE	CE					
1.1.007	HS02	CORRESPONDENCE - ADMINISTRATIVE	3	3		O			
1.1.008	HS03	CORRESPONDENCE - GENERAL	1	1					
	HS04	COURSE SYLLABI	US	US					
	HS05	EXAM GRADES	1	1					
3.1.019	HS06	PERFORMANCE APPRAISALS	2	2					
	HS07	TEXTBOOK ORDERS	CE+1	CE+1					
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4.7.008	HS08	FEDERAL GRANT RECORDS	AC+3	AC+3					

HUMAN RESOURCES

ADA (AMERICANS WITH DISABILITIES ACT) DOCUMENTATION									
1.1.056	HR01		3	3					
3.1	HR02	ACTIVE PERSONNEL FILES	AC+5	AC+5					
AC = TERMINATION									

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HUMAN RESOURCES

3.3.001	HR03	AFFIRMATIVE ACTION PLANS	5	5				
3.3.004	HR04	BENEFIT PLANS	US+1	US+1		29 CFR 1627.3 (b)(2)		
1.1.007	HR05	CORRESPONDENCE - ADMINISTRATIVE	3	3	O			
3.2.008	HR06	DIRECT DEPOSIT AUTHORIZATION	US	US				
3.2.008	HR07	DIRECT DEPOSIT EXEMPTION FORM	US	US				
3.3.031	HR08	EEO-6 REPORTS	3	3		29 CFR 1602.48&50		
3.1.037	HR09	EMPLOYEE RECOGNITION	AC+5	AC+5	O	AC = TERMINATION		
3.1.011	HR10	EMPLOYEE'S INSURANCE FILE	AC+4	AC+4		AC = INSURANCE COVERAGE END OR TERMINATION, WHICHEVER SOONER		
3.1.014	HR11	EMPLOYMENT SELECTION JOB FILES	2	2		29 CFR 1602.49		
3.1.018	HR12	GRIEVANCE PROCEEDINGS	AC+2	AC+2		AC = FINAL DECISION ON GRIEVANCE (DOES NOT INCLUDE COMPLAINTS FILED WITH THE EEOC)		
						29 CFR 31.6001-1(e) (2) AC = TAX DUE DATE, DATE THE CLAIM IS FILED, OR DATE TAX IS PAID WHICHEVER IS LATER		
3.2.003	HR13	FEDERAL TAX RECORDS	AC+4	AC+4				
3.3.004	HR14	GROUP INSURANCE	US+1	US+1				
		HUMAN RESOURCES INFORMATION						
3.2.010	HR15	SYSTEM (HRIS) REPORTS	AC+4	AC+4		AC = REPORTS COMPLETED		
3.1.029	HR16	I-9 DOCUMENTATION	AC+1	AC+1		AC = TERMINATION		
3.3.011	HR17	INACTIVE PERSONNEL RECORDS	PM	PM		1950-1974 ON PAYROLL LEDGER SHEETS, 1975-1990 ON MICROFILM, 1991 - PRESENT IN FOLDERS		
3.1.011	HR18	INSURANCE ENROLLMENT	AC+4	AC+4		AC = INSURANCE COVERAGE END OR TERMINATION, WHICHEVER SOONER		

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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. TSLAC ONLY Amend No.								
			Agency	Storage	Total												

HUMAN RESOURCES

3.1.023	HR19	POSITION/JOB DESCRIPTION	AC+4	AC+4		AC = UNTIL SUPERSEDED OR JOB ELIMINATED 40 TAC 815.106(i)
3.1.012	HR20	JOB OPENING ANNOUNCEMENTS	2	2		29 CFR 1602.49
3.4.002	HR21	LEAVE STATUS REPORT	FE+3	FE+3		
1.1.014	HR22	LEGAL OPINIONS AND ADVICE	AV	AV	O	
5.1.015	HR23	LOG BOOK	1	1		MATERIALS SENT/FAXED, PERSONNEL REQUISITION & ACTION LOG SHEETS
3.3	HR24	VERIFICATION OF STATE SERVICE	AC+5	AC+5		AC = TERMINATION
3.3.010	HR25	NEW HIRE ANALYSIS	3	3		
5.1.001	HR26	OPTIONAL RETIREMENT COMPANIES (CONTRACTS)	AC+4	AC+4		AC = CONTRACT TERMINATED
3.1.031	HR27	OPTIONAL RETIREMENT PROGRAM (CONTRIBUTIONS)	AC+2	AC+2		AC = UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT
3.2.008	HR28	PAYROLL CHECK DISTRIBUTION AUTHORIZATION	US	US		
3.2.002	HR29	PAYROLL EARNINGS RECORDS	4	4		40 TAC 815.106(i)
4.2.002	HR30	PAYROLL SIGN SHEETS	FE+3	FE+3		
4.3.003	HR31	PAYROLL WARRANT BOOK	FE+3	FE+3		
4.5.001	HR32	PAYROLL WORKSHEETS	FE+3	FE+3		
3.1.001	HR33	APPLICATIONS FOR EMPLOYMENT NOT HIRED	2	2		29 CFR 1602.49
3.1.002	HR34	POSITION ACTION REQUEST	2	2		29 CFR 1602.49(a)

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	LA - Life of Asset	PM - Permanent	I - Retain in University Archives	
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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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HUMAN RESOURCES

POSITIONS/JOB CLASSIFICATION										
3.3.015	HR35	REVIEW FILE	US+3		US+3					
1.2.012	HR36	RECORDS INVENTORY WORKSHEETS	US		US					
4.3.002	HR37	RETIREE INSURANCE RECEIPT BOOK	FE+3		FE+3					
3.4.008	HR38	SICK LEAVE POOL DOCUMENTATION	FE+3		FE+3					
3.4.006	HR39	STUDENT MONTHLY TIME RECORDS	FE+4		FE+4					
1.1.067	HR40	STATE & FEDERAL PERSONNEL REPORTS	3		3	O				40 TAC 815.106(i) REPORTS GENERATED FOR VARIOUS STATE AND FEDERAL AGENCIES AC = DISTRIBUTION PLAN FILED AND DISTRIBUTION COMPLETE
3.2.009	HR41	STATE DEFERRED COMPENSATION	AC+5		AC+5					
3.1.022	HR42	STUDENT EMPLOYMENT AUTHORIZATIONS	2		2					29 CFR 1602.49(2) PERSONNEL ACTIONS
4.5.001	HR43	STUDENT WORK ALLOCATION	FE+3		FE+3					
3.3.010	HR44	TERMINATION ANALYSIS	3		3					
3.2.007	HR45	UNEMPLOYMENT COMPENSATION	AC+5		AC+5					AC = TERMINATION AC = TAX DUE DATE, DATE THE CLAIM IS FILED, OR DATE TAX IS PAID WHICH EVER IS LATER. 29 CFR 31.6001-1(e) (2)
3.2.001	HR46	W-2 FORMS	AC+4		AC+4					AC = UNTIL SUPERSEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE 26 CFR 31.6001-1(e) (2)
3.2.005	HR47	W-4 FORMS	AC+4		AC+4					29 CFR 516.6(a)(2)
3.2.006	HR48	WAGE RATE TABLES	2		2					40 TAC 815.106(i)
3.4.006	HR49	TIME SHEETS/LEAVE RECORDS	FE+4		FE+4					

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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			Agency	Storage	Total						

HUMAN RESOURCES

5.4.001	HR50	WORKER'S COMPENSATION CLAIMS	CE+5	CE+5				
						29 CFR 1904.33 THE TEXAS DEPARTMENT OF INSURANCE RETAINS COPIES OF THE REPORTS SUBMITTED TO IT FOR 50 YEARS.		
5.4.001	HR51	WORKER'S COMPENSATION REPORTS	CE+5	CE+5		29 CFR 1904.33 THE TEXAS DEPARTMENT OF INSURANCE RETAINS COPIES OF THE REPORTS SUBMITTED TO IT FOR 50 YEARS.		
3.1.034	HR52	RESUMES - UNSOLICITED	1	1				

INDUSTRIAL TECHNOLOGY

		CLASS RECORDS (FACULTY MAINTAINED)	CE	CE				
1.1.007	IT02	CORRESPONDENCE - ADMINISTRATIVE	3	3		O		
1.1.008	IT03	CORRESPONDENCE - GENERAL	1	1				
	IT04	COURSE SYLLABI	US	US				
5.2.010	IT05	EQUIPMENT MANUALS	LA	LA				
	IT06	EXAM GRADES	1	1				
3.1.019	IT07	PERFORMANCE APPRAISALS	2	2		29 CFR 1602.32(c)		
	IT08	TEXTBOOK ORDERS	CE+1	CE+1				
						AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		
4.7.008	IT09	FEDERAL GRANT RECORDS	AC+3	AC+3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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756		Sul Ross State University							
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			Agency	Storage	Total				

INSTITUTIONAL EFFECTIVENESS

1.1.007	IE01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O
1.1.008	IE02	CORRESPONDENCE - GENERAL	1		1	
4.7.008	IE03	FEDERAL GRANT RECORDS	AC+3		AC+3	
1.1.067	IE04	REPORTS - ADMINISTRATIVE	3		3	O

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

INSTITUTIONAL RESEARCH

1.1.007	IR01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O
1.1.008	IR02	CORRESPONDENCE - GENERAL	1		1	
5.2.010	IR03	EQUIPMENT MANUALS	LA		LA	
1.1.040	IR04	REPORTS AND PAPERS - CONFERENCE REPORTS, STUDIES, AND SURVEYS -	AC		AC	O
1.1.065	IR05	RAW DATA	AV		AV	
1.1.067	IR06	REPORTS - ADMINSTRATIVE	3		3	O

AC = END OF TERM IN OFFICE OR TERMINATION OF SERVICE

INTERNATIONAL STUDIES

1.1.007	IS01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O
1.1.008	IS02	CORRESPONDENCE - GENERAL	1		1	
1.1.067	IS03	REPORTS - ADMINISTRATIVE	3		3	O

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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			Agency	Storage	Total							

INTERNATIONAL STUDIES

	ISO4	STUDENT FILES	AC+3	AC+3				
						AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		
4.7.008	ISO5	FEDERAL GRANT RECORDS	AC+3	AC+3				

KINESIOLOGY & HUMAN PERFORMANCE

	KIN01	CLASS RECORDS (FACULTY MAINTAINED)	CE	CE				
1.1.007	KIN02	CORRESPONDENCE - ADMINISTRATIVE	3	3		O		
1.1.008	KIN03	CORRESPONDENCE - GENERAL	1	1				
	KIN04	COURSE SYLLABI	US	US				
5.2.010	KIN05	EQUIPMENT MANUALS	LA	LA				
	KIN06	EXAM GRADES	1	1				
3.1.019	KIN07	PERFORMANCE APPRAISALS	2	2			29 CFR 1602.32(c)	
	KIN08	TEXTBOOK ORDERS	CE+1	CE+1				
4.7.008	KIN09	FEDERAL GRANT RECORDS	AC+3	AC+3			AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS	

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE - Calendar Year End	PM - Permanent
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LA - Life of Asset	
MO - Months	



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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			Agency	Storage	Total				

LANGUAGES & LITERATURE

		CLASS RECORDS (FACULTY MAINTAINED)	CE	CE				
1.1.007	LL02	CORRESPONDENCE - ADMINISTRATIVE	3	3	O			
1.1.008	LL03	CORRESPONDENCE - GENERAL	1	1				
	LL04	COURSE SYLLABI	US	US				
5.2.010	LL05	EQUIPMENT MANUALS	LA	LA				
	LL06	EXAM GRADES	1	1				
3.1.019	LL07	PERFORMANCE APPRAISALS	2	2				
	LL08	TEXTBOOK ORDERS	CE+1	CE+1				
4.7.008	LL09	FEDERAL GRANT RECORDS	AC+3	AC+3				

[29 CFR 1602.32\(c\)](#)

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

LIBRARY

		ACCOUNTS RECEIVABLE LEDGERS	FE+3	FE+3				
	LB02	AMIGOS ON-LINE CATALOGING SYSTEM	US+1	US+1				
1.1.007	LB03	CORRESPONDENCE - ADMINISTRATIVE	3	3	O			
1.1.008	LB04	CORRESPONDENCE - GENERAL	1	1				
5.5.002	LB05	ELECTRONIC TRANSFERS (COMPUTER AND FACSIMILE RECORDS)	AV	AV				
4.2.004	LB06	ENCUMBRANCE VOUCHERS	FE+3	FE+3				

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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			Agency	Storage	Total														

LIBRARY

4.7	LB07	GIFTS	LA	LA				
	LB08	HOLDINGS - STATISTICS	US	US				
	LB09	INTER LIBRARY LOAN COPYRIGHT COPMLIANCE RECORDS	5	5				
4.5.002	LB10	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3	FE+3				
5.2.017	LB11	LOST & STOLEN PROPERTY REPORTS	FE+3	FE+3				
1.1.063	LB12	MEETING MINUTES/NOTES-STAFF OUTPUT RECORDS FOR COMPUTER PRODUCTION	1	1				
2.2.012	LB13		AV	AV				
5.1.011	LB14	PHOTOCOPIER USE LOGS & REPORTS	AV	AV				
5.3.008	LB15	PURCHASING LOG	FE+3	FE+3				
1.1.065	LB16	REPORTS AND STUDIES - RAW DATA	AV	AV				
1.1.067	LB17	REPORTS - ADMINISTRATIVE	3	3		O		
1.1.043	LB18	TRAINING MATERIALS	US+1	US+1				
5.2.023	LB19	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING)	FE+3	FE+3				
1.2.005	LB20	RECORDS RETENTION SCHEDULE (SLR 105)	US	US			ORIGINAL IS RETAINED BY THE RECORDS MANAGEMENT DIVISION, TX STATE LIBRARY	

LOBO DEN - FRESHMEN CENTER

1.1.007	LD01	CORRESPONDENCE - ADMINISTRATIVE	3	3			O	
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Retention Codes (Field 7)						Archival Codes (Field 8)		
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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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			Agency	Storage	Total				

LOBO DEN - FRESHMEN CENTER

1.1.008	LD02	CORRESPONDENCE - GENERAL	1	1					
						AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS			
4.7.008	LD03	FEDERAL GRANT RECORDS	AC+3	AC+3					
	LD04	STUDENT FILES	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS			
1.1.065	LD05	REPORTS AND STUDIES - RAW DATA	AV	AV					

LOBO ROAD TO SUCCESS - TITLE V

1.1.008	TV02	CORRESPONDENCE - GENERAL	1	1					
						AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS			
4.7.008	TV03	FEDERAL GRANT RECORDS	AC+3	AC+3					
	TV04	STUDENT FILES	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS			

MCNAIR SCHOLARS PROGRAM

1.1.007	MC01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O				
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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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MCNAIR SCHOLARS PROGRAM

1.1.008	MC02	CORRESPONDENCE - GENERAL	1	1					
4.7.008	MC03	FEDERAL GRANT RECORDS	AC+3	AC+3					
	MC04	STUDENT FILES	AC+3	AC+3					

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

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MUSEUM OF THE BIG BEND

4.7	MU01	ACCESSION INFORMATION	PM	PM	I	COLLECTION INFORMATION		
5.1.004	MU02	ADDRESS AND TELEPHONE LISTINGS	US	US				
4.7	MU03	ARTIFACT DOCUMENTATION	PM	PM	I			
1.1.007	MU04	CORRESPONDENCE - ADMINISTRATIVE	3	3	O			
1.1.008	MU05	CORRESPONDENCE - GENERAL	1	1				
4.7	MU06	DONATION JOURNALS	PM	PM	I	MUSEUM DONOR INFORMATION AND GIFT CONTRACTS		
1.1.063	MU07	MEETING MINUTES/NOTES-STAFF	1	1				
1.1.067	MU08	REPORTS - COMMITTEE	PM	PM	I	WEST TEXAS HISTORIC AND SCIENTIFIC SOCIETY (1926-1967)		
1.1.067	MU09	REPORTS, STUDIES, AND SURVEYS - FINAL	PM	PM	I			

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

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MUSEUM OF THE BIG BEND

1.1.065	MU10	REPORTS, STUDIES, AND SURVEYS - RAW DATA	PM	PM	I	ARCHAEOLOGY (SPECIFIC SITE REFERENCE AND FINDINGS)
4.7.008	MU11	FEDERAL GRANT RECORDS	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

NATURAL RESOURCE MANAGEMENT

		CLASS RECORDS (FACULTY MAINTAINED)	CE	CE		
1.1.007	NRM02	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
1.1.008	NRM03	CORRESPONDENCE - GENERAL	1	1		
	NRM04	COURSE SYLLABI	US	US		
5.2.010	NRM05	EQUIPMENT MANUALS	LA	LA		
	NRM06	EXAM GRADES	1	1		
3.1.019	NRM07	PERFORMANCE APPRAISALS	2	2		29 CFR 1602.32(c)
	NRM08	TEXTBOOK ORDERS	CE+1	CE+1		
4.7.008	NRM09	FEDERAL GRANT RECORDS	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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NEWS & PUBLICATION

1.3.001	NP01	AGENCY PUBLICATIONS (RECORD COPY)	PM	PM		REQUIRED COPIES SENT TO STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY		
1.1.008	NP02	CORRESPONDENCE - GENERAL	1	1				
5.2.010	NP03	EQUIPMENT MANUALS	LA	LA				
5.1.004	NP04	MAILING LISTS (PUBLICATION DISTRIBUTION LISTS)	US	US				
1.1.019	NP05	NEWS OR PRESS RELEASES	2	2	O			
5.1.011	NP06	PHOTOCOPIER USE LOGS & REPORTS	AV	AV				
1.3.002	NP07	PUBLICATION DEVELOPMENT FILES	AV	AV	O			
1.1.065	NP08	REPORTS AND STUDIES - RAW DATA	AV	AV				
1.1.067	NP09	REPORTS AND STUDIES	3	3	O			

OFFICE OF AUDITS & ANALYSIS

1.1.002	IA01	AUDITS-INTERNAL	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	IA02	AUDITS-INTERNAL WORKING PAPER	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.		
1.1.007	IA03	CORRESPONDENCE - ADMINISTRATIVE	3	3	O			
1.1.008	IA04	CORRESPONDENCE - GENERAL	1	1				

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

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756		Sul Ross State University									
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OFFICE OF EXTERNAL AFFAIRS

1.1.007	EA01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	EA02	CORRESPONDENCE - GENERAL	1		1				
1.1.067	EA03	REPORTS - ADMINSTRATIVE	3		3	O			
1.1.020	EA04	PUBLIC INFORMATION REQUESTS	AC+1		AC+1		AC = REQUEST COMPLETED		
4.7	EA05	GIFTS/DONATION JOURNALS	12		12				

OFFICE OF INFORMATION TECHNOLOGY

2.1.001	OIT01	AUTOMATED FILES-PROCESSING FILES	AC		AC		AC = COMPLETION OF 3RD UPDATE CYCLE OR RETENTION. REQUIREMENTS FOR SPECIFIC RECORD CATEGORY.		
2.1.002	OIT02	AUTOMATED FILES - MASTER FILES	AC		AC		AC = COMPLETION OF 3RD UPDATE CYCLE OR RETENTION. REQUIREMENTS FOR SPECIFIC RECORD CATEGORY.		
2.1.008	OIT03	COMPUTER HARDWARE MAINTENANCE RECORDS	AC+3		AC+3		AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USEABLE 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 13 TAC 6.94.		
1.1.024	OIT04	DATA PROCESSING PLANNING RECORDS	AC+3		AC+3	O	AC = DECISION MADE TO IMPLEMENT OR NOT RESULT OF PLANNING PROCESS		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	LA - Life of Asset	PM - Permanent	I - Retain in University Archives	
AV - Administrative Value	FE - Fiscal Year End	MO - Months	US - Until Superseded	O - Review/Retain Univ Archives	



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

1. Form SLR 105C must accompany this form.

2. Agency Code		3. Agency Name							
756		Sul Ross State University							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.
			Agency	Storage	Total				

OFFICE OF INFORMATION TECHNOLOGY

5.4.013	OIT05	DISASTER RECOVERY PLAN OUTPUT RECORDS FOR COMPUTER	US	US	
2.2.012	OIT06	PRODUCTION (MAINFRAME)	AV	AV	
2.1.009	OIT07	OPERATING SYSTEMS AND FILE DOCUMENTATION	AC	AC	
2.1.007	OIT08	PROGRAMS AND JOB CONTROL LANGUAGE	AC	AC	
5.1.003	OIT09	JOB CARDS FOR AV DELIVERY	2	2	
5.1.012	OIT10	RENTAL & PURCHASE EQUIPMENT/PRICE LISTS	US+3	US+3	
5.5.001	OIT11	BILLING DETAIL - TELECOMMUNICATIONS	FE+3	FE+3	
5.5.007	OIT12	DISPUTED CALL DOCUMENTATION	FE+3	FE+3	

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[AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USEABLE 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 13 TAC 6.94.](#)

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	LA - Life of Asset	PM - Permanent	I - Retain in University Archives	
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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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OFFICE OF THE PRESIDENT

5.1.004	PR01	ADDRESS AND TELEPHONE LISTINGS	US		US				
4.5.006	PR02	ANNUAL OPERATING BUDGET	FE+3		FE+3		O		
1.1.007	PR03	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	PR04	CORRESPONDENCE - GENERAL	1		1				
4.7.008	PR05	FEDERAL GRANT INFORMATION ON FILE	AC+3		AC+3			AC = GRANT EXPIRED	
4.7	PR06	GIFTS/DONATION JOURNALS	12		12				
3.1.018	PR07	GRIEVANCE RECORDS	AC+2		AC+2			AC = FINAL DECISION ON GRIEVANCE (DOES NOT INCLUDE COMPLAINTS FILED WITH THE EEOC)	
1.1.058	PR08	MEETING AGENDA	PM		PM		I		
1.1.058	PR09	MEETING MINUTES	PM		PM		I		
1.1.063	PR10	MEETING MINUTES/NOTES-STAFF	1		1				
1.1.024	PR11	PLANNING RECORDS	AC+3		AC+3		O	AC = DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.040	PR12	REPORTS AND PAPERS - CONFERENCE	AC		AC		O	AC = END OF TERM IN OFFICE OR TERMINATION OF SERVICE	
1.1.065	PR13	REPORTS AND STUDIES - RAW DATA	AV		AV				
1.1.066	PR14	REPORTS - ANNUAL & BIENNIAL AGENCY (NON-FISCAL)	AC+6		AC+6		I	AC = SEPTEMBER 1 OF ODD CALENDAR YEARS	
4.7	PR15	SCHOLARSHIP/ENDOWMENT FILES	AC+3		AC+3			AC = GRADUATION	

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE - Calendar Year End	PM - Permanent
FE - Fiscal Year End	US - Until Superseded
LA - Life of Asset	
MO - Months	



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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2. Agency Code		3. Agency Name									
756		Sul Ross State University									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.		
			Agency	Storage	Total						

OFFICE OF THE PRESIDENT

1.1.040	PR16	SPEECHES	AC	AC	O	AC = END OF TERM IN OFFICE OR TERMINATION OF SERVICE
1.1.041	PR17	SUGGESTION SYSTEM	1	1		
1.1.055	PR18	STRATEGIC PLANS	AC+6	AC+6	I	AC = SEPTEMBER 1 OF ODD NUMBERED YEARS. ARCHIVAL REQUIREMENT MET BY SENDING COPIES TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY.
1.1.067	PR19	REPORTS AND STUDIES	3	3	O	

PHYSICAL PLANT

5.4.001	PP01	ACCIDENT REPORT - INDIVIDUAL BILLING DETAIL -	CE+5	CE+5		29 CFR 1904.33 THE TEXAS DEPARTMENT OF INSURANCE RETAINS COPIES OF THE REPORTS SUBMITTED TO IT FOR 50 YEARS.
5.5.001	PP02	TELECOMMUNICATIONS	FE+3	FE+3		
5.1.001	PP03	CONTRACTS AND LEASES (OFFSITE CONTRACTORS)	AC+4	AC+4		AC = CONTRACT EXPIRED
1.1.007	PP04	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
1.1.008	PP05	CORRESPONDENCE - GENERAL	1	1		
4.2.003	PP06	DAILY CASH RECEIPTS LOG	FE+3	FE+3		
5.2.007	PP07	DAMAGE REPORTS	FE+3	FE+3		
5.5.002	PP08	(COMPUTER AND FACSIMILE RECORDS)	AV	AV		
5.2.010	PP09	EQUIPMENT MANUALS	LA	LA		

Retention Codes (Field 7)	Archival Codes (Field 8)
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AV - Administrative Value	FE - Fiscal Year End
	LA - Life of Asset
	MO - Months
	PM - Permanent
	US - Until Superseded
	I - Retain in University Archives
	O - Review/Retain Univ Archives



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

1. Form SLR 105C must accompany this form.

2. Agency Code		756		3. Agency Name							Sul Ross State University	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.			
			Agency	Storage	Total							

PHYSICAL PLANT

5.2.008	PP10	EQUIPMENT HISTORY FILE;							
		EQUIPMENT SERVICE AGREEMENTS	LA+3		LA+3				
5.2.011	PP11	EQUIPMENT WARRANTIES	AC+1		AC+1		AC = WARRANTY EXPIRED		
5.2.012	PP12	ESTIMATE FILES (SPPLY AND REPAIR COST ESTIMATES)	1		1				
5.4.003	PP13	FIRE INSPECTION RECORDS	AC+3		AC+3		DEFICIENCY, IF INSPECTION REPORT REVEALS A DEFICIENCY		
5.4.003	PP14	INSPECTION RECORDS (UTILITIES/PLUMBING)	AC+3		AC+3		DEFICIENCY, IF INSPECTION REPORT REVEALS A DEFICIENCY		
5.6.003	PP15	INSPECTION REPAIR AND MAINTENANCE RECORDS - VEHICLES	LA+1		LA+1				
5.1.013	PP16	INSURANCE POLICIES (FOR VEHICLES, EQUIPMENT, ETC.)	AC+4		AC+4		AC = POLICY EXPIRED		
4.1.005	PP17	INVENTORY SHEETS	FE+3		FE+3				
5.2.016	PP18	INVENTORY SYSTEM UPDATE LISTING	AC		AC		AC = TRANSFER OF INFORMATION INTO ANNUAL LISTING		
5.2.024	PP19	MATERIAL SPECIFICATIONS	AC+2		AC+2		AC = MATERIAL IS NO LONGER IN THE AGENCY		
5.6.005	PP20	MILEAGE REPORTS	FE+3		FE+3				
5.6.005	PP21	OPERATIONS LOG - VEHICLES	FE+3		FE+3				
5.3.006	PP22	PURCHASING LOG	FE+3		FE+3				
5.6	PP23	RADIO LOG (RADIO CONTACT WITH SRSU VEHICLES)	1		1				
1.1.065	PP24	REPORTS AND STUDIES - RAW DATA	AV		AV				

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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756		Sul Ross State University								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.	
			Agency	Storage	Total					

PHYSICAL PLANT

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DEFICIENCY, IF INSPECTION REPORT REVEALS A DEFICIENCY

AC = UNTIL SUPERSEDED, DATE EXPIRED, OR TERMINATION, WHICHEVER IS SOONER

AC = TERMINATION OF EMPLOYMENT

LA = VEHICLE NO LONGER OWNED BY UNIVERSITY

[TX HEALTH & SAFETY CODE 502.009\(G\)](#)

[TX HEALTH & SAFETY CODE 502.005\(D\)](#)

2.1.007	PP25	PROGRAMS AND JOB CONTROL LANGUAGE (PC)	AC	AC		
5.4.003	PP26	SAFETY INSPECTIONS	AC+3	AC+3		
5.4.012	PP27	SECURITY ACCESS RECORDS (KEY LOGS, SIGNATRUAL CARDS)	AC+2	AC+2		
1.1.067	PP28	REPORTS - ADMINISTRATIVE	3	3	O	
5.2.019	PP29	SERVICE ORDER	1	1		
5.2.020	PP30	SUPPLY USAGE RECORDS	FE+1	FE+1		
1.1.043	PP31	TRAINING MATERIALS	US+1	US+1		
3.1.027	PP32	TRAINING RECORDS	AC+5	AC+5		
5.2.022	PP33	UTILITY REPORTS	AV	AV		
5.6.007	PP34	VEHICLE TITLES & REGISTRATIONS WORK SCHEDULES/ASSIGNMENTS (ON CALL)	LA	LA		
3.3.020	PP35	HAZARD COMMUNICATION PLANS	1	1		
5.4.008	PP36	HAZARD COMMUNICATION PLANS	US+5	US+5		
5.4.009	PP37	WORKPLACE CHEMICAL LISTS	30	30		

Retention Codes (Field 7)						Archival Codes (Field 8)	
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AV - Administrative Value		FE - Fiscal Year End		MO - Months		US - Until Superseded	
						I - Retain in University Archives	
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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

1. Form SLR 105C must accompany this form.

2. Agency Code		756		3. Agency Name							Sul Ross State University						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.								
			Agency	Storage	Total												

PHYSICAL PLANT

5.4.010	PP38	MATERIAL SAFETY DATA SHEETS	AC	AC					HAZARDOUS CHEMICALS NO LONGER STORED BY AGENCY
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POST OFFICE

5.1	PO01	FORWARDING ADDRESS CARDS	1		1				
5.1.005	PO02	INTERDEPARTMENTAL CHARGES	FE+3		FE+3				
5.1.005	PO03	POSTAGE METER RECORDS	FE+3		FE+3				
5.1.004	PO04	POSTAL BOX CARDS	US		US				
5.1.003	PO05	RECEIPTS FOR CERTIFIED, INSURED, REGISTERED MAIL (SRSU FORMS 3849 & 3830-A)	2		2				

PRINTING SERVICES

1.1.007	PS01	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	PS02	CORRESPONDENCE - GENERAL	1		1				

PURCHASING

1.1.007	PU01	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	PU02	CORRESPONDENCE - GENERAL ELECTRONIC TRANSFERS (COMPUTER AND FACSIMILE RECORDS)	1		1				
5.5.002	PU03	SOFTWARE REGISTRATIONS, WARRANTIES AND LICENSE AGREEMENTS	AV		AV				
2.2.016	PU04	PURCHASING LOG	LA+3		LA+3				
5.3.008	PU05		FE+3		FE+3				

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SLR 105

REV. 03/17



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

1. Form SLR 105C must accompany this form.

2. Agency Code 756		3. Agency Name Sul Ross State University							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.
			Agency	Storage	Total				

PURCHASING

1.1.067	PU06	REPORTS - ADMINISTRATIVE	3		3	O			
5.3.007	PU07	BID DOCUMENTATION	FE+3		FE+3	O			
5.2.023	PU08	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING)	FE+3		FE+3				

RECREATIONAL PROGRAMS

1.1.007	RS01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	RS02	CORRESPONDENCE - GENERAL	1		1				

RESIDENTIAL LIVING

5.1.001	RL01	CONTRACTS AND LEASES	AC+4		AC+4		AC = CONTRACT OR LEASE EXPIRED		
1.1.007	RL02	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	RL03	CORRESPONDENCE - GENERAL	1		1				
5.2.008	RL04	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS	LA+3		LA+3				
5.2.009	RL05	EQUIPMENT INVENTORY DETAIL REPORT FORM	FE+3		FE+3				
1.1.067	RL06	REPORTS - ADMINISTRATIVE	3		3	O			
5.3.009	RL07	REQUEST FOR INFORMATION	AC		AC				
5.2.019	RL08	SERVICE ORDER	1		1				

AC = DATE OF DIRECT PURCHASE, ISSUANCE OF REQUEST OF BIDS, OR DECISION NOT TO PROCEED WITH THE PROCUREMENT, AS APPLICABLE.

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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REGISTRAR

	RE01	ACCEPTANCE LETTERS	AC+5		AC+5		AC = GRADUATION		
	RE02	APPLICATIONS FOR ADMISSION (WHO ARE ENROLLED)	AC+5		AC+5		AC = GRADUATION		
	RE03	APPLICATIONS FOR ADMISSION (WHO DO NOT ENTER)	AC+1		AC+1		AC = ACADEMIC YEAR		
	RE04	CHANGE OF COURSE (ADD/DROP)	1		1				
	RE05	CLASS SCHEDULES (INSTITUTIONAL)	PM		PM				
1.1.007	RE06	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	RE07	CORRESPONDENCE - GENERAL	1		1				
	RE08	CREDIT BY EXAM	AC+5		AC+5		AC = GRADUATION		
	RE09	ENROLLMENT VERIFICATIONS	1		1				
	RE10	ENTRANCE EXAM REPORTS (FOR THOSE ENROLLED)	AC+5		AC+5		AC = GRADUATION		
	RE11	ENTRANCE EXAM REPORTS (WHO DO NOT ENTER)	AC+1		AC+1		AC = ACADEMIC YEAR		
	RE12	GRADE SHEETS	PM		PM				
	RE13	HOLD OR ENCUMBRANCE AUTHORIZATION	AC		AC		AC = HOLD CLEARED		
1.1.063	RE14	MEETINGS - MINUTES/NOTES STAFF	1		1				
1.1.065	RE15	REPORTS AND STUDIES - RAW DATA	AV		AV				
1.1.067	RE16	REPORTS - ADMINISTRATIVE	3		3	O			

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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REGISTRAR

	RE17	STUDENT ACADEMIC RECORDS	PM		PM		ALSO MICROFILM		
	RE18	TRANSCRIPTS - OTHER COLLEGES (FOR THOSE WHO DO NOT ENTER)	AC+1		AC+1		AC = ACADEMIC YEAR		
1.3.001	RE19	UNIVERSITY CATALOG	PM		PM	O	AGENCY MAINTAINS PERMANENT COPY. REQUIRED COPIES SENT TO STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY		
	RE20	TRANSCRIPTS - OTHER COLLEGES (FOR THOSE WHO ARE ENROLLED)	AC+5		AC+5		AC = GRADUATION		
	RE21	WITHDRAWAL AUTHORIZATIONS	AC+2		AC+2		AC = ACADEMIC YEAR		
	RE22	VA ADMINISTRATION CERTIFICATIONS	AC+3		AC+3		AC = ACADEMIC YEAR		

RIO GRANDE RESEARCH CENTER

1.1.007	RGRC01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	RGRC02	CORRESPONDENCE - GENERAL	1		1				
1.3.001	RGRC03	AGENCY PUBLICATIONS	PM		PM		REQUIRED COPIES SENT TO STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY		
4.7.008	RGRC04	FEDERAL GRANT RECORDS	AC+3		AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		
1.1.065	RGRC05	REPORTS, STUDIES, AND SURVEYS - RAW DATA	AV		AV				
1.1.067	RGRC06	REPORTS - ADMINISTRATIVE	3		3	O			

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

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SMALL BUSINESS DEVELOPMENT CENTER

1.1.007	SB01	CORRESPONDENCE - ADMINISTRATIVE	3	3	0				
1.1.008	SB02	CORRESPONDENCE - GENERAL	1	1					
	SB03	SMALL BUSINESS ADMINISTRATION REPORTS	10	10					
	SB04	CLIENT RECORDS	AC+10	AC+10		AC = COMPLETION OF PROJECT AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS			
4.7.008	SB05	FEDERAL GRANT RECORDS	AC+3	AC+3					

SPONSORED PROGRAMS

	SP01	GIFTS/DONATION JOURNALS	LA	LA					
1.1.020	SP02	PUBLIC INFORMATION REQUESTS - APPROVED	AC+1	AC+1		AC = REQUEST COMPLETED			
1.1.063	SP03	MEETINGS - MINUTES/NOTES STAFF	1	1					
1.1.007	SP04	CORRESPONDENCE - ADMINISTRATIVE	3	3	0				
1.1.008	SP05	CORRESPONDENCE - GENERAL	1	1					

STUDENT HEALTH SERVICES

1.1.007	SH01	CORRESPONDENCE - ADMINISTRATIVE	3	3	0				
1.1.008	SH02	CORRESPONDENCE - GENERAL	1	1					
5.1.013	SH03	INSURANCE POLICIES	AC+4	AC+4		AC = POLICY TERMINATED			
5.2.014	SH04	INVENTORY - ANNUAL PHYSICAL	FE+3	FE+3					

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STUDENT HEALTH SERVICES

	SH05	STUDENT MEDICAL RECORDS	AC+7		AC+7	
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AC = LAST DATE ON WHICH SERVICE WAS GIVEN
(TX ADMIN. CODE, TITLE 22, PART 9, CHPT 165, RULE 165.1)

STUDENT LIFE

	SL01	APPLICATIONS/FRESHMAN LEADERSHIP PROGRAM	5		5	
1.1.007	SL02	CORRESPONDENCE - ADMINISTRATIVE	3		3	O
1.1.008	SL03	CORRESPONDENCE - GENERAL	1		1	
1.1.065	SL04	REPORTS AND STUDIES - RAW DATA	AV		AV	
	SL05	STUDENT DISCIPLINARY RECORDS	5		5	
	SL06	STUDENT TRIP WAIVER	1		1	
1.1.067	SL07	REPORTS AND STUDIES	3		3	O

STUDENT SUPPORT SERVICES

	SS01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O
1.1.008	SS02	CORRESPONDENCE - GENERAL	1		1	

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

	SS03	STUDENT FILES	AC+3		AC+3	
--	------	---------------	------	--	------	--

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

4.7.008	SS04	FEDERAL GRANT RECORDS	AC+3		AC+3	
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Retention Codes (Field 7)	Archival Codes (Field 8)
AC - After Closed, Terminated, Completed, Expired, Settled	I - Retain in University Archives
AV - Administrative Value	O - Review/Retain Univ Archives
CE - Calendar Year End	LA - Life of Asset
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	PM - Permanent
	US - Until Superseded



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

1. Form SLR 105C must accompany this form.

2. Agency Code		756		3. Agency Name							Sul Ross State University		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.				
			Agency	Storage	Total								

TALENT SEARCH PROGRAM

1.1.007	TS01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	TS02	CORRESPONDENCE - GENERAL	1		1				
	TS03	STUDENT FILES	AC+3		AC+3				
							AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		
4.7.008	TS04	FEDERAL GRANT RECORDS	AC+3		AC+3				
	TS05	RECRUITING INFORMATION	1		1				
							AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		

UNIVERSITY CENTER & CAMPUS ACTIVITIES

1.1.007	UC01	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008	UC02	CORRESPONDENCE - GENERAL	1		1				
	UC03	GAME ROOM	FE+3		FE+3				
	UC04	CONFERENCES/MEETINGS/CAMPS	FE+3		FE+3				
	UC05	CAMPUS ORGANIZATIONS	AV		AV				
							FEES COLLECTED FOR GAME ROOM USE RENTAL OF SPACE AND CONFERENCE SET UP RECORDS		
5.2.026	UC06	FACILITIES RESERVATION LOGS	2		2				
1.1.063	UC07	MEETING MINUTES/NOTES-STAFF	1		1				
	UC08	PROJECT/PROGRAM LOGBOOKS	AC+3		AC+3				
							AC = PROGRAM COMPLETED		
3.3.023	UC09	TRAVEL AUTHORIZATION REQUEST	FE+3		FE+3				

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UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

1.1.007	UD01	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	UD02	CORRESPONDENCE - GENERAL	1		1				
1.1.069	UD03	DAILY ACTIVITY LOGS	1		1				
3.1.026	UD04	DEPT/PUBLIC SAFETY (AUSTIN) CRIMINAL RECORD CHECKS	AC		AC			AC = CRIMINAL HISTORY HAS SERVED IMMEDIATE PURPOSE FOR WHICH IS WAS OBTAINED	
3.3.026	UD05	EMPLOYEE LISTINGS	US+3		US+3				
5.4.007	UD06	HAZARDOUS MATERIALS TRAINING RECORDS	5		5			TX HEALTH AND SAFETY CODE 502.009(G)	
5.4.012	UD07	PICTURE IDENTIFICATION CARDS WITH ID NO. AND NAME OF FACULTY/STAFF AND STUDENTS	AC+2		AC+2			AC = UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICH EVER IS SOONER.	
5.4.002	UD08	EVACUATION PLANS	US		US				
	UD09	INCIDENT REPORTS	2		2				
5.4.012	UD10	KEY REQUESTS	AC+2		AC+2			AC = UNTIL SUPERSEDED, DATE EXPIRED, OR TERMINATION, WHICH EVER IS SOONER.	
5.6	UD11	MOTOR VEHICLE ACCIDENT REPORTS	2		2			PUBLIC SAFETY ACCIDENT REPORTS PS4150-01 (DWI 2ND OR 3RD DEGREE FELONIES RETENTION 10 YEARS PS4125-05(b))	
5.6	UD12	MOVING/PARKING CITATIONS	FE+3		FE+3			PARKING AND MOVING TICKET RECORDS INCLUDING FINES	
5.6	UD13	RADIO LOGS	3		3				
5.6.009	UD14	VEHICLE PARKING PERMITS	US		US			CAMPUS PARKING DECALS	

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UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

5.4.003	UD15	SAFETY INSPECTION RECORDS	AC+3		AC+3				
5.4.008	UD16	HAZARD COMMUNICATION PLANS	US+5		US+5				
5.4.009	UD17	WORKPLACE CHEMICAL LISTS	30		30				
5.4.010	UD18	MATERIAL SAFETY DATA SHEETS	AC		AC				

AC = INSPECTION, OR DATE OF THE CORRECTION OF THE DEFICIENCY IF THE INSPECTION REPORT REVEALS A DEFICIENCY
[TX HEALTH AND SAFETY CODE 502.009\(G\).](#)
[HEALTH AND SAFETY CODE, SECTION 502.005\(d\).](#)
 HAZARDOUS CHEMICAL NO LONGER STORED BY AGENCY.

UPWARD BOUND

1.1.007	UB01	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	UB02	CORRESPONDENCE - GENERAL	1		1				
	UB03	STUDENT FILES	AC+3		AC+3				
4.7.008	UB04	FEDERAL GRANT RECORDS	AC+3		AC+3				

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VOCATIONAL NURSING

	VN01	CLASS RECORDS (FACULTY MAINTAINED)	CE		CE				
1.1.007	VN02	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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			Agency	Storage	Total				

VOCATIONAL NURSING

1.1.008	VN03	CORRESPONDENCE - GENERAL	1	1				
	VN04	COURSE SYLLABI	US	US				
5.2.010	VN05	EQUIPMENT MANUALS	LA	LA				
	VN06	EXAM GRADES	1	1				
3.1.019	VN07	PERFORMANCE APPRAISALS	2	2				
	VN08	TEXTBOOK ORDERS	CE+1	CE+1				
								29 CFR 1602.32(c)
4.7.008	VN09	FEDERAL GRANT RECORDS	AC+3	AC+3				AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

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STATE OF TEXAS RECORDS RETENTION SCHEDULE

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			Agency	Storage	Total						

RGC

ADMISSIONS & RECORDS

	AD01	ACCEPTANCE LETTERS	AC+5	AC+5	AC = GRADUATION
	AD02	APPLICATIONS FOR ADMISSION (WHO ARE ENROLLED)	AC+5	AC+5	AC = GRADUATION
	AD03	APPLICATIONS FOR ADMISSION (WHO DO NOT ENTER)	AC+1	AC+1	AC = ACADEMIC YEAR
	AD04	CHANGE OF COURSE (ADD/DROP)	1	1	
	AD05	CLASS SCHEDULES (INSTITUTIONAL)	PM	PM	
1.1.007	AD06	CORRESPONDENCE - ADMINISTRATIVE	3	3	O
1.1.008	AD07	CORRESPONDENCE - GENERAL	1	1	
	AD08	CREDIT BY EXAM	AC+5	AC+5	AC = GRADUATION
	AD09	ENROLLMENT VERIFICATIONS	1	1	
	AD10	ENTRANCE EXAM REPORTS (FOR THOSE ENROLLED)	AC+5	AC+5	AC = GRADUATION
	AD11	ENTRANCE EXAM REPORTS (WHO DO NOT ENTER)	AC+1	AC+1	AC = ACADEMIC YEAR
	AD12	GRADE SHEETS	PM	PM	
	AD13	HOLD OR ENCUMBRANCE AUTHORIZATION	AC	AC	AC = HOLD CLEARED
1.1.063	AD14	MEETING - MINUTES/NOTES STAFF	1	1	
1.1.065	AD15	REPORTS AND STUDIES - RAW DATA	AV	AV	
1.1.067	AD16	REPORTS AND STUDIES	3	3	O

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SLR 105

REV. 03/17



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

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ADMISSIONS & RECORDS

		AD17	STUDENT ACADEMIC RECORDS	PM		PM		ALSO MICROFILM		
		AD18	TRANSCRIPTS - OTHER COLLEGES (FOR THOSE WHO DO NOT ENTER)	AC+1		AC+1		AC = ACADEMIC YEAR		
		AD19	TRANSCRIPTS - OTHER COLLEGES (FOR THOSE WHO ARE ENROLLED)	AC+5		AC+5		AC = GRADUATION		
1.3.001		AD20	UNIVERSITY CATALOG	PM		PM	O	AGENCY MAINTAINS PERMANENT COPY, REQUIRED COPIES SENT TO STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY		
		AD21	WITHDRAWAL AUTHORIZATIONS	AC+2		AC+2		AC = ACADEMIC YEAR		
		AD22	VA ADMINISTRATION CERTIFICATIONS	AC+3		AC+3		AC = ACADEMIC YEAR		
		AD23	RECRUITING INFORMATION		1		1			

BUSINESS ADMINISTRATION

		BA01	CLASS RECORDS (FACULTY MAINTAINED)	CE		CE				
1.1.007		BA02	CORRESPONDENCE - ADMINISTRATIVE	3		3	O			
1.1.008		BA03	CORRESPONDENCE - GENERAL	1		1				
		BA04	COURSE SYLLABI	US		US				
5.2.010		BA05	EQUIPMENT MANUALS	LA		LA				
		BA06	EXAM GRADES	1		1				
3.1.019		BA07	PERFORMANCE APPRAISALS	2		2		29 CFR 1602.32(c)		

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BUSINESS ADMINISTRATION

	BA08	TEXTBOOK ORDERS	CE+1	CE+1				
4.7.008	BA09	FEDERAL GRANT RECORDS	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		

BUSINESS SERVICES

1.1.002	BU01	AUDITS-EXTERNAL	AC+7	AC+7		AC = AUDIT COMPLETED		
1.1.002	BU02	AUDITS - INTERNAL	AC+7	AC+7		AC = AUDIT COMPLETED		
5.1.001	BU03	CONTRACTS AND LEASES	AC+4	AC+4		AC = CONTRACT TERMINATED		
1.1.007	BU04	CORRESPONDENCE - ADMINISTRATIVE	3	3	O			
1.1.008	BU05	CORRESPONDENCE - GENERAL	1	1				
5.1.013	BU06	INSURANCE POLICIES (FOR BOILER, ATHLETES, ETC)	AC+4	AC+4		AC = POLICY TERMINATED		
4.5.002	BU07	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3	FE+3				
1.1.002	BU08	REPORTS - AUDITS	AC+7	AC+7		PERMANENT RECORD COPY. AC = AUDIT COMPLETED		
1.1.068	BU09	REPORTS - PERFORMANCE AND FUNDS MANAGEMENT	AC+6	AC+6	O	AC = SEPTEMBER 1 OF ODD NUMBERED CALENDAR YEARS		
3.1.035	BU10	SURETY BONDS	AC+4	AC+4	O	AC = BOND EXPIRED		
4.5.001	BU11	WORKSHEETS FOR PREPARING FISCAL REPORTS	FE+3	FE+3				

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EDUCATION

		CLASS RECORDS (FACULTY MAINTAINED)	CE	CE				
1.1.007	ED02	CORRESPONDENCE - ADMINISTRATIVE	3	3		O		
1.1.008	ED03	CORRESPONDENCE - GENERAL	1	1				
	ED04	COURSE SYLLABI	US	US				
5.2.010	ED05	EQUIPMENT MANUALS	LA	LA				
	ED06	EXAM GRADES	1	1				
3.1.019	ED07	PERFORMANCE APPRAISALS	2	2		29 CFR 1602.32(c)		
	ED08	TEXTBOOK ORDERS	CE+1	CE+1				
4.7.008	ED09	FEDERAL GRANT RECORDS	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS		

FINANCIAL AID

1.1.007	FA01	CORRESPONDENCE - ADMINISTRATIVE	3	3		O		
1.1.008	FA02	CORRESPONDENCE - GENERAL	1	1				
1.1.067	FA03	REPORTS - ADMINISTRATIVE	3	3		O		
	FA04	SCHOLARSHIP APPLICATIONS	3	3				
	FA05	SCHOLARSHIP AWARDS	3	3				
	FA06	STUDENT FIANCIAL AID RECORDS	AC+3	AC+3		AC = GRADUATION OR LAST DATE OF ATTENDANCE		

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FINANCIAL AID

	FA07	STUDENT LOAN RECORDS	AC+5	AC+5	
3.3.023	FA08	TRAVEL AUTHORIZATION REQUEST	FE+3	FE+3	AACRAO SCHEDULE C AC = AFTER GRADUATION OR LAST DATE OF ATTENDANCE

HUMANITIES

	HUM01	CLASS RECORDS (FACULTY MAINTAINED)	CE	CE	
1.1.007	HUM02	CORRESPONDENCE - ADMINISTRATIVE	3	3	O
1.1.008	HUM03	CORRESPONDENCE - GENERAL	1	1	
	HUM04	COURSE SYLLABI	US	US	
5.2.010	HUM05	EQUIPMENT MANUALS	LA	LA	
	HUM06	EXAM GRADES	1	1	
3.1.019	HUM07	PERFORMANCE APPRAISALS	2	2	29 CFR 1602.32(c)
	HUM08	TEXTBOOK ORDERS	CE+1	CE+1	
4.7.008	HUM09	FEDERAL GRANT RECORDS	AC+3	AC+3	AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

NATURAL & BEHAVIORAL SCIENCES

	NA01	CLASS RECORDS (FACULTY MAINTAINED)	CE	CE	
1.1.007	NA02	CORRESPONDENCE - ADMINISTRATIVE	3	3	O

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NATURAL & BEHAVIORAL SCIENCES

1.1.008	NA03	CORRESPONDENCE - GENERAL	1		1				
	NA04	COURSE SYLLABI	US		US				
5.2.010	NA05	EQUIPMENT MANUALS	LA		LA				
	NA06	EXAM GRADES	1		1				
3.1.019	NA07	PERFORMANCE APPRAISALS	2		2		29 CFR 1602.32(c)		
	NA08	TEXTBOOK ORDERS	CE+1		CE+1				
4.7.008	NA09	FEDERAL GRANT RECORDS	AC+3		AC+3				AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

NURSING

	NU01	CLASS RECORDS (FACULTY MAINTAINED)	CE		CE				
1.1.007	NU02	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	NU03	CORRESPONDENCE - GENERAL	1		1				
	NU04	COURSE SYLLABI	US		US				
5.2.010	NU05	EQUIPMENT MANUALS	LA		LA				
	NU06	EXAM GRADES	1		1				
3.1.019	NU07	PERFORMANCE APPRAISALS	2		2		29 CFR 1602.32(c)		
	NU08	TEXTBOOK ORDERS	CE+1		CE+1				

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NURSING

4.7.008	NU09	FEDERAL GRANT RECORDS	AC+3	AC+3						AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
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OFFICE OF INFORMATION TECHNOLOGY

1.1.024	OIT01	DATA PROCESSING PLANNING RECORDS	AC+3	AC+3	O					AC = DECISION MADE TO IMPLEMENT OR NOT RESULT OF PLANNING PROCESS
2.1.001	OIT02	AUTOMATED FILES-PROCESSING FILES	AC	AC						AC = COMPLETION OF 3RD UPDATE CYCLE OR RETENTION. REQUIREMENTS FOR SPECIFIC RECORD CATEGORY.
2.1.002	OIT03	AUTOMATED FILES - MASTER FILES	AC	AC						AC = COMPLETION OF 3RD UPDATE CYCLE OR RETENTION. REQUIREMENTS FOR SPECIFIC RECORD CATEGORY.
2.1.008	OIT04	COMPUTER HARDWARE MAINTENANCE RECORDS	AC+3	AC+3						AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USEABLE 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 13 TAC 6.94.
5.4.013	OIT05	DISASTER RECOVERY PLAN	US	US						
5.1.003	OIT06	JOB CARDS FOR AV DELIVERY	2	2						

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OFFICE OF INFORMATION TECHNOLOGY

2.2.012	OIT07	OUTPUT RECORDS FOR COMPUTER PRODUCTION (MAINFRAME)	AV	AV					
AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USEABLE 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 13 TAC 6.94.									
2.1.009	OIT07	OPERATING SYSTEMS AND FILE DOCUMENTATION	AC	AC					
5.5.007	OIT12	DISPUTED CALL DOCUMENTATION	FE+3	FE+3					
AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USEABLE 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 13 TAC 6.94.									
2.1.007	OIT08	PROGRAMS AND JOB CONTROL LANGUAGE	AC	AC					
5.1.012	OIT10	RENTAL & PURCHASE EQUIPMENT/PRICE LISTS	US+3	US+3					
5.5.001	OIT11	BILLING DETAIL - TELECOMMUNICATIONS	FE+3	FE+3					

OFFICE OF THE DEAN

3.1.002	OD01	APPLICATIONS FOR PERMANENT EMPLOYMENT-HIRED	AC+5	AC+5					
1.1.007	OD02	CORRESPONDENCE - ADMINISTRATIVE	3	3					O

Retention Codes (Field 7)					Archival Codes (Field 8)				
AC - After Closed, Terminated, Completed, Expired, Settled		CE - Calendar Year End		LA - Life of Asset		PM - Permanent		I - Retain in University Archives	
AV - Administrative Value		FE - Fiscal Year End		MO - Months		US - Until Superseded		O - Review/Retain University Archives	



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

1. Form SLR 105C must accompany this form.

2. Agency Code 756		3. Agency Name Sul Ross State University							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.
			Agency	Storage	Total				

OFFICE OF THE DEAN

1.1.008	OD03	CORRESPONDENCE - GENERAL	1		1				
1.1.058	OD04	MEETING AGENDA	PM		PM				
1.1.058	OD05	MEETING MINUTES	PM		PM				
1.1.067	OD06	REPORTS - ADMINISTRATIVE	3		3		O		

OFFICE OF THE VICE PRESIDENT

1.1.007	OVP01	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	OVP02	CORRESPONDENCE - GENERAL	1		1				
5.2.001	OVP03	BUILDING CONSTRUCTION PROJECT FILES	AC+10		AC+10		O	AC = COMPLETION OF PROJECT	
	OVP04	ENDOWMENT RECORDS	PM		PM				
1.1.058	OVP05	MEETING AGENDA	PM		PM				
1.1.058	OVP06	MEETING MINUTES	PM		PM				
1.1.067	OVP07	REPORTS - ADMINISTRATIVE	3		3		O		

PPOHA TITLE V

1.1.007	TV01	CORRESPONDENCE - ADMINISTRATIVE	3		3		O		
1.1.008	TV02	CORRESPONDENCE - GENERAL	1		1				

AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	LA - Life of Asset	PM - Permanent	I - Retain in University Archives	
AV - Administrative Value	FE - Fiscal Year End	MO - Months	US - Until Superseded	O - Review/Retain Univ Archives	



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

1. Form SLR 105C must accompany this form.

2. Agency Code 756		3. Agency Name Sul Ross State University							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.
			Agency	Storage	Total				

PPOHA TITLE V

4.7.008	TV04	FEDERAL GRANT RECORDS	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
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PUBLIC & MEDIA RELATIONS

1.3.001	NP01	AGENCY PUBLICATIONS (RECORD COPY)	PM	PM		REQUIRED COPIES SENT TO STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY
1.1.008	NP02	CORRESPONDENCE - GENERAL	1	1		
5.2.010	NP03	EQUIPMENT MANUALS	LA	LA		
5.1.004	NP04	MAILING LISTS (PUBLICATION DISTRIBUTION LISTS)	US	US		
1.1.019	NP05	NEWS OR PRESS RELEASES	2	2	O	
5.1.011	NP06	PHOTOCOPIER USE LOGS & REPORTS	AV	AV		
1.3.002	NP07	PUBLICATION DEVELOPMENT FILES	AV	AV	O	
1.1.065	NP08	REPORTS AND STUDIES - RAW DATA	AV	AV		
1.1.067	NP09	REPORTS AND STUDIES	3	3	O	

SMALL BUSINESS DEVELOPMENT CENTER

1.1.007	SB01	CORRESPONDENCE - ADMINISTRATIVE	3	3	O	
1.1.008	SB02	CORRESPONDENCE - GENERAL	1	1		
	SB03	SMALL BUSINESS ADMINISTRATION REPORTS	10	10		
	SB04	CLIENT RECORDS	AC+10	AC+10		AC = COMPLETION OF PROJECT

Retention Codes (Field 7)	Archival Codes (Field 8)
AC - After Closed, Terminated, Completed, Expired, Settled	I - Retain in University Archives
AV - Administrative Value	O - Review/Retain Univ Archives
CE - Calendar Year End	LA - Life of Asset
FE - Fiscal Year End	MO - Months
	PM - Permanent
	US - Until Superseded



STATE OF TEXAS RECORDS RETENTION SCHEDULE

SLR 105

1. Form SLR 105C must accompany this form.

2. Agency Code		756		3. Agency Name							Sul Ross State University	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.			
			Agency	Storage	Total							

SMALL BUSINESS DEVELOPMENT CENTER

4.7.008	SB05	FEDERAL GRANT RECORDS	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
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STUDENT SERVICES

1.1.007	SS01	CORRESPONDENCE - ADMINISTRATIVE	3	3	0	
1.1.008	SS02	CORRESPONDENCE - GENERAL	1	1		
	SS03	STUDENT FILES	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS
4.7.008	SS04	FEDERAL GRANT RECORDS	AC+3	AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC - After Closed, Terminated, Completed, Expired, Settled	CE - Calendar Year End	LA - Life of Asset	PM - Permanent	I - Retain in University Archives	O - Review/Retain Univ Archives
AV - Administrative Value	FE - Fiscal Year End	MO - Months	US - Until Superseded		