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CAUTION

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

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

 <div style="display: inline-block; text-align: center;"> <h1 style="margin: 0;">STATE OF TEXAS</h1> <h2 style="margin: 0;">Records Retention Schedule</h2> </div>		SLR 105 <i>Form SLR 105C must accompany this form.</i>						
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ADMINISTRATIVE RECORDS

1.1.002	SFA1.1.2	Audits Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC+7		AC+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.		
1.1.004	SFA1.1.4	Legislative Appropriations Requests Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC+6		AC+6	I AC = September 1 of odd-numbered calendar years Archival Note: The archival requirement is met by sending the required copies of the requests to the East Texas Research Center (ETRC) and the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.		
1.1.006	SFA1.1.6	Complaint Records Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC+2		AC+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	SFA1.1.7	Correspondence – Administrative Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them	4		4	O	Archival Note: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the ETRC when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.		
1.1.008	SFA1.1.8	Correspondence – General Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
1.1.010	SFA1.1.10	Directives Any document that officially initiates, rescinds, or amends general office procedures.	US+1		US +1				
1.1.011	SFA1.1.11	Executive Orders Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US+3		US+3	I			

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1.1.013	SFA1.1.13	Calendars, Appointment and Itinerary Records Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE+1		CE+1	O	Archival Note: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the ETRC when these records have met their retention periods. 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.		
	SFA1.1.13a	Calendars, Academic	5		5	O			
1.1.014	SFA1.1.14	Legal Opinions and Advice From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	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.		
1.1.019	SFA1.1.19	Public Relations Records News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2		2	O			
1.1.020	SFA1.1.20	Public Information Requests – Not Exempted Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC+1		AC+1		AC = Date request fulfilled		
1.1.021	SFA1.1.21	Public Information Requests-Exempted Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code)	AC+2		AC+2		AC=Date of notification that records are exempt		

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1.1.023	SFA1.1.23	Organization Charts	US		US	I			
1.1.024	SFA1.1.24	Plans and Planning Records Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC+3		AC+3	O	AC=Decision made to implement or not to implement results of planning process. Archival Note: Data processing planning records are not archival		
1.1.026	SFA1.1.26	Texas Register Submissions Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC+1		AC+1		AC = Date of publication in the Texas Register.		
1.1.038	SFA1.1.38	Customer Surveys Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC		AC		AC = Final disposition of summary report SEE item number 1.1.067 for summary reports compiled from customer surveys.		
1.1.040	SFA1.1.40	Speeches, Papers and Presentations Notes or text of speeches, papers or reports delivered in conjunction with agency work.	AC		AC	O	AC=End of term in office or termination of service in a state position Archival Note: Review required before disposal.		
1.1.041	SFA1.1.41	Suggestion System Records Suggestions submitted by agency personnel and responses	1		1				
1.1.043	SFA1.1.43	Training Materials Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US+1		US+1				

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1.1.048	SFA1.1.48	Litigation Files Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC+1		AC+1	O	AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. Archival Note: Review required before disposal. Cases that set legal precedent or exhibit historical value will be evaluated by the ETRC for archival preservation.		
1.1.055	SFA1.1.55	Strategic Plans Information resources and operational strategic plans prepared in accordance with Sections 2054.095 and 2056.002, Government Code.	AC+6		AC+6	I	AC=September 1 of odd-numbered calendar years Archival Note: The archival requirement is met by sending the required copies of the plans to the ETRC and the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.056	SFA1.1.56	ADA (Americans with Disabilities Act) Documentation Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act	3		3		28 CFR 35.105(c)		

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1.1.057	SFA1.1.57	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 on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; internal meeting notices; routing slips; telephone message notifications; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.	AC		AC	AC=Purpose of record has been fulfilled CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		
1.1.058	SFA1.1.58	Meetings Agenda and Minutes Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM		PM	Archive Note: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the ETRC. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.		

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1.1.059	SFA1.1.59	Meetings, Certified Agendas or Tape Recordings of Closed Certified agendas or tape recordings of closed meetings of state boards, commissions, committees and councils.	AC+2		AC+2		AC= The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, Section 551.104(a). SEE caution comment at item number 1.1.058.		
1.1.060	SFA1.1.60	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 ALSO caution comment at item number 1.1.058.		
1.1.061	SFA1.1.61	Meeting-Notes Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC+90 Days		AC+90 Days		AC = Approval of the formal minutes by the governing body. SEE caution comment at item number 1.1.058.		
1.1.062	SFA1.1.62	Meetings – Supporting Documents Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	2		2	I	SEE caution comment at item number 1.1.058.		
1.1.063	SFA1.1.63	Staff Meeting Minutes and Notes Minutes or notes, and supporting documents taken at internal agency staff meetings.	1		1				

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1.1.064	SFA1.1.64	Agency Performance Measure 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.		
1.1.065	SFA1.1.65	Reports and Studies (Non- Fiscal)-Raw Data Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV		CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.		
1.1.066	SFA1.1.66	Reports-Biennial or Annual Agency (Narrative) Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC+6		AC+6	I	AC = September 1 of odd numbered calendar years. Archival Note: The archival requirement is met by sending the required copies of the reports to the ETRC and Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.067	SFA1.1.67	Reports and Studies (Non-Fiscal) Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entries.	3		3	O			
1.1.068	SFA1.1.68	Reports on Performance Measures Quarterly and annual reports on agency performance measures submitted to executive and legislative offices	AC+6		AC + 6		AC = September 1 of odd-numbered calendar years.		

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1.1.069	SFA1.1.69	Reports – Activity Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	1		1		CAUTION: SEE item number 1.1.064.		
1.1.070	SFA1.1.70	Agency Rules, Policies, and Procedures – Final Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC+3		AC + 3	O	AC = Completion or termination of program, rules, policies or procedures. SEE ALSO: Agency Rules, Policies and Procedures – Working Files, item number 1.1.071.		
1.1.071	SFA1.1.71	Agency Rules, Policies, and Procedures-Working Files Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC+3		AC + 3	O	AC = Completion or termination of program, rules, policies or procedures. See also item number 1.1.070.		
1.1.072	SFA1.1.72	Public Information Reports Reports made to the Office of the Attorney General on an agency's Public Information Act activities.	2		2				
1.1.073	SFA1.1.73	Administrative Hearings Transcriptions and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including notices, proofs of publication, and meeting minutes.	AC+3		AC+ 3	O	AC = Last action.		

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1.1.074	SFA1.1.74	Sunset Review Report and Documentation	AC+3		AC + 3	O	AC = After the subsequent Sunset Review.		
1.1.075	SFA1.1.75	Alternative Dispute Resolutions- Final Agreement Final agreement described by Government Code, 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC+4		AC + 4		AC = Date of final agreement. Texas Civil Practice and Remedies Code, Chapter 154.071.		
1.2.001	SFA1.2.1	Destruction Authorizations Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE+3		FE + 3				
1.2.003	SFA1.2.3	Forms History File Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC+1		AC + 1		AC = Discontinuance use of form.		
1.2.004	SFA1.2.4	Forms Inventory Any periodic listing of all forms used internally or externally by an agency.	US		US				
1.2.005	SFA1.2.5	Records Retention Schedule (SLR 105) Agency copy, formerly RMD 105. Includes documentation of certification and approval- forms SLR 105C (formerly RMD 105C) and/or other forms designated by the State Records Administrator.	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
1.2.010	SFA1.2.10	Records Disposition Logs Logs or similar records listing records destroyed or transferred to the Archives showing records series titles, dates of records, and the date destroyed or transferred.	10		10				
1.2.012	SFA1.2.12	Records Inventory Worksheets	US		US				

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		<h1 style="margin: 0;">STATE OF TEXAS</h1> <h2 style="margin: 0;">Records Retention Schedule</h2>					SLR 105 <i>Form SLR 105C must accompany this form.</i>		
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1.2.014	SFA1.2.14	Records Management Plans Records management plans and similar records that establish the policies under which records and information are managed in an agency.	US+1		US + 1			
1.3.001	SFA1.3.1	State Publications One copy of each state publication as defined on page xi of the introduction of The Texas State Records Retention Schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently, item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	AC+2		AC + 2	I	AC = Until superseded or obsolete. Archive Note: Pamphlets, reports, studies, proposals, and similar material printed by or for the university or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution. One copy sent to the ETRC for permanent retention. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-44.106). For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC 3.1-3.16).	
1.3.002	SFA1.3.2	Publication Development Files Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV		AV	O		

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) I – Transfer to University Archives O – Review by University Archivist
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ELECTRONIC DATA PROCESSING RECORDS								
2.1.001	SFA2.1.1	Processing Files Machine-readable files used in the creation, utilization, and updating of master files.	AC		AC	AC = Completion of 3 rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		
2.1.002	SFA2.1.2	Master Files Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC		AC	AC= Completion of 3 rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		
2.1.007	SFA2.1.7	Software Programs Automated software applications and operating system files including job control language, program listing/source code, etc.	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electric records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2.1.008	SFA2.1.8	Hardware Documentation Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
2.1.009	SFA2.1.9	Technical Documentation Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements.	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94 CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
2.1.010	SFA2.1.10	Audit Trail Records Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC		AC	AC = All audit requirements have been met.		

Retention Codes (Field 7)

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Archival Codes (Field 8)

I – Transfer to University Archives
O – Review by University Archivist

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2.1.011	SFA2.1.11	Finding Aids, Indexes, and Tracking Systems Automated indexes, lists, registers and other finding aids used to provide access to records.	AC		AC	AC = The related records have been destroyed. CAUTION: These records must carry the same retention period and archival code of the records they support.		
2.2.001	SFA2.2.1	System Monitoring Records Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV		AV			
2.2.002	SFA2.2.2	Chargeback Records to Data Processing Services Users Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE+3		FE + 3			
2.2.004	SFA2.2.4	Computer Job Schedules and Reports Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	3MO		3 MO			
2.2.010	SFA2.2.10	Data Processing Policies and Procedures Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US+3		US+3	CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.		
2.2.011	SFA2.2.11	Batch Data Entry Control Records Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC		AC	AC = When reconciliation confirmed.		

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2.2.012	SFA2.2.12	Output Records for Computer Production Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV		AV				
2.2.013	SFA2.2.13	Quality Assurance Records Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC		AC		AC = No longer needed as an audit trail for any records modified.		
2.2.014	SFA2.2.14	Internet Cookies Data resident on hard drives that make use of user specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV		AV		The disposal of Internet cookies 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).		
2.2.015	SFA2.2.15	History Files-Web Sites A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV		AV		The disposal of history files 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).		
2.2.016	SFA2.2.16	Software Registration, Warranties and License Agreements	LA+3		LA+3				

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) I – Transfer to University Archives O – Review by University Archivist
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PERSONNEL RECORDS

3.1.001	SFA3.1.1	Applications for Employment – Not Hired Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	2		2		29 CFR 1602.49 (a) [State Universities].		
3.1.002	SFA3.1.2	Applications for Employment - Hired Applications, resumes, transcripts, letters of references, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC+5		AC + 5		AC = Termination of employment.		
3.1.006	SFA3.1.6	Employee Counseling Records Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC+3		AC+3		AC = Termination of counseling.		
3.1.011	SFA3.1.11	Employee Insurance Records Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC		AC		AC = Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.012	SFA3.1.12	Employment Opportunity Announcements Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2		29 CFR 1602.49(a) (State Universities).		

Retention Codes (Field 7)

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Archival Codes (Field 8)

I – Transfer to University Archives
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3.1.013	SFA3.1.13	Employment Contracts a) Executed, renewed, or amended on or after September 1, 2015. b) Executed, renewed, or amended on or before August 31, 2015	AC+7 AC+4		AC+7 AC+4	AC = Expiration or termination of the contract according to its terms.		
3.1.014	SFA3.1.14	Employment Selection Records Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results, and all other records that document the selection process.	2		2	29 CFR 1602.49(a) (State Universities). CAUTION: Does not include criminal history checks. SEE item number 3.1.026.		
3.1.018	SFA3.1.18	Grievance Records Records relating to the review of employee grievances against personnel policies, working conditions, etc.	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	SFA3.1.19	Performance Appraisals	2		2	29 CFR 1620.32(c).		
3.1.020	SFA3.1.20	Personnel Corrective Action Documentation Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC+5		AC + 5	AC = Termination of corrective action. CAUTION: If during the retention period of this records 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		

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3.1.021	SFA3.1.21	Personnel Disciplinary Action Documentation Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication	AC+5		AC + 5	AC = Termination of employment.		
3.1.022	SFA3.1.22	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.	2		2	29 CFR 1602.49 (a) [State Universities].		
3.1.023	SFA3.1. 23	Position/Job Descriptions Job descriptions, including all associated task or skill statements, for positions in an agency	AC+4		AC + 4	AC = Until superseded or job eliminated. 40 TAC 815.106 (i).		
3.1.024	SFA3.1.24	Physical Examinations/ Medical Reports Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC+2		AC + 2	AC = Until superseded or termination of employment. CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014.		
3.1.026	SFA3.1.26	Criminal History Checks Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC	AC = The criminal history record has served the immediate purpose for which it was obtained. Caution: An agency that is authorized to obtain criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.		

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3.1.027	SFA3.1.27	Training and Educational Achievement Records (Individual) Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC+5		AC + 5		AC = Termination of employment.		
3.1.029	SFA3.1.29	Employment Eligibility, Documentation or Verification of Federal reporting form (INS I-9)	AC+1		AC + 1		AC = Termination of employment. 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 later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		
3.1.031	SFA3.1.31	Employee Benefits – Other than Insurance Agency copies of information relating to the selection of available benefit options other than insurance.	AC+2		AC + 2		AC = Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.034	SFA3.1.34	Resumes – Unsolicited Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV		AV		SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.		
3.1.035	SFA3.1.35	Performance Bonds Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. a) Executed, renewed, or amended on or after September 1, 2015. b) Executed, renewed, or amended on or before August 31, 2015	AC+7 AC+4		AC+7 AC+4		AC = Expiration or termination of the bond according to its terms. CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028.		

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Archival Codes (Field 8)

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3.1.036	SFA3.1.36	Apprenticeship Records Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	5		5		29 CFR 30.8(e).		
3.1.037	SFA3.1.37	Employee Recognition Records Awards, incentives, tenure, etc.	AC+5		AC + 5		AC = Termination of employment.		
3.1.038	SFA3.1.38	Public Access Option Form Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US		US		SEE item number 3.3.011.		
3.1.039	SFA3.1.39	Ombudsman Records Consultation records, notes, letters, memos, emails, reports and other documentation.	AC		AC		AC = Final decision or matter closed CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee in subject to disciplinary action, the records are subject to retention in the appropriate records series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021.		
3.1.040	SFA3.1.40	Employee Acknowledgement Forms Acknowledgement forms or other documentation that shows proof of receipt and awareness of university, state, or federal policies and procedures.	AC+2		AC+2		AC = Until superseded or termination of employment.		

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3.2.001	SFA3.2.1	Employee Deduction Authorization Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC+4		AC + 4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	SFA3.2.2	Employee Earnings Records	4		4	40 TAC 815.106(i).		
3.2.003	SFA3.2.3	Federal Tax Records Includes 1099, W2, FICA, and other tax records.	AC+4		AC + 4	AC = Tax due date, date claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001-1(e)(2).		
3.2.004	SFA3.2.4	Income Adjustment Authorization Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2		2	29 CFR 516.6(c).		
3.2.005	SFA3.2.5	W-4 Forms Employer's copy of "Employee's Withholding Exemption Certificate."	AC+4		AC + 4	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		
3.2.006	SFA3.2.6	Wage Rate Tables	2		2	29 CFR 516.6(a)(2).		
3.2.007	SFA3.2.7	Unemployment Compensation Records	AC+5		AC + 5	AC = Termination of employment		
3.2.008	SFA3.2.8	Direct Deposit Application/ Authorization	US		US			
3.2.009	SFA3.2.9	State Deferred Compensation Records	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 <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.		
3.2.010	SFA3.2.10	Human Resources Information System (HRIS) Reports Includes supporting documentation	AC+4		AC + 4	AC = date report verified		

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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 755		3. Agency Name Stephen F. Austin 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			


3.3.001	SFA3.3.1	Affirmative Action Plans Affirmative action plans for both regular employees and apprenticeship programs.	5		5		29 CFR 30.8(e) for apprenticeship plans.		
3.3.004	SFA3.3.4	Benefit Plans Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc, including amendments.	US+1		US + 1		29 CFR 1627.3(b)(2).		
3.3.010	SFA3.3.10	Labor Statistics Reports Reports providing statistical information on labor force.	3		3				
3.3.011	SFA3.3.11	Former Employee Verification Records Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC+75		AC + 75		AC = Termination of employment See item number 3.1.038		
3.3.015	SFA3.3.15	Positions/Job Classification Review File Records relating to review and monitoring of job classifications within an agency.	US+3		US + 3				
3.3.020	SFA3.3.20	Work Schedules/Assignments Work, duty, shift, crew, or case schedule, rosters, or assignments.	1		1				
3.3.022	SFA3.3.22	Texas Workforce Commission (TWC) Reports Reports to the agency from TWC or its predecessor pertaining to employees.	3		3				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
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Archival Codes (Field 8)

I – Transfer to University Archives
O – Review by University Archivist

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3.3.023	SFA3.3.23	Reimbursable Activities, Request and Authorizations to Engage in Requests and authorizations for travel, participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employees are defrayed or reimbursed.	FE+3		FE + 3				
3.3.024	SFA3.3.24	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				
3.3.025	SFA3.3.25	Job Procedure Records Any documents detailing the procedural duties and responsibilities of agency positions on a position-by position basis.	US+3		US + 3				
3.3.026	SFA3.3.26	Agency Staffing Reports Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analysis of turnover rates and seasonality of employment, etc.	US+3		US + 3				
3.3.027	SFA3.3.27	Aptitude and Skills Tests Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US+2		US + 2	29 CFR 1602.49 [State Universities]. CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.			
3.3.028	SFA3.3.28	Aptitude and Skills Tests (Test Papers) Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.	2		2	29 CFR 1602.31 [State Agencies] 29 CFR 1602.49 [State Universities]			

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		1. Page 24 of 62							
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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.	
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3.3.029	SFA3.3.29	Aptitude and Skills Tests (Validation Records) Records of the validation of aptitude and skills tests.	AC+2		AC + 2		AC = As Long as the test is used by an agency. 29CFR 1602.31 [State Agencies] 29 CFR 1602.49 [State Universities]		
3.3.030	SFA3.3.30	Training Administration Records Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.	US+2		US + 2		CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.		
3.3.031	SFA3.3.31	EEO Reports and Supporting Documentation Includes documentation used to complete EEO reports.	3		3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, 1602.50.		
3.3.032	SFA3.3.32	Equal Pay Records Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	3		3		29 CFR 1620.32.		
3.4.001	SFA3.4.1	Accumulated Leave Adjustment Requests Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE+3		FE + 3				
3.4.002	SFA3.4.2	Leave Status Reports Cumulative reports is issued each pay cycle and provides employee leave status information for each position.	FE+3		FE + 3				
3.4.003	SFA3.4.3	Less Than Full-Time Worked Reports Dates and hours.	4		4		40 TAC 815.106(i).		
3.4.004	SFA3.4.4	Overtime Authorizations	2		2				

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		1. Page 25 of 62									
2. Agency Code <div style="text-align: center; font-weight: bold;">755</div>		3. Agency Name <div style="text-align: center; font-weight: bold;">Stephen F. Austin State University</div>									
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3.4.005	SFA3.4.5	Overtime Schedules	2		2			
3.4.006	SFA3.4.6	Time Cards and Time Sheets	4		4		40 TAC 815.106(i).	
3.4.007	SFA3.4.7	Time Off and/or Sick Leave Requests	FE+3		FE + 3			
3.4.008	SFA3.4.8	Sick Leave Pool Documentation Requests submitted, approvals, number of hours transferred in and out, etc.	FE+3		FE + 3			

FISCAL RECORDS


4.1.001	SFA4.1.1	Accounts Payable Information	FE+3		FE + 3			
4.1.002	SFA4.1.2	Billing Detail	FE+3		FE + 3		CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.	
4.1.003	SFA4.1.3	Canceled Checks/Stubs/Warrants/Drafts	FE+3		FE + 3			
4.1.004	SFA4.1.4	Encumbrance Detail	FE+3		FE + 3			
4.1.005	SFA4.1.5	Inventory and Other Cost Files Production, job, labor, quotes, pricing, specifications, etc.	FE+3		FE + 3			
4.1.006	SFA4.1.6	Investment Transaction Files	FE+3		FE + 3			
4.1.007	SFA4.1.7	Transfers or Budget Revisions Transfers or adjustment to budgets.	FE+3		FE + 3			
4.1.008	SFA4.1.8	Electronic Fund Transfers Direct Deposit Registers.	FE+3		FE + 3			
4.2.001	SFA4.2.1	Cash Deposit Vouchers Cash Deposit slips	FE+3		FE + 3			
4.2.002	SFA4.2.2	Cash Receipts Includes receipts for fees (permits, licenses, renewals, etc.)	FE+3		FE + 3			
4.2.003	SFA4.2.3	Daily Cash Receipts Logs	FE+3		FE + 3			

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4.2.004	SFA4.2.4	Encumbrance Vouchers Orders, statements, change orders, etc.	FE+3		FE + 3			
4.2.005	SFA4.2.5	Purchase Vouchers Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE+3		FE + 3			
4.2.006	SFA4.2.6	General Journal Vouchers	FE+3		FE + 3			
4.2.007	SFA4.2.7	Expenditure Vouchers Travel, payroll, etc.	FE+3		FE + 3			
4.3.001	SFA4.3.1	Sales Journals or Registers	FE+3		FE + 3			
4.3.002	SFA4.3.2	Receipts Journals or Registers	FE+3		FE + 3			
4.3.003	SFA4.3.3	Expenditures Journals or Registers	FE+3		FE + 3			
4.4.001	SFA4.4.1	General and Subsidiary Ledgers	FE+3		FE + 3			
4.4.002	SFA4.4.2	Accounts Receivable Ledgers	FE+3		FE + 3			
4.4.003	SFA4.4.3	Accounts Payable Ledgers	FE+3		FE + 3			
4.4.004	SFA4.4.4	Employee Savings Bond Ledgers	FE+3		FE + 3			
4.5.001	SFA4.5.1	Worksheets for Preparing Fiscal Reports	FE+3		FE + 3			
4.5.002	SFA4.5.2	Internal Fiscal Management Reports Includes agency monthly budget reports.	FE+3		FE + 3			
4.5.003	SFA4.5.3	Annual Financial Reports Required by the General Appropriations Act (100 Day Report).	AC+6		AC + 6	AC = September 1 of odd-numbered calendar years. CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the ETRC and the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

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4.5.005	SFA4.5.5	External Fiscal Reports Special purpose – i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE+3		FE + 3			
4.5.006	SFA4.5.6	Annual Operating Budgets Required by the General Appropriations Act.	FE+3		FE + 3			
4.5.007	SFA4.5.7	USAS Reports – Daily	AC		AC	AC = Receipt and reconciliation of monthly report.		
4.5.008	SFA4.5.8	USAS Reports – Monthly	AC		AC	AC = Receipt and reconciliation of annual report.		
4.5.009	SFA4.5.9	USAS Reports – Annual	FE+3		FE + 3			
4.6.001	SFA4.6.1	Balancing Records	FE+3		FE + 3			
4.6.002	SFA4.6.2	Reconciliations	FE+3		FE + 3			
4.6.003	SFA4.6.3	Cash Counts	FE+3		FE + 3			
4.7.001	SFA4.7.1	Accounting Policies and Procedures Manual	US+3		US + 3			
4.7.002	SFA4.7.2	Bank Statements	FE+3		FE + 3			
4.7.003	SFA4.7.3	Returned Checks/Warrants/Drafts (Uncollectable)	AC+3		AC + 3	AC = After deemed uncollectible.		
4.7.004	SFA4.7.4	Capital Asset Records	LA+3		LA + 3			
4.7.005	SFA4.7.5	Claim Files	AC+3		AC + 3	AC = Resolution of claim.		
4.7.006	SFA4.7.6	Comptroller Statements	FE+3		FE + 3			
4.7.007	SFA4.7.7	Detail Chart of Accounts One for all accounts in use for fiscal year.	FE+3		FE + 3			
4.7.008	SFA4.7.8	Grant Records This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	AC+3		AC + 3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		
4.7.009	SFA4.7.9	Fixed Asset Sequential Number Logs	US+3		US + 3			

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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4.7.010	SFA4.7.10	Long Term Liability Records Bonds, etc.	AC+3		AC + 3		AC = Retirement of debt.		
4.7.011	SFA4.7.11	Texas Building and Procurement Commission Statements (TBPC) Charge or Bill statements received by agencies from the TBPC for services provided.	FE+3		FE + 3				
4.7.012	SFA4.7.12	Signature Authorizations Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	US+ FE+3		US + FE + 3				
SUPPORT SERVICES RECORDS									
5.1.001	SFA5.1.1	Contracts and Leases Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. a) Executed, renewed, or amended on or after September 1, 2015. b) Executed, renewed, or amended on or before August 31, 2015	AC+7 AC+4		AC + 7 AC + 4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		
5.1.003	SFA5.1.3	Delivery Reports	2		2				

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5.1.004	SFA5.1.4	Mail and Telecommunications Listings Any mailing address, telephone or fax number, or email address records maintained by an agency on its employees or on entities or persons it serves.	US		US			
5.1.005	SFA5.1.5	Postage Records Records and reports of postage expenses, including postal meter usage.	FE+3		FE + 3			
5.1.007	SFA5.1.7	Requisitions for In-Agency/Inter-Agency Copy/Printing Service Includes word processing and data processing.	AV		AV			
5.1.010	SFA5.1.10	Licenses and Permits for Non-vehicles Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC+2		AC + 2	AC = expiration date of license or permit		
5.1.011	SFA5.1.11	Photocopier and Telefax Usage Logs & Reports	AV		AV			
5.1.012	SFA5.1.12	Charge Schedules/ Price Lists Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US+3		US+3			
5.1.013	SFA5.1.13	Insurance Policies For vehicles, equipment, etc.	AC+4		AC + 4	AC = Expiration or termination of the policy according to its terms.		
5.1.014	SFA5.1.14	Office Procedures Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US+1		US + 1			

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5.1.015	SFA5.1.15	Correspondence Tracking Records Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.	1		1			
5.1.017	SFA5.1.17	Contract Log List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE+3		FE + 3			
5.2.001	SFA5.2.1	Appraisals-Building or Property	AV		AV	O		
	SFA5.2.1aa	Deeds and Easements	LA		LA	O		
5.2.002	SFA5.2.2	Building Construction Project Files Planning, design and construction records; accepted and rejected bids; correspondence; etc.	AC+10		AC+10	O	AC=Completion of project. SEE ALSO item numbers 5.2.003 and 5.2.028	
5.2.003	SFA5.2.3	Building Plans and Specifications Includes architectural and engineering drawings, profiles, and blueprints	State owned: LA Leased: AC+2		State owned: LA Leased: AC+2	O	AC=For leased buildings; termination or cancellation of lease. SEE ALSO item numbers 5.2.002 and 5.2.028 Archival Note: Archival review designation is for state owned buildings only	
5.2.004	SFA5.2.4	Building Space Requests	1		1			
5.2.005	SFA5.2.5	Calibration Records (Equipment or Instrument)	10		10			
5.2.006	SFA5.2.6	Property Destruction, Certificates of	FE+3		FE+3			
5.2.007	SFA5.2.7	Damage Reports Reports of damage to state property	FE+3		FE+3			
5.2.008	SFA5.2.8	Equipment History File; Equipment Service Agreements Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc; and service/repair logbooks, etc.	LA+3		LA+3		For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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2. Agency Code 755		3. Agency Name Stephen F. Austin State University							
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5.2.009	SFA5.2.9	Equipment Inventory Detail Report Forms Updates agency portion of the inventory listing and adds, changes, transfers or deletes items from inventory	FE+3		FE+3			
5.2.010	SFA5.2.10	Equipment Manuals	LA		LA			
5.2.011	SFA5.2.11	Equipment Warranties	AC+1		AC+1		AC = Expiration of warranty	
5.2.012	SFA5.2.12	Estimate Files (Supply and Repair Cost Estimates)	1		1			
5.2.014	SFA5.2.14	Inventory-Annual Physical Property, equipment, supply verification	FE+3		FE+3			
5.2.015	SFA5.2.15	Inventory, Notices of Equipment Removed From	FE+3		FE+3			
5.2.016	SFA5.2.16	Inventory System Update Listings Listing shows all additions, changes, deletions and transfer times for the monthly processing period	AC		AC		AC=Transfer of information into annual listing	
5.2.017	SFA5.2.17	Lost & Stolen Property Reports	FE+3		FE+3			
5.2.018	SFA5.2.18	Quality Control Reports	2		2			
5.2.019	SFA5.2.19	Service Orders Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts and remarks	1		1			
5.2.020	SFA5.2.20	Supply Usage Records	FE+1		FE+1			
5.2.021	SFA5.2.21	Surplus Property Sale Reports	FE+3		FE+3			
5.2.022	SFA5.2.22	Utility Usage Reports	AV		AV			
5.2.023	SFA5.2.23	Year-to-Date Activity (Inventory Listing) Shows additions, changes, transfers and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date and cost.	FE+3		FE+3			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value


CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded


Archival Codes (Field 8)

I – Transfer to University Archives
O – Review by University Archivist

 <h1 style="margin: 0;">STATE OF TEXAS</h1> <h2 style="margin: 0;">Records Retention Schedule</h2>		SLR 105 <i>Form SLR 105C must accompany this form.</i>												
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2. Agency Code 755		3. Agency Name Stephen F. Austin State University												
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">7. Retention Period</th> </tr> <tr> <td style="width: 33%;">Agency</td> <td style="width: 33%;">Storage</td> <td style="width: 33%;">Total</td> </tr> </table>	7. Retention Period			Agency	Storage	Total	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">8. Archival</th> </tr> <tr> <td style="vertical-align: top;"> 9. Remarks </td> </tr> </table>	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
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5.2.024	SFA5.2.24	Material Specifications	AC+2		AC+2		AC = Material is no longer in the agency		
5.2.025	SFA5.2.25	Equipment Descriptions and Specifications	AC+2		AC+2		AC = Equipment is no longer in the agency		
5.2.026	SFA5.2.26	Facilities Reservation Logs Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.	2		2				
5.2.027	SFA5.2.27	Space Utilization Reports	AV		AV				
5.2.028	SFA5.2.28	Building Construction Contract and Inspection Records Building construction contracts, surety bonds and inspection records	LA+10		LA+10	O	SEE ALSO item number 5.2.002 and 5.2.003		
5.3.002	SFA5.3.2	Freight Bills Paid	FE+3		FE+3				
5.3.003	SFA5.3.3	Freight Claims	AC+2		AC+2		AC=Resolution of claim		
5.3.004	SFA5.3.4	Order-Acknowledgments	AV		AV				
5.3.005	SFA5.3.5	Packing Slips	AV		AV				
5.3.007	SFA5.3.7	Bid Documentation Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations. a) Associated with a contract executed, renewed, or amended on or after September 1, 2015. b) Associated with a contract executed, renewed, or amended on or before August 31, 2015. c) Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.). etc.)	AC+7 FE+3 AC+2		AC+7 FE+3 AC+2		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		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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5.3.008	SFA5.3.8	Purchasing Logs Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE+3		FE+3			
5.3.009	SFA5.3.9	Requests for Information Requests for information preliminary to the procurement of goods or services by direct purchase or bid	AC		AC		AC= Decision not to proceed with the procurement. CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007.	
5.4.001	SFA5.4.1	Accident Reports and Associated documentation Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE+5		CE+5		29 CFR 1904.33 Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	
5.4.002	SFA5.4.2	Evacuation Plans	US		US			
5.4.003	SFA5.4.3	Inspection Records Fire, safety and other inspection records of agency facilities and equipment.	AC+3		AC+3		AC=inspection or date of the correction of the deficiency if the inspection report reveals a deficiency.	
5.4.004	SFA5.4.4	Fire Orders Orders issued by fire marshal to correct deficiencies in compliance with the fire code.	AC+3		AC+3		AC=Deficiency corrected	
5.4.007	SFA5.4.7	Hazardous Materials Training Records Records of training given employees in an agency hazard communications program	5		5		Texas Health and Safety Code, 502-009(g)	
5.4.008	SFA5.4.8	Hazard Communication Plans	US+5		US+5		Texas Health and Safety Code, 502.009(g)	
5.4.009	SFA5.4.9	Workplace Chemical Lists	30		30		Texas Health and Safety Code, 502.005(d)	
	SFA5.4.9aa	Pesticide Application Records	3		3			

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	SFA5.4.9bb	Laboratory Logs Logs or registers or toxicological, histological or other laboratory tests and procedures performed.	2		2			
5.4.010	SFA5.4.10	Material Safety Data Sheets	AC		AC		AC=After sheets are updated or hazardous chemical no longer stored by agency, as applicable.	
5.4.011	SFA5.4.11	Visitor Control Registers Logs, registers or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3			
5.4.012	SFA5.4.12	Security Access Records Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems.	AC+2		AC+2		AC=Until superseded, date of expiration, or date of termination, whichever sooner.	
5.4.013	SFA5.4.13	Disaster Preparedness and Recovery Plans	US		US			
5.5.001	SFA5.5.1	Billing Detail-Telecommunications (Other than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls	FE+3		FE+3		SEE item number 5.5.006 for TEX-AN billing detail	
5.5.002	SFA5.5.2	Long Distance Telephone Logs	AV		AV			
5.5.003	SFA5.5.3	Station Activity Reports Internal listing of all incoming/outgoing agency telephone activity	AV		AV			
5.5.004	SFA5.5.4	System Activity Reports Internal listing of all incoming/outgoing agency telephone activity.	AV		AV			

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) I – Transfer to University Archives O – Review by University Archivist
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5.5.006	SFA5.5.6	Billing Detail-Telecommunications (TEX-AN)	FE+3		FE+3	The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN		
5.5.007	SFA5.5.7	Disputed Call Documentation Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use	FE+3		FE+3			
5.6.003	SFA5.6.3	Inspection Repair and Maintenance Records-Vehicles	LA+1		LA+1			
5.6.004	SFA5.6.4	License and Driving Record Checks	AC		AC	AC=Until superseded or until termination of employment		
5.6.005	SFA5.6.5	Vehicle Use Reports Includes mileage, fuel/oil consumption, passengers carried and other related operational information	FE+3		FE+3			
5.6.007	SFA5.6.7	Vehicle Titles & Registrations	LA		LA			

SPECIFIC TO SFASU

ADMISSIONS AND ASSESSMENT RECORDS

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Records Retention Schedule

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	SFA100.1.1	Applications/ Admissions-Students-Enrolled Applications for admission or readmission; letters or forms evidencing grant or denial of admission, petitions for special admission or readmission; entrance examination reports (ACT, SAT, TOEFL, etc.); TASP score reports or exemptions forms; local assessment test reports; residency status forms and oaths; Immigration and naturalization Service forms; health and immunization reports; GED attainment documentation; and high school or prior college transcripts, transcript waivers or statement of good standing.	AC+5		AC+5		BUCKLEY Amendment, Confidential Record AC= Graduation or date of last attendance.		
	SFA100.1.2	Applications/ Admissions- Students- Not Enrolled	AC+1		AC+1		BUCKLEY Amendment, Confidential Record. Set by American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines. AC= end of application term		
ACADEMIC RECORDS									
	SFA100.2.1	Academic Grievance Records Records concerning the review of complaints and grievances against faculty members or university staff	AC+2		AC+2		AC=Closure of review of complaint. SEE ALSO Record Item Number 3.1.019		
	SFA100.2.2	Academic Progress Records-Students	AC+5		AC+5		BUCKLEY Amendment, Confidential Record AC= Graduation or date of last attendance.		
	SFA100.2.3	Academic Status Report-Students	PM		PM		BUCKLEY Amendment, Confidential Record		

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	SFA100.2.4	Advance Placement and Credit Records- Students-Awarded Transfer credit evaluations, national or state standardized test scores and reports (e.g. CLEP, AP, CPS), credit by examination authorizations and reports, military course documentation (e.g. DANTES, USAFI) and evaluations, non-traditional transcripts and credentials, life experience records, requests for advanced credit and similar documentation used to evaluate and determine award of credit by advanced placement.	AC+3		AC+3		AC= Graduation or date of last attendance.		
	SFA100.2.5	Advance Placement and Credit Records- Students- Not Awarded Transfer credit evaluations, national or state standardized test scores and reports (e.g. CLEP, AP, CPS), credit by examination authorizations and reports, military course documentation (e.g. DANTES, USAFI) and evaluations, non-traditional transcripts and credentials, life experience records, requests for advanced credit and similar documentation used to evaluate and determine award of credit by advanced placement.	AC+1		AC+1		AC = end of academic year in which decision made.		
	SFA100.2.6	Advisement- Students	AC+3		AC+3		AC= Graduation or date of last attendance.		
	SFA100.2.7	Athletic Eligibility Records- Student	6		6		BUCKLEY Amendment, Confidential Record. All audit requirements will be met prior to disposal.		
	SFA100.2.8	Athletic File- Students Records document verification by intercollegiate athletics of student athletes' academic progress to the NCAA. These records include computer generated academic progress reports.	FE+5		FE+5				
	SFA100.2.9	Attendance Records- Students	5		5		BUCKLEY Amendment, Confidential Record.		

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STATE OF TEXAS

Records Retention Schedule

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	SFA100.2.10	Class Schedules, Department	5		5			
	SFA100.2.11	Comprehensive Exams-Students	5		5			
	SFA100.2.12	Course Equivalencies	US+1		US+1			
	SFA100.2.13	Course Registration and Status Records-Students Registration forms, class rosters, and similar records providing information on which courses student are registered for at the beginning of an academic term, including documentation evidencing the conditions under which courses are undertaken (e.g. audit, pass/fail and credit/no credit authorizations or approvals) or evidencing changes to registration status during the term (e.g. add/drop forms by student or instructor).	AC+1		AC+1		AC=End of academic term	
	SFA100.2.14	Course Schedules Schedule of classes available each semester.	US		US	O		
	SFA100.2.15	Curriculum Development Files Reports, studies, and similar records documenting the development of new courses and programs or review of a current program.	FE+5		FE+5	O		
	SFA100.2.16	Degree Application-Student Application for graduation.	AC+1		AC+1		BUCKLEY Amendment, Confidential Record. AC= Graduation or withdraw	
	SFA100.2.17	Degree Plans-Student	6		6		BUCKLEY Amendment, Confidential Record. For Final Degree Plans see Agency Item number SFA.100.2.20	
	SFA100.2.18	Enrollment Statistics- Students Attendance reports prepared by faculty on class census day and used as source documentation for enrollment reports submitted to the Texas Higher Education Coordinating Board.	FE+3		FE+3	O		

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	SFA100.2.19	Enrollment Verification- Students	AC+1		AC+1		BUCKLEY Amendment, Confidential Record. AC= Graduation or date of last attendance.		
	SFA100.2.20	Final Graduation/Degree Plans	AC+6		AC+6		AC=Date of final plan.		
	SFA100.2.21	Grade Change Forms Change to a student grade signed by the professor, department chair and dean.	PM		PM		BUCKLEY Amendment, Confidential Record Retention based on AACRAO guidelines for Change of Grade Forms.		
	SFA100.2.22	Grade Sheets- Faculty Grade books/worksheets	1		1		BUCKLEY Amendment, Confidential Record.		
	SFA100.2.23	Grade Sheets Grade sheets submitted by instructors used to post grades or credit data to transcripts	AC+5		AC+5		AC=End of academic year		
	SFA100.2.24	Grade Sheets- University List of students in a class and the grade they received in the class. (Registrar Office Copy)	PM		PM	I	BUCKLEY Amendment, Confidential Record.		
	SFA100.2.25	Graduation Status & Ranking	PM		PM		BUCKLEY Amendment, Confidential Record. Retention period based on AACRAO guidelines.		
	SFA100.2.26	ID Card Requests-Students	AC+1		AC+1		AC= Date of request BUCKLEY Amendment, Confidential Record.		
	SFA100.2.27	Permits for Admission to Register Permission form given to a student to register for a class that is either closed or permit only.	AV		AV		BUCKLEY Amendment, Confidential Record.		
	SFA100.2.28	Recognitions/Awards-Students	AC+3		AC+3	O	AC= Graduation or date of last attendance		
	SFA100.2.29	Recruitment Records- Students Advertisement tearsheets, direct mail pieces, promotional literature, and similar material used to recruit students, including any training materials or manuals used to instruct recruitment representatives	3		3		Retention Note: Publications such as college catalogs, course schedules, descriptive brochures or viewbooks, posters, and videotapes serve a direct or indirect promotional or recruitment function. One copy of each must be retained permanently see SFA1.3.1. 38 CFR 21.4909(f)		
	SFA100.2.30	Students- Name Change Requests	AC+5		AC+5		AC= Date of request. BUCKLEY Amendment Confidential Record		

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	SFA100.2.31	Students- 4th & 12th Class Day Reports	5		5		BUCKLEY Amendment, Confidential Record. All audit requirements will be met prior to disposal.		
	SFA100.2.32	Student Organizations Membership Rosters, records how funds are extended, etc.	FE+3		FE+3	O			
	SFA100.2.33	Students Statistical Reports Annual statistical reports of enrollment, grades, graduates, racial/ethnic composition, student-pupil ratios, and other education related matters submitted to the governing body, state or federal agencies or accrediting organizations.	PM		PM	I			
	SFA100.2.34	Student Teaching Records	AC+ 3		AC+ 3		AC= Completion of student teaching.		
	SFA100.2.35	Students- Tests, Academic Tests that were taken while enrolled in a class.	AC+1		AC+1		AC= End of semester in which the test was taken. BUCKLEY Amendment, Confidential Record.		
	SFA100.2.36	Students- Test Materials (External) TASP,ACT,	CE+1		CE+1				
	SFA100.2.37	Textbooks Adoptions Records	3		3				
	SFA100.2.38	Transcript Requests	AC+1		AC+1		AC= Date Submitted BUCKLEY Amendment, Confidential Record.		
	SFA100.2.39	Transcripts-Students Transcript or a record equivalent in function of the academic achievement of each enrolled student, documenting courses taken, credits granted, grades received and any degrees or certifications awarded.	PM		PM		BUCKLEY Amendment, Confidential Record. Retention period based on AACRAO guidelines for Academic Records.		
	SFA100.2.40	Withdrawal/Reinstatement- Students	AC+5		AC+5		BUCKLEY Amendment, Confidential Record. AC=date of withdraw or reinstatement		
FINANCIAL AID, INTERNSHIP AND EMPLOYMENT RECORDS									
	SFA100.3.1	Apprenticeship Records: Practicum, Internship- Students	5		5				

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	SFA100.3.2	Employment-Student Includes Work-Study Records	FE+5		FE+5	Retention period based on federal requirement for Pell Grant and other campus based program. 34 CFR 676.19(c) All audit requirements will be met prior to disposal.		
	SFA100.3.3	Financial Aid, Promissory Notes	AC+3		AC+3	AC= Debt retired.		
	SFA100.3.4	Financial Aid Records -Students	AC+6		AC+6	BUCKLEY Amendment, Confidential Record. AC= Graduation or last date of attendance.		
	SFA100.3.5	Financial Aid- Refunds and Repayments	AC+5		AC+5	AC=Debt settled All audit requirements will be met prior to disposal. Pell Grant Federal regulations and other campus based programs 34 CFR 676.19(c)		
	SFA100.3.6	Graduate Assistant & Teaching Assistant Contract letter and acceptance form	FE+5		FE+5			
	SFA100.3.7	Loan Journals or Registers- Students	AC+5		AC+5	AC= Graduation or last date of attendance All audit requirements will be met prior to disposal.		
	SFA100.3.8	Scholarships Records- Awarded, SFASU	AC+5		AC+5	O All audit requirements will be met prior to disposal. AC= Graduation or last date of attendance.		
	SFA100.3.8a	Scholarships Records- Not Awarded, SFASU	AC+5		AC+5	All audit requirements will be met prior to disposal. AC= Graduation or last date of attendance.		
	SFA100.3.9	Scholarship Records-Awarded, Non-SFASU	AC+3		AC+3	AC= Graduation or last date of attendance. BUCKLEY Amendment, Confidential Record.		
	SFA100.3.10	Veteran Affairs Records-Students	AC+5		AC+5	BUCKLEY Amendment, Confidential Record. AC=Graduation or date of last attendance		

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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS									
	SFA100.4.1	Access to Information, Records of-Students Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student. Documentation of requests from and disclosures to the student, to a University official for what the University has determined are legitimate educational interests, to a party with written consent from the student, or to a party seeking directory information	2		2				
	SFA100.4.2	Access to Information -Students Documentation of requests from and disclosures to any party not included in Agency Item Number SFA.100.4.1	PM		PM				
	SFA100.4.3	Access to Information, Consent-Students Written consents from the student for information disclosure.	PM		PM				
	SFA100.4.4	Access to Information, Refusal-Students Written refusals from the student to the disclosure of directory information.	AC		AC		AC=Graduation or date of last attendance		
ACCREDITATION RECORDS									
	SFA100.5.1	Accreditation Records--State	PM		PM	O			
	SFA100.5.2	Accreditation Records	FE+10		FE+10	O	Records kept according to accrediting organizations' requirements.		

Retention Codes (Field 7)						Archival Codes (Field 8)			
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	SFA100.5.3	Accreditation Planning Records Preliminary self studies; planning documents used to establish goals and indicators; achievement reports; documentation evidencing community, staff, and student involvement in the establishment of performance objectives; and similar records created in districts to plan for and monitor progress during interims between visits from accrediting agencies.	AV		AV	O	AV=After subsequent accreditation (Review before disposal; some records of this type may merit permanent retention for historical reasons.)		
<h3>STUDENT AND FACULTY PERSONNEL RECORDS</h3>									
	SFA100.6.1	Career Services Credential Files- Students	5		5		BUCKLEY Amendment, Confidential Record.		
	SFA100.6.2	Client/Patient Medical File/Records	AC+ 10		AC+ 10		AC=last date of service		
	SFA100.6.3	Consent/Release Forms	AC		AC		AC=date of graduation or termination of employment All audit requirements will be met prior to disposal.		
	SFA100.6.4	Counseling Files This series documents all clients (including SFA students and employees and outside clients) who are provided counseling, psychological, and psychiatric services. Records may include: test data; extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each client; referral letters; release of information agreements; letters to agencies or others concerning the clients; and related documentation.	AC+10		AC+10		AC = No Client Contact For Three (3) Months or Formal Termination; if a patient is younger than 18 years of age when the patient was last treated, disposition may take place on or after the date of the patient's 21st birthday or on or after the 10th anniversary of the date on which the patient was last treated, whichever date is later. Meets the Requirements of the Texas State Board of Examiners of Psychologists Rules And Regulations. 22 Tex. Admin. Code Part 21, Section 465.22d. NOTE: Shadow files (copies) of patient records must be retained only for the duration necessary to assist the health care professional in tracking and providing care to the patient and should not be held any longer than the original record.		

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	SFA100.6.5	Disability Services Client Files—Accepted & Traditional	7		7			
	SFA100.6.6	Disability Services Client Files—Not accepted	AC+2		AC+2		AC=After committee decision	
	SFA100.6.7	Disability Services Semester Plan for Services	1		1			
	SFA100.6.8	Disciplinary Records-Academic-Students	AC+5		AC+5		BUCKLEY Amendment, Confidential Record. AC= Graduation or date of last attendance.	
	SFA100.6.9	Disciplinary Records-Expulsion- Students Documentation relating to violations and alleged violations of campus rules, codes of conduct or other institution policies by students.	PM		PM		BUCKLEY Amendment, Confidential Record. This record group does not include records relating to academic probation, suspension, or other action arising from a student's academic performance.	
	SFA100.6.10	Disciplinary Records-Non Expulsion- Students Documentation relating to violations and alleged violations of campus rules, codes of conduct or other institution policies by students. Records relating to all other disciplinary action and those concerning investigations that do not result in disciplinary action.	AC+2		AC+2		BUCKLEY Amendment, Confidential Record. AC=end of the academic term in which the records relate This record group does not include records relating to academic probation, suspension, or other action arising from a student's academic performance.	
	SFA100.6.11	Faculty Activity and Assignment Records Reports and similar records documenting teaching, student advisory, committee, administrative and committee assignments of faculty members	3		3			
	SFA100.6.12	Faculty Development Leave Records Applications for faculty development leaves of absence, evaluations of and recommendations on leave requests, and associated records documenting a faculty development leave program.	AC+3		AC+3		AC=Approval or denial of application	
	SFA100.6.13	Family Medical Leave Requests	AC+5		AC+5		AC= Termination of employment	

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	SFA100.6.14	Grants- Applications and Proposals - Funded	AC+4		AC+4	O	AC= Grant period ends.		
	SFA100.6.15	Grants- Applications and Proposals –Not funded	3		3				
	SFA100.6.16	Liability Release Forms/Records	PM		PM		Opinion, SFASU- General Council		
	SFA100.6.17	Promotion and Tenure Records Evaluations, recommendations and similar documentation relating to the review process for promotion or tenure for all faculty or staff in tenure track positions.	AC+2		AC+2		AC=Date of grant or denial of promotion and/or tenure By regulation 29 CFR 1602.49		
	SFA100.6.18	Research Applications	AC+3		AC+3	O	AC= On rejection of application or if accepted until research is completed.		
	SFA100.6.19	Student Notification Notifications sent to faculty about a student's absence, death, temporary disability, etc.	FE+3		FE+3				
	SFA100.6.20	Faculty Search Committee Records	AC+3		AC+3		AC=end of search 29CFR1602.49(a)		
UNIVERSITY POLICE									
	SFA100.7.1	Parking Decal and Permit Records Applications for parking decals, permits or parking lot security entry cards submitted by faculty, staff and students, and related records of issuance.	AC or FE+3		AC or FE+3		AC=Termination of employment		

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	SFA100.7.2	Police - Criminal Offense Reports Investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot and other photographs; laboratory reports; arrest reports; citations, affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance	PM		PM				
	SFA100.7.3	Police- Daily Report	1		1				
	SFA100.7.4	Police- Incident Reports Reports concerning incidents or complaints that, after investigation, did not appear to have involved the commission of a crime.	2		2	O			
	SFA100.7.5	Police- Tickets Tickets that go to the Justice of the Peace	5		5				
	SFA100.7.6	Police- Traffic Tickets University parking and citation tickets	AC+6 Mo		AC+6 Mo		AC=After ticket is paid		
	SFA100.7.7	Security/Surveillance Video	30 Days		30 Days		If not required to support known investigation or litigation, reuse or destroy after 30 days. If an incident has occurred, then the retention period is 30 days after the incident has been resolved (or a verdict has been rendered).		
UNIVERSITY HOUSING									
	SFA100.8.1	Housing-Disciplinary Records	7		7				

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	SFA100.8.2	Housing-Residence Life Surveys	2		2				
	SFA100.8.3	Housing Records	AC+5		AC+5	O	AC = Debt Settled Retention based upon federal requirements for Pell Grant and other Campus based programs. 34 CFR 676.19(c) All audit requirements will be met prior to disposal.		
	SFA100.8.4	Residency Questionnaire- Students	5		5		BUCKLEY Amendment, Confidential Record.		

MISCELLANEOUS RECORDS AND REPORTS

	SFA100.9.1	No longer used							
	SFA100.9.2	Audio Visual (AV) Storage List	US		US				
	SFA100.9.3	AV/ Software List	US		US				
	SFA100.9.4	Copyright Information	US		US				
	SFA100.9.5	Copyright Records	AV		AV				
	SFA100.9.6	Endowment and Gift Income Records	PM		PM	O			
	SFA100.9.7	Library- Circulation Records	US		US				
	SFA100.9.8	Library- Inter Library Loan (ILL) Borrow Requests	AC+4		AC+4		AC= ILL transaction completed		
	SFA100.9.9	Library- ILL Lending Requests	AC+1		AC+1		AC= ILL transaction completed		
	SFA100.9.10	Library - ILL Search Requests	AC		AC		AC=ILL transaction completed		
	SFA100.9.11	Library - Statistical Compilations Surveys, questionnaires and similar documents used to prepare statistical reports.	AV		AV				
	SFA100.9.12	Tape, Audio- Music Performance Recordings	AV		AV	O			
	SFA100.9.13	Tape, Video- Broadcasts & teleconferencing	AV		AV	O			

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	SFA100.9.14	Tape, Video- Presentation, Recruitment, etc.	AV		AV	O	Note: As part of employment selection process see SFA3.1.14 As part of employee training see SFA1.1.43		
	SFA100.9.15	Tape, Video- Teleconferencing Files	AV		AV	O			
	SFA 100.9.16	Non-Professional Membership Forms – Short term forms that are used to verify admittance to a club or organization with membership renewed on a yearly basis.	AV		AV				
	SFA 100.9.17	Social Networking Communications Consists of content (messages, posts, photographs, videos, etc.) created, submitted, or received using social media application that is strictly a duplicate, transitory in nature, or a record copy of the information exists elsewhere. Includes blogs, wikis, Twitter, Facebook, YouTube, Flickr, and other similar applications.	2		2		Caution: content on a social media application that meets the TGC § 441.180 (11) definition of a State record and is not a duplicate record, transitory or retained elsewhere must be captured by a responsible party and maintained for the full retention period of the appropriate record series. Caution: The State has no control over retention policies of social media sites. State records must be captured and maintained.		

Charter School & Early Childhood Lab

Student Academic Records

	SFA200.1.1	Academic Records Cumulative record of achievement in grades Pre-K through 8	AC+7		AC+7		AC=Date of withdrawal		
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	SFA200.1.2	Birth Date Documentation Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth	AV		AV			
	SFA200.1.3	Custody Documents Copies of court instruments relating to adoption, guardianship, or custody.	AC		AC		AC= Until the student is 18 Retention Note: It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable and is exempt from the destruction notice requirement.	
	SFA200.1.3a	Protective Orders	AC		AC		AC=Until order expires	
	SFA200.1.4	Enrollment or Registration Forms	AC+7		AC+7		AC=Date of withdrawal	
	SFA200.1.5	Home Language Surveys.	AC+7		AC+7		AC=Date of withdrawal	
	SFA200.1.6	Parental Permission Records Parental consents for a student to engage in school activities or programs, except consents noted elsewhere in this schedule.	AC+2		AC+2		AC= Until cessation of activity for which consent granted Retention Note: If a student is involved in an accident while engaged in an activity for which parental consent was granted, the consent form or statement must be retained for the same period as Accident Reports (see item number 3300-01).	
	SFA200.1.7	Student Withdrawal/Record Transfer Form (TEA form PEIMS-100)	AV		AV			
	SFA200.1.8a	Test and Academic Measurement Reports: Reports of results of TAAS, TEAMS, TABS, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	AC+1		AC+1		AC= recording of data in the academic achievement or cumulative record	
	SFA200.1.8b	Test and Academic Measurement Reports: Reports of results of other tests or measurements (e.g., reading/mathematics profiles).	AC+7		AC+7		AC=Date of withdrawal	

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	SFA200.1.8c	Test and Academic Measurement Reports: District summaries on a group basis of the results of standardized testing.	3		3				
Family Educational Rights and Privacy Acts Records									
	SFA200.2.1	Access Policies Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended and federal rules adopted under the act.	US		US				
	SFA200.2.2a	Access to Information, Records of Documentation of requests from and disclosures to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory information.	2		2				
	SFA200.2.2b	Access to Information, Records of Documentation of requests from and disclosures to any party not included in (SFA200.2.2a).	PM		PM		[By regulation - 34 CFR 99.32(a)(2).]		
	SFA200.2.2c	Access to Information, Records of Written consents from the parent for information disclosure.	AC		AC		AC= Until the student is 18.		
	SFA200.2.2d	Access to Information, Records of Written refusals from the parent or eligible student to the disclosure of directory information.	AC		AC		AC=Date of withdrawal		

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	SFA200.2.3	Protest of Record Statements Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	AV		AV		AV=For as long as the record containing the contested information is maintained. [By regulation - 34 CFR 99.21(c)(1).]		
	SFA200.2.4	Record Amendment Requests and Related Documentation Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.	2		2				

<h3 style="margin: 0;">Records of Special Populations and Services</h3>									
	SFA200.3.1	Enrollment Lists and Rosters, Special Education	7		7				
	SFA200.3.2	Student Records, Special Education Program Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment & eligibility forms; admission, review and dismissal (ARD) and transitional planning committee documentation; individual educational (IEP) and transitional (ITP) plans; parent consent forms for testing and placement; and other records of services required under federal and state regulation.	AC+7		AC+7		AC=Cessation of services		

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	SFA200.3.3	Student Records, Bilingual and Special Language Program Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications to parents, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, and other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs.	AC+7		AC+7	AC=Cessation of services		
	SFA200.3.4	Student Records, 504 Program Records of each student referred to or receiving services under Section 504, including referral, pre-placement, and reevaluation reports, parental notices; group and impartial hearing deliberations; and other records of services required under Section 504 regulations	AC+7		AC+7	AC=Cessation of services		
	SFA200.3.5	Enrollment Lists and Rosters, Dyslexia Program	AC+5		AC+5	AC=Cessation of services		
	SFA200.3.6	Student Records, Dyslexia Program Records of each student referred to or receiving dyslexia program services, including referral and assessment reports; group deliberations; parental notices; and other records of services required under state regulation.	AC+5		AC+5	AC=Cessation of services		
	SFA200.3.7	Daily Migrant Student Record Transfer System (MSRTS) Logs	7		7			
	SFA200.3.8	MSRTS Enrollment & Withdrawal Reports	7		7			

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	SFA200.3.9	MSRTS Monitoring Documentation Summaries of eligibility verifications and validations, parent/guardian questionnaires, copies of validated certificates of eligibility, and copies of any correspondence from a school district to a regional educational service center requesting deletion of ineligible children from the MSRTS.	7		7				
	SFA200.3.10	MSRTS Recruiting Records Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students.	7		7				
	SFA200.3.11	MSRTS Student Records Certificates of eligibility	AC+7		AC+7		AC=End of eligibility		
	SFA200.3.12	MSRTS Student Records Copies of most current educational and health records or forms providing educational and health updates information from which is transmittable to regional educational service centers for data entry	US		US				
	SFA200.3.13	MSRTS Student Records Data verification reports from the MSRTS center in Little Rock	AV		AV				
	SFA200.3.14	McKinney Homeless Assistance Act Student Records	7		7				
Attendance Records									
	SFA200.4.1	Attendance Control Documentation Correspondence to and from parents or guardians concerning absences and tardiness	AV		AV				

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	SFA200.4.2	Attendance Control Documentation Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law, including all associated documentation	2		2				
	SFA200.4.3	Attendance officer's logs and reports of parents or guardians visited	2		2				
	SFA200.4.4	Attendance Reports, Copies of attendance and enrollment reports submitted to the TEA, including those term and period reports submitted to the superintendent by principals for the purposes of compiling state-mandated reports	5		5				
	SFA200.4.5	Attendance Reports, Daily Registers Daily registers of pupil attendance and similar daily or periodic reports used to document the attendance and absence of students	5		5				
	SFA200.4.6	Transfer, Applications for and Associated Reports Documentation concerning the transfer and enrollment of students in districts other than those in which they are resident	7		7				

Student Health Records

	SFA200.5.1	Accident Reports Reports of accidents to students	AC+2		AC+2	AC=date student turns 18		
	SFA200.5.2	Correspondence with Parents or Guardians Correspondence to and from parents or guardians concerning student health matters.	2		2			
	SFA200.5.3	Cumulative Health Card or Record.	AC+2		AC+2	AC=date of withdrawal		

Retention Codes (Field 7)

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 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to University Archives
 O – Review by University Archivist



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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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


	SFA200.5.4	Emergency Cards Card or other form of record providing information on whom to contact in case of accident or illness to a student	US or AC		US or AC		AC=date of withdrawal		
	SFA200.5.5	Exclusion Documentation, Medical Contraindications Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons, or verifications of previous illness or health testing.	AC+2		AC+2		AC=date of withdrawal		
	SFA200.5.6	Exclusion documentation, Religious Conflicts Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons, or verifications of previous illness or health testing.	AC+2		AC+2		AC=date of withdrawal		
	SFA200.5.7	Verifications of mumps or measles illness	AC+2		AC+2		AC=date of withdrawal		
	SFA200.5.8	Verifications from physicians or health agencies of prior testing of sight, hearing and spinal curvature	AC+2		AC+2		Ac=date of withdrawal		
	SFA200.5.9	Health Screening Documentation Worksheets, checklists, examination forms, and similar documents used in student health screening.	AV		AV		AV=after entry of information on cumulative Health Record		
	SFA200.5.10	Health Screening Documentation Vision, hearing, and spinal screening reports submitted to the Texas Department of Health.	3		3				
	SFA200.5.11	Immunization Records	AC+2		AC+2		AC=date of withdrawal		

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	SFA200.5.12	Physician Referrals and Reports Copies of referrals to physicians, including any attached screening worksheets, and reports from physicians on referred health matters.	AV		AV		AV=after entry of information on Cumulative Health Record		
	SFA200.5.13	Reports to Enforcement Agencies Copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Texas Department of Health, the Texas Department of Human Services, or local law enforcement and animal control agencies	2		2				
	SFA200.5.14	Special Health Care Records Logs or reports of medications or treatment administered to students on a group or individual basis	3		3				
	SFA200.5.15	Special Health Care Records Parent's requests and physician's authorizations for specialized health care.	AC+2		AC+2		AC= End of validity of request or authorization		

Instruction Reporting Records

	SFA200.6.1	Curriculum Guides	US		US				
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Discipline Records

Retention Codes (Field 7)						Archival Codes (Field 8)			
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	SFA200.7.1	Discipline Records, Expulsion Records relating to the discipline, corporal punishment, suspension, and expulsion of students maintained by superintendents, principals, and counselors, including parental conference reports and correspondence with parents.	3		3			
	SFA200.7.2	Discipline Records, Non-expulsion Records relating to forms of discipline other than expulsion.	AV		AV			
	SFA200.7.3	Student Guidance and Counseling Files Individual student counseling files maintained by school counselors, including parental conference reports.	AV		AV			
Accreditation Records								
	SFA200.8.1	Accreditation Reports, TEA Reports to the Texas Education Agency on accreditation planning or the self-monitoring of progress toward the achievement of goals.	AV		AV		AV=after subsequent accreditation	
	SFA200.8.2	Accreditation Reports, Investigative Accreditation investigative reports from the Texas Education Agency to the board of trustees of a school district.	PM		PM			
	SFA200.8.3	Planning Records Self studies; planning documents used to establish goals and indicators; achievement reports; documents evidencing parent, community, and staff involvement in the establishment of performance objectives; and similar records created in school districts to plan for and monitor progress during interims between accreditation visits.	AC		AC		AC=After subsequent accreditation	

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Archival Codes (Field 8)

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 <div style="text-align: center;"> <h1 style="margin: 0;">STATE OF TEXAS</h1> <h2 style="margin: 0;">Records Retention Schedule</h2> </div>		SLR 105 <i>Form SLR 105C must accompany this form.</i>						
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			Agency	Storage	Total			


Food Service Records

	SFA200.9.1	Certificates of Authority Authorizations for persons to act on behalf of a school district in school lunch matters.	US+5		US+5			
	SFA200.9.2	Daily Food Service Records Daily record of full-price, reduced-price, and free breakfasts and lunches served.	FE+5		FE+5			
	SFA200.9.3	Food and Food Equipment Inventory 	FE+5		FE+5			
	SFA200.9.4	Free or Reduced-Price Meal Records, Application Applications from parents for free or reduced-price breakfasts or lunches. Rosters or lists of eligible students.	FE+5		FE+5			
	SFA200.9.5	Free or Reduced-Price Meal Records, Policy Policy statements on free and reduced-price meals.	US+5		US+5			
	SFA200.9.6	Health Inspection Reports	3		3			
	SFA200.9.7	Menu Planning Records	AV		AV			
	SFA200.9.8	Daily Menus	5		5			

School Safety Records


	SFA200.10.1	Evacuation and Fire Exit Plans 	US		US			
	SFA200.10.2	Fire Drill Records Records of fire drills, including schedules, reports, correspondence with fire departments, and associated documentation.	3		3			

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	SFA200.10.3	Fire Safety Inspection Reports	3		3			
Financial Records								
	SFA200.11.1	Agency Fund Accounting Records Any accounts payable, accounts receivable, or ledgers and journals used to document the receipt and expenditure of local agency funds from clearing accounts that are custodial in nature	FE+3		FE+3			
Personnel and Staffing Records								
	SFA200.12.1	Application for Nonrenewable Permit Copies of applications/recommendations for professional or paraprofessional certificates or permits endorsed by the superintendent or to other authorized school official and forwarded by the district or the applicant to the TEA for the purposes of certification or review of qualifications	1		1			
	SFA200.12.2	All other applications and recommendations that are not Nonrenewable.	AV		AV			
	SFA200.12.3	Audit Verification Cards	US		US		Note: The most recent audit verification card present in his or her personnel file upon separation of an employee must be retained PERMANENTLY	
	SFA200.12.4	Deficiency Plan	US or AC+5		US or AC+5		US= by a teaching certificate AC=separation of employee +5 years	
	SFA200.12.5	Performance Appraisal Record Including documentation submitted by the teacher	PM		PM			
	SFA200.12.6	Observation & Evaluation Forms Including documentation submitted by the teacher	AC+4		AC+4		AC=teacher signs	

Retention Codes (Field 7)	Archival Codes (Field 8)
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 <h1 style="margin: 0;">STATE OF TEXAS</h1> <h2 style="margin: 0;">Records Retention Schedule</h2>		SLR 105 <i>Form SLR 105C must accompany this form.</i>												
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2. Agency Code <div style="text-align: center; font-weight: bold;">755</div>		3. Agency Name <div style="text-align: center;">Stephen F. Austin State University</div>												
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">7. Retention Period</th> </tr> <tr> <td style="width: 33%;">Agency</td> <td style="width: 33%;">Storage</td> <td style="width: 33%;">Total</td> </tr> </table>	7. Retention Period			Agency	Storage	Total	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">8. Archival</th> </tr> <tr> <td style="text-align: center;">9. Remarks</td> </tr> </table>	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
7. Retention Period														
Agency	Storage	Total												
8. Archival														
9. Remarks														

	SFA200.12.7	Appraisers Observation Notes Notes taken by appraisers during observations or similar written documentation created by the teacher's supervisor that, in combination with the formal observation, is used to determine credit for the criteria and indicators on the observation/evaluation forms	AV		AV		Note: AV after teacher signs for receipt of observation/evaluation form		
	SFA200.12.8	Teacher Assessment of Instructional Goals and Outcomes	AV		AV				
	SFA200.12.9	Professional Growth Plans	4		4				
	SFA200.12.10	Service Record Affidavits Affidavits attached to teacher service record claiming months served prior to the 1949-50 school year.	PM		PM				
	SFA200.12.11	Statements of Commitment (Out of State Certificates)	AV		AV		AV=Until receipt by district of Texas certificate or date of separation +5		
	SFA200.12.12	Statements of Intention to Become a United States Citizen	AV		AV				
	SFA200.12.13	Teacher Certificate Registers	PM		PM				
	SFA200.12.14	Personnel Rosters Including those detailing assignments to grades, courses, etc.	3		3				
	SFA200.12.15	Substitute Teaching Rosters	3		3				
Miscellaneous Reports and Surveys									
	SFA200.13.1	Public Education Information Management System (PEIMS) Data Submissions	AV		AV				

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) I – Transfer to University Archives O – Review by University Archivist
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	SFA200.13.2	Data Verification Reports Data printouts or reports from the TEA or other agencies provided for informational purposes showing data received and entered in TEA or other agency databases and similar documents seeking confirmation of the accuracy of current data information.	AV		AV				
	SFA200.13.3	Surveys Surveys, questionnaires, opinion polls, and similar documents received from the TEA or other agencies, completed and returned by the superintendent or other school official and used by the surveying agency for the preparation of needs assessments or statistical reports and not for the specific purpose of monitoring compliance with a required or grant-funded program in the respondent district.	AV		AV				
	SFA200.13.4	Program Approval Applications, Approved Applications and supporting documentation for local programs that must be approved by the TEA before implementation but which do not involve the allocation of state or federal funds controlled by the agency.	US+5		US+5		US= Until superseded or life of the program		
	SFA200.13.5	Program Approval Applications, Not Approved Applications and supporting documentation for local programs that must be approved by the TEA before implementation but which do not involve the allocation of state or federal funds controlled by the agency.	AV		AV				

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Records Retention Schedule

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	SFA200.13.6	Requests for Waiver of TEA Policies & Rules, Requests Granted Requests and renewals of requests for waivers of TEA policies and rules, including any attached documentation.	5		5				
	SFA200.13.7	Requests for Waiver of TEA Policies & Rules, Requests Not Granted Requests and renewals of requests for waivers of TEA policies and rules, including any attached documentation.	AV		AV				
	SFA200.13.8	School Calendar	US+2		US+2				

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Academic Progress Records-Students	SFA100.2.2	Apprenticeship Records/Practicum, Internship	SFA100.3.1
Academic Status Report-Students	SFA100.2.3	Affirmative Action Plans	SFA3.3.1
Access to Information, Consent-Students	SFA100.4.3	Aptitude & Skill Tests	SFA3.3.27
Access to Information-Students	SFA100.4.2	Aptitude & Skill Tests- Test Papers	SFA3.3.28
Access to Information, Records of-Students	SFA100.4.1	Aptitude & Skill Tests- Validation Records	SFA3.3.29
Access to Information, Refusal-Students	SFA100.4.4	Asset Sequential Number Logs, Fixed	SFA4.7.9
Accident Reports	SFA5.4.1	Athletic Eligibility Records, Student	SFA100.2.7
Accounting Policies & Procedures Manual	SFA4.7.1	Athletic File, Student	SFA100.2.8
Accounts Payable Information	SFA4.1.1	Athletics-Conference Records	SFA100.2.8
Accounts Payable Ledger	SFA4.4.3	Attendance Records, Student	SFA100.2.9
Accounts Receivable Ledger	SFA4.4.2	Audio Visual Storage List	SFA100.9.2
Accreditation Planning Records	SFA100.5.3	Audit Trail Records	SFA2.1.10
Accreditation Records	SFA100.5.2	Audits	SFA 1.1.2
Accreditation Records, State	SFA100.5.1	Authorizations, Signature	SFA4.7.12
Accumulated Leave Adjustment Requests	SFA3.4.1	Balancing Records	SFA4.6.1
ADA Documentation	SFA1.1.56	Bank Statements	SFA4.7.2
Administration Records, Training	SFA3.3.30	Batch Data Entry Control Records	SFA2.2.11
Admission to Register, Permits for	SFA100.2.27	Benefit Plans	SFA3.3.4
Advance Placement & Credit Records-Student-Awarded	SFA100.2.4	Bid Documentation	SFA5.3.7
Advance Placement & Credit Records-Student-Not Awarded	SFA100.2.5	Bid, Requests for Information	SFA5.3.9
Advisement, Student	SFA100.2.6	Billing Detail	SFA4.1.2
Agency Performance Measure Documentation	SFA1.1.64	Billing Detail-Telecommunications	SFA5.5.1
Agency Staffing Reports	SFA3.3.26	Billing Detail-Telecommunications (TEX-AN)	SFA5.5.6
Agreements, Equipment Service-History File	SFA5.2.8	Bonds, Performance	SFA3.1.35
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Annual Financial Reports	SFA4.5.3	Budget, Annual Operating	SFA4.5.6
Annual Operating Budgets	SFA4.5.6	Budget, Transfer or Adjustments	SFA4.1.7
Applications for Employment-Hired	SFA3.1.2	Building Construction Contract & Inspection Records	SFA5.2.28
Applications for Employment-Not Hired	SFA3.1.1	Building Construction Project Files	SFA5.2.2
Applications/Admissions-Students Enrolled	SFA100.1.1	Building Plans & Specifications	SFA5.2.3
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Appraisals-Building or Property	SFA5.2.1	Calendars-Appointment	SFA1.1.13

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Canceled Checks/Stubs/Warrants/Drafts	SFA4.1.3
Candidate Employment Selection Records	SFA3.1.14
Capital Asset Records	SFA4.7.4
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Cash Count	SFA4.6.3
Cash Deposit Vouchers	SFA4.2.1
Cash Receipts	SFA4.2.2
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Chemical Lists, Workplace	SFA5.4.9
Claim Files	SFA4.7.5
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Computer Production, Output Records	SFA2.2.12
Consent/Release Form	SFA100.6.3
Contract Log	SFA5.1.17
Contracts & Leases	SFA5.1.1
Contracts, Employment	SFA3.1.13
Cookies, Internet	SFA2.2.14
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Corrective Action Documentation, Personnel	SFA3.1.20
Correspondence Tracking Records	SFA5.1.15

Correspondence-Administrative	SFA1.1.7
Correspondence-General	SFA1.1.8
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Counseling Files	SFA100.6.4
Counseling Records, Employee	SFA3.1.6
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Course Schedules	SFA100.2.14
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Deeds & Easements	SFA5.2.1aa
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Equipment Warranties	SFA5.2.11
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