# Welcome to the UTSRRS

The University of Texas System Administration Records Retention Schedule (UTSRRS) provides detailed guidance on the retention requirements for records created, received, used, and stored by or on behalf of UT System Administration.

The UTSRRS was developed and is routinely updated in response to requirements from: 1) federal and state laws for the minimum retention required for records, including state retention schedules on which the agency's schedule must be based; 2) other entities that regulate or oversee System activities; and 3) System subject matter experts for business and operational use of agency records.

The UTSRRS is certified by the Texas State Library and Archives Commission (TSLAC) and adopted as official System policy to:

- List minimum retention and preservation requirements for all records created in the course of agency business.
- Form a basis to authorize the destruction of agency records in accordance with procedures developed to comply with state and federal regulations.

The authoritative copy of the UTSRRS is available on TSLAC's website. Any discrepancies with this PDF or other local copies of the UTSRRS will be resolved in favor of the authoritative copy. Authoritative Copy of the UTSRRS (PDF)

## CAUTION:

**A record may not be destroyed if there is any action pending against it.**

Even if a record meets retention requirements, it may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated until the completion of the action and the resolution of all issues that arise from it.

**Additional Audit Requirements Supersede Retention Requirements:** Known audit requirements are considered in setting the retention requirements for records series on this schedule. However, if a department becomes aware that there are additional audit requirements that extend beyond the listed retention requirement, the department must retain the records until the additional audits are completed.

## Table of Contents

Welcome to the UTSRRS ..... 1
All Departments ..... 5
All Departments – General Administrative Functions ..... 5
All Departments – Technology and Information Management ..... 7
All Departments – Employee and Personnel Administration ..... 7
All Departments – Fiscal Management and Procurement ..... 7
All Departments – Facilities and Equipment ..... 9
Academic Affairs (ACA) ..... 9
Accounting and Procurement (APS) ..... 10
Audit (AUD) ..... 11
Board of Regents (BOR) ..... 12
Chancellor (CHA) ..... 15
Controller (CON) ..... 15
ECM ..... 17
Facilities (FAC) ..... 18
Federal Relations (FED) ..... 18
Finance (FIN) ..... 18
Gift Planning Services (External Relations) (GPS) ..... 19
Health Affairs (HEA) ..... 20
Historically Underutilized Business Programs (HUB) ..... 22
Institutional Studies and Policy Analysis (ISPA) (now Office of Institutional Research and Analysis) ..... 22

Medical & Dental Schools Application Service (TMDSAS) (MED) ..... 24
Office of Employee Benefits (OEB) ..... 27
Office of Employee Services (OES) (now Office of Talent & Innovation) ..... 31
Office of Facilities Planning & Construction (OFPC) (now Office of Capital Projects) ..... 37
Office of General Counsel (OGC) ..... 38
Office of Governmental Relations (OGR) ..... 41
OPA ..... 41
Office of Technology & Information Services (OTIS) ..... 41
Office of the Director of Police (POL) ..... 45
Real Estate (REA) ..... 47
Risk Management (ORM) ..... 48
EHS (Environmental Health and Safety) ..... 48
RMI ..... 48
RRF ..... 49
RTT ..... 50
RWC ..... 51
Systemwide Information Services (SIS) ..... 51
Systemwide Compliance (SCM) ..... 52
SPE ..... 52
STM ..... 52
Travel Services & Aircraft Operations (TRA) ..... 54
University Lands ..... 55
Accounting Office (ACC) ..... 55

LLM ..... 58
LMA ..... 61
LMC ..... 63
LMI ..... 63
LMS ..... 64
LMV ..... 66
LTM ..... 67

# All Departments

## All Departments – General Administrative Functions

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| ALL2142 | 1.1.007 | **Correspondence - Executive** | | AC | 4 | | | AC=End of term or service in agency. | O | | |
| ALL1798 | 1.1.008 | **Correspondence - Non-Executive** | | AC | 2 | | | AC=Send or receipt date. | | | |
| ALL1800 | 1.1.010 | **Office Procedures and Directives - Internal** | | US | 1 | | | | | | |
| ALL1801 | 1.1.013 | **Calendars, Appointments, Itineraries - Non-Executive** | | CE | 1 | | | | | | |
| ALL2143 | 1.1.013 | **Calendars, Appointments, Itineraries - Executive** | | AC | 1 | | | AC=End of term or service in agency. | O | **CAUTION**: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General. | |
| ALL1827 | 1.1.023 | **Organization Charts** | | US | | | | | I | | |

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| ALL1828 | 1.1.024 | **Plans and Planning Records** | | AC | 3 | | | AC=Decision made to implement or not to implement result of planning process. Some of these records may be confidential. | O | | |
| ALL1831 | 1.1.040 | **Speeches, Papers, and Presentations** | | AC | | | | AC=End of term or service in agency. | O | | |
| ALL1835 | 1.1.057 | **Transitory Information** | | AC | | | | AC=Purpose of record has been fulfilled | | | |
| ALL1837 | 1.1.063 | **Staff Meeting Minutes and Notes** | | FE | 1 | | | | | | |
| ALL1838 | 1.1.064 | **Agency Performance Measures Documentation** | | FE | 3 | | | | | This series trumps any series with a shorter retention that is used for performance measure of an agency. | |
| ALL1829 | 1.1.070 | **Rules, Policies, Procedures - System Programs and Services** | | AC | 3 | | | AC=End of need for rule, policy, or procedure. | O | | |
| ALL1840 | 1.1.067 | **Reports and Studies (Non-Fiscal)** | | FE | 3 | | | | O | | |
| ALL1943 | 1.1.069 | **Reports - Activity** | | FE | 1 | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| **All Departments – Technology and Information Management** | | | | | | | | | | | |
| ALL1944 | 1.2.010 | **Records Disposition Logs** | | | 10 | | | | | | |
| ALL1940 | 1.2.014 | **Records Management Plans and Guides** | | US | 1 | | | | | Disaster Recovery Plans are vital records. | |
| ALL1941 | 2.2.016 | **Software Registrations, Warranties and License Agreement** | | LA | 3 | | | | | | |
| **All Departments – Employee and Personnel Administration** | | | | | | | | | | | |
| ALL1843 | 3.3.030 | **Training - Materials and Administrative Records** | | US | 2 | | | | | **CAUTION:** Does not include hazardous materials training records which must be kept 5 years- Texas Health and Safety Code, 502.009(g). | |
| ALL1844 | 3.4.006 | **Time and Leave Records** | | FE | 4 | | | | | | 40 TAC 815.106(i) |
| **All Departments – Fiscal Management and Procurement** | | | | | | | | | | | |
| ALL1954 | 3.3.023 | **Payee Information Forms** | Includes reimbursable activities, requests and authorizations to engage in, requests for Taxpayer Identification number (TIN) and Certification (W-9 Forms). | FE | 3 | | | | | Added Dec 2017 per approved amendment | |

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| | | | | Code | Yrs | Mos | Days | | | | |
| ALL2144 | 4.1.005 | **Inventory & Other Cost Files** | Production, job, labor, quotes, pricing, specifications, etc. | FE | 3 | | | | | | |
| ALL2160 | 4.1.006 | **Investment Records** | | AC | 20 | | | AC=After reconciliation of transaction. | | | |
| ALL1848 | 4.2.005 | **Purchases and Expenditure Records** | | FE | 3 | | | | | Does not include purchases or expenditures related to grant records, which must be kept with the grant records for the period of time required by the grant. | |
| ALL1849 | 4.5.002 | **Internal Fiscal Management Reports** | | FE | 3 | | | | | | |
| ALL1851 | 4.6.002 | **Account Reconciliations** | | FE | 3 | | | | | | |
| ALL1953 | 5.1.001 | **Contracts and Leases** | | AC | 7 | | | 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. | Government Code, 441.1855 |
| ALL1933 | 5.1.017 | **Logs and Tracking Records Contracts, Correspondence, Etc.** | | FE | 3 | | | | | | |
| ALL1852 | 5.3.007 | **Bid Documentation** | Includes all bid requisition/authorizations, invitations to bid or propose, bid specifications successful and unsuccessful bids and bid tabulation/evaluations prior to August 31, 2015 and after September 1, 2015. | AC | 7 | | | AC= Date of Expiration or termination of the instrument according to its terms or decision not to proceed with the bid. | | Added Dec 2017 per approved amendment | |

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| ALL1853 | 5.3.007 | **Bid Documentation – Unsuccessful** | Unsuccessful bids that do not meet agency submission requirements are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.). | AC | 2 | | | AC= Date of notification of denial or date of withdrawal, as applicable. | | Added Dec 2017 per approved amendment | |
| ALL1854 | 5.3.009 | **Requests for Information** | Requests for information preliminary to the procurement of goods or services by direct purchase or bid. | AC | | | | AC= Date of direct purchase, or decision not to proceed with the procurement, as applicable. | | **CAUTION**: If the request for information leads to request for proposal or bid, see item number 5.3.007. Added Dec 2017 per approved amendment - | |
| **All Departments – Facilities and Equipment** | | | | | | | | | | | |
| ALL1942 | 5.2.010 | **Equipment Manuals** | | LA | | | | | | | |
| **Academic Affairs (ACA)** | | | | | | | | | | | |
| ACA1178 | 1.1.000 | **Degree Programs** | | AC | 1 | | | AC=After approval by department head | | | |
| ACA12 | 1.1.000 | **Chronological Administrative Records** | | AC | 20 | | | AC=End of term | | | |
| ACA1756 | 1.1.000 | **Appointments by Governor** | | FE | 1 | | | | O | | |
| ACA1954 | 1.1.063 | **Meeting Notes - Advisory Councils** | | FE | 2 | | | | | | |
| ACA1955 | 1.1.063 | **Meeting Notes - Council of Academic Institutions** | | FE | 2 | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| ACA2005 | 1.2.012 | **Records Inventory Worksheets** | | US | | | | | | | |
| ACA1179 | 2.1.011 | **Finding Aids, Indexes, and Tracking Systems** | | AC | | | | AC=The related hard copy or electronic records have been destroyed. | | **CAUTION**: These records must carry the same retention period and archival code of the records they support. | |
| ACA1956 | 3.1.014 | **Presidential Search Committee Records** | | AC | 2 | | | AC=When applicant accepts or declines the position | | **CAUTION**: Does not include criminal history checks. SEE item number 3.1.026. | 29 CFR 1602.49(a). |
| ACA2006 | 3.3.020 | **Work Schedules/Assignments** | | FE | 1 | | | | | | |
| ACA2007 | 3.3.023 | **Reimbursable Activities, Requests and Authorizations to Engage In** | | FE | 3 | | | | | | |
| ACA2008 | 3.4.004 | **Overtime Authorizations** | | FE | 2 | | | | | | |
| ACA2009 | 4.7.012 | **Signature Authorizations** | | AC | 3 | | | AC=The end of the fiscal year in which the signature authorization is superseded. | | | |
| ACA1759 | 5.6.002 | **Airplane Passenger Lists** | | FE | 3 | | | | | | |
| **Accounting and Procurement (APS)** | | | | | | | | | | | |
| APS1215 | 3.2.002 | **Employee Earnings Records** | | FE | 4 | | | | | | 40 TAC 815.106(i) |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| APS1218 | 4.2.001 | **Cash Deposit Vouchers** | | FE | 3 | | | | | | |
| APS1219 | 4.2.006 | **General Journal Vouchers** | | FE | 3 | | | | | | |
| APS1214 | 4.7.012 | **Signature Authorizations** | | AC | 3 | | | AC=The end of the fiscal year in which the signature authorization is superseded. | | | |
| APS1743 | 5.1.005 | **Postage Records** | | FE | 3 | | | | | | |
| APS1220 | 5.2.014 | **Inventory-Annual Physical** | | FE | 3 | | | | | | |
| **Audit (AUD)** | | | | | | | | | | | |
| AUD1960 | 1.1.002 | **Audits** | | AC | 7 | | | AC=Publication or release of final audit findings. | | | |
| AUD1961 | 1.1.002 | **Audits - Internal Audit Committee Packets** | | AC | 25 | | | AC=Publication or release of final audit findings. | | | |
| AUD1962 | 1.1.002 | **Audits - Peer Reviews** | | AC | 10 | | | AC=Publication or release of final audit findings. | | | |
| AUD1958 | 3.1.019 | **Performance Appraisals** | | FE | 2 | | | | | | 29 CFR 1620.32(c) |
| AUD1959 | 5.1.004 | **Mail and Telecommunications Listings** | | US | | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| **Board of Regents (BOR)** | | | | | | | | | | | |
| BOR1977 | 1.1.007 | **Correspondence - Administrative** | | AC | 1 | | | AC=Term of office, but not less than 4 years. | I | | |
| BOR1978 | 1.1.007 | **Correspondence - Administrative Regental** | | PM | | | | | I | | |
| BOR2049 | 1.1.024 | **Event Planning Records** | | AC | 3 | | | AC=Event date. | O | | |
| BOR2117 | 1.1.058 | **Meeting Agenda and Minutes** | | PM | | | | | I | ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the University of Texas at Austin Archive. | |
| BOR1976 | 1.1.059 | **Meetings, Certified Agendas, or Tape Recordings of Closed** | | AC | 2 | | | AC=The date of the meeting or completion of pending action involving the meeting, whichever is later. | | SEE caution comment under 1.1.058. | Government Code, 551.104(a) |
| BOR1979 | 1.1.060 | **Meetings, Audio or Videotapes of Open** | | AC | | | 90 | AC = Official Approval of written minutes of the meeting by the governing body of an agency. | | | |
| BOR1247 | 1.1.062 | **Meetings - Supporting Documentation** | | PM | | | | | I | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| BOR1963 | 1.1.066 | **Reports - Biennial or Annual Agency (Narrative)** | | AC | 6 | | | AC=September 1 of odd-numbered calendar years. | I | Sending a copy to the Texas State Publications Depository satisfies the archival requirement. | |
| BOR1964 | 1.1.068 | **Reports on Performance Measures** | | AC | 6 | | | AC=September 1 of odd-numbered calendar years | | | |
| BOR1866 | 1.1.070 | **Rules, Policies, and Procedures - Final** | | PM | | | | | I | | |
| BOR2080 | 1.2.013 | **Records Control Locator Aids** | | AC | | | | AC=Until superseded or no longer needed | | | |
| BOR1965 | 3.1.013 | **Employment Contracts** | Includes all contracts, prior to August 31, 2015 and after September 1, 2015. | AC | 7 | | | AC=Expiration or termination of the contract according to its terms. | | Government Code, 441.1855 | |
| BOR1975 | 3.1.014 | **Chancellor and Presidential Search Committee Records** | | AC | 2 | | | AC=Candidate accepts or declines position. | | **CAUTION:** Does not include criminal history checks. SEE item number 3.1.026. | 29 CFR 1602.49(a) |
| BOR1966 | 3.1.027 | **Training and Educational Achievement Records** | | AC | 5 | | | AC=Termination of employment. | | | |
| BOR1967 | 3.1.034 | **Resumes-Unsolicited** | | AV | | | | | | SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process. | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| BOR1969 | 3.1.038 | **Public Access Option Form** | | US | | | | | | SEE item number 3.3.011. | |
| BOR1968 | 3.3.025 | **Job Procedure Records** | | US | 3 | | | | | | |
| BOR2081 | 3.4.006 | **Time Sheets - Student Workers** | | FE | 4 | | | | | | 40 TAC 815.106(i) |
| BOR1238 | 4.2.007 | **Expenditure Vouchers** | | AC | 3 | | | AC=FE + 3 or term of regent, whichever is longer. | | | |
| BOR1970 | 5.1.004 | **Mail and Telecommunications Listings** | | US | | | | | | | |
| BOR1974 | 5.1.005 | **Postage Records** | | FE | 3 | | | | | | |
| BOR1971 | 5.2.002 | **Building Construction Project Files** | | AC | 10 | | | AC=Completion of project. | O | | |
| BOR1973 | 5.3.007 | **Bid Documentation** | | FE | 3 | | | | | **CAUTION**: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract SEE item number 5.1.001 and 5.2.028. | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| **Chancellor (CHA)** | | | | | | | | | | | |
| CHA1269 | 1.1.000 | **Financial Disclosure and Conflict of Interest Affidavits** | | FE | 3 | | | | | | |
| CHA2145 | 1.1.069 | **Project Management Tracking System** | | AC | 3 | | | AC=Project completed. | | | |
| CHA2144 | 3.1.019 | **Executive Officer Performance - Workplans and Appraisals** | | FE | 3 | | | | | | 29 CFR 1620.32(c) |
| **Controller (CON)** | | | | | | | | | | | |
| CON1737 | 1.1.066 | **Reports - Biennial or Annual Agency (Narrative)** | | AC | 6 | | | AC=September 1 of odd-numbered calendar years. | I | Archives Note: the archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. | |
| CON1282 | 1.1.000 | **Requests for Budget Changes** | | FE | 3 | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| CON1285 | 1.1.004 | **Legislative Appropriation Requests** | | FE | 50 | | | | I | Budget Office is the source of information for system and institutional inquiries. ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library. Only copies of supporting documentation submitted to the Legislative Budget Board are archival. | |
| CON1782 | 3.1.013 | **Employment Contracts** | | AC | 7 | | | AC=Termination of employment of Chief Administrative Officer. | | These contracts are for Chief Administrative Officers. | Government Code, 441.1855 |
| CON1273 | 3.2.003 | **Federal Tax Records** | | AC | 23 | | | AC=Tax due date, date claim is filed, or date tax is paid whichever is later | | | 26 CFR 31.6001-1(e)(2) |
| CON1289 | 4.2.000 | **Accounting Vouchers** | | FE | 3 | | | | | | |
| CON1275 | 4.5.000 | **System Administration Posted Budgets** | | FE | 50 | | | | I | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| CON1274 | 4.5.001 | **Worksheets for Preparing Fiscal Reports** | | FE | 9 | | | | | | |
| CON1283 | 4.5.001 | **Workpapers - Budget** | | FE | 3 | | | | | | |
| CON1278 | 4.5.002 | **Internal Fiscal Management Reports** | Includes Annual Financial Reports. | PM | | | | | I | | |
| CON1280 | 4.5.006 | **Annual Operating Budgets** | | FE | 50 | | | | O | Budget Office is the source of historical information for system and institutional inquiries. ARCHIVES NOTE: Records identified as archival will be transferred to the University Archives maintained at the Center for American History. When records have met their retention, contact the Records Manager to schedule transfer of records. Required by the General Appropriations Act. | |
| **ECM** | | | | | | | | | | | |
| ECM2108 | 1.1.019 | **Public Relations Records** | | FE | 5 | | | | O | | |
| ECM2109 | 1.3.002 | **Publication Development Files** | | AV | | | | | O | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| **Facilities (FAC)** | | | | | | | | | | | |
| FAC1723 | 1.1.067 | **Reports and Studies (Non-Fiscal)** | | AC | 6 | | | AC=Submission of report. | O | | |
| FAC1721 | 5.2.019 | **Service Orders** | | AC | 5 | | | AC=Service request completed. | | | |
| FAC1722 | 5.4.012 | **Security Access Records** | | AC | 2 | | | AC=Key Returned | | | |
| **Federal Relations (FED)** | | | | | | | | | | | |
| FED1823 | 1.1.020 | **Public Information Requests - Not Exempted** | | AC | 1 | | | AC=Date request fulfilled. | | | |
| FED1824 | 1.1.021 | **Public Information Requests - Exempted** | | AC | 2 | | | AC=Date of notification that records are exempt. | | | |
| FED1850 | 4.5.005 | **External Fiscal Reports** | | FE | 3 | | | | | | |
| **Finance (FIN)** | | | | | | | | | | | |
| FIN2028 | 4.5.001 | **Worksheets for Preparing Fiscal Reports** | | FE | 3 | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| FIN2025 | 4.7.010 | **Long-Term Liability Records** | | AC | 3 | | | AC=Retirement of Debt; Bonds have been paid in full and presented to UT System Administration. | | | |
| FIN2027 | 5.3.009 | **Requests for Information** | | AC | | | | AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable. | | | |
| **Gift Planning Services (External Relations) (GPS)** | | | | | | | | | | | |
| GPS1772 | 1.1.000 | **Donor Records** | | AC | 5 | | | AC=Expiration or termination of the instrument according to its terms. | O | | |
| GPS1776 | 1.1.000 | **Chancellor's Council Membership List** | | US | | | | | | | |
| GPS1777 | 1.1.000 | **Namings** | Categorize items related to philanthropic namings, not just our building naming inventory. Items included in the record series may range from gift agreements, to confidential donor correspondence, UT System approval letters and the like. | FE | 10 | | | | O | Amended Record Series Title from "Building Naming Inventory" to "Namings" per OER request Jan 2019 | |
| GPS2017 | 1.2.012 | **Records Inventory Worksheets** | | US | | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| GPS1753 | 3.2.003 | **Federal Tax Records** | | 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) |
| GPS2004 | 4.2.001 | **Cash Deposit Vouchers** | | FE | 3 | | | | | | |
| GPS1588 | 4.7.002 | **Bank Statements** | | FE | 5 | | | | | | |
| GPS1574 | 4.7.004 | **Gift Planning Services Active Records** | Includes active files for Endowments, Estates, Charitable Trusts, Held-in Trust by Others, Contingent/Revocable Gifts and Current Purpose Gifts. | PM | | | | | | Added Dec 2017 per approved amendment | |
| GPS1575 | 4.7.004 | **Estates or Assets Held in Trust by Others** | | LA | 10 | | | | | | |
| GPS1576 | 4.7.004 | **Endowments - Perpetual or Term** | | LA | 5 | | | | | | |
| GPS1578 | 4.7.004 | **Charitable Trusts/ Pooled Income Fund/ Remainder Intersts in Life Estates** | | LA | 5 | | | | | | |
| GPS1583 | 4.7.004 | **Capital Asset Records - Proposed, Contingent and Revocable Files** | | AC | 3 | | | AC=After determination of gift status. | | | |
| GPS2106 | 4.7.004 | **Capital Asset Records - Current Purpose Gifts** | | LA | 5 | | | | | | |
| **Health Affairs (HEA)** | | | | | | | | | | | |
| HEA1344 | 1.1.000 | **Meeting Agenda and Minutes - Council of Health Institutions** | | AC | 10 | | | AC=When Agenda and Minutes and Finalized. | I | ARCHIVES NOTE: Not a governmental body as | Government Code Chapter 551 |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| | | | | | | | | | | defined by Government Code Chapter 551. | |
| HEA2161 | 3.1.000 | **Personnel Files - Health Institution Presidents** | | AC | 5 | | | AC=Termination of employment. | | | |
| HEA2116 | 3.1.014 | **Presidential Search Committee Records - Health Institutions** | | AC | 2 | | | AC=When applicant accepts or declines the position. | | **CAUTION**: Does not include criminal history checks. SEE item number 3.1.026. | 29 CFR 1602.49(a) |
| HEA1982 | 3.3.023 | **Reimbursable Activities, Requests and Authorizations to Engage in** | | FE | 3 | | | | | | |
| HEA1985 | 4.1.001 | **Accounts Payable Information** | | FE | 3 | | | | | | |
| HEA1986 | 4.1.007 | **Transfers or Budget Revisions** | | FE | 3 | | | | | | |
| HEA1987 | 4.4.002 | **Accounts Receivable Ledgers** | | FE | 3 | | | | | | |
| HEA1988 | 4.4.003 | **Accounts Payable Ledgers** | | FE | 3 | | | | | | |
| HEA1992 | 4.7.007 | **Detail Chart of Accounts** | | FE | 3 | | | | | | |
| HEA1993 | 5.1.004 | **Mail and Telecommunications Listings** | | US | | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
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| | | | | Code | Yrs | Mos | Days | | | | |
| **Historically Underutilized Business Programs (HUB)** | | | | | | | | | | | |
| HUB1261 | 1.1.066 | **Reports - Biennial or Annual Agency (Narrative)** | | AC | 15 | | | AC=September 1 of odd-numbered calendar years. | I | ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives commission. | |
| **Institutional Studies and Policy Analysis (ISPA) (now Office of Institutional Research and Analysis)** | | | | | | | | | | | |
| ISPA2083 | 1.1.010 | **Directives** | | US | 10 | | | | | | |
| ISPA2029 | 1.1.019 | **Public Relations Records** | | FE | 10 | | | | O | | |
| ISPA2085 | 1.1.024 | **Plans and Planning Records** | | AC | 10 | | | AC=Decision made to implement or not to implement result of planning process. | O | | |
| ISPA2086 | 1.1.065 | **Reports and Studies (Non-Fiscal) -- Raw Data** | | AV | | | | | | | |
| ISPA2087 | 1.1.067 | **Reports and Studies (Non-Fiscal)** | | FE | 10 | | | | O | | |
| ISPA2030 | 1.2.012 | **Records Inventory Worksheets** | | US | | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| ISPA2031 | 1.3.002 | **Publication Development Files** | | AV | | | | | O | | |
| ISPA2032 | 2.1.001 | **Processing Files** | | AC | 10 | | | AC=Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. | | | |
| ISPA2033 | 2.1.002 | **Master Files** | | AC | 10 | | | AC=Completion of 3rd 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. | | | |
| ISPA2034 | 2.1.011 | **Finding Aids, Indexes, and Tracking Systems** | | AC | 10 | | | AC=The related records have been destroyed. | | **CAUTION:** These records must carry the same retention period and archival code of the records they support. | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| ISPA2035 | 4.7.007 | **Detail Chart of Accounts** | | FE | 3 | | | | | | |
| **Medical & Dental Schools Application Service (TMDSAS) (MED)** | | | | | | | | | | | |
| MED1462 | 1.1.000 | **Status Reports and Applicants Material for Admission to Medical and Dental Schools** | | US | | | | | | | |
| MED1463 | 1.1.000 | **Student Applications to Medical and Dental Schools** | | FE | 10 | | | | | Microfilming discontinued in 2003. Master microfilm stored at State Records Center Records after 2003 stored in FileNet. | |
| MED2094 | 3.3.025 | **Job Procedure Records** | | US | 3 | | | | | | |
| MED2096 | 3.4.004 | **Overtime Authorizations** | | FE | 2 | | | | | | |
| MED2097 | 4.2.001 | **Cash Deposit Vouchers** | | FE | 3 | | | | | | |
| MED1460 | 5.1.001 | **Joint Admission Medical Program (JAMP) Applications and Student Contracts -- Medical Schools** | | AC | 7 | | | AC=Expiration or termination of the instrument according to its terms. | | Extended retention from AC+4 to AC+7 for consistent series in Mar2018. | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| MED2099 | 5.1.004 | **Mail and Telecommunications Listings** | | US | | | | | | | |
| MED2100 | 5.1.007 | **Requisitions for In-Agency/Interagency Copy/Printing Service** | | AV | | | | | | | |
| MED2101 | 5.2.014 | **Inventory-Annual Physical** | | FE | 3 | | | | | | |
| MED2102 | 5.2.015 | **Inventory, Notices of Equipment Removed From** | | FE | 3 | | | | | | |
| MED2105 | 5.3.004 | **Order - Acknowledgments** | | AV | | | | | | | |
| MED2103 | 5.3.005 | **Packing Slips** | | AV | | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| MED2104 | 5.3.007 | **Bid Documentation** | | AC | 7 | | | Executed, renewed, or amended | | **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. Bid docs should be reflected as three record series with different retention periods. For example: MED2104 FE+3 executed, renewed, or amended on or before 8/31/2015 MED2104a AC+7 executed, renewed, or amended on or after 9/1/2015. MED2104b AC+2 unsuccessful bids Or reflect one record series with the greater retention period of AC+7. | |
| MED2104a | 5.3.008 | **Unsuccessful Bid Documentation** | Bid documentation for which no award was extended | AC | 2 | | | After award | | Complementary to MED2014 | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| **Office of Employee Benefits (OEB)** | | | | | | | | | | | |
| OEB1307 | 1.1.000 | **Contracted Carrier Correspondence and Reports** | | FE | 7 | | | | | | |
| OEB1494 | 1.1.038 | **Surveys-Employee Benefits** | | AC | 3 | | | AC=Final disposition of summary report. | | | |
| OEB2148 | 1.1.065 | **Employee Benefits Members Issues** | | AC | 2 | | | AC=Resolution of issue. | | | |
| OEB2149 | 1.3.000 | **Employee Insurance and Retirement Employee Reference Materials** | | AC | | | | AC=Until superseded or obsolete. | | | |
| OEB2150 | 2.1.002 | **Employee Benefits Software Master Files** | | AC | 1 | | | AC=Completion of upgrade, migration, or verification of audit trail. | | | |
| OEB2151 | 2.1.002 | **Employee Benefits Software Database Files** | | AC | 20 | | | AC=Completion of upgrade, migration, or verification of audit trail. | | | |
| OEB1304 | 2.2.011 | **Employee Benefits Data Entry Logs** | | AC | | | | AC=When reconciliation confirmed. | | | |
| OEB2152 | 3.1.000 | **Employee Benefits Mandated Benefits Coordination and Secondary Payee Claims** | | AC | 3 | | | AC=Resolution of claim. | | Revised Dec 2017 per approved amendment | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OEB2153 | 3.1.000 | **Retirement Loan Information** | | AC | | | | AC=After loan has been paid. | | | |
| OEB2154 | 3.1.000 | **Employee Benefits Medicare Records** | | AC | 6 | | | AC=Resolution of claim. | | | |
| OEB1314 | 3.1.011 | **Employee Insurance Records (Including Affordable Care Act and Cobra Records)** | Includes all employee insurance records. | AC | 6 | | | AC= Termination of coverage. | | Revised Dec 2017 per approved amendment | |
| OEB1316 | 3.3.000 | **Insurance Contracts** | | AC | 15 | | | AC=End of contract. | | | |
| OEB1492 | 3.3.004 | **Retirement Plan Documents** | | US | 1 | | | | | | 29 CFR 1627.3(b)(2) |
| OEB2155 | 4.2.007 | **Employee Benefits Procard and Expenditure Vouchers** | | FE | 7 | | | | | | |
| OEB1309 | 4.5.002 | **Financial Statements** | | FE | 7 | | | | | | |
| OEB2156 | 4.7.002 | **Employee Benefits Special Claims** | | AC | 5 | | | AC=Resolution of claim. | | | |
| OEB2157 | 4.7.005 | **Employee Benefits Insurance Electronic Medical Claims** | | AC | 20 | | | AC=Resolution of claim. | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OEB1302 | 5.1.001 | **Employee Benefits Insurance Contracts** | | AC | 7 | | | AC=Expiration or termination of instrument. | | Contracts should be reflected as two record series with different retention periods. For example: OEB1302 AC+4 executed, renewed, or amended on or before 8/31/2015 OEB1302a AC+7 executed, renewed, or amended on or after 9/1/2015. Or reflect one record series with the greater retention period of AC+7 (changed Mar 2018) | |
| OEB2158 | 5.1.001 | **Life Insurance Contracts and Retirement Contracts** | | AC | 30 | | | AC=Expiration or termination of the instrument according to its terms. | | | |
| OEB2159 | 5.2.009 | **Equipment Inventory Detail Reports and Forms** | | FE | 3 | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OEB1311 | 5.3.007 | **Bid Documentation** | | AC | 7 | | | After award is executed, renewed, or amended. | | **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. Bid docs should be reflected as three record series with different retention periods. unsuccessful bids Or reflect one record series with the greater retention period of AC+7. | |
| OEB1311 a | 5.3.008 | **Bid Documentation** | Documentation for unsuccessful bids | AC | 2 | | | After award is executed, renewed, or amended. | | Complementary to OEB3111 | |
| OEB2160 | 1.1.002 | **Audits** | | AC | 7 | | | AC=Publication or release of final audit findings. | | | |
| OEB2161 | 2.2.010 | **Employee Benefits Security Policies, Procedures and Program Documentation** | | US | 6 | | | | | Added Dec 2017 per approved amendment | |
| OEB2077 | 3.3.004 | **Employee Benefits Plan Information** | | US | 1 | | | | | Added Dec 2017 per approved amendment | 29 CFR 1627.3(b)(2) |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OEB2078 | 4.2.003 | **Benefits Billing Payment Logs** | | FE | 3 | | | | | Added Dec 2017 per approved amendment | |
| OEB2079 | 4.4.002 | **Accounts Receivable Ledgers** | Ledgers related to employee benefits. | FE | 3 | | | | | Added Dec 2017 per approved amendment | |
| OEB2080 | 4.5.001 | **Worksheets for Preparing Fiscal Reports** | Worksheets related to employee benefit operations. | FE | 3 | | | | | Added Dec 2017 per approved amendment | |
| OEB2081 | 5.1.001 | **Direct Payment Agreements and Terminated Direct Payment Agreements** | | AC | 7 | | | AC= Expiration or termination of the instrument | | Added Dec 2017 per approved amendment | Government Code 441.1855 |
| **Office of Employee Services (OES) (now Office of Talent & Innovation)** | | | | | | | | | | | |
| OES2068 | 2.1.002 | **Master Files** | | AC | | | | AC=Completion of 3rd 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. | |
| OES1787 | 3.1.001 | **Applications for Employment-Not Hired** | | FE | 2 | | | | | | 29 CFR 1602.49(a) |
| OES2050 | 3.1.002 | **Applications for Employment Hired** | | AC | 5 | | | AC=Separation or termination of employment. | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OES2051 | 3.1.011 | **Employee Insurance Records - Current Employees** | | AC | 5 | | | AC=Until superseded or separation 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. | |
| OES2077 | 3.1.011 | **Employee Insurance Records** | | AC | 75 | | | AC=Until superseded or separation 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. | |
| OES2078 | 3.1.011 | **Employee Insurance Records - Retired and Deceased Employees** | | AC | 150 | | | AC=Until superseded or separation 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. | |
| OES2052 | 3.1.012 | **Employment Opportunity Announcements** | | FE | 2 | | | | | | 29 CFR 1602.49(a) |
| OES2076 | 3.1.014 | **Employment Selection Records** | | FE | 2 | | | | | CAUTION: Does not include criminal history checks. SEE item number 3.1.026. | 29 CFR 1602.49(a) |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OES2080 | 3.1.029 | **Employment Eligibility, Documentation or Verification of Federal Reporting Form (INS I-9)** | | AC | 5 | | | AC = Termination of employment. | | CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS 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) |
| OES2081 | 3.1.031 | **Employee Benefits - Other Than Insurance** | | AC | 5 | | | 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. | |
| OES2079 | 3.2.009 | **State Deferred Compensation Records** | | AC | 5 | | | AC = All accounts with a vendor or vendors for the individual participant have been closed. | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OES2054 | 3.1.018 | **Grievance Records** | | 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. | |
| OES2055 | 3.1.019 | **Performance Appraisals** | | AC | 5 | | | AC=Separation or termination of employment. | | | 29 CFR 1620.32(c) |
| OES2056 | 3.1.020 | **Personnel Corrective Action Documentation** | | AC | 5 | | | AC=Separation or termination of employment. | | **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. | |
| OES2057 | 3.1.021 | **Personnel Disciplinary Action Documentation** | | AC | 5 | | | AC=Separation or termination of employment. | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
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| | | | | Code | Yrs | Mos | Days | | | | |
| OES2058 | 3.1.022 | **Personnel Information or Action Forms** | | AC | 5 | | | AC=Separation or termination of employment. | | | 29 CFR 1602.49(a) |
| OES2059 | 3.1.023 | **Position/Job Descriptions** | | AC | 5 | | | AC=Until superseded or job eliminated. | | | 40 TAC 815.106(i) |
| OES2061 | 3.1.026 | **Criminal History Checks - Authorization Forms** | | AC | | | | AC=The criminal history record has served the immediate purpose for which it was obtained. | | **CAUTION**: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information. | Government Code, Chapter 411, Subchapter F |
| OES2062 | 3.1.037 | **Employee Recognition Records** | | AC | 5 | | | AC=Separation or termination of employment. | | | |
| OES2063 | 3.1.038 | **Public Access Option Form** | | AC | 75 | | | AC=Until superseded or separation or termination of employment. | | | Government Code 552.024 |
| OES2064 | 3.2.001 | **Employee Deduction Authorizations** | | AC | 5 | | | AC=Separation or termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OES2065 | 3.2.004 | **Income Adjustment Authorizations** | | AC | 5 | | | AC=Separation or termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. | | | 29 CFR 516.6(c) |
| OES2066 | 3.2.005 | **W-4 Forms** | | AC | 5 | | | AC=Until superseded, obsolete, or upon separation of employee. | | | 26 CFR 31.6001-1 (e)(2) |
| OES1789 | 3.2.007 | **Unemployment Compensation Records** | | AC | 5 | | | AC=After closed, terminated, completed, expired or settled. | | | |
| OES2067 | 3.2.008 | **Direct Deposit Application/Authorizations** | | AC | 5 | | | AC=Separation or termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. | | | |
| OES1792 | 3.3.001 | **Affirmative Action Plans** | | FE | 5 | | | | | | 29 CFR 30.8(e) for apprenticeship records. |
| OES2069 | 3.3.010 | **Labor Statistics Reports** | | FE | 3 | | | | | | |
| OES1853 | 3.3.011 | **Former Employee Verification Records** | | AC | 75 | | | AC=Separation or termination of employment. | | | |
| OES2070 | 3.3.015 | **Positions/Job Classification Review File** | | US | 3 | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OES2071 | 3.3.022 | **Texas Workforce Commission (TWC) Reports** | | FE | 3 | | | | | | |
| OES2072 | 3.3.025 | **Job Procedure Records** | | US | 3 | | | | | | |
| OES2073 | 3.3.026 | **Agency Staffing Reports** | | US | 3 | | | | | | |
| OES1497 | 3.3.031 | **EEO Reports and Supporting Documentation** | | FE | 3 | | | | | | 29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50. |
| OES2074 | 3.3.032 | **Equal Pay Records** | | FE | 3 | | | | | | 29 CFR 1620.32 |
| OES2075 | 4.2.002 | **Cash Receipts** | | FE | 3 | | | | | | |
| OES1791 | 4.2.003 | **Daily Cash Receipts Logs** | | FE | 3 | | | | | | |
| **Office of Facilities Planning & Construction (OFPC) (now Office of Capital Projects)** | | | | | | | | | | | |
| OFPC1323 | 4.7.000 | **Fiscal Records for Construction Projects** | | AC | 11 | | | AC=Close of project. | | The project close date is based on the fiscal year of the Final Payment to the contractor. | |
| OFPC1322 | 5.2.002 | **Building Construction Project Files** | | AC | 11 | | | AC=Completion of project. | O | | |
| OFPC1325 | 5.2.003 | **Building Plans and Specifications** | | LA | | | | | O | | |
| OFPC1948 | 5.2.028 | **Building Contracts** | | LA | 10 | | | | O | SEE ALSO item numbers 5.2.002 and 5.2.003 | |

**Retention Codes:**
AC = After Closed (trigger defined in AC Definition field) | CE = Calendar Year End | FE = Fiscal Year End
LA = Life of Asset | PM = Permanent | US = Until Superseded

**Archival Codes:**
I=Transfer to Archives
O=Archivist Review Required

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| **Office of General Counsel (OGC)** | | | | | | | | | | | |
| OGC1473 | 1.1.000 | **Patents Issued/Released** | | AC | | | | AC=Life of patent (17-20 years, depending on when patent is issued). | | | 35 USC Sec. 154. |
| OGC2141 | 1.1.000 | **Professional Liability Enrollment, Changes, and Resignation** | | AC | 20 | | | AC=Date of enrollment. | | | |
| OGC1861 | 1.1.014 | **Legal Opinions and Advice** | | AC | 3 | | | AC=When closed by attorney. | O | | |
| OGC2118 | 1.1.020 | **Public Information Requests - Not Exempted** | | AC | 2 | | | AC=After request has been satisfied. | | | |
| OGC2119 | 1.1.021 | **Public Information Requests - Exempted** | | AC | 2 | | | AC=Date of notification that records are exempt. | | | |
| OGC1472 | 1.1.048 | **Litigation Files - General Law** | | AC | 3 | | | 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). | O | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OGC1862 | 1.1.048 | **Litigation Files - Health Law** | | AC | 20 | | | 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). | O | | |
| OGC1863 | 1.1.048 | **Litigation Files - Claims and Bankruptcy** | | AC | 10 | | | 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). | O | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OGC1864 | 1.1.048 | **Legal Files of Historical Significance** | | AC | 10 | | | AC= Date of execution of agreement, contract, lease or license; or close, completion of legal matter, project, opinion or study. | O | Added Dec 2017 per approved amendment - All significant documents, including contracts, grants, applications, licenses, permits and other agreements that are of lasting significance, due to potential claims, need for reference, or other potential future use. These would include environmental permits, superfund actions, environmental studies, FCC licenses, and other documentation that has a useful life well in excess of three years. | |
| OGC2036 | 3.4.004 | **Overtime Authorizations** | | FE | 2 | | | | | | |
| OGC2038 | 4.1.003 | **Canceled Checks and Bank Statements** | | FE | 3 | | | | | | |
| OGC2115 | 4.7.005 | **Claims & Bankruptcy Files (Nonlitigation)** | | AC | 5 | | | AC=Resolution of claim. | | | |
| OGC2041 | 4.7.012 | **Signature Authorizations** | | AC | 3 | | | AC=The end of the fiscal year in which the signature authorization is superseded. | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| **Office of Governmental Relations (OGR)** | | | | | | | | | | | |
| OGR1332 | 1.1.027 | **Proposed Legislation** | | AC | 1 | | | AC=After current legislative session ends (typically May 31) | | | |
| **OPA** | | | | | | | | | | | |
| OPA1685 | 1.1.019 | **Public Relations Records** | | FE | 5 | | | | O | | |
| OPA1678 | 1.3.002 | **Publication Development Files** | | AV | | | | | O | | |
| **Office of Technology & Information Services (OTIS)** | | | | | | | | | | | |
| OTIS1507 | 1.1.000 | **Information Technology Project and Systems Documentation** | | AV | | | | | | | |
| OTIS1519 | 1.1.000 | **Videoconference Scheduling Forms** | | FE | 2 | | | | | | |
| OTIS2122 | 1.1.069 | **Reports - Activity** | | | 1 | | | | | **CAUTION**: See item number 1.1.064. | |
| OTIS2123 | 1.2.001 | **Records Management Program Compliance Records** | | FE | 10 | | | | | | |
| OTIS2121 | 1.2.005 | **Records Retention Schedule (SLR 105)** | | US | | | | | | Original Is retained by the State and Local Records Management Division, | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| | | | | | | | | | | Texas State Library and Archives Commission. | |
| OTIS2140 | 1.3.002 | **Publication Development Files** | | AV | | | | | O | | |
| OTIS2127 | 2.1.002 | **Master Files** | | AC | | | | AC=Completion of 3rd 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. | | | |
| OTIS2128 | 2.1.007 | **Software Program** | | AC | | | | AC=Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. | | **CAUTION**: Software needed for access to electronic records must be retained for the period of time required to access the records. | 13 TAC 6.94 |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OTIS1518 | 2.1.008 | **Hardware Documentation** | | 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 that requires hardware to be retrieved and read. | | **CAUTION**: Software needed for access to electronic must be retained for the period of time required to access the records. | 13 TAC 6.94 |
| OTIS1508 | 2.1.009 | **Technical Documentation** | | 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. | | **CAUTION**: Software needed for access to electronic must be retained for the period of time required to access the records. | 13 TAC 6.94 |
| OTIS2129 | 2.1.011 | **Finding Aids, Indexes, and Tracking Systems** | | 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. | |
| OTIS1526 | 2.2.001 | **System Monitoring Records** | | AV | | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OTIS2130 | 2.2.001 | **System Monitoring Records** | | AV | | | | | | | |
| OTIS2131 | 2.2.002 | **Chargeback Records to Data Processing Services Users** | | FE | 3 | | | | | | |
| OTIS2132 | 2.2.004 | **Computer Job Schedules and Reports** | | | | 3 | | | | | |
| OTIS2133 | 2.2.010 | **Data Processing Policies and Procedures** | | US | 3 | | | | | **CAUTION**: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009. | |
| OTIS2134 | 2.2.012 | **Output Records for Computer Production** | | AV | | | | | | | |
| OTIS2135 | 2.2.013 | **Quality Assurance Records** | | AC | | | | AC=No longer needed as an audit trail for any records modified. | | | |
| OTIS2136 | 2.2.016 | **Software Registrations, Warranties and License Agreement** | | LA | 3 | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| OTIS2141 | 5.2.008 | **Equipment History** | Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment executed before August 31, 2015 or after September 1, 2015. | LA | 7 | | | | | Updated Dec 2017 per approved amendment | |
| OTIS2142 | 5.4.013 | **Disaster Preparedness and Recovery Plan** | | US | | | | | | | |
| OTIS2143 | 5.5.001 | **Telecommunications Billing Detail** | | FE | 3 | | | | | | |
| OTIS1525 | 5.4.012 | **Security Access Records** | | AC | 2 | | | AC=Until superseded, date of expiration, or date of termination, whichever sooner. | | | |
| OTIS1509 | 5.5.003 | **Station Activity Reports** | | AV | | | | | | | |
| OTIS2139 | 5.5.007 | **Disputed Call Documentation** | | FE | 3 | | | | | | |
| **Office of the Director of Police (POL)** | | | | | | | | | | | |
| POL1542 | 1.1.000 | **Post Academy Training Files** | | US | 5 | | | | | Texas Commission on Law Enforcement Standards and education require that ODOP maintain these records. | |
| POL1543 | 1.1.000 | **Police Investigations/Reports** | | AC | | | | AC=Statute of limitations. | | Maintained for legal reasons or until | |

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| | | | | | | | | | | investigation matters are resolved. | |
| POL1765 | 1.1.000 | **User Identification Information Sheets** | | US | | | | | | | |
| POL1768 | 1.1.000 | **Parking Citations** | Includes related correspondence. | FE | 3 | | | | | | |
| POL1949 | 1.1.000 | **Training Materials - Academy Training** | | AC | 5 | | | AC=After graduation of cadet class. | | Texas Commission on Law Enforcement Officer Standards and Education recommends keeping indefinitely. | |
| POL1950 | 1.1.000 | **Training Materials - Police Basic Training** | | AC | 50 | | | AC=End of training. | | Retained as a records of instructor and subject matter for each academy class. | |
| POL1951 | 1.1.063 | **Meeting Notes - Component Institution Police Chiefs** | | FE | 10 | | | | | | |
| POL1952 | 1.1.067 | **Reports and Studies (Non-Fiscal)** | | PM | | | | | O | | |
| POL2003 | 1.1.067 | **Reports - Annual Inspections of Component Institutions** | | CE | 10 | | | | O | | |
| POL1537 | 3.1.000 | **Personnel Files - Commissioned Officers** | | AC | 5 | | | AC=Termination or resignation of officers. | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| POL1771 | 3.1.000 | **Personnel Files - Office of Director of Police** | | AC | 5 | | | AC=Termination of employment. | | Forward to Personnel Office for Officers, Admin, and Guards at termination. | |
| POL1766 | 3.1.026 | **Criminal History Checks** | | AC | | | | AC=The criminal history record has served the immediate purpose for which it was obtained. | | | Government Code, Chapter 411, Subchapter F |
| POL1761 | 3.3.027 | **Aptitude and Skills Tests** | | US | 3 | | | | | | 29 CFR 1602.49 |
| POL1528 | 3.3.028 | **Aptitude and Skills Tests (Test Papers)** | | CE | 3 | | | | | | 29 CFR 1602.49 |
| POL1770 | 5.2.017 | **Property Logs and Cards for Lost and Found Property** | | FE | 3 | | | | | | |
| POL1531 | 5.4.011 | **Visitor Control Registers** | | FE | 3 | | | | | | |
| POL1538 | 5.4.012 | **Security Access Records** | | AC | 2 | | | AC=Until superseded, date of expiration, or date of termination, whichever sooner. | | Electronic records are the official copy. Paper records provide vital records protection. | |
| POL1529 | 5.6.005 | **Vehicle Use Reports** | | FE | 3 | | | | | | |
| **Real Estate (REA)** | | | | | | | | | | | |
| REA1212 | 1.1.000 | **Real Estate Closing Papers** | | PM | | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| REA2113 | 1.1.000 | **Component Properties and Trust Fund Properties - Working Papers** | | AC | 3 | | | AC=termination or expiration of lease or contract | | | |
| REA2110 | 2.1.011 | **Real Estate Filing Systems** | | AC | | | | AC=Until superseded or the related records have been destroyed. | | **CAUTION**: These records must carry the same retention period and archival code of the records they support. | |
| **Risk Management (ORM)** | | | | | | | | | | | |
| **EHS (Environmental Health and Safety)** | | | | | | | | | | | |
| EHS1639 | 5.4.003 | **Inspection Records** | | AC | 3 | | | AC=Date of the correction of the deficiency, if inspection reveals a deficiency. | | | |
| EHS1640 | 5.4.000 | **System Hazard Reports** | | AC | 3 | | | AC=Release of report. | | | |
| EHS1641 | 5.4.002 | **Evacuation Plans** | | US | | | | | | | |
| EHS1642 | 5.4.007 | **Hazardous Material Training Records** | | | 5 | | | | | | Texas Health and Safety Code, 502.009(g) |
| **RMI** | | | | | | | | | | | |
| RMI1699 | 4.7.005 | **Systemwide Insurance Claim Files** | | AC | 4 | | | AC=Resolution of claim. | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| RMI1697 | 5.1.013 | **Systemwide Insurance Policies** | | AC | 20 | | | AC=Expiration or termination of the policy according to its terms. Needed to confirm past policies' coverage as insurance companies are not required to maintain this information. | | | |
| **RRF** | | | | | | | | | | | |
| RRF1732 | 1.1.067 | **Reports and Studies (Non-Fiscal)** | | FE | 7 | | | | O | | |
| RRF1727 | 4.1.002 | **Billing Detail** | | FE | 3 | | | | | **CAUTION**: Does not include long distance telephone billing detail. SEE: item numbers 5.5.001, 5.5.006 and 5.5.007. | |
| RRF1709 | 4.2.000 | **Workers Compensation - Accounting Records** | | FE | 3 | | | | | | |
| RRF1726 | 4.2.000 | **Vouchers and Related Information** | | FE | 3 | | | | | | |
| RRF1731 | 4.2.000 | **Vouchers - Settlements** | | FE | 3 | | | | | | |
| RRF1728 | 4.5.002 | **Internal Fiscal Management Reports** | | FE | 30 | | | | | Annual statements must be kept to compile statistical information. | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| RRF1725 | 4.7.007 | **Detail Chart of Accounts** | | FE | 3 | | | | | | |
| RRF1710 | 5.4.000 | **Monthly Premium Transfers** | | FE | 3 | | | | | | |
| **RTT** | | | | | | | | | | | |
| RTT1805 | 1.1.002 | **Audits** | | AC | 7 | | | AC=Publication or release of final audit findings. | | | |
| RTT1996 | 1.1.067 | **Reports and Studies (Non-Fiscal)** | | FE | 3 | | | | O | | |
| RTT1997 | 5.2.014 | **Inventory - Annual Physical** | | FE | 3 | | | | | | |
| RTT1998 | 5.2.015 | **Inventory, Notices of Equipment Removed From** | | FE | 3 | | | | | | |
| RTT1999 | 5.2.021 | **Surplus Property Sale Reports** | | FE | 3 | | | | | | |
| RTT2000 | 5.2.023 | **Year-To-Date Activity (Inventory Listing)** | | FE | 3 | | | | | | |
| RTT2001 | 5.2.026 | **Facilities Reservation Logs** | | FE | 2 | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| **RWC** | | | | | | | | | | | |
| RWC1708 | 4.7.005 | **Claim Files - Worker's Compensation** | | AC | 50 | | | AC=Resolution of claim. | | Claim files used to administer benefits over extended time. Microfilming discontinued in 1992. Master microfilm stored at State Records Center. Current record copies are maintained in paper form. | |
| RWC1707 | 5.4.001 | **Accident Reports and Associated Documentation** | | CE | 10 | | | | | The Texas Department of Insurance retains copies for 50 years. Used in preparing analyses of program experience. | 29 CFR 1904.33 |
| SIS2146 | 1.1.000 | **Technology Advisory Groups Meeting Minutes, Agendas, and Supporting Documentation** | | AC | 3 | | | AC=After minutes are transcribed. | | | |
| **Systemwide Information Services (SIS)** | | | | | | | | | | | |
| SIS1907 | 1.1.062 | **Meetings - Supporting Documentation** | | FE | 2 | | | | I | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| SIS1900 | 5.1.001 | **Contracts and Leases** | | AC | 20 | | | AC=From the date contract signed, but not less than 4 years after the expiration or termination of the instrument according to its terms | | SEE item number 5.1.017 for contract logs. | |
| **Systemwide Compliance (SCM)** | | | | | | | | | | | |
| SCM2048 | 1.1.067 | **Reports and Studies (Non-Fiscal)** | | AC | 3 | | | AC=Submission, completion of Report | O | | |
| SCM2044 | 1.2.012 | **Records Inventory Worksheets** | | US | | | | | | | |
| SCM2045 | 3.4.004 | **Overtime Authorizations** | | FE | 2 | | | | | | |
| SCM2046 | 3.4.008 | **Sick Leave Pool Documentation** | | FE | 3 | | | | | | |
| SCM1649 | 5.4.000 | **Risk Assessment and Monitoring Plans** | | US | 5 | | | | | | |
| **SPE** | | | | | | | | | | | |
| SPE1555 | 1.1.000 | **Official Occasion Records** | | FE | 5 | | | | | | |
| SPE2020 | 1.3.002 | **Publication Development Files** | | AV | | | | | O | | |
| **STM** | | | | | | | | | | | |
| STM1912 | 1.1.000 | **Compacts** | | FE | 20 | | | | O | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| STM1913 | 1.1.000 | **Accountability Reports** | | AC | | | | AC=Statute of limitations. | O | | |
| STM1914 | 1.1.000 | **Projects/Events/Initiatives** | | AC | 5 | | | AC=Conclusion or termination of projects, event, or initiative. | | | |
| STM1915 | 1.1.000 | **External Committee Membership, Advisory Boards and Associations** | | AV | | | | | | | |
| STM1918 | 1.1.055 | **Strategic Plans** | | AC | 6 | | | AC=September 1 of odd-numbered calendar years. | I | Archives Note: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission. | |
| STM1926 | 1.1.068 | **Reports on Performance Measures** | | AC | 6 | | | AC=September 1 of odd-numbered calendar years | | | |
| STM1927 | 1.3.001 | **State Publications** | | AC | 2 | | | AC=Until superseded or obsolete. | | **CAUTION**: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The | Government Code 441.101-441.106 |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| | | | | | | | | | | Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. | |
| STM1928 | 1.3.002 | **Publication Development Files** | | AV | | | | | O | | |
| STM1920 | 3.1.000 | **Personnel Records** | | AC | 5 | | | AC=Termination of employment. | | | |
| STM1921 | 4.2.000 | **Travel Records** | | FE | 3 | | | | | | |
| **Travel Services & Aircraft Operations (TRA)** | | | | | | | | | | | |
| TRA1739 | 5.6.001 | **Airplane Flight Logs** | | LA | 3 | | | | | Records are maintained by the office of the State Aircraft Pooling Board. | |
| TRA1738 | 5.6.002 | **Airplane Passenger Lists** | | FE | 3 | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| **University Lands** | | | | | | | | | | | |
| **Accounting Office (ACC)** | | | | | | | | | | | |
| ACC1353 | 1.1.000 | **Unit Files** | | AC | 10 | | | AC=After termination of the unit, the file is taken offsite and held for 10 years. | | | |
| ACC1364 | 1.1.000 | **Document Control** | | US | | | | | | | |
| ACC1368 | 1.1.000 | **University Lands Accounting Office Reporting Manual** | | US | | | | | | | |
| ACC1369 | 1.1.000 | **Gas and Oil Contracts** | | PM | | | | | | | Government Code, 441.1855 |
| ACC1370 | 1.1.000 | **Well Records (Bin Cards)** | | PM | | | | | | | |
| ACC1371 | 5.1.000 | **Take in Kind (TIK) Oil and Gas Contracts** | | AC | 7 | | | AC=termination or expiration of contract term | | Updated Dec 2017 per approved amendment | Government Code, 441.1855 |
| ACC1386 | 1.1.000 | **Well Records (Plat Books)** | | PM | | | | | | | |
| ACC1359 | 2.1.007 | **Software Programs** | | AC | | | | AC=Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. | | **CAUTION**: Software needed for access to electronic records must be retained for the period of time required to access the records. | 13 TAC 6.94 |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| ACC1363 | 4.1.000 | **University Lands Accounting Office Inventory** | | FE | 3 | | | | | | |
| ACC1374 | 4.1.003 | **Cancelled Checks/Stubs/Warrants/Drafts** | | FE | 10 | | | | | | |
| ACC1355 | 4.2.000 | **Gas Purchase Statements** | | FE | 3 | | | | | | |
| ACC1358 | 4.2.000 | **Oil Royalty Ledgers and Oil Penalty Ledgers** | | FE | 10 | | | | | | |
| ACC1360 | 4.2.000 | **Oil Charge and Oil Penalty Charge Vouchers** | | FE | 10 | | | | | | |
| ACC1373 | 4.2.000 | **Cash Control** | | FE | 10 | | | | | | |
| ACC1379 | 4.2.000 | **Refund Vouchers - ULAO Copy** | | FE | 10 | | | | | | |
| ACC1385 | 4.2.000 | **Surface Ledgers** | | FE | 10 | | | | | | |
| ACC1387 | 4.2.000 | **Surface Vouchers (Brine, Salt Water, Disposal, Grazing, Surface and Water)** | | FE | 10 | | | | | | |
| ACC5 | 4.2.000 | **Oil Charge and Penalty Charge Vouchers** | | FE | 10 | | | | | | |
| ACC6 | 4.2.000 | **Gas Charge and Penalty Charge Vouchers** | | FE | 10 | | | | | | |
| ACC7 | 4.2.000 | **Oil Royalty Ledgers & Oil Penalty Ledgers** | | FE | 10 | | | | | | |
| ACC8 | 4.2.000 | **Income and Income Penalty Vouchers** | | FE | 10 | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| ACC9 | 4.2.000 | **Gas Royalty Ledgers and Penalty Ledgers** | | FE | 10 | | | | | | |
| ACC1378 | 4.2.001 | **Cash Deposit Vouchers** | | FE | 10 | | | | | | |
| ACC4 | 4.2.001 | **Deposit Vouchers** | | FE | 10 | | | | | | |
| ACC1375 | 4.2.006 | **Journal Vouchers** | | FE | 10 | | | | | | |
| ACC1376 | 4.3.002 | **Cash Deposit Registers** | | FE | 10 | | | | | | |
| ACC1380 | 4.3.003 | **Expenditures Journals or Registers** | | FE | 10 | | | | | See Note 5. Previous Formerly Remittance by Payor AIN=ULA31 | |
| ACC1356 | 4.4.000 | **Gas Charge and Gas Penalty Charge Vouchers (Working Papers)** | | FE | 10 | | | | | | |
| ACC1372 | 4.4.000 | **Statement of Account** | | FE | 10 | | | | | | |
| ACC1384 | 4.4.000 | **Income and Income Penalty Vouchers (Working Papers)** | | FE | 10 | | | | | | |
| ACC1377 | 4.4.002 | **Accounts Receivable Ledgers** | Related to West Texas oil and gas operations. | FE | 3 | | | | | Updated Dec 2017 per approved amendment | |
| ACC1 | 4.5.000 | **Texas Railroad Commission Production Reports** | | FE | 10 | | | | | | |
| ACC1383 | 4.5.000 | **Summaries-Penalty and Interest on Late Payments** | | FE | 15 | | | | | | |
| ACC2 | 4.5.000 | **Price Bulletins** | | FE | 15 | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| ACC1357 | 4.5.001 | **Worksheets for Preparing Fiscal Reports Formerly Trial Balances** | | FE | 10 | | | | | See Note 5. Previous AIN=ULA46 | |
| ACC1351 | 4.5.002 | **Internal Fiscal Management Reports** | | FE | 10 | | | | | See Note 5. Previous AIN=ULA19 | |
| ACC3 | 4.5.002 | **Internal Fiscal Management Reports** | | FE | 10 | | | | | | |
| ACC1382 | 4.7.002 | **Bank Statements** | | FE | 3 | | | | | See Note 5. Previous AIN=ULA33 | |
| ACC1381 | 4.7.007 | **Detail Chart of Accounts** | | FE | 10 | | | | | See Note 5. Previous AIN=ULA32 | |
| ACC1350 | 5.1.001 | **Contracts and Leases** | | AC | 50 | | | AC=Expiration or termination of the instrument according to its terms. | I | SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs. | Government Code 441.1855 |
| LAC421 | 4.2.000 | **Remittance by Document (UT-3)** | | FE | 10 | | | | | | |
| **LLM** | | | | | | | | | | | |
| LLM1600 | 1.1.000 | **Water and Hard Minerals Prospect Permits and Supporting Data** | | PM | | | | | | | |
| LLM1601 | 1.1.000 | **Pugh Clause Data - Development Compliance** | Information used for exploration and development of oil and gas resources. | AV | | | | | | Previous AIN=LLM23. | |
| LLM1604 | 1.1.000 | **Technical Well Files** | | PM | | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| LLM1607 | 1.1.000 | **Unplugged Well Report** | | US | | | | | | Previous AIN=LLM31. | |
| LLM1609 | 1.1.000 | **Well Tickets** | Historical information used for exploration and development of oil and gas resources. | AV | | | | | | Previous AIN=LLM36. | |
| LLM1612 | 1.1.000 | **Development Report** | | US | | | | | | Previous AIN=LLM03. | |
| LLM1613 | 1.1.000 | **Geophysical Contour Maps** | Source for evaluating acreage for oil and gas leases. | AV | | | | | | Previous AIN=LLM05. | |
| LLM1614 | 1.1.000 | **Geophysical Survey Permits and Supporting Documents** | Information used for exploration and development of oil and gas leases | AV | | | | | | Previous AIN=LLM06. | |
| LLM1621 | 1.1.000 | **Electric Logs** | | PM | | | | | | | |
| LLM1623 | 1.1.000 | **Reduced Royalty Lease Data** | | AV | | | | | | Previous AIN=LLM24. | |
| LLM1605 | 4.5.005 | **External Fiscal Reports** | Data used in compiling weekly activity report and to show oil and gas gatherers. | PM | | | | | | Information used for exploration and development of oil and gas resources. Previous AIN=LLM28 | |
| LLM1599 | 5.1.000 | **Producer Authority and Certification of Compliance Form** | | | 5 | | | | | Previous AIN=LLM18. | |
| LLM1603 | 5.1.000 | **Salt Water Disposal Contracts** | | AC | 7 | | | AC=Expiration or termination of the instrument according to its terms. | | Previous AIN=LLM26. Extended from AC+4 to +7 per regulation in 2017 | |
| LLM1608 | 5.1.000 | **Weekly Letter** | Report provided to University Departments detailing oil and gas resources and compliance. | PM | | | | | | Previous AIN=LLM3. | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| LLM1611 | 5.1.000 | **Commingling Permits** | | AC | 4 | | | AC=Expiration or Termination of the instrument according to its terms. | | Previous AIN=LLM02. | |
| LLM1615 | 5.1.000 | **LACT Unit Installation Permits** | | AC | 1 | | | AC=When Terminated. | | Previous AIN=LLM09. | |
| LLM1616 | 5.1.000 | **Lease Maps** | Used for exploration and compliance. | US | | | | | | Maps are paper and Mylar film. Used for exploration and compliance. Previous AIN=LLM11. | Texas Education Code 66.77 |
| LLM1617 | 5.1.000 | **Lease Sale Information** | | AV | | | | | | Previous AIN=LLM12. | |
| LLM1618 | 5.1.000 | **Lease Sale Nominations Information** | Confidential information used to compile listing of tracts to be offered to be offered for oil and gas leasing. | | 5 | | | | | Previous AIN=LLM13 | |
| LLM1619 | 5.1.000 | **Oil and Gas Tabulations** | Historical data used for monitoring field production trends. | | 75 | | | | | Previous AIN=LLM17. | |
| LLM1620 | 5.1.000 | **Lease Sale Results** | Historical reference data of oil and gas leasing. | PM | | | | | | Previous AIN=LLM14. | |
| LLM1624 | 5.1.000 | **Water Lease Technical Data** | | PM | | | | | | Previous AIN=LLM33. | |
| LLM1625 | 5.1.000 | **Underground Storage Lease Technical Data** | Historical reference, environmental compliance and exploration and development for facilities. | AC | 50 | | | AC = termination or expiration of lease period | | Previous AIN=LLM29. | |
| LLM1626 | 5.1.000 | **Lease Cards-Historical** | Reference data for oil and gas lease ownership. | AC | 5 | | | AC = When Terminated. | | Previous AIN=LLM10. | |
| LLM1627 | 5.1.000 | **Lease Assignment Briefs** | | AC | 5 | | | AC=Termination of lease. | | Previous AIN=LLM16. | |

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| | | | | Code | Yrs | Mos | Days | | | | |
| LLM1610 | 5.1.001 | **Brine Lease Data** | | PM | | | | | | | |
| LLM1622 | 5.1.010 | **Licenses and Permits for Nonvehicles** | | AC | 2 | | | AC=Expiration date of license or permit. | | Previous AIN=LLM15 | |
| **LMA** | | | | | | | | | | | |
| LMA1410 | 1.1.000 | **Weekly Employee Reports** | | AV | | | | | | Previous AIN=LMA35. | |
| LMA1405 | 1.1.040 | **Speeches, Papers and Presentations** | | AC | 2 | | | AC=End of term or service in agency | O | | |
| LMA1402 | 1.1.062 | **Meetings - Supporting Documentation** | | FE | 3 | | | | I | | |
| LMA1396 | 2.1.007 | **Software Programs** | | AC | | | | AC=Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. | | **CAUTION**: Software needed for access to electronic records must be retained for the period of time required to access the records. Previous AIN=LMA08 | 13 TAC 6.94 |
| LMA1413 | 3.1.023 | **Position/Job Descriptions** | | AC | 4 | | | AC=Until superseded or job eliminated. | | Previous AIN=LMA26 | 40 TAC 815.106(i) |
| LMA1418 | 3.3.000 | **Personnel Records** | | AC | 3 | | | AC=Life of retiree. | | Previous AIN=LMA21. | |
| LMA1408 | 3.4.002 | **Leave Status Reports** | | FE | 4 | | | | | Previous AIN=LMA32 | |
| LMA1417 | 4.1.003 | **Cancelled Checks/Stubs/Warrants/Drafts** | | FE | 3 | | | | | Previous AIN=LMA03 | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| LMA1414 | 4.2.001 | **Cash Deposit Vouchers** | | FE | 3 | | | | | Previous AIN=LMA12 | |
| LMA1389 | 4.2.003 | **Daily Cash Receipts Logs** | | FE | 3 | | | | | | |
| LMA1394 | 4.3.003 | **Expenditures Journals or Registers** | | FE | 3 | | | | | Previous AIN=LMA06 | |
| LMA1400 | 4.5.000 | **Expenditure and Object Code Summaries** | | FE | 5 | | | | | Previous AIN=LMA15. | |
| LMA1416 | 5.1.004 | **Mail and Telecommunications Listings** | | US | | | | | | Previous AIN=LMA18 | |
| LMA1397 | 5.1.010 | **Licenses and Permits for Nonvehicles** | | AC | 2 | | | AC=Expiration date of license or permit. | | Previous AIN=LMA09 | |
| LMA1401 | 5.2.014 | **Inventory-Annual Physical** | | FE | 3 | | | | | Previous AIN=LMA17 | |
| LMA1411 | 5.4.001 | **Accident Reports and Associated Documentation** | | CE | 6 | | | | | The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. | 29 CFR 1904.33 |
| LMA1409 | 5.6.005 | **Vehicle Use Reports** | | FE | 3 | | | | | | |
| LMC1591 | 1.1.000 | **Chemical Inventory** | | | 1 | | | | | | |

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| | | | | Code | Yrs | Mos | Days | | | | |
| **LMC** | | | | | | | | | | | |
| LMC1593 | 5.4.000 | **Pesticide Daily Chemical Use Log** | | | 2 | | | | | Required by the Texas Department of Agriculture. Previous AIN=LMC03. | |
| LMC1594 | 5.4.000 | **Pesticide Specimen Label** | | AV | | | | | | Required by Environmental Protection Agency's Worker Protection Standards and the Texas Department of Agriculture. Previous AIN=LMC04. | |
| LMC1595 | 5.4.000 | **Pesticide and License Records - Permanent Employees** | | | 30 | | | | | Texas Department of Agriculture requires 30-year retention. Previous AIN=LMC05 | |
| LMC1596 | 5.4.009 | **Workplace Chemical Lists** | | | 30 | | | | | | Texas Health and Safety Code, 502.005(d) |
| LMC1592 | 5.4.010 | **Material Safety Data Sheets** | | AC | | | | AC=After sheets are updated or hazardous chemical no longer stored. | | | |
| **LMI** | | | | | | | | | | | |
| LMI1424 | 1.1.000 | **Dosimetry Reports** | | AC | 30 | | | AC=After termination of employee. | | In accordance with Texas regulations for control of radiation. Previous AIN=LMI01. | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| LMI1426 | 1.1.000 | **License and Historical Information** | | AC | 5 | | | AC=Termination of project. | | Previous AIN=LMI03. | |
| LMI1428 | 1.1.000 | **Site Surveys** | | | 5 | | | | | In Accordance with Texas Regulations for Control of Radiation. Previous AIN=LMI05 | |
| LMI1425 | 4.1.000 | **Financial Records** | | AC | 5 | | | AC=Termination of project. | | Previous AIN=LMI02. | |
| LMI1427 | 5.2.000 | **Shipping and Receiving Records** | | AC | 5 | | | AC=Termination of project. | | Previous AIN=LMI04. | |
| LMI1429 | 5.4.000 | **Waste Documentation** | | AC | | | | AC=End of License. | | Documents transferred to new waste site. In accordance with Texas regulations for control of radiation. Previous AIN=LMI06. | |
| **LMS** | | | | | | | | | | | |
| LMS1439 | 1.1.000 | **Wildlife Harvest Recommendations** | Midland record is sole record. Used for yearly trend analysis. | | 30 | | | | | Previous AIN=LMS06. | |
| LMS1449 | 1.1.038 | **Customer Surveys** | | AC | 30 | | | AC=Final disposition of summary report. | | Used for historical reference. Previous AIN=LMS17. SEE item number 1.1.067 for summary reports compiled from customer surveys. | |
| LMS1435 | 4.1.000 | **Grazing Lessees' Payment Calculations** | | | 10 | | | | | | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| LMS1442 | 4.1.000 | **Grazing Lessees' Livestock Change Forms** | | CE | 3 | | | | | Previous AIN=LMS09. | |
| LMS1443 | 4.1.000 | **Livestock Market Prices** | | | 10 | | | | | Previous AIN=LMS11. | |
| LMS1437 | 4.2.000 | **Damage Account Detail by Lease** | | | 10 | | | | | Previous AIN=LMS04. | |
| LMS1432 | 4.5.000 | **FAWP (Funds for Agriculture and Wildlife Projects) Applications** | | FE | 3 | | | | | | |
| LMS1433 | 4.5.000 | **Summary of FAWP (Funds for Agriculture and Wildlife Projects) Applications** | | | 20 | | | | | | |
| LMS1434 | 4.5.000 | **Grazing Lease - Animal Unit Reports** | | | 30 | | | | | | |
| LMS1438 | 4.6.002 | **Damage Account Reconciliations** | | FE | 3 | | | | | Previous AIN=LMS05 | |
| LMS1440 | 4.7.000 | **Easements on U. T. Lands** | | PM | | | | | | Previous AIN=LMS07. | |
| LMS1436 | 5.1.000 | **Abandoned Line Records** | | AV | | | | | | Record is maintained until line has been removed. Environmental Compliance. Previous AIN=LMS01. | |

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| LMS1441 | 5.1.000 | **Grazing Easements on U. T. Lands** | | PM | | | | | | Maintained for historical purposes. Previous AIN=LMS08. | |
| LMS1444 | 5.1.000 | **Maps of University Lands** | | LA | | | | | | Necessary for historical value. Previous AIN=LMS12. | Education Code 66.77 |
| LMS1445 | 5.1.000 | **Material Source Permits** | Issued to companies that purchase caliche on U. T. Lands. | | 1 | | | | | Previous AIN=LMS13. | |
| LMS1447 | 5.1.001 | **Surface Leases** | | PM | | | | | | | |
| LMS1446 | 5.2.000 | **Rate and Date Schedules** | | | 50 | | | | | Used to help determine new fee structures on U.T. Lands. Based on information in expired leases. Previous AIN=LMS14. | |
| LMS1448 | 5.2.000 | **Water Books/Management Records** | | PM | | | | | | Maintained permanently for environmental and historical purposes. Previous AIN=LMS16. | |
| **LMV** | | | | | | | | | | | |
| LMV1455 | 1.1.019 | **Public Relations Records** | | PM | | | | | O | Previous AIN=LMV04. | |
| LMV1456 | 1.1.000 | **Research Records of Experimental Vineyard and Winery** | | AC | 10 | | | AC=After research is completed. | | Previous AIN=LMV05. | |

**Retention Codes:**
AC = After Closed (trigger defined in AC Definition field) | CE = Calendar Year End | FE = Fiscal Year End
LA = Life of Asset | PM = Permanent | US = Until Superseded

**Archival Codes:**
I=Transfer to Archives
O=Archivist Review Required

| UTS ID | TSLAC ID | Record Series Title | Description | Retention Period | | | | AC Definition | Archival | Remarks | Legal Citations |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Code | Yrs | Mos | Days | | | | |
| LMV1457 | 1.1.000 | **Winery Records - Experimental Winery** | | US | | | | | | Maintained in accordance with the Bureau of Alcohol, Tobacco and Firearms. Previous AIN=LMV06. | |
| LMV1452 | 1.1.068 | **Reports on Performance Measures** | | AC | 10 | | | AC=September 1 of odd-numbered calendar years | | | |
| LMV1454 | 4.3.002 | **Receipts Journals or Registers** | | FE | 3 | | | | | Previous AIN=LMV03 | |
| **LTM** | | | | | | | | | | | |
| LTM1670 | 1.1.000 | **Geophysical Survey Permits/Contracts** | | AC | 7 | | | AC=termination or expiration of permit/contract | | Changed from LA+3 to AC+7 per regulation 2017 | |
| LTM1668 | 4.1.003 | **Cancelled Checks/Stubs/Warrants/Drafts** | | CE | 4 | | | | | | |
| LTM1674 | 4.1.007 | **Transfers or Budget Revisions** | | FE | 4 | | | | | | |
| LTM1667 | 4.7.004 | **Capital Asset Records** | | LA | 3 | | | | | | |
| LTM1669 | 5.1.001 | **Leases** | | AC | 7 | | | AC=termination or expiration of lease | | Previous AIN=LTM11, extended from AC+4 to AC+7 2017 | |
| LTM1672 | 5.1.000 | **Technical Well Files** | | LA | 3 | | | | | | |
| LTM1673 | 5.1.000 | **Unit/Operating Agreements** | | LA | 3 | | | | | Previous AIN=LTM30. | |