University of North Texas Health Science Center
Records Retention Schedule

Recertification Approved – January 22, 2014

Texas Administrative Code, Title 13, Chapter 6, Section 6, 10

INQUIRIES AND COMMENTS REGARDING THIS SCHEDULE SHOULD BE DIRECT TO:
OFFICE OF RECORDS AND INFORMATION MANAGEMENT, Attn: Records Manager
University of North Texas Health Science Center
3500 Camp Bowie Blvd
Fort Worth, Texas 76107-2699
(817)735-2000

Texas State Library and Archives Commission

STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code: 769(UNT SYS)

Agency Name: University of North Texas System

(Check one)

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

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

(Check one)

- ☐ Agency Head
- ■ Records Management Officer

Signature: Steven A. Hill

Name *(Print or type)*: Steven A. Hill I, M.B.A.

Date: 10/30/12

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

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

Signature:

Not Required at This Time

Name *(Print or type)*:

Date:

Texas State Library and Archives Commission

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

Signature: E Sidlebery

Name *(Print or type)*:

Date: 02-19-2014

Cert/Recert No.: 9 Amendment No.:

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.

RECORDS RETENTION SCHEDULE
UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER
EXPLANATION OF FIELDS

RECORDS SERIES..... Name of record series as identified by Records Retention project.

AGENCY..... Active use at agency or office.

STORAGE..... Agency storage.

TOTAL..... Total retention period combining Agency and Storage.

ARCH..... Archival codes. A-Transfer to State Archives. I -Retained in Agency Archives.
R -Review by State Archivist. O -Reviewed by Agency Archivist.

VITAL.....Those records essential to the resumption of business or operations, recreation of an agency=s financial or legal position, and the protection of employee and citizen rights. Vital records have been marked with an (X).

REMARKS..... Additional information pertaining to the record series.

RECORD COPY..... The listed total retention time, code values, and remarks refers only to record copy, and that convenience which is disposed of properly when its= useful life ends. **At no time should a convenience copy be kept longer than the record copy.**

RECORDS RETENTION SCHEDULE
UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER
EXPLANATION OF CODES

ARCHIVAL CODES:

A -Transfer records to State Archives, prior to review by State Archives not required.
I -Retained in Agency Archives
O -Reviewed by Agency Archivist
R -Contact State Archives for review of the records by State Archives prior to final disposition.

RETENTION CODES:

AC -After Closed (terminated, completed, expired, or settled) : The records is related to a function or activity with an undetermined, but finite closure date.

AV -As Long as Administratively Valuable : The immediate purpose for which the record was created has been fulfilled and any subsequent need for the record to conduct the operations of the agency, if any, has been satisfied. This retention period, new to this schedule, replaces PS (Purposed Served), used in earlier editions of this schedule.

CE -Calendar Year End : December 31.

FE -Fiscal Year End : August 31.

LA -Life of Asset : The record is retained until the disposal of the asset.

MO -Months : Most retention periods are expressed in years; when the retention period is less than one year, the number of months is indicated.

PM -Permanent : The records is considered to be so valuable or unique that it is to be permanently preserved.

US -Until Superseded : The record is replaced by an updated version.

* -All audit requirements will be met prior to final disposition.

Record Series Categories

Record Series Item Number	Title (Records In Blue are University Record Series Categories and do not appear on the Official State Schedule)
1.1	Administrative Records – General
1.2	Administrative Records – Records Management
1.3	Administrative Records – State Publications
2.1	Electronic Data Processing Records - Automated
2.2	Electronic Data Processing Records – Computer Operations and Technical Support
3.1	Personnel Records - Employee
3.2	Personnel Records - Payroll
3.3	Personnel Records – Personnel Administration
3.4	Personnel Records – Time and Leave
4.1	Fiscal Records – Worksheets, Detail Information on Transaction or Event
4.2	Fiscal Records – Documents of Original Entry
4.3	Fiscal Records – Journals or Registers
4.4	Fiscal Records – Ledgers
4.5	Fiscal Records – Reports
4.6	Fiscal Records – Documents Showing Compliance with System of Internal Control
4.7	Fiscal Records – Other Fiscal
5.1	Support Services Records – General
5.2	Support Services Records – Facility Management
5.3	Support Services Records – Purchasing
5.4	Support Services Records – Risk Management
5.5	Support Services Records – Telecommunication
5.6	Support Services Records - Vehicles
6.1	Police Records

7.1	**Student Records - General**
7.2	**Student Records – Course Development/Administration**
7.3	**Personnel Records – Personnel Administration**
7.4	**Student Records – Financial Aid**
7.5	**Student Records - Finance**
8.1	**Medical and Clinical Records**
9.1	**Research Administration and Accounting**
10.1	**Advancement and Donor Records**
11.1	**Athletic Program Records (UNT Specific)**

Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 769

3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total					
Category: 1.1 - Administrative Records-General										
1.1	1	Academic Program Request, Appraisal and Review Records. Institution/Academic Program Request, Appraisal and Accreditation Records. A record of periodic departmental self-evaluation and assessment by an external site visit team to determine departmental strengths and weaknesses. The records series may or may not include the following: self-study report, final report of site-visit team, review schedule, department strategic plans, and supporting documentation.			PM	I				

RECORDS MANAGEMENT DIVISION
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TEXAS STATE LIBRARY

Retention Codes *(Field 7)*

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CE – Calendar Year End
FE – Fiscal Year End
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Archival Codes *(Field 8)*

I – Transfer to Univ. Archives
O – Review by Univ. Archives

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1.1	6	Accreditation records. This records series documents the process and status of becoming accredited and/or activities associated with the reaffirmation of accreditation and required follow-up reports to document adherence to criteria. This may include self-study reports to document adherence to criteria. This may include self-study reports by the institution, reports by external accrediting team, review schedule, correspondence, and supporting Documents.			AV	O	Records kept according to accrediting organizations.			
1.1	33	Broadcasts.			AV	I				
1.1	51	Client Records - From Institutes.			AV			X		

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			Agency	Storage	Total					
1.1	67	Curriculum Change Records.			AV	I				
1.1	83	Committee Election and Appointment Records. This series documents the appointment to and the election of faculty to committees. This series may include but is not limited to: ballots; tabulations; letters of appointment, committee membership rosters, and related documentation and correspondence.			AC + 60 days		AC = After election.			
1.1	142	Investigation Records - Other than Police.			AV			X		
1.1	211	Quality Assurance Reviews.			AV					

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1.1	226	Reports - Faculty Semester Workload.			10			X		
1.1	248	Research Data.			PM		Confidential until published.			
1.1	261	Statements of Truth - in - Lending.			15		FERPA, confidential record.	X		
1.1	322	Textbook Adoption Records.			3					

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			Agency	Storage	Total					
1.1	374	Deeds and other Legal Documents Reflecting Legal Title. This records series consists of property deeds. The series may include but is not limited to: appraisals, surveys, descriptions of property, the names of grantors and grantees, mortgagers and mortgagees, and other supporting documents. The series may also document institution ownership of vehicles such as cars, vans, trucks, trailers, boats, tractors, and farm vehicles.			LA					

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1.1	376	Reports and Studies - Special Activity. This series documents the activities of a University department. Examples may include the completion of surveys and questionnaires, compilation of special studies for professional or academic associations, and special mailings. This series may include but is not limited to: arrangements documentation; working papers; questionnaires; survey forms; study designs; reports; and related documentation and correspondence.			10	O	ARCHIVES NOTE: Review for historical information and transfer any historical information to the University Archives for permanent retention.			
1.1	379	Safe Combination Records.			US					
1.1	384	Annual Reports from Foundations or from Other State Agencies.			AV					

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1.1	385	Compliance Investigation And Review Supporting Documentation. This records series represents compliance investigations. The series may include but is not limited to: documentation detailing the alleged compliance violation, investigative findings, reports, and any related documentation.			AC+7		AC = After closed, terminated, expired or settled			
1.1	397	Federal Regulation Compliance Records for Patents, Copyrights, and Trademarks. Including all correspondence related to the reporting of federally funded inventions to the appropriate sponsoring agency.			PM	I		X		
1.1	400	Compliance Opinions and Advice. This record series may include compliance opinions provided by the Office of Institutional Compliance, including any request eliciting the opinions.			AC+7		AC = After closed, expired, settled			

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			Agency	Storage	Total					
1.1	401	Films, Videotapes, and Sound Recordings. This series provides visual and/or aural documentation of institutional activities and events including students, faculty, and staff with significant relevance to either the institution's or individual unit's function and mission.			AV	O				
1.1	403	Events Administration Records. This series documents facilities, services and other accommodations provided by the institution for events on campus. Records may include: facilities reservation agreements; room reservation lists; customer and room occupancy lists; catering services orders; purchase and supply records; customer evaluations; summary reports; and related correspondence.			AC		AC = After completion of the event. Financial and billing records should be kept as part of appropriate financial records (invoices, purchase orders, etc.)			

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			Agency	Storage	Total					
1.1	405	License Agreements and Other Agreements for Patents, Trademarks, and Copyrights. Includes related correspondence and financial documentation.			PM	I		X		
1.1	406	Patent Applications - Not Issued. Patent Applications - Not Issued.			AC+7		AC = Date of last office action or related correspondence in file. These patent applications remain confidential unless published by the US Patent Office or World Intellectual Property Office.			

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1.1	407	Invention Report Forms and/or any other related documents used to disclose an invention.			AC+7	I	AC = After commercialization efforts for the invention disclosed have been concluded, or rights to the invention have been released to the inventor/s and all outstanding obligations under the release have been satisfied, or invention has been declared uncommercializable or otherwise unsuitable for continued processing.	X		
1.1	413	Memberships/Affiliations - Professional Organizations. Consists of various information from professional organizations to which an employee or student may belong and records for work done for these organizations.			AV					

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1.1	414	Interlibrary Loan Borrowing Records.			CE+5		Copyright laws require 5 year retention.			
1.1	415	Library Patron Records.			AC		AC = Separation from University, but only after all checked out items and/or fines have been cleared.	X		
1.1	419	Photographs and Negatives - Historically Significant. Photographs and Negatives - Documents the collection of photographs or negatives created by or for a component. Includes events that document the component's organization, special ceremonies, occasions, events and facilities. May include commercially available material.			AV	I	Photograph or Negative			

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1.1	554	Compliance Investigations Relating to Anonymous Reporting. This records series tracks the reporting activity data items from hotline calls, anonymous and individual reporting.			AC+7					
1.1	565	Compliance Training / Tracking Records. This records series documents annual general compliance and General Compliance Awareness Training for UNTS, UNT and UNTD, training requirements and completion of training for all institutional employees.			FE+5					
1.1	566	Routine Compliance Reviews / Reports. This records series supports institutional routine compliance reviews and monitoring activities.			AC+7		AC=After closed, terminated, expired or settled			

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			Agency	Storage	Total	9. Remarks	Vital	106 No.	
1.1	660	Volunteer Records. This series documents the activities and administration of a volunteer program. Records may include: volunteer hour statistics; insurance requirement information; inactive volunteer files containing applications and conditions of volunteer service forms.			AV				
1.1	665	Free Speech.			AC+2	AC = final decision approved.			
1.1	672	Association and Organization Advisory Records. Includes institutional membership information, for the UNT System and each component institution.			PM		I		
1.1	673	Advisory Board Records. Minutes, agendas, reports, and correspondence.			PM		I		

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1.1	685	Awards Records - Eligibility and Award History Information.			PM	I				
1.1	686	Daily Broadcast Logs.			3 years					
1.1	687	Awards Records - Selection Records.			5					
1.1	689	Election Records. Includes official ballots and election results.			AC+2		AC = Results are verified			
1.1	721	Affiliation Agreements.			AC+4		AC = Termination Of Agreement.	X		

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			Agency	Storage	Total					
1.1.002	18	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 = Publication or release of final audit findings. The record copy of any audit performed by the state auditor's office is retained permanently by that agency. UNT System Internal Audit retains the official copies of internal audits performed on the UNT System components.			

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1.1.004	153	Legislative Appropriation Request (LAR). Including any supporting documentation created and/or used to justify and support legislative appropriations and requests by the University.			AC + 6	P, I – Transfer to State Publications Depository Program and University Archives. Send the required copies of the requests to TSLAC Publications Depository. Only the copies of supporting documentation submitted to the Legislative Budget Board are archival.			

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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			Agency	Storage	Total		9. Remarks	Vital		
1.1.006	53	Complaint Records. Complaints received from the public concerning the System or University and records pertaining to the resolution of the complaint.			AC + 2		AC = Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048 (Litigation Files).			

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1.1.007	60	Correspondence - Administrative. Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of a component and the administrative regulations, policies, and procedures that govern them.			4	O	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 UNTS Records Retention 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.	X		

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Archival Codes *(Field 8)*

I – Transfer to Univ. Archives
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STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 769

3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.008	61	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 the University.			2		CAUTION: Does not apply to correspondence directly related to another category on this retention schedule. SEE comment on item number 1.1.007 (Correspondence - Administrative), SEE ALSO item number 1.1.010 (Directives).			
1.1.010	79	Directives: Any document that officially initiates, rescinds, or amends general office procedure.			US+1					
1.1.011	105	Executive Orders. Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of the System or University.			US+5	I	Interagency factual data open, opinion and recommendation data confidential.	X		

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1.1.013	75	Calendars and Appointment Books/Itinerary Information. Calendars, appointment books, programs, and scheduling or itinerary records; purchased with state funds or maintained by staff during business house that document appointments, itineraries and other activities of university officials or employees.			CE + 1	O	CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.			

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			Agency	Storage	Total					
1.1.014	351	Legal Opinions and Advice - Attorney General Legal opinions from the UNTS Office of General Counsel or the Attorney General, including any request eliciting the opinions.			AV	O	Caution: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See item number 1.1.048 for records relating to pending litigation. Note: Only cases that set legal precedent or exhibit historical value must be evaluated by the university archivist for archival preservation.			

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			Agency	Storage	Total					
1.1.014	674	Legal Opinions and Advice - Internal. Legal opinions from the UNTS Office of General Counsel or the Attorney General, including any request eliciting the opinions.			AV	O	Caution: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See item number 1.1.048 for records relating to pending litigation. Note: Only cases that set legal precedent or exhibit historical value must be evaluated by the university archivist for archival preservation.			
1.1.019	171	Public Relations Records. News, press releases, or any public relation files maintained or issues by the University. Includes print, electronic, audio and audiovisual records.			2	O				

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1.1.019	675	News Release Records - Significant Events or Policy Matters.			PM	I				
1.1.019	676	News Release Records - Routine Releases.			2	O				
1.1.020	174	Public Information Requests - Not Exempted. Includes all correspondence and documentation relating the requests for records that are furnished to the public under Public Information Act (chapter 552, Government Code)			AC + 1		AC = Date request fulfilled.			

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1.1.021	175	Public Information Requests - Exempted from Disclosure. Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).			AC + 2		AC = Date of notification that records are exempt.			
1.1.023	177	Organization Charts.			AV	I	A copy of the primary organization charts of the System and each campus component should be transferred to the appropriate university archives. This would include the organization charts of the Chancellor, President(s) and Vice-President areas only.			

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1.1.024	189	Plans and Planning Records. Plans and records relating to the process of planning new or redefined programs, services or projects of a component that are not included in or directly related to other records series in this schedule.			AC + 3	O	AC = Decision made to implement or not to implement result of planning process. PS4025-05b			
1.1.024	677	Data Processing Planning Records - Long and Short Range. Reports, Studies, Analysis			AC + 3	O	AC = Decision made to implement or not to implement result of planning process.			
1.1.024	678	Data Processing Planning Records - Long and Short Range.			AC + 3	O	AC = Decision made to implement or not to implement result of planning process.	X		

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			Agency	Storage	Total					
1.1.026	321	Texas Register Submissions. Texas Register Copies of all proposed, withdrawn, emergency, and adopted rule; open meetings notices; or any other documents required by law to be submitted to the Texas Register.			AC + 1		AC = Date of publication in Texas Register.			
1.1.027	352	Proposed Legislation. Drafts of proposed legislation and related correspondence.			AV	O				
1.1.038	314	Customer Surveys. Surveys returned by the customers or clients of the University, and the statistical data maintained rating the University's performance. May include surveys of employees, students or other individuals affiliated with the System or University.			AC+5	O	AC = Final disposition of summary reports. A copy of the survey tool (form) should be retained with any report based on the survey data. See 1.1.067.			

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1.1.040	238	Conference Papers and Presentations. Notes or text of conference papers, presentations or reports delivered in conjunction with University work.			AC	O	AC = End of term in office or termination of service in a state position.			
1.1.040	679	Speeches. Notes or text of speeches delivered in conjunction with University work.			AC	O	AC = End of term in office or termination of service in a state position.			
1.1.041	311	Suggestion System Records. Records of suggestions or other submissions obtained through a suggestion process. May contain suggestion card submissions (electronic or paper) as well as any reports or summaries of the suggestion and associated response.			1					
1.1.043	327	Training Materials. Instructional materials developed by the University for training entities or individuals it regulates or serves.			US + 1					

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			Agency	Storage	Total					
1.1.043	680	Training Materials. Instructional materials developed by the University for training entities or individuals it regulates or serves. UNTHSC Specific			FE+5		Settlement with US Office of Inspector General requires FE+5 retention period for clinical documentation training and GCAT (General Compliance Awareness Training) materials kept by the UNTHSC Compliance Office.			

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			Agency	Storage	Total		9. Remarks / Vital		
1.1.048	353	Litigation Files. Litigation Files. Records created by or on behalf of the University in anticipation of or in the adjudication of a lawsuit. Medical Liability Claims and Litigation Files. Records related to threatened or asserted medical litigation or investigation. This series may include but is not limited to: discovery, legal counsel work-products, evidence files, exposure records, exhibits, final judgments, correspondence, financial records, etc.			AC+1	O	AC=As applicable, decision of the University 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. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the University Archives for archival preservation.		

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4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.053	355	Registration Logs. Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004. Government Code, including quarterly reports filed with the Texas Ethics Commission.			AC		AC = Report filed with the Texas Ethics Commission.			
1.1.055	263	Strategic Plans. Information resources and operational strategic plans prepared in accordance with Government Code 2054.095 and 2056.002.			AC + 6	I	AC = September 1 of odd-numbered calendar years. Copy sent to TSLAC Publications Depository.			
1.1.056	11	Americans with Disabilities Act Documentation. Self-evaluation committee files and plans documenting compliance with the requirements of the Americans with Disabilities Act.			3		28 CFR 35.105(C).			

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			Agency	Storage	Total					
1.1.057	328	Transitory Information. Records of temporary usefulness that are not an integral part of a records series of the University, that are not regularly filed within the University's record keeping 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 University or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of University functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the			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 the University to make certain they are not part of another records series listed in this schedule, or for records series unique to the University, are not part of a records series that documents the fulfillment of the statutory obligations of the University or the documentation of its functions. The disposal of transitory information need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but			

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			Agency	Storage	Total		Vital			
		documentation, of a specific University transaction.						agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		

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			Agency	Storage	Total					
1.1.058	163	Meeting Agenda and Minutes - Official Councils/Committees. Official agenda and minutes of state boards, committees, commissions and councils that conduct open meetings as required by Government Code, Chapter 551.			PM	I	CAUTION: This records series and item numbers: Meetings - Certified Agendas or Tape Records of Closed (1.1.059), Meetings - Audio or Videotapes of Open (1.1.060), Meetings - Notes (1.1.061), and Meetings - Supporting Documentation (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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			Agency	Storage	Total					
1.1.059	167	Meetings - Certified Agendas or Tape Recordings of Closed Meetings. Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.			AC+2		AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, Section 551.104(a). SEE caution comment at item number 1.1.058.			

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1.1.059	167	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 = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, 551.104(a). See caution comment on Meetings Agenda and Minutes - Official Committees (1.1.058). Paper, audio tape, or video tape.		

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			Agency	Storage	Total		9. Remarks	Vital	106 No.	
1.1.060	166	Meetings - Audio or Videotapes of Open. Audio or videotapes of open meetings of state boards, commissions, committees, and councils.			AC + 90 Days		AC = Official approval of written minutes of the meeting by the governing body of an agency. See Caution comment at Meetings Agenda and Minutes - Official Committees (1.1.058). 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. Audio or video tape.			

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1.1.061	165	Meeting Notes. Notes taken during open meetings of state boards, commissions, committees and councils from which written minutes are prepared.			AC + 90 Days		AC = Approval of the formal minutes by the governing body. See caution comment on Meeting Agenda and Minutes - Official Committees (1.1.058)			
1.1.062	168	Meetings - Supporting Documentation. 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	I	See caution comment at Meetings Agenda and Minutes - Official Committees (1.1.058).			
1.1.063	164	Meeting Minutes - Staff. Minutes, or notes, and supporting documentation taken at internal University staff meetings during which formal minutes are taken.			1		Interagency factual data open, opinion and recommendation data confidential.			

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1.1.064	356	University Performance Measures Documentation. Any records of the University needed for the documentation of output, outcome, efficiency, and explanatory measures in the University's appropriations request or strategic plan, and for performance measures used to manage the University.			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 University Performance Measures.	X		
1.1.065	239	Reports and Studies (Non-Fiscal) - Raw Data. Information or data collected and compiled for the purpose of producing non-fiscal reports.			AV		Interagency factual data open, opinion and recommendation data confidential. Caution: does not include source documentation used for information or data included in or directly related to another records series in this schedule. See item 1.1.064.			

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1.1.066	223	Reports - Biennial or Annual Agency (Narrative). Biennial narrative reports to the governor and legislature as required by the University's enabling status, including annual narrative reports if they are required by statute.			AC + 6	P, I	AC = September 1 of odd- numbered calendar years. Copy sent to TSLAC Publications Depository. P,I = Transfer to State Publications Depository Program and University Archives.			
1.1.067	220	Reports - Administrative. Reports and Studies (Non-Fiscal) Annual, sub-annual, or special reports or studies on non-fiscal aspects of the University's programs, services, or projects compiled by University personnel, by advisory committees, or by consultants under contract with the University that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.			3	I	Departments are responsible for keeping the record copy of any reports or studies they prepare, unless the President's Office requests a copy.			

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			Agency	Storage	Total					
1.1.067	224	Reports - Consultants and Committees. Reports and Studies (Non-Fiscal) Annual, sub-annual, or special reports or studies on non-fiscal aspects of the University's programs, services, or projects compiled by University personnel, by advisory committees, or by consultants under contract with the University that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.			3	I	Departments are responsible for keeping the record copy of any reports or studies they prepare, unless the President's Office requests a copy.			

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 Univ. Archives
O – Review by Univ. Archives

Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code	3. Agency Name
769	University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival			10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total		9. Remarks	Vital		
1.1.067	233	Reports and Studies - Routine or Special (Final). Reports and Studies (Non-Fiscal) Annual, sub-annual, or special reports or studies on non-fiscal aspects of the University's programs, services, or projects compiled by University personnel, by advisory committees, or by consultants under contract with the University that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.			3		I Departments are responsible for keeping the record copy of any reports or studies they prepare.			

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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	I – Transfer to Univ. Archives O – Review by Univ. Archives

Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 769

3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.067	234	Reports - Student. Reports and Studies (Non-Fiscal) Annual, sub-annual, or special reports or studies on non-fiscal aspects of the University's programs, services, or projects compiled by University personnel, by advisory committees, or by consultants under contract with the University that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.			5	O	FERPA, confidential record. Departments are responsible for keeping the record copy of any reports or studies they prepare, unless the President's Office requests a copy.	X		
1.1.067	235	Reports - Student Exception. Reports and Studies (Non-Fiscal) Annual, sub-annual, or special reports or studies on non-fiscal aspects of the University's programs, services, or projects compiled by University personnel, by advisory committees, or by consultants under contract with the University that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.			5.4 years	O	FERPA, confidential record. Departments are responsible for keeping the record copy of any reports or studies they prepare, unless the President's Office requests a copy.			

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SLR 105

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2. Agency Code 769

3. Agency Name University of North Texas System (Consolidated CORE RRS)

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1.1.067	236	Reports - Twelfth Class Day. Reports and Studies (Non- Fiscal) Annual, sub-annual, or special reports or studies on non-fiscal aspects of the University's programs, services, or projects compiled by University personnel, by advisory committees, or by consultants under contract with the University that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.			5	I	FERPA, confidential record. Departments are responsible for keeping the record copy of any reports or studies they prepare, unless the President's Office requests a copy.	X		
1.1.068	230	Reports - Performance Measures to the Legislature. Quarterly and annual reports on University performance measures submitted to the executive and legislative offices.			PM	I				

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2. Agency Code 769 | 3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.069	225	Reports - Activity. Reports compiled by University personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.			1		Interagency factual data open, opinion and recommendation data confidential. See item number 1.1.064.			
1.1.070	357	University 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	I	SEE ALSO: Agency Rules, Policies and Procedures - Working Files, item number 1.1.071. AC=Completion or termination of program, rules, policies or procedures.	X		

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SLR 105

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2. Agency Code 769

3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total					
1.1.071	359	University 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 the University that sets out the rules, policies, and procedures that govern the University's programs, services, or projects.			AC+3	O	AC = Completion or termination of program, rules, policies or procedures. SEE ALSO item number 1.1.070.	X		
1.1.072	368	Public Information Reports. Public Reports made to the Attorney General on an agency's Public Information Act activities.			2					

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SLR 105

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3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.073	369	Administrative Hearings. Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.			AC+3	O	AC = Last action.			
1.1.074	370	Sunset Review Report and Documentation. The regular assessment by the legislature of the continuing need for a state agency to exist. This records series may include but is not limited to staff and self evaluation reports and all related correspondence and documentation.			AC+3	O	AC = After the subsequent Sunset Review			

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SLR 105

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769	University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival			10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total		9. Remarks	Vital		
1.1.075	371	Alternative Dispute Resolutions - 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 part on the agency's behalf.			AC+4	O	AC = Date of final agreement. Texas Civil Practice and Remedies Code, Chapter 154.071.			

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total					
Category: 1.2 - Administrative Records-Records Management										
1.2.001	76	Destruction Authorizations. University level documents authorizing final disposition of records under a certified records retention schedule. Departmental form, Records Management Services holds master record; See ACC114 for institutional request to Texas State Library and Archives Commission.			FE + 3					
1.2.003	117	Forms History File. Print masters of original version and all subsequent revisions to the University form, including any associated design or design modification requests.			AC + 1		AC = Discontinuance of use of form.			
1.2.004	116	Forms Inventory. Any periodic listing of all forms used internally or externally by the University.			US					

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SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 769

3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
1.2.005	216	Records Retention Schedule (SLR 105). University 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	I	The original copy is retained by the State and Local Records Management Division of the Texas State Library and Archives Commission.	X		
1.2.006	217	Records Transmittal Forms - Agency Copy. Forms indicate records transferred to storage or a transfer of legal custody.			AC + 2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives.			
1.2.008	240	Request for Authority to Dispose of State Records (RMD 102) - Agency Copy.			FE + 3					
1.2.010	214	Records Disposition Logs. Logs or similar records listing records destroyed or transferred to the Archives. This will show the records series title, dates of records, and date destroyed or transferred.			10	I	Departments should send original copy of logs to Institutional Compliance Office.			

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Archival Codes *(Field 8)*

I – Transfer to Univ. Archives
O – Review by Univ. Archives

2. Agency Code	3. Agency Name
769	University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total		9. Remarks	Vital	
1.2.011	430	Records Center Storage Approval Forms (RMD 106). University copy.			US				
1.2.012	431	Records Inventory Worksheets.			US		Units should keep a copy of the document submitted to Institutional Compliance. Department inventory/file plan.		
1.2.013	432	Records Control Locator Aids. Includes indexes, card files, shelf lists, registers, guides, etc.			AC		AC = When control aid is updated, revised, or no longer needed. CAUTION; These records must carry the same retention period and archival code of the records they support.		

Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 769

3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total					
1.2.014	215	Records Management Plans. Records management plans and similar records that establish the policies and procedures under which records and information are managed in the University.			US + 1	I	Compliance maintains the documents which pertain to the Records Management Program for the University. The Local Unit will maintain the documents which pertain to their departmental records management plan.			
1.2.015	434	Disaster Recovery Service Transmittals (RMD 109). Also includes documentation for disaster recovery services provided by other entities.			FE+1					
1.2.016	435	Disaster Recovery Service Approval Form (RMD 113). Agency copy of form.			AC		AC = Until superseded or termination of service.			

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SLR 105

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			Agency	Storage	Total						

Category: 1.3 - Administrative Records-State Publications

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

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			Agency	Storage	Total		9. Remarks	Vital	
1.3.001	208	State Publications. One copy of each state publication as defined on page 270 of the Appendix of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC +6.			AC+6	I	AC = For those publications meant to be distributed in a first published version without subsequent revision, the date decision is made within an agency to no longer make the publication available for distribution. 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). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2. Agency Code	3. Agency Name
769	University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks	Vital		
						basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, 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). Web site retention: Printouts or snapshots of pages with significant changes satisfies the retention requirement.			

Texas State Library and Archives Commission

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SLR 105

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3. Agency Name University of North Texas System (Consolidated CORE RRS)

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			Agency	Storage	Total		9. Remarks	Vital		
1.3.002	207	Publication Development Files. Background material copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the University.			AV	I	Paper, video tape, audio tape, and film.			

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			Agency	Storage	Total					

Category: 10.1 - Advancement and Donor Records

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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			Agency	Storage	Total	9. Remarks	Vital		
	10	Alumni Records. This records series documents the activities of a department's alumni and may also provide alumni offices with information on alumni. Records may be used to: create a network of support from alumni, primarily through organized alumni groups; to track alumni; to monitor their achievements, activities, and recognitions; to create statistics; to reply to information requests; and to provide information on the accomplishments of previous students. This series may include but is not limited to: memberships lists with names, addresses, employer names and addresses, and positions; minutes, and directories; promotional materials concerning annual gatherings; homecoming plans and programs; data cards and files for individual alumni; degree recipient lists; outstanding alumni lists; student leader lists; class officer lists; foreign student rosters; international alumni club records; and notes,			PM				

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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			Agency	Storage	Total						
		memoranda, and related correspondence concerning general alumni affairs.									

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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			Agency	Storage	Total		9. Remarks	Vital	
	694	Gift income records or donor files this series documents potential or realized private, corporate, or public agency funding to the institution, including endowments, gifts, donor records and trusts. May also include but is not limited to: award guidelines; letters and agreements of gifts; amounts of donations received; name of donors; conditions placed on donations; copies of bequest instructions and wills from individuals or estates; gift / pledge transmittal forms; solicitation material; acknowledgement letters; copies of checks; or securities documents; financial statements; and reports, including records of fund disbursements; and related documentation and correspondence.			PM	I		X	

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			Agency	Storage	Total					
Category: 11.1 - Athletic Program Records										
	16	Athletic Conference Records.			AV	I				
	271	Student Athletic Eligibility Certification Records.			5		FERPA, confidential record.	X		

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Category: 2.1 - Electronic Data Processing Records-Automated										
2.1	70	Data Entry Documents.			AV					

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			Agency	Storage	Total					
2.1.001	20	Processing Files. Machine-readable files used in the creation, utilization, and updating of master files.			AC		AC = Completion of 3rd update cycle except for: a) Raw data input or source file which replaces or serves as the basic source document in lieu of a textual or other source document - Follow the retention period approved for the equivalent type of textual record or as long as administratively valuable, whichever longer. b) Routine or benchmark data file used in testing a system or program - As long as administratively valuable. c) File which facilitates processing of a particular job or system run, but which does not add to, delete from, or substantially modify information in a master file - As long as	X		

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			Agency	Storage	Total		9. Remarks	Vital		
							administratively valuable. CAUTION: Records Management Officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.			

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4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total					
2.1.002	19	Master AC 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 = Completion of 3rd update cycle except for: a) Data file which replaces or serves in lieu of a textual record - Follow the retention period approved for the equivalent type of textual record. b) Output data file extracted from system solely to produce printed reports or other publications - Dispose of when no longer needed to create report or publication. CAUTION: Records Management Officers must be certain before assigning the retention period of AC to agency automated master files that the files do not fall under the exception noted in (a).	X		

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Archival Codes *(Field 8)*

I – Transfer to Univ. Archives
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			Agency	Storage	Total					
2.1.007	256	Software Programs and Job Control Language. Automated software applications and operating system files including job control language, program listing/source code, etc.			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. 13 TAC 6.97(a). CAUTION: If an electronic record is scheduled for permanent retention, software needed for access to the record must also be retained permanently.	X		

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			Agency	Storage	Total					
2.1.007	681	Documentation - Automated Applications.			AC+3		Ac=documentation Required to retrieve and read any electronic records maintained by the computer system must be retained as long as the approved retention schedule for the electronic records. 13 TAC 6.97(a)	X		

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			Agency	Storage	Total					
2.1.008	124	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 = 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 6.97(a). CAUTION: If an electronic record is scheduled for permanent retention, documentation needed for access to the record must also be retained permanently.	X		

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			Agency	Storage	Total					
2.1.009	317	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 = 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 6.97 (a). CAUTION: If an electronic record is scheduled for permanent retention, technical documentation needed for access to the record must also be retained permanently.	X		

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			Agency	Storage	Total					
2.1.010	17	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 = All audit requirements have been met.	X		
2.1.011	112	Finding Aids, Indexes, and Tracking Systems. Automated indexes, lists, registers, and other finding aids used to provide access to records.			AC		AC = 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.	X		

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Category: 2.2 - Electronic Data Processing Records-Computer Operations and Technical Support										
2.2	440	Information Security Risk Records. This record series may include, but is not limited to, the Information Security Risk Self-Assessment Survey, supporting documentation, communication and feedback, analysis, and reports.			AV					
2.2.001	316	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					
2.2.002	58	Computer Utilization Records. 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					

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2.2.004	57	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.			3 Months					
2.2.010	441	Data Processing Policies and Procedures. Manuals, guidelines, or similar documents establishing data processing policies and procedures in the University in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.			US+3		CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.	X		
2.2.011	22	Batch Data Entry Control Records. Forms and logs used to reconcile batches submitted for processing against batches received and processed.			FE+5					

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			Agency	Storage	Total					
2.2.011	682	Data Entry Documents.			AV					
2.2.012	178	Output records for computer production. Reports showing transactions that accepted, rejected, suspended, and/or processed.			AV			X		
2.2.013	210	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 = No longer needed as an audit trail for any records modified.			

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			Agency	Storage	Total		9. Remarks	Vital	
2.2.014	444	Internet Cookies. Data resident on hard drives that make use of user specific information transmitted by the Web server onto the users computer so that the information might be available for later access by itself or other servers.			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).		

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2.2.015	445	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		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	446	Software Registrations, Warranties and License Agreements.			LA+3			X		

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			Agency	Storage	Total					
Category: 3.1 - Personnel Records-Employee										
1.1	722	Continuing Medical Education (CME) Records other than fiscal or attendance			6		CME activities related documents (not fiscal or attendance). The Accreditation Council for Continuing Medical Education (ACCME) requires records to be kept on file for a minimum of 6 years.			
3.1	27	Biographical Records (Vitas, etc.)			AV	I				
3.1	30	Bonds - Fidelity Bonds of Employees.			5			X		

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3.1	45	Certificates of Age.			AC + 5		AC = Termination of employment.			
3.1	241	Request for Name Change - Employee.			AC + 5		AC = Termination of employment.	X		
3.1	417	Requests for Approval of Outside Employment, Consultation, or Related Activities. Requests for Approval of Outside Employment, Consultation, or Related Activities.			AC+2		AC = Termination of employee involvement in employment, consultation, or activity.			
3.1	453	Requests for Work Schedule Changes. Includes requests for flex (flexible, flextime) program schedules.			US+1					

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3.1	454	Accommodation Requests Under Americans with Disabilities Act (ADA).			AC+3		AC = Separation of employment for faculty and staff. AC = Date of last attendance for students. Human Resources retains the documentation for Faculty and Staff. Office of Disability Accommodation retains records for students.			

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3.1	461	Appointment, Promotion, and Tenure Records. This series documents the periodic consideration of faculty who are eligible for promotion in rank and change in tenure status, faculty appointments, and compliance with UNT regulations for periodic performance evaluation of tenured faculty. Records may include but are not limited to appointment, promotion and tenure proposals submitted by department for review by the Promotion, Tenure and Appointment Committee, committee member working notes, committee recommendations and approvals, and documentation of post tenure review recommendations. Proposals may include but are not limited to: Chairs' letter of proposal, department or school committee's letter of recommendation, letters of evaluation and a current curriculum vitae.			AC+3 AC+5		AC = Three years after applicant leaves the university OR five years after the date of application, whichever occurs first.			

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3.1	703	Continuing Medical Education (CME) Activity Fiscal Records. Includes records for funding support of events and expenditures of funds.			6		CME Activity Fiscal Records are kept electronically indefinitely; paper files for 6 years. The Accreditation Council for Continuing Medical Education (ACCME) requires records to be kept on file for a minimum of 6 years.			

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3.1	713	Continuing Medical Education (CME) Class Records.			6		Departments should keep records on attendance at continuing education courses. CME attendance records are kept electronically indefinitely; paper files for 6 years. The Accreditation Council for Continuing Medical Education (ACCME) requires records to be kept on file for a minimum of 6 years.			

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3.1	723	Drug Test Records / Negative Results -This record series consists of the positive results of a drug test under the Drug Free Workplace Act or as required for a commercial Driver's License (CDL) or other drivers under US DOT regulations as well as records related to canceled tests. This series might include documents generated in decisions to administer reasonable suspicion or post-accident testing, or in verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or to provide a urine specimen for testing. In addition, the case file could be included: the employer's copy of an alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the medical			1					

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		review officer to the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over the counter medication currently taken; final clearance to resume working. This can include memorandum and correspondence related to an employee's refusal to take or submit samples for an alcohol and/or controlled substance test(s) (49 CFR 382.401).							

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3.1	724	Drug Test Records / Positive Results - This record series consists of the positive results of a drug test under the Drug Free Workplace Act or as required for a Commercial Driver's License (CDL) or other drivers under US DOT regulations as well as records related to canceled tests. This series might include documents generated in decisions to administer reasonable suspicion or post-accident testing, or in verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or to provide a urine specimen for testing. In addition, the case file could be included: the employer's copy of an alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the medical review officer to			5				

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		the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over the counter medication currently taken; final clearance to resume working. This can include memorandum and correspondence related to an employee's refusal to take or submit samples for an alcohol and/or controlled substance test(s) (49 CFR 382.401.								
3.1	725	Drug Testing - Documentation of Refusals to Take Required Tests.			5					

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3.1.001	13	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.			3	Although the Texas State retention is 2 years, UNT retention period (3 yrs.) is based on advice of legal counsel. 29CFR 1602.49(a) [State Universities]			
3.1.002	12	Applications for Employment - Hired. Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.			AC + 5	AC = Termination of employment.			

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3.1.006	84	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 = Termination of counseling.		
3.1.011	88	Employee Insurance Records. University copies of information relating to the selection by employees/retirees of life, disability, health, and other types of insurance offered by the UNT System to its employees.			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.		

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Archival Codes *(Field 8)*

I – Transfer to Univ. Archives
O – Review by Univ. Archives

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SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 769

3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
3.1.012	94	Employment Opportunity Announcements. Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.			2		[29 CFR 1602.49 (a)- State Universities].			
3.1.013	92	Employment Contracts. Includes faculty and administrative/professional appointment letters.			AC + 4		AC = Expiration or termination of the contract according to its terms. 26 CFR 516.5.	X		
3.1.014	95	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		29 CFR 1602.49 (a). Recruitment Request Form (HRM-5b).	X		

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			Agency	Storage	Total					
3.1.018	123	Grievance Records. Records relating to the review of employee grievances against personnel policies, working conditions, etc.			AC+3		AC = Grievance settled. Open unless clearly unwarranted invasion of personal privacy. Retention period by advice of legal counsel. Caution: Does not include formal complaints filed by an agency employee with the Equal Employment Office of the U.S. Department of Labor. See item number 1.1.048. Human Resources for staff. President, Provost, Hearing Committees and Academic Department for faculty.	X		

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3.1.018	465	Grievance Records. Nondiscrimination ADA (Americans with Disabilities Act).			AC+3		AC = Separation of employment for faculty and staff. AC = Date of last attendance for students. Human Resources retains the documentation for Faculty and Staff. Office of Disability Accommodation retains records for students.	X		
3.1.019	184	Performance Appraisals. Evaluations completed that are used to measure and rate employee performance.			AC + 3		AC = Appraisal completed. Open unless clearly unwarranted invasion of personal privacy. Tenure documentation can extend over six years. 29CFR1620.32(c).			

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			Agency	Storage	Total		Vital			
3.1.020	467	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 = 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.		

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			Agency	Storage	Total		9. Remarks	Vital	
3.1.021	186	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 University, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.			AC + 5		AC = Termination of employment. Open unless clearly unwarranted invasion of personal privacy.	X	

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			Agency	Storage	Total					
3.1.022	188	Personnel Information or Action Forms. Forms or similar records used to place a new employee on the budget or to change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.			2		Open unless clearly unwarranted invasion of personal privacy. 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities]. Also includes biographical data sheets, employee separation forms, exit/clearance forms, notifications of intent to hire faculty candidates, name change forms, and position audit documentation. HRM-6			
3.1.023	202	Positions/Job Descriptions. Job descriptions, including all associated task or skill statements, for positions in the University.			AC + 4		AC = Until superseded or job eliminated.	X		

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			Agency	Storage	Total					
3.1.024	468	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 = Until superseded or termination of employment. CAUTION: Does not include pre-employment physical examinations. SEE: item number 3.1.014.			

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			Agency	Storage	Total					
3.1.026	66	Criminal History Checks. Criminal history record information obtained for job applicants, University employees, camp or related event.			AC		AC = The criminal history record has served the immediate purpose for which it was obtained; i.e., for UNT, once a non-adverse result has resulted from the check. See Subchapter F, Chapter 411, Government Code (411.094 for institutions of higher education). For UNT, the Human Resources Department conducts background checks for staff; Business Services/C.A.L.L conducts background checks for camps and related events; the Career Center conducts background checks for student employees; the Provost's Office conducts background checks for faculty.			

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			Agency	Storage	Total					
3.1.026	652	Criminal History Checks - Authorization Forms for STAFF positions. This series documents the retention of forms used to authorize a UNT business unit to conduct a criminal history check upon an individual who has applied for a staff position. This series does not include results for the criminal history check.			AC+3		AC = Separation from employment at UNT. Results of a criminal history check should not be retained under this records series (see UNT Item # 66 - Criminal History Checks). Retention for the authorization form follows UNT HR internal practice.			

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			Agency	Storage	Total					
3.1.026	653	Criminal History Checks - Adverse Results. This series documents the retention of criminal history checks which have produced adverse results that are used as a basis for employment denial. This series can include authorization forms and associated results.			2		Records are maintained for 2 years from the date of the adverse result. Criminal history results associated with persons not hired, but did not produce an adverse result are disposed as soon as the position is filled. Non-adverse results of a criminal history check should not be managed under this records series (see UNT Item # 66 - Criminal History Checks). Retention follows UNT practice.			

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			Agency	Storage	Total		9. Remarks	Vital	106 No.	Amend. No.
3.1.026	655	Criminal History Checks - Authorization Forms for camp or related event personnel. This series documents the retention of forms used to authorize a UNT business unit to conduct a criminal history check upon an individual who has applied for a position within a camp/related event. This series does not include results for the criminal history check.			AC+1		AC = Authorization forms for camp/related event positions are maintained until the end of the session for which they were obtained. Results of a criminal history check should not be retained under this records series (see UNT Item # 66 - Criminal History Checks). Retention for the authorization form follows UNT Business Services internal practice.			

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			Agency	Storage	Total					
3.1.026	656	Criminal History Checks - Authorization Forms for FACULTY positions. This series documents the retention of forms used to authorize a UNT business unit to conduct a criminal history check upon an individual who has applied for a faculty position. This series does not include results for the criminal history check.			AV		Results of a criminal history check should not be retained under this records series (see UNT Item # 66 - Criminal History Checks). Retention for the authorization form follows UNT internal practice. The authorization forms for faculty are imaged and retained permanently by the Provost's Office.			

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			Agency	Storage	Total		9. Remarks	Vital	
3.1.026	657	Criminal History Checks - Authorization Forms for STUDENT EMPLOYEE positions. This series documents the retention of forms used to authorize a UNT business unit to conduct a criminal history check upon an individual who has applied for a student employee position. This series does not include results for the criminal history check.			1		Results of a criminal history check should not be retained under this records series (see UNT Item # 66 - Criminal History Checks). Retention for the authorization form follows UNT Career Center practice.		
3.1.027	326	Training and Education Achievement Records (Individual). Certificates of completion, transcripts, test scores or similar records documenting the training, testing or continuing education achievements of an employee (including public safety officers).			AC + 5		AC = Termination of employment. Local Schedule GR1050-28a; PS4325-01 (exception note).		

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			Agency	Storage	Total		9. Remarks	Vital		
3.1.027	469	Training and Educational Achievement Records (Individual). Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.			AC+5		AC = Termination of employment			

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			Agency	Storage	Total					
3.1.029	93	Employment Eligibility, Documentation, or Verification of.			AC + 3		AC = Termination of employment. 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 is later. Agencies should make certain that the INS I-9 forms for employees who terminate from the University less than 3 years from date of hire are kept for the 3 years retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).	X		

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3.1.031	470	Employee Benefits - Other than Insurance. University copies of information relating to the selection of available benefit options other than insurance.			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.	X		

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			Agency	Storage	Total					
3.1.034	249	Resumes - Unsolicited. Retention period applies if the University replies to the sender of a resume that it will be kept on file should future job openings occur.			AV		Retention period applies if agency replies to the sender of a resume that it will be kept on file should future job openings occur. See Employment Selection Records (3.1.014) for retention period of resumes, whether solicited or unsolicited that are used in any way in the employment selection process.			
3.1.035	31	Performance Bonds. Bonds posted by employees and individuals or entities under contract with the University for the performance of the duties of a position or the terms of a contract with the University.			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.	X		

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3.1.036	471	Apprenticeship Records, Non-student. 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		29 CFR 30.8(e). For internships and cooperative education programs, see item # 602 (Internship Program Records).			
3.1.037	472	Employee Recognition Records. Awards, Incentives, Tenure, etc.			AC+5		AC = Termination of employment.			

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3.1.038	473	Public Access Option Form. Public Access 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		SEE item number 3.3.011.	X		

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3.1.039	664	Ombuds Records. Consultation records, notes, letters, memos, emails, reports and other documentation.			AC		AC = Final decision or matter closed. If no activity is made on a particular case for 30 days, the Ombuds will consider the case to be closed. CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is 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.		

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Category: 3.2 - Personnel Records-Payroll										
3.2	183	Payroll Check Signature Lists - Account and Employee Levels. This records series lists the employee name, employee number, and employee signature for a specific pay period.			1		Payroll for account level, local unit for employee level.			
3.2	693	Unemployment Compensation Records.			AC+5			X		
3.2.001	85	Employee Deduction Authorizations. Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court ordered attachments.			AC+4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.	X		

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3.2.002	86	Employee Earnings Records. Employee Earnings Records. Documentation of employee earnings. Records may include but are not limited to: Payroll Earnings Registers, Alpha Register, Check Distribution, Check Register, Employee Name Sequence, Daily Transactions, Checks issued for the month, Earning Statement, Canceled Checks and Online adjustments, Monthly detail of close-out			4		40 TAC 815.106(i)	X		

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Archival Codes *(Field 8)*

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2. Agency Code 769 | 3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
3.2.003	110	Federal Tax Records. This series provides a summary record of data reported on the annual wage and tax statements for agency employees, corrections to these statements, and a record of transmittal to the federal government. Records include print-outs from the agency by year in social security number order which include names, social security numbers, tax subject earnings, other data required by law, summary transmittal forms, and FICA records. Forms may include 1099, W-2, FICA, and other tax records.			AC + 7		AC = Tax due date, date claim is filed or date tax is paid, whichever is later. 26 CFR 31.6001-1. IRC Section 6531 Title 26-Internal Revenue Code. 7 year retention based on UNT internal practice.	X		
3.2.004	129	Income Adjustment Authorization. Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.			2		29 CFR 516.6 (c).	X		
3.2.005	339	W-4 Forms. Employer's copy of Employee Withholding Exemption Certificate.			US + 4		26 CFR 31.3001-1 (e)(2).	X		

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3.2.006	340	Wage Rate Tables. Wage/rate tables for employees (salary ranges, positions, etc.). May include survey data compiled for the creation of a pay plan.			2		29CFR516.6(a)(2). Wage, Salary Compensation Study (2008). Also called pay plan. Both electronic and paper records kept for 2 years.			
3.2.007	331	Unemployment Claims/Compensation Records.			AC + 5		AC= After payments to former employee ceases.	X		
3.2.008	78	Direct Deposit Application/Authorization. Applications and authorizations from employees giving permission to the agency to directly deposit funds into a specified bank account.			US			X		

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			Agency	Storage	Total					
3.2.009	259	State Deferred Compensation Records.			AC + 5		AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Agency Coordinator Procedures Manual issued by the Employees Retirement System of Texas.	X		
3.2.010	128	Human Resources Information System (HRIS) Reports. Includes supporting documentation.			AC + 4			X		

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			Agency	Storage	Total					
Category: 3.3 - Personnel Records-Personnel Administration										
3.3	475	Time and Effort Report. A record certifying the percentage of time worked on a sponsored project during a particular reporting period.			FE+7		Records are kept in electronic format.			
3.3.001	9	Affirmative Action Plans. Affirmative action plans for both regular employees and apprenticeship programs.			6		29 CFR 30.8 (e) for apprenticeship plans.			
3.3.004	23	Benefit Plans/Group Insurance. Employee benefit plans such as pension, life, health, and disability insurance; deferred compensation, etc.; including amendments.			US + 3		29 CFR 1627.3 (b)(2).	X		
3.3.010	148	Labor Statistics Reports. Reports providing statistical information on labor force.			3		Electronic version sent to Bureau of Labor Statistics.			

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			Agency	Storage	Total					
3.3.011	187	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 = Termination of employment. Open unless clearly unwarranted invasion of personal privacy. Electronic version is kept in EIS.	X		
3.3.015	201	Positions/Job Classification Review File. Records relating to review and monitoring of job classifications within the University.			US + 3					
3.3.020	341	Work Schedules / Assignments. Work, duty, shift, crew, or case schedules, rosters, or assignments.			2					
3.3.022	476	Texas Workforce Commission (TWC) Reports. Reports to the University from TWC or its predecessor pertaining to employees.			3					

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3.3.023	219	Reimbursable Activities, Requests and Authorizations to Engage in. Requests and authorizations for travel; educational programs, workshops; or for other work-related activities for which the expenses are defrayed or reimbursed.			FE + 3		See item 246 for Tuition Assistance Requests. See 4.7.008 for fiscal records for federal grants. Currently, official copies of Travel Vouchers are maintained by Purchasing and Payment Services - the local unit may choose to maintain a convenience copy of the travel voucher.			
3.3.023	246	Employee Request for Tuition Assistance.			FE + 3		FERPA, confidential record. See 4.7.008 for fiscal records for federal grants.			

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			Agency	Storage	Total					
3.3.024	477	Personnel Policies and Procedures. Any internally distributed manuals, guidelines, or similar records that define University wide policies and procedures concerning the personnel of the University.			US+3		Paper and electronic versions kept.			
3.3.025	478	Job Procedure Records. Any documents detailing the procedural duties and responsibilities of the University positions on a position-by-position basis.			US+3		Departmental level job description for individual position.			
3.3.026	89	Agency Staffing Reports. Employee Listings. Detailed listings of employees within organizational structure. 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, position vacancies, analysis of turnover rates and seasonality of employment, etc.			US + 3					

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3.3.027	479	Aptitude and Skills Tests. Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.			US+2		29 CFR 1602.31 (State Agencies). 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	480	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		29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 (State Universities).			
3.3.029	481	Aptitude and Skills Tests (Validation Records). Records of the validation of aptitude and skills tests.			AC+2		AC = As long as the test is used by an agency. 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 (State Universities).			

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3.3.030	482	Training Records - Instructional Materials. Instructional materials associated with in-house training of university personnel on personnel policies and procedures and other policies and procedures that govern the University's programs, services, or projects.			US+2		SEE 3.3.030 # 168 for training administration records including attendance. CAUTION: Does not include hazardous materials training records. SEE item number 5.4.007.			
3.3.030	483	Training Administration Records. Includes but it not limited to training attendance records and other records associated with in-house training of university personnel on personnel policies and procedures and other policies and procedures that govern the University's programs, services, or projects.			FE+5		Instructional materials are kept US+2. Attendance records are kept FE+5. SEE 3.3.030 for instructional materials used in training. CAUTION: Does not include hazardous materials training records. SEE item number 5.4.007.			

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3.3.031	82	EEO Reports and Supporting Documentation. Includes documentation used to complete EEO reports.			3		29 CFR 1602.30, 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.			
3.3.032	98	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		29 CFR 1620.32(C).	X		

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			Agency	Storage	Total					
Category: 3.4 - Personnel Records-Time and Leave										
3.4	484	Family Medical Leave Case Files. This series documents requests for leave and granted leaves by employees under provisions of the Federal Family and Medical Leave Act (FMLA). Records may include but are not limited to: employee leave request forms; notices to employees of leaves granted or rejected; Certification of Physician or Practitioner for employee or a family member; employee backup information and leave history records; employee time records and documentation of leave taken; continuation of health and dental insurance benefits documentation; dispute records regarding designation of leave as FMLA; and related documentation and correspondence.			FE+3					

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			Agency	Storage	Total		9. Remarks	Vital		
3.4.001	7	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 + 5					
3.4.002	149	Leave Status Reports. Cumulative report is issued each pay cycle and provides employee leave status information for each position.			FE + 3		See note 1, 40 TAC 815.106(i).	X		
3.4.003	323	Time and Leave Records, Less Than Full Time Worked. Dates and hours.			FE+5		40 TAC 815.6(i).			

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3.4.004	179	Overtime Authorizations			FE + 5		Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations. See note 1			
3.4.005	180	Overtime Schedules.			FE+5					
3.4.006	324	Time Cards and Timesheets. A record of the number of hours worked and the number of hours taken as leave.			FE+5		40 TAC 815.6(i). Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.			

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3.4.007	325	Time Off and/or Sick Leave Requests. This series may include but not be limited to Leave Request Forms, Electronic Time Adjustment Approval Requests and other supporting documentation.			FE + 5		Includes requests for outside education during working hours. SEE ALSO 3.4 - Agency Item Number 484 for FMLA (Family Medical Leave Act) records.			
3.4.008	254	Sick Leave Pool Documentation. Requests submitted, approvals, number of hours transferred in and out, etc.			FE + 3					

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			Agency	Storage	Total					
Category: 4.1 - Fiscal Records -Worksheets, Detail Information on Transaction or Event										
4.1	5	Accounts Receivable Ledgers.			FE + 5		Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.	X		
4.1	135	Interdepartmental Orders.			FE + 5					
4.1	136	Interdepartmental Transfers.			FE + 5					

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4.1.001	4	Accounts Payable Information. This series documents an agency's expenditures and purchases. Records may include but are not limited to: departmental purchase orders; contract release orders; balance sheets; bills; invoices; invoice vouchers; journal voucher/entry forms; price quotes; and related documentation and correspondence.			FE + 5		Retention period reflects UNT internal practice during the upgrade of the PeopleSoft Financials System to version 9.0. Retention period will be reevaluated once upgrade is completed. Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.			

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			Agency	Storage	Total					
4.1.002	25	Billing Detail. Provides itemized billing record for services rendered.			FE + 5		Computer output microfiche. Caution: Does not include long distance detail for telephone billing. See item number 5.5.001, 5.5.006, and 5.5.007. Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.			

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4.1.003	40	Cancelled Checks / Stubs / Warrants / Drafts. This consists of canceled checks issued for authorized payments or refunds.			FE + 5		Retention period reflects UNT internal practice during the upgrade of the PeopleSoft Financials System to version 9.0. Retention period will be reevaluated once upgrade is completed. Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.	X		
4.1.004	96	Encumbrance Detail. Documents the hold(s) placed on funds for payment of services.			FE + 3					
4.1.005	137	Inventory and Other Cost Files. Production, job, labor, quotes, pricing, specifications, etc.			FE + 3		See note 1; use for merchandise.			

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4.1.006	143	Investment Transaction Files. Transfer of funds between chart field strings or between account numbers. This records series may contain but not be limited to cover sheet, supporting documentation and expenditure vouchers.			FE + 3					
4.1.007	329	ABA Transactions and Interdepartmental Orders/Transfers.			FE + 3					
4.1.008	486	Electronic Fund Transfers. Direct Deposit Registers.			FE+3					

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Category: 4.2 - Fiscal Records-Documents of Original Entry										
4.2	46	Certificates of Payment - College Work - Study Program.			FE + 5		Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.			
4.2	337	Vouchers, Local.			FE + 5		Retention is based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.	X		

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MO – Months
PM – Permanent
US – Until Superseded

Archival Codes *(Field 8)*

I – Transfer to Univ. Archives
O – Review by Univ. Archives

Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 769 | 3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
4.2	338	Vouchers, State.			FE + 5		Retention is based on UNT internal practice. Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.	X		
4.2	418	Vendor Setup Forms. Records providing vendor profile information.			US					
4.2	708	Batch Tickets (MSRDP)			FE+5					
4.2	720	Receipt Books (MSRDP yellow copy)			2 MO.		Original available in Accounting office.			

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			Agency	Storage	Total					
4.2.001	43	Cash Deposit Vouchers.			FE + 3					
4.2.002	44	Cash Receipts. Includes receipts for fees (permits, licenses, renewals, etc.).			FE + 3			X		
4.2.003	68	Daily Cash Receipts Log.			FE + 3		See note 1			
4.2.004	97	Encumbrance Vouchers. Orders, statements, change orders, etc.			FE + 3					

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4.2.005	209	Purchase Orders, Reports, Documentation. Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.			FE + 5		Retention period reflects UNT internal practice during the upgrade of the PeopleSoft Financials System to version 9.0. Retention period will be reevaluated once upgrade has completed. Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.	X		
4.2.006	120	General Journal Voucher. A record of budget entries and transfers of funds between and agency's budgets.			FE + 5		Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.			

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			Agency	Storage	Total					
4.2.007	490	Expenditure and Travel Vouchers. Expenditure Vouchers, Travel, Payroll, etc.			FE+3		See 4.7.008 for fiscal records for federal grants.			

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			Agency	Storage	Total					
Category: 4.3 - Fiscal Records-Journals or Registers										
4.3	147	Accounting Records - Student Financial Aid. Journals or Registers- Students Loans.			AC + 5		AC = After the end of the year in which the student received the financial aid funding.	X		
4.3.001	146	Sales Journals or Registers.			FE + 3			X		
4.3.002	145	Receipts Journals or Registers.			FE + 3			X		
4.3.003	144	Expenditures Journals or Registers.			FE + 5		Retention period based on federal program requirements. State Retention is FE+3.	X		

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			Agency	Storage	Total					
Category: 4.4 - Fiscal Records-Ledgers										
4.4.001	152	General and Subsidiary Ledgers.			FE + 3		Paper copy microfilmed after one year.	X		
4.4.002	151	Accounts Receivable Ledgers.			FE + 5		Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations. See 4.7.008 for fiscal records for federal grants.	X		

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4.4.003	150	Accounts Payable Ledgers.			FE + 5		Retention period reflects UNT internal practice during the upgrade of the PeopleSoft Financials System to version 9.0. Retention period will be reevaluated once upgrade is completed. Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.			
4.4.004	491	Employee Savings Bond Ledgers.			FE+3		Federal Reserve no longer sends out ledgers. EIS shows information with employee records.	X		

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			Agency	Storage	Total					
Category: 4.5 - Fiscal Records-Reports										
4.5	34	Budgets - Internal.			FE + 3			X		
4.5.001	237	Worksheets for Preparing Fiscal Reports. This records series consists of the supporting documents of the financial status of the specific entity concerning its operation for the preceding year.			FE + 3					
4.5.002	228	Internal Fiscal Management Reports. Includes University Monthly budget reports.			FE + 3		Accounting is responsible for the record copy of monthly ledgers sent to each department. Departments may produce their own internal fiscal management reports and are responsible for keeping the record copy of those.			

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4.5.003	222	Annual Financial Reports. Required by the General Appropriations Act (100 Day Report)			AC + 6	I	AC = September 1 of odd-numbered calendar years. 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). 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).			

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4.5.005	227	External Fiscal Reports. Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.			FE + 3		See note 1			
4.5.006	495	Annual Operating Budgets. Required by the General Appropriations Act.			FE+3					
4.5.007	496	USAS Reports - Daily.			AC		AC = Receipt and reconciliation of monthly report.			
4.5.008	497	USAS Reports - Monthly.			AC		AC = Receipt and reconciliation of annual report.			
4.5.009	498	USAS Reports - Annual.			FE+3					

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			Agency	Storage	Total					
Category: 4.6 - Fiscal Records-Documents Showing Compliance with System of Internal Control										
4.6	138	Inventory Sheets.			FE + 3					
4.6.001	170	Balancing Records.			FE + 3		Includes monthly financial reports.			
4.6.002	213	Reconciliations.			FE +3		Non-federal records are kept FE+3; records for federal accounts for FE+6. Internal Audit will expect the department to maintain this documentation in the event of an audit, rather than the institutional processing office (i.e. Financial Accounting).			

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			Agency	Storage	Total					
4.6.003	42	Cash Counts.			FE + 3					

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			Agency	Storage	Total					
Category: 4.7 - Fiscal Records-Other Fiscal										
4.7	28	Bonds - Bond and Coupon Certificates of Destruction.			PM			X		
4.7	113	Fines Records, Paid.			3			X		
4.7	114	Fines Records, Unpaid.			10			X		

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STATE OF TEXAS
Records Retention Schedule

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769	University of North Texas System (Consolidated CORE RRS)

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			Agency	Storage	Total					
4.7	204	Promissory Notes - Financial Aid.			AC + 5		AC = After loan paid off.	X		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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4.7	205	Promissory Notes - Non- Financial Aid.			AV			X		
4.7	218	Refunds and Repayments.			FE + 3		Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.	X		
4.7	250	Returned Checks / Warrants / Drafts.			FE + 4		Retention period based on advice of legal counsel for litigation purposes.	X		
4.7	260	State Grant Information on File.			AC + 3		AC = Resolution of file.			

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4.7	365	Non-federal Grant Records (Sponsored Grants and Contracts) - Fiscal Records. This records series consists of fiscal records for grants and other sponsored contracts that have been awarded by non-federal agencies.			AC + 3					
4.7	366	Account Records. This records series documents the creation of accounts. Records may include but are not limited to active dates of account, modification of account numbers and related documents and correspondence.			AC + 6		AC = After account closed.			
4.7	670	Distributed Learning Funding Model Records. This record series includes documentation, proposals and funding requests submitted to the Center for Learning Enhancement, Assessment and Redesign.			FE+5					

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4.7.001	3	Accounting Policies and Procedures Manual. Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the accounting function of an agency.			US + 3			X		
4.7.002	21	Bank Statements. Periodic statement of bank balances containing information showing income and outgoings on a bank account.			FE + 5		Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.			

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4.7.003	499	Returned Checks /Warrants/Drafts (Uncollectible). This records series documents attempts to collect monies for non-negotiable (usually non-sufficient funds) checks received for payment to university accounts. Records consist of master list of checks returned to the agency and may contain names; addresses; telephone numbers; banks upon which checks were drawn; reasons for return; and notations of any prior activity.			AC+3		AC = After deemed uncollectible.			
4.7.004	41	Capital Asset Records.			LA+4		Retention period by advice of legal counsel.			
4.7.005	48	Claim Files.			AC+3		AC = Resolution of claim. Will be retained at least 3 years following the resolution of the claim.	X		

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4.7.006	54	Comptroller Statements. Statements issued by the Comptroller's office, including statements of assurance, financial integrity statements, statements and response to proposals, etc.			FE + 3					
4.7.007	77	Detail Chart of Accounts. A list of accounts used by an organization with each account usually assigned a number or code.			FE + 3					

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4.7.008	109	Grant Records (Sponsored Grants; Contracts) - Fiscal Records. This series includes federal grant information on file and other federal sponsored agreements. Also includes non-federal and other non-federal sponsored agreements.			AC + 5		AC = Terms of the grant and/or satisfaction of all uniform administrative requirements for grants and cooperative agreements to state and local governments (The Common Rule). Caution: Grants have individual guidelines for retention. Records must be retained in accordance with guidelines of grant contract. If the grant contract does not specify terms for retention then retain for AC+5.	X		
4.7.009	500	Fixed Asset Sequential Number Logs. This records series documents lists of identification numbers assigned to the fixed assets owned by an agency to be used in the process of tracking and accounting for those assets.			US+3					

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			Agency	Storage	Total					
4.7.010	157	Tax Exempt Bond Issuance/Post Issuance Compliance Records.			AC + 3		AC = Final retirement of bond.	X		
4.7.011	121	Texas Facilities Commission Statements (TFC) Charge or bill statements received by agencies from the TFC for services provided.			FE + 3					
4.7.012	255	Signature Authorizations.			US + FE + 3					

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Category: 5.1 - Support Services Records-General										
5.1	63	Courier Authorization/Shipping Records. This series provides a record of items that are mailed by the department via UPS, Federal Express, or another carrier. Records may be used for billing and/or tracing. These records include: printing and mailing shipping forms; parcel mailing order forms; and related correspondence.			2					
5.1	73	Deeds and Easements. Deeds and Easements			LA	I		X		
5.1	134	Intellectual Property - Copyright, Patent, and Trademark.			PM		Includes underlying patents, trademarks and copyrights and all supporting documentation.	X		

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5.1	501	Service Request Forms.			AV					
5.1	503	Permits / Mail Services. This records series consists of bulk mailing permits.			AC+1		AC = After expiration of permit.			
5.1	505	Registered Mail Receipts. This records series consists of receipts for registered mail.			1					
5.1	506	Contracts and Leases - Not Executed. This records series consists of legal documents, correspondence, reports, etc. relating to the negotiation of contracts and leases that were not executed.			AC+1		AC = After decision to not execute the contract.			

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Archival Codes *(Field 8)*

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5.1.001	59	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.			AC + 5		AC = Expiration or termination of the instrument according to its terms. See 5.2.028 for building construction contracts and 5.1.017 for contract logs. Retention period based on advice of legal counsel.	X		
5.1.003	74	Delivery Reports.			2					
5.1.004	159	Mail and Telecommunication Listings. Any mailing address, telephone or fax number, or e-mail address records maintained by the University on its employees or on entities or persons it serves.			US					
5.1.005	203	Postage Records. Records and reports of postage expenses, deposits and receipts for postage. Postal meter usage reports			FE + 3					

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5.1.007	247	Requisition for In - Agency / Inter-Agency Copy / Printing Service. Includes word processing and data processing.			2 months					
5.1.010	507	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 = After expiration date.	X		
5.1.011	508	Photocopier and Fax Usage Logs & Reports.			FE+6					
5.1.012	47	Charge Schedules/Price Lists. Schedules of prices charged by the University for services to the public or other agencies including any documentation used to determine the charges.			US + 3					
5.1.013	133	Insurance Policies. For vehicles, equipment, etc.			AC + 4		AC = Expiration or termination of policy according to its terms.	X		

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5.1.014	173	Office Procedures. Any internally distributed manual, guidelines, or similar records that establish standard office procedures for the University; for example, University style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.			US + 1					
5.1.015	62	Correspondence Tracking Records. Any record created by the University to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.			2					
5.1.016	561	Telephone Message Notifications. Notifications of telephone messages. Includes emails, phone message books, and slips, etc.			1					
5.1.017	509	Contract Log. List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.			FE+3					

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Category: 5.2 - Support Services Records-Facility Management										
5.2	510	Building Code Listing. List of codes used to designate buildings at various locations and campuses of the University.			US+5					
5.2	513	Facilities Management. Maintenance/Renovation/Repair Records. This series documents the condition, upkeep, and routine maintenance of the institution's buildings and grounds.			AV					
5.2.001	14	Appraisals - Building or Property.			AV	O		X		

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5.2.002	37	Building Construction Project Files. Planning, design, and construction records; accepted and rejected bids; correspondence; etc.			AC + 10	I	Retention based on legal requirements to verify safety factors. See also 5.2.003 and 5.2.028. State Retention is AC+10. AC being the completion of the project.	X		

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5.2.003	514	Building Plans and Specifications. Includes architectural and engineering drawings, profiles, and blueprints.			LA+4	O	University owned building plans and specifications should be retained for the life of the asset. Building plans and specifications for leased buildings should be retained for 2 years after the termination/end of the lease. SEE ALSO item numbers 5.2.002 and 5.2.028. ARCHIVES NOTE: Archival review designation is for state owned buildings only. Facilities Management handles records for owned buildings. Facilities Planning also has records for leased space.	X		

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5.2.004	38	Building Space Requests.			1					
5.2.005	39	Calibration Records (Equipment or Instrument).			10		Calibrations for non-radiological equipment are retained for 10 years. Retention for radiological equipment is AC, where AC = the termination of the license or registration [based on requirements for showing calibrations of instruments used in surveys in TAC 289.202(ggg)(5) subsection (nn)(1)].			
5.2.006	206	Property Destruction, Certificates of.			FE + 3					

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5.2.007	69	Damage Reports. Reports of damage to state property.			FE + 3			X		
5.2.008	56	Equipment History File; Equipment Service Agreements. Agreements or contracts between the University and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves service, etc.; and service/repair logbooks, etc.			LA + 3					

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5.2.009	100	Equipment Inventory Detail Report Forms. Updates University portion of the inventory listing and adds, changes, transfers or deletes items from inventory.			FE + 3		For departments, retention period is FE for equipment that is deleted from inventory, as in Deletion Request for Obsolete, Unserviceable, Surplus or Cannibalized Property. Departments only need to keep forms to the end of fiscal year in which property was removed from department's inventory.			
5.2.010	101	Equipment Manuals.			LA					
5.2.011	102	Equipment Warranties.			AC+1		AC = Expiration of warranty.	X		

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5.2.012	103	Estimate Files (Supply and Cost Repair Estimates).			1					
5.2.014	140	Inventory (Annual Physical). Property, equipment supply verification.			FE + 3					
5.2.015	141	Inventory, Notices of Equipment Removed Form. This Series documents changes in state owned property; requests to declare items as surplus, salvage, or scrap. Records may include related documentation and correspondence.			FE + 3					
5.2.016	139	Inventory System Update Listings. Listing shows all additions, changes, deletions, and transfer time for the monthly processing period.			AC		AC = Transfer of information into annual listing.			
5.2.017	158	Lost and Stolen Property Reports.			FE + 3					

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5.2.018	515	Quality Control Reports.			2					
5.2.019	253	Service Orders. University copy of forms completed by mechanical service personnel for installation or repair; includes billing code, service, labor, parts and remarks.			1					
5.2.020	312	Supply Usage Records. This series is used to document supply usage and charges. This series may include but is not limited to: stock printouts; inventory reports; and related documentation and correspondence.			FE + 1					

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5.2.021	313	Surplus Property Sale Reports. This records series consists of a list of surplus equipment which is advertised, and consequently sold at public auction. The information may include but not be limited to an Agreement For Auctioneer Services; advertising documents; Terms And Conditions Of Sale; a financial report of money received for items sold at auction, and related documentation and correspondence.			FE + 3		Includes Lost & Found Auction; see note 1	X		
5.2.022	332	Utility Usage Reports.			AV					
5.2.023	344	Year-to-Date Activity (Inventory Listing). Shows additions, changes, transfers, and deletions of information within the inventory system. Data include University, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.			FE + 3					

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5.2.024	516	Material Specifications.			AC+2		AC = Material is no longer in the agency.			
5.2.025	517	Equipment Descriptions and Specifications.			AC+2		AC = Equipment is no longer in the agency.			
5.2.026	106	Facilities Reservation Logs. Reservation logs or similar records relating to the use of University facilities such as meeting rooms, auditoriums, etc.			2		Includes classroom registration Lists.			
5.2.027	257	Space Utilization Reports.			AV					
5.2.028	35	Building Construction Contract and Inspection Records. Building construction contracts, surety bonds, and inspection records.			LA + 10	O	Construction contracts for new buildings. SEE ALSO item numbers 5.2.002 and 5.2.003.	X		

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Category: 5.3 - Support Services Records-Purchasing										
5.3	52	Commodity Code Listing			US + 3					
5.3	394	Procurement Card (P-Card) Records. A record of purchases made with a University Procurement Card. This records series may include but not be limited to: Procurement Card Transaction Log, original charge slip, sales receipt, packing slip, invoice, or any other information related to the purchase.			FE+5					
5.3.002	118	Freight Bills Paid.			FE + 3			X		
5.3.003	119	Freight Claims. This records series consists of documentation relating to a demand upon a carrier for cargo loss or damage or for the repayment of an overcharge.			AC + 2		AC = Resolution of claim.	X		

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5.3.004	176	Order - Acknowledgements. This records series consists of customer notification that their order was received by the supplier.			AV					
5.3.005	181	Packing Slips. This series documents the receipt of equipment, supplies, other items and services from vendors. The series includes: packing slips; shipping and container lists; and bills of lading.			AV					

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5.3.007	24	Bid Documentation. Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.			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. NOTE: see Contracts and Leases (5.1.001) and Building Construction Contract and Inspection Records (5.2.028).			
5.3.008	521	Purchasing Logs. Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.			FE+3		All documentation relating to a particular purchase order is attached to the purchase order.			

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5.3.009	522	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, issuance of request for bids, or decision not to proceed with the procurement, as applicable.			

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			Agency	Storage	Total					
Category: 5.4 - Support Services Records-Risk Management										
5.4	65	Course Safety Evaluations			AC+5		AC = After submission to Risk Management.			
5.4	127	Chemical and Hazardous Waste Disposal Records. This series documents the receipt, shipment, and disposal of chemical material or hazardous wastes on campus. This series includes but is not limited to: chemical and waste inspection forms; drum packing sheets; Uniform Hazardous Waste Manifest forms (EPA 8700); Certificates of Disposal from vendors; land disposal notification forms; waste disposal records; and related documentation and correspondence.			30					

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			Agency	Storage	Total					
5.4	212	Radiation Dosimetry Records.			PM					
5.4	229	Reports – Laboratory			AV				X	
5.4	688	Emergency Management, Crisis or Disaster Records. Includes records related to the declaration of emergency, financial records which document the expenditure of emergency funding. This series is intended to capture copies of records (which document the expenditure of funds) in other record series and hold them together in order to chronicle the emergency management process.			AC + 5		AC = 5 years following the close of the emergency/disaster and the reconciliation of funds expended.			

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4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
5.4	727	Chemical and Radiation Exposure Reports. Includes terminated badge files, Lifetime Cumulative Occupational Radiation Dose (TRC Form 21-2) and Individual Monitoring Results (TRC Form 21-3).			PM		25 TAC 289.202.			
5.4	728	Radiation Program Audits.			3		25 TAC 289.202.			
5.4	729	Radiation Protection Program Records.			PM		Mandated by TDH. 25 TAC 289.202. Radiation Safety Committee minutes and supporting documentation.			
5.4	730	Records Used to Prepare TRC Form 21-2 and TRC.			3		TAC 289.202.21.			

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4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
5.4.001	2	Accident Reports and Associated Documentation (Employee and Patient).			AC, CE + 5		AC = Case closed out. Record confidential while in litigation. Retention period by advice of legal counsel when residual effects are a possibility e.g., hazardous materials, records are kept 30 years.	X		
5.4.001	130	Injury Frequency Reports/Loss Reports. This records series documents records produces to report injuries to employees, students and visitors on campus.			CE + 5			X		
5.4.001	342	Workers Compensation Reports.			CE + 5		29 CFR 1904.6.	X		
5.4.001	683	First Report of Alleged Accident or Occupational Disease.			AC, CE + 5		AC = Case closed out.	X		

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SLR 105

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2. Agency Code 769 | 3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
5.4.002	104	Evacuation Plans. Plans for evacuation of University facilities in cases of emergency.			US			X		
5.4.003	131	Inspection Records. Fire, safety, and other inspection records of University facilities and equipment. Includes, but is not limited to, testing records, fire alarm certificates (new buildings), certification of asbestos-free building (new buildings).			AC+4		AC=Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. Includes entry control device testing for very high radiation areas. CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028. Health & Safety Code 502.009(g).			
5.4.004	115	Fire Orders. Orders issued by Fire Marshal to correct deficiencies in compliance with fire code.			AC + 3		AC = Deficiency corrected.			

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5.4.007	126	Safety Training/Certification - Hazardous Materials. Records of training given employees in an agency hazard communications program. Includes radiation safety, chemical safety, and biological safety/blood borne pathogens.			5		Texas Health and Safety Code 502.009(g)			
5.4.008	125	Hazard Communication Plans.			US + 5		Texas Health and Safety Code 502.009(g) .	X		
5.4.009	343	Workplace Chemical Lists. Controlled Substance Drug Logs/DEA Forms/Chemical Inventories.			30		Texas Health and Safety code, 502.005(g).			
5.4.010	160	Material Safety Data Sheets.			AC		AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.			

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5.4.011	336	Visitor Control Registers. Logs, registers or similar records documenting visitors to limited access or restricted areas of University facilities.			3					
5.4.012	87	Employee Identification.			AC + 4		AC = Termination of employment.	X		
5.4.012	90	Security Access Records. Records relating to the issuance of keys, identification cards, building passes, usernames, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems.			AC + 2		AC = Until superseded, date of expiration, or date of separation/termination, whichever is sooner. Requests for access to an electronic system are maintained by the unit who manages the operation of that system.	X		

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5.4.012	90	Employee Security Records.			AC + 2		AC = Until superseded, date of expiration, or date of separation/termination, whichever is sooner. Requests for access to an electronic system are maintained by the unit who manages the operation of that system.	X		

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			Agency	Storage	Total					
5.4.013	80	Disaster Preparedness and Recovery Plans. Emergency preparedness procedures in the event of severe weather or any potential damage to institutional property due to storms, riots, fires, droughts, floods, or other events which could affect normal operations and facilities within the jurisdiction of the institution. The preparedness portion may include but is not limited to: department specific procedures, a list of essential employees, housing, emergency numbers, etc. The recovery portion may include but is not limited to: diaries; logs; reports; photographs; notes which indicate or document what happened, when, and where; and related documentation and correspondence.			US		Retention: All departments except University Police = US; University Police = US+3 as required by Local Schedule PS- Retention Schedule for Records of Public Safety Agencies.	X		

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Category: 5.5 - Support Services Records-Telecommunication										
5.5.001	26	Billing Detail - Telecommunications (other than TEX-AN). In addition to summary detail, includes any accompanying detailed listing of long distance calls.			FE + 3					
5.5.002	156	Long Distance Telephone Logs. Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.			AV					
5.5.003	262	Station Activity Reports. Internal listing of all incoming/outgoing telephone activity to individual telephone stations.			AV					
5.5.004	315	System Activity Reports. Internal listing of all incoming/outgoing University telephone activity.			AV					

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5.5.006	551	Billing Detail - Telecommunications (TEX-AN). In addition to summary detail, includes any accompanying detailed listing of long distance calls.			FE+3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.			
5.5.007	81	Disputed Call Documentation. Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal log distance use.			FE + 3					

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Category: 5.6 - Support Services Records-Vehicles										
5.6	552	Vehicle Accident Records. This series documents accidents involving vehicles owned by the University. This series may include but is not limited to: vehicle accident reports; vehicle accident claims; damage or loss of state property reports and related documentation and correspondence. Information may include: vehicle type and identification number; name of party using the vehicle; notation of condition before and after use; and authorizing signatures.			2		Retentions based on Local Schedule PS- Retention Schedule for Records of Public Safety Agencies.			
5.6.001	613	Airplane Flight Logs.			LA+3, FE+3		State owned = LA+3 Leased = FE+3			
5.6.002	614	Airplane Passenger Lists.			FE+3					

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5.6.003	132	Inspection, Repair, and Maintenance Records - Vehicles.			LA + 2		Retention period based on advice of legal counsel for litigation purposes.			
5.6.004	155	License and Driving Record Checks. Includes the university driver form as well as the driving record check.			AC		AC= Until Superseded or termination of employment.			
5.6.005	169	Vehicle Use Reports (Mileage). Includes mileage, fuel/oil consumption, passengers carried and other related operational information. Vehicle Operations Logs (formerly 5.6.006).			FE + 3					
5.6.007	334	Vehicle Titles and Registrations.			LA			X		
5.6.008	615	Pilot License Verifications.			AC+5		AC=Termination of employment			

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5.6.009	182	Parking Permits or Assignments.			US		Includes parking permits, assignments and waiting lists. Does not include deduction authorizations, see 3.2.001.			

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769	University of North Texas System (Consolidated CORE RRS)

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

Category: 6.1 - Police Records

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4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
	190	Police Arrest Records.			75		Front page of record is open, remainder is confidential. Note: Date of individual's death, if known, can substitute for 75 years. If the arrest report does not provide the name (including aliases), date of birth, and physical description of the offender; the name of the arresting agency; the arrest charge and whether it is a felony or a misdemeanor; the date of arrest; and the date and exact disposition of the case by the agency, then documents sufficient to provide this information from Offense Investigation Records must be retained for 75 years or until date of the individual's death. Retention based on Local			

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			Agency	Storage	Total					
							Schedule PS- Retention Schedule for Records of Public Safety Agencies: PS4125-02Front			
	191	Police - Fingerprint Records.				AV	Retention based on Local Schedule PS- Retention Schedule for Records of Public Safety Agencies: PS4175-03			
	192	Police - Offense Investigation Records - Cases Not Cleared. Documents offenses, that occur on the university campus that violate state laws and regulations. This records series may contain but is not limited to case number, type of report, date, time, complainant or victim, address and details of report.				AC	PS4125-05a AC = Statute of Limitations has run.	X		

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	193	Police - Offense Investigation Records - Misdemeanors and State Jail Felonies. Documents offenses, that occur on the university campus that violate state laws and regulations. This records series may contain but is not limited to case number, type of report, date, time, complainant or victim, address and details of report.			AC+10		PS4125-05b AC = Cases cleared. Retention based on Local Schedule PS- Retention Schedule for Records of Public Safety Agencies as well as UNT practice.	X		

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	196	Police - Offense Investigation Records - First Degree and Capital Felonies. Documents offenses, that occur on the university campus that violate state laws and regulations. This records series may contain but is not limited to case number, type of report, date, time, complainant or victim, address and details of report.			AC + 50		PS4125-05b AC = Cases cleared. For retention see Notes in Police - Arrest Records and Police - Offense Investigation Records - Class C Misdemeanors. Retention based on Local Schedule PS- Retention Schedule for Records of Public Safety Agencies as well as UNT practice.	X		

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	197	Police - Offense Investigation Records - Second and Third Degree Felonies. Documents offenses, that occur on the university campus that violate state laws and regulations. This records series may contain but is not limited to case number, type of report, date, time, complainant or victim, address and details of report.			AC + 10		PS4125-05 AC = Cases cleared. For retention see Notes in Police - Arrest Records and Police - Offense Investigation Records. Retention based on Local Schedule PS- Retention Schedule for Records of Public Safety Agencies as well as UNT practice.	X		
	198	Citations, Tickets, Towed/Booted Vehicle Records.			FE+5		PS4125-01			

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	560	DVD Media - Charges Filed.			AC+10		PS4125-04b AC = Cases cleared. For retention see Notes in Police - Arrest Records and Police - Offense Investigation Records. Retention based on Local Schedule PS- Retention Schedule for Records of Public Safety Agencies as well as UNT practice.			
	567	Surveillance Video Tapes. This records series consists of surveillance video tapes created to monitor activities occurring within and outside of institutional buildings.			AV		PS4050-06 CAUTION: Reuse or destroy based on retention period only if not required to support known investigations or litigation. O=electronic, compact disc, or videotape.			

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	568	DVD Media - Charges Not Filed.			6 months		PS4125-04a Retention based on Local Schedule PS- Retention Schedule for Records of Public Safety Agencies as well as UNT practice.			
	569	Law Enforcement Information Dissemination, Inquiry, Receipt and Criminal History Master File.. Law Enforcement Information Dissemination, Inquiry, Receipt and Criminal History Master File. Reports, logs, and other records pertinent to documenting the dissemination of criminal histories and other information to law enforcement or other agencies through crime information networks (e.g., TCIC, NCIC) or by other methods and similar records documenting inquiries for and the receipt of information.			AV		Retention based on Local Schedule PS- Retention Schedule for Records of Public Safety Agencies: PS4175-05 a-d			

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	571	Parking Citation Appeals.			AC+1		AC = resolution of appeal.			
	572	Vehicle Assistance Records. Includes jumper cable service, unlocking doors, etc.			1					
	573	Security/Safety Notices and Warnings.			AC+30 days		AC = Date security problem corrected.			
	575	Police Incident Reports. Reports concerning incidents or complaints that, after investigation, did not appear to have involved the commission of a crime.			3		Retention based on Local Schedule PS- Retention Schedule for Records of Public Safety Agencies: PS4150-07			

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	576	Dispatch Reports. Reports created by dispatcher on each call for service showing date and time call received, nature of call, and details of action taken in response to call.			2		PS4100-05 Retention based on Local Schedule PS- Retention Schedule for Records of Public Safety Agencies.			
	608	Personnel Background Information For Commissioned Police - Hired. This series consists of requests for, and results of, criminal and other background checks and information on employees.			AC+5		AC = Termination of employment.			
	609	Personnel Background Information For Commissioned Police - Not Hired. This series consists of requests for, and results of, criminal and other background checks and information on applicants.			2					

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	610	Personnel Background Information For Civilian Police - Hired. This series consists of requests for, and results of, criminal and other background checks and information on employees.			AC+5		AC = Termination of employment.			
	611	Personnel Background Information For Civilian Police - Not Hired. This series consists of requests for, and results of, criminal and other background checks and information on applicants.			2					
	659	Telephone and Radio Communication Recordings. This record series includes recordings of all phone extensions and radio channels in the Police Communications Center, Parking Office and Detective's offices.			1		PS2575-01 Retention period based on best practices from IACLEA and CALEA accrediting bodies.			

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LA – Life of Asset
MO – Months
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Archival Codes *(Field 8)*

I – Transfer to Univ. Archives
O – Review by Univ. Archives

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SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 769 | 3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
	666	Sexual Offender Registration File.			AC+3		AC = The end of the semester that the individual is no longer enrolled at UNT. Code of Criminal Procedure 62.153.	X		
	671	Police Academy Records. This record series may contain academy recruitment records, lesson plans, instructor biographies, records of tests and other evaluation instruments, meeting minutes of advisory boards and inspection and follow-up reports of TCLEOSE inspectors.			5 YEARS*		TCLEOSE Rules Handbook 215.9 (b)(3)(J) 37 TAC 215.1 c 37 TAC 215.7 e. *Certificates of academy/course completion for police officers should be retained in the Police Department's personnel file for 5 years following separation from the institution.			

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			Agency	Storage	Total					
	711	Arrest Records - Punishable By Fines Only.			AV		Front page of records open remainder is confidential.			

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Category: 7.1 - Student Records - General										
	274	Student Data Sheets.			AC		AC=End of the term that the transaction occurred. FERPA, confidential record.			
	294	Student Record Cards - Alphas and Numerics.			PM		FERPA, confidential record. Retention period based on AACRAO guidelines for academic records.	X		
	604	Honors/Awards. This records series provides a historical record of any academic honors and/or awards given to students.			75					

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			Agency	Storage	Total					
Category: 7.10 - Student Records - International										
	290	Student Immigration Records.			AC + 5		AC = After student graduates. FERPA, confidential record.	X		

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	345	International Student Records/ Matriculates. This series documents institution assistance to international students who have been admitted to academic programs. These records primarily concern institution admissions, immigration issues, and other non-academic matters. Records may include but are not limited to: copies of visa; scholarship information; institution admissions forms; graduate school applications; transcripts of previous college work; grade reports of prior college work; grade reports from institutional courses; international student advisors notes; degree completion certificates; explanations for student withdrawals; recommendations and evaluations of students; and related documentation and correspondence.			AC+10					

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			Agency	Storage	Total					
	350	International Student Records / Non-Matriculates. This series documents institution assistance to international students who have failed to enroll in academic programs. . These records primarily concern institution admissions, immigration issues, and other non-academic matters. Records may include but are not limited to: copies of visa; scholarship information; institution admissions forms; graduate school applications; transcripts of previous college work; grade reports of prior college work; grade reports from institutional courses; international student advisors notes; degree completion certificates; explanations for student withdrawals; recommendations and evaluations of students; and related documentation and correspondence.			AC+1		AC = failure to enroll.				

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			Agency	Storage	Total					
Category: 7.2 - Student Records - Course Development/Administration										
	578	Course Evaluations. This records series consists of information/surveys done to evaluate the course and/or the instructor. May include correspondence, reports, etc.			AV					
	585	Catalogs - Student Records.			PM	I	ARCHIVAL NOTE: One copy to be retained in University Archives.			

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2. Agency Code	3. Agency Name
769	University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total					
	590	Program and Course Development Records. This records series documents the development, approval, and the implementation of undergraduate, graduate, and professional degree programs and any other reorganizations or changes to established programs. This may include, but is not limited to, working papers, final reports, related course descriptions, outlines, sample examinations, textbook lists, etc.			PM					

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4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
	593	Course Contents / Syllabi. Course Outlines, Descriptions and Syllabi. This record series contains course descriptions, syllabi, outlines, lesson plans, faculty lecture notes, handouts, master copy of exams, and miscellaneous instructional materials.			FE+7		CAUTION: Departments should check with their accrediting agency to determine retention requirements for accreditation. If no accreditation requirement exists, retain for FE+7. Actual student exams, i.e., those filled out by students, fall under record series for Test Questions and Examinations, not this record series.			

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4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total					
Category: 7.3 - Student Records - Admission										
	302	Student Recruitment Records.			AV					
	318	Tests - English Usage Scores - Internal.			AV		FERPA, confidential record.	X		
	320	Tests - Student Admission Scores and Reports - External.			AC + 5		AC = End of term the transaction occurred. FERPA, confidential record.	X		

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			Agency	Storage	Total					
	579	Admissions Records - Accepted. This series documents the application process for individuals seeking admission to the institution. Records may include but are not limited to: admission applications; program applications; academic transcripts from other institutions; test scores; letters of admittance; personal statements; publications; letters of recommendation; resumes; waivers of rights to access letters of recommendation and related documentation and correspondence.			AV		The federal legislation which governs these records is as follows: Veterans Administration regulations require that all recruitment materials be retained 3 years. Academic programs are responsible for maintaining program applications and related documentation. Student Advising Records should be maintained in accordance with UNT Item Number 270, Student Advising Records.			

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			Agency	Storage	Total					
	580	Admissions Records- Not Accepted. This series documents the application process for individuals seeking admission to the institution. Records may include but are not limited to: admission applications; program applications; academic transcripts from other institutions; test scores; letters of admittance; personal statements; publications; letters of recommendation; resumes; waivers of rights to access letters of recommendation and related documentation and correspondence.			AC+1		AC = After application term. Federal legislation or statue statutes may dictate a longer retention period. The federal legislation which governs these records is as follows: Veterans Administration regulations require that all recruitment materials be retained 3 years. Academic programs are responsible for maintaining program applications and related documentation. Student Advising Records should be maintained in accordance with UNT Item Number 270, Student Advising Records.			

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	581	Admissions Report. This series provides summary information relating to student admission programs which may be used for control, planning or review.			AV					
	658	Admissions - No Fee Applications. Admissions applications received without required fee payment.			AC		AC=Applications are held by the Admissions Office until the 12th class day of the semester in which the application was received.			

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Category: 7.4 - Student Records - Financial Aid										
	280	Student Financial Aid - Award Notifications.			AC+5		AC=Graduation or Date of Last Attendance.	X		
	281	Student Financial Aid - Cancellations.			AC+5		AC=Graduation or Date of Last Attendance.			
	282	Student Financial Aid - Income Verification.			AC+5		AC=Graduation or Date of Last Attendance.	X		
	283	Student Financial Aid - Interview and Questionnaire Records. Financial Aid Assistance Records.			AC+5		AC=Graduation or Date of Last Attendance.	X		
	284	Student Financial Aid - Needs Analysis Document.			AC+5		AC=Graduation or Date of Last Attendance.	X		

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	285	Student Financial Aid - Status Change Records.			AC+5		AC=Graduation or Date of Last Attendance.	X		
	304	Student Scholarship Records - Awarded. May include application materials for students receiving the scholarships; forms rating the applicants; award notification letters, etc.			AC + 5		AC = After student graduates or leaves the university. Student Financial Aid and Scholarships maintains records related to scholarships that are administered by their office. Academic departments that administer a scholarship and associated awards are responsible for maintaining records related to the application, award notification letter and related documentation.	X		

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	347	Scholarship Applications - Not Awarded. A record of students who have applied for departmental scholarships and who have not been awarded scholarship funds.			AC+5		AC = completion of application process, selection process.			
	348	Scholarships Awarded by Department - A record of recipients of departmentally administered scholarship funds (not administered by university Financial Aid Office). Scholarships Awarded by Department - A record of recipients of departmentally administered scholarship funds (not administered by university Financial Aid Office). May include application materials for students receiving the scholarships; forms rating the applicants; award notification letters, etc.			AC+6		AC = After Award			

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	349	Scholarships Awarded by Departments / Program Administration Records. A record of a departmentally administered scholarship program (not administered by university Financial Aid). May include documentation of the establishment of the fund (administrative requirements for the scholarship, donations received, copies of wills, etc.), correspondence regarding the scholarship program, list of recipients, etc.			PM	I	This record series does not include applications submitted for the scholarship.			

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			Agency	Storage	Total					
Category: 7.5 - Student Records - Finance										
	244	Request for Student IDs.			AC + 1		AC = End of term the transaction occurred. FERPA, confidential record.			
	589	Tuition and Fee Charges.			AC+5		AC = Graduation or date of last attendance.			
	712	Investigative Records (Student Bad Debt).			AC+3		AC = After completed.	X		

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			Agency	Storage	Total					
Category: 7.6 - Student Records - Campus Life/Services										
	277	Student Disciplinary Records. Disciplinary Action Documents. This series documents student disciplinary actions. Records may include but are not limited to: incidents reports; final reports; evidence; notification of allegation; timely notice forms; conduct-pending, conduct restitution, suspension lists; disciplinary reports; informal discussion notes; formal hearing notes and associated audio/visual recordings; final summary statements; decision statements; appeals documentation; and other related documentation and correspondence.			AC + 7, PM		AC = Case adjudicated. FERPA, confidential record. Retention depends on nature of penalty assessed. Only penalties of expulsion, suspension or disciplinary probation are retained permanently.		X	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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	289	Student Housing Records. This series provides a record of occupancy in all institution administered housing. The series may include but is not limited to: housing requests, housing assignments, signed housing policies, driver's license forms, reservation/housing agreements, tenant rent and deposit receipts, tenant discrepancy memos, rent delinquent notices, vacating notices and related documentation and correspondence.			FE + 5		Retention is based on UNT internal practice. Retention is also based on requirements listed in the Federal Student Assistance General Provisions 34 CFR 668.24: Record Retention and Examinations.	X		
	293	Student Placement and Career Counseling Records.			AC + 5		AC = After graduation. FERPA, confidential record.			
	596	Student Organization Administrative Records. This series documents the history, development, and policies of campus student organizations.			AC+1	O	AC = Life of the organization.			

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			Agency	Storage	Total					
	651	University Affiliated Student Group Discipline Files. Records and supporting documentation for University Affiliated Student Group discipline. Records may include but are not limited to: incidents reports; final reports; evidence; notification of allegation; timely notice forms; conduct-pending, conduct-restitution, suspension lists; disciplinary reports; informal discussion notes; formal hearing notes and associated tape recordings; final summary statements; decision statements; appeals documentation; and other related documentation and correspondence.			AC+7, PM		AC = Case adjudicated. FERPA, confidential record. Retention depends on nature of penalty assessed. Only penalties of expulsion, suspension or disciplinary probation are retained permanently. O=electronic, paper, audio cassette.			
	714	Apprenticeship Records (Internships)			5					

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			Agency	Storage	Total					
Category: 7.7 - Student Records - Advising/Degree Plan/Graduation										
	270	Student Advising Records.			AV					
	276	Student Degree Plans.			PM			X		
	605	Independent Study Records. This series documents departmental approval for students to enroll in independent study courses. Records may include but are not limited to: Permission sheets with students names; course names; number of credits; and faculty signatures.			AC+1		AC = Graduation date or last date of attendance.			

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			Agency	Storage	Total		9. Remarks	Vital		
Category: 7.8 - Student Records - Registrar										
	8	Administrative Student Schedule Changes.			5					
	49	Class Roll Summary.			5					
	50	Class Schedules Preparation Records. Reports, Studies and Analysis.			5					
	111	Federation Enrollment Records.			PM					
	172	Notification of Small Class.			5					

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Archival Codes *(Field 8)*

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SLR 105

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2. Agency Code 769 | 3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
	231	Reports - Semester Credit Hour.			10			X		
	242	Student Name Change Records. This series documents applicant/student name changes reported to the admission's/registrar's office by applicants/students. Records may include but are not limited to: letters requesting change in name; name changes forms; lists or reports of students with changed names; and related documentation and correspondence.			PM		Paper copy microfilmed after 3 months. FERPA, confidential record.	X		
	243	Request for Student ID Changes.			PM		FERPA, confidential record. EIS.			

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	245	Transcript Request Forms. This series provides a record of students requests for transcripts to be sent to other institutions. Information on the individual form includes: students present name and other name(s) under which the student attended; social security number; home address; phone number; student signature; number of copies of transcript requested; fee status; whether official or unofficial transcripts are desired; date of request; and destination(s) of transcript(s).			AC+1		AC = End of term transaction occurred. FERPA, confidential record.			
	264	Student Academic Progress Records.			AC+5		AC = After Graduation	X		
	265	Student Academic Status Report.			PM			X		

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	266	Student Academic Suspension Waiver.			AC+5		AC = After Graduation.	X		
	267	Student Class Records - Add / Drop.			AC + 5		AC = End of term transaction occurred. FERPA, confidential record.			
	272	Student Block and Clear Records.			15		FERPA, confidential record.	X		

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	273	Veterans Records. This series documents the entitlement status and enrollment of veterans in the institution. Records include but are not limited to: State Veterans Affairs forms that certifies resident veterans educational benefits entitlements (Hazelwood Act); individual veteran student records that certify to the U.S. Department of Veterans Affairs that the student is eligible for educational benefits, is currently enrolled at the institution in a qualifying curriculum, and is maintaining standards required to receive entitlements; veterans attendance reports; and related forms, documentation and correspondence.			AC+3 OR FE+3		AC = Termination of enrollment. Enrollment less than one year, FE+3. 38CFR 21.4209(f)	X		
	275	Student Degree Applications.			PM		FERPA, confidential record.	X		

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	278	Student Enrollment Statistics.			PM		Retention period based on AACRAO guidelines for statistical reports.	X		
	279	Student Enrollment Verification.			AC + 5		AC = End of term the transaction occurred.			
	286	Student Grade Changes.			PM		Paper copy microfilmed after 1 month. FERPA, confidential record. Retention period based on AACRAO guidelines for change of grade forms.	X		
	287	Grade Reports. The series documents grades received by students for the term. Includes: course numbers and titles; grades awarded; grade point average; student name; and social security number.			PM		AC = Date of graduation or last date of attendance.	X		

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	288	Student Graduation Status and Ranking Records.			PM		Retention period based on AACRAO guidelines for graduation lists.	X		
	291	Student Pass / Fail Records.			PM					
	292	Student Permits for Admission to Register.			AC+5		AC = After graduation or date of last attendance	X		
	296	Student Record Releases - Documentation of Requests from and Disclosures to a Party Seeking Directory Information.			2		FERPA, confidential record.	X		
	297	Student Record Releases - Requests and Disclosures to Student and University Official(s) with Legitimate Educational Interest.			2			X		

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			Agency	Storage	Total					
	298	Student Record Releases - Written Refusals for Disclosure of Directory Information.			US or AC		AC = After termination of enrollment. 34 CFR 99.32(a)(2).	X		
	299	Student Record Releases - Documentation of Requests from and Disclosures to Student.			2		FERPA, confidential record.	X		
	300	Student Record Releases - Documentation of Requests from and Disclosures to a Party with Written Consent from the Student.			PM			X		
	301	Student Record Releases - Student Written Consents.			PM			X		

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	303	Residency Classification Forms. This series documents declarations filed by students regarding state residency status which is critical for determining tuition status. Records may include but are not limited to: affidavits; correspondence regarding residency; and related documentation.			AC+5		AC = After Graduation	X		
	308	Student Validation and Verification Records.			AC + 5		AC = End of term the transaction occurred. FERPA, confidential record.	X		
	310	Student Withdrawal / Reinstatement Records.			PM			X		

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	577	Diploma Mailing Verification Records. This series documents students requests to have diplomas and other graduation records distributed to specific addresses. Records include: signed cards listing permanent addresses for diplomas to be mailed to; indicating that fees have been paid; and listing students names, college or school within the institution, degrees granted, and dates of requests.			AC+1		AC = Graduation date.			
	582	Academic Transcripts. A record of the academic history of a student in terms of the courses taken, grades, and degrees received. High School and College Transcripts, as well as UNT transcripts.			PM		Files can include both college or high school transcripts. Retention period based on AACRAO guidelines for academic records.	X		

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	591	Class Lists. This series provides instructional units with an official record of students enrolled in courses taught. The series is used to cross-check students who have enrolled against those who have registered as well as in the generation of statistical reports. Information in the series includes: student names; social security numbers; term; and enrollment/registration status.			PM	I	In EIS.			
	592	Commencement Records. This series documents commencement program planning and implementation at the institution. Records may include but are not limited to: commencement attendance forms; planning records created by commencement committees or other planning groups; and related documentation and correspondence.			PM	I	Includes commencement programs and graduation lists. Graduation lists may be exempt from public disclosure.			

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			Agency	Storage	Total					
	594	Reports - Statistical. This series documents student status and enrollment at the institution. Records may include: specialized listings and statistical reports pertaining to departmental and college registration, course changes, add/drops, geographical distribution of students, student age and gender data, mortality of classes, student transfers from other schools, student body grade point averages and GPAs of living groups, and veterans enrollment; reports documenting student and enrollment by term; and reports on other topics.			AV	I				

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	597	Transcript Hold or Encumbering Authorization Forms. This series documents holds on transcripts and academic reporting information placed by the institution for a number of reasons. This series consists of forms authorizing the holding of academic records and information until a specific action is taken by the subject of the academic record.			AC		AC = Release of the hold authorization.			
	603	Dean's List.			5					

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	607	Family Educational Rights and Privacy Act (FERPA) Documents. This series documents the process of student information release requests and consent authorizations or denials in accordance with the Family Educational Rights and Privacy Act. Records may include but are not limited to: requests for nondisclosure of directory information; requests for release of personally identifiable information; records of disclosures made to third parties; requests for formal hearings; student statements regarding hearing panel decisions; written decisions of the hearing panel; written consent of the student to disclose records; waivers for rights of access; and related documentation and correspondence.			AC+1		AC = Life of the affected record or until student terminates waiver for written consent of the student to disclose records and waivers for rights of access.			

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	684	Deceased Student Files.			AC+5		AC = Date of Notification of Death			
	699	Student Credit For Military Training Records.			AC+5		AC = After graduation Buckley Amendment, confidential records.			

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Category: 7.9 - Student Records - Certification Programs										
	305	Student Teacher Records			AC + 10		AC = After student graduates. FERPA, confidential record.	X		
	695	Residency & Fellowship Program - Application Information. Includes, but is not limited to, common application form, photographs, letters of recommendation, certified transcript scores, dean's letter, graduate transcripts, documents for foreign medical graduates, sanction checks, acknowledgement forms, ranking documentation.			AC+1		AC = End of academic year in which the application was made.			
	696	Residency Programs and Curriculum Records. Includes but is not limited to schedules of conferences, curriculum used in residency programs, attendence sheets for conferences and special programs.			AC+1		AC = Program length (AC = 4 Years for a 4 year training program).			

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Category: 8.1 - Medical and Clinic Records										
	161	Medical Record - Adults Only (18 years and older). This record series includes patient medical records and associated patient billing records.			AC + 10		AC = After the date on which the patient who is the subject of the record was last treated, or the 21st birthday, whichever is later. The UNT Student Health and Wellness Center maintains patient billing records as part of this series. Texas Administrative Code, Section 165.1, Medical Records; Texas Health and Safety Code 241.103 and Texas Government Code Section 441.187, Destruction of Records.	X		

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	162	Medical Record - Children (17 years or younger).			AC + 10		AC = After the date on which the patient who is the subject of the record was last treated, or the 21st birthday, whichever is later. The UNT Student Health and Wellness Center maintains patient billing records as part of this series. Texas Administrative Code, Section 165.1, Medical Records; Texas Health and Safety Code 241.103 and Texas Government Code Section 441.187, Destruction of Records.	X		

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	654	Counseling Clinics - Patient Records. Patient information, client consent forms and associated documentation. This series documents provision of health-related services to clients on an outpatient basis by offices other than the Student Health and Wellness Center. Examples of types of services are: speech therapy; hearing testing; and cholesterol screening. This series may include but is not limited to: tests; goals and objectives; diagnostic reports; questionnaires; custody agreements (minors) notes and related data.			AC+5		AC = Date of last contact with the client. Retention based on requirements in Texas Administrative Code, Title 22, Part 30, 681.41 (q).			
	661	HIPAA Training Records. Records documenting employee HIPAA training.			FE+6		HIPAA Administrative Requirements 164.530			
	698	Prescriptions (Regular)			3			X		

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	702	Patient Medical Records - X-Rays Adult			AC+10		AC = Date of last treatment. (adults). 22 TAC 165. Per legal counsel.	X		

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	707	HIPAA (Health Insurance Portability and Accountability Act Of 1996) Records.			CE+6		HIPAA regulations require forms to be kept for plus six years. Includes the following forms: acknowledgement of receipt of notice of privacy practice, request for disclosure accounting log, request for access to health info., request for accounting disclosure PHI, request for amendment, request for special privacy protection, authorization for release of health information.			

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	715	Explanation of Benefits.			7			X		
	718	Patient Medical Records - X-Rays Children.			AC+10		AC = Date of child's 21st birthday or date of last treatment, whichever is later. 22 TAC 165. Per legal counsel.	x		
	719	Prescriptions (Controlled Substance)			5			X		

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			Agency	Storage	Total					
Category: 9.1 - Research Administration and Accounting										
	690	USDA Inspection Records.			AC+3		AC = Records must be maintained for the duration of the activity plus three years per USDA, IACUC (Institutional Animal Care and Use Committee.) 9 CFR part 2, subpart c 2.35.			
	691	USDA Animal Tags.			AC+1					

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4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
	692	Research Animal Health Records.			AC+3		AC = Records must be maintained for the duration of the activity plus three years per USDA, IACUC (Institutional Animal Care and Use Committee.) 9 CFR part 2, subpart c 2.35.			
	697	State Grant Information On File.			AC+3		AC = Resolution of file.			

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 Univ. Archives
O – Review by Univ. Archives

Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 769

3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
	700	Federal Regulation Compliance Records For Patents, Copyrights, and Trademarks. Including all correspondence related to the reporting of federally funded inventions to appropriate sponsoring agency.			AC+7	I	AC = Expiration or abandonment of patent, copyright, or trademark or, for non issued patents, date of last office action or correspondence. Mandatory backup of documents is required.	X		
	701	Research Human Subjects Records IRB and OPHS (only those records associated with OPHS or IRB review)			AC+6		AC = Records must be maintained for the duration of the activity plus six years per 45 CFR 46.	x		

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STATE OF TEXAS
Records Retention Schedule

SLR 105

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2. Agency Code 769 | 3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
	704	Certificate of Veterinary Inspection.			AC+3		AC = Records must be maintained for the duration of the activity plus three years per USDA, IACUC (Institutional Animal Care and Use Committee). 9 CFR part 2, subpart c 2.35.			
	705	USDA Reports of Acquisition.			AC+3		AC = Records must be maintained for the duration of the activity plus three years per USDA, IACUC (Institutional Animal Care and Use Committee.) 9 CFR part 2, subpart c 2.35.			

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Records Retention Schedule

SLR 105

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3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total					
	706	Grants Records - Grants Which Include Clinical Trials / Drug Studies.			AC+15		AC = After completion and upon receipt of notice of new drug application approval or investigational new drug withdrawal. 21 CFR 312.57. Includes both federal and non -federal grants and sponsored agreements. See note 1. CAUTION: Grants have individual guidelines for retention. Records must be retained in accordance with guidelines of grant or contract.	x		

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STATE OF TEXAS
Records Retention Schedule

SLR 105

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4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
	709	Human Research Protocols.			AC+6		AC = Records that relate to applications, proposals, and proposed significant changes must be maintained for the duration of the activity plus six years per 45 CFR 46.	x		
	710	Intellectual Property (Copyright, Patent, Trademark) includes related correspondence and financial documentation.			PM			x		

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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

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2. Agency Code 769

3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total					
	716	Animal Protocols.			3 OR AC+3		AC = records that relate to applications, proposals, and proposed significant changes must be maintained for the duration of the activity plus three years per USDA, IACUC (Institutional Animal Care and Use Committee). 9 CFR part 2, subpart c 2.35.			

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STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 769 | 3. Agency Name University of North Texas System (Consolidated CORE RRS)

4. Records Series Item No.	5. Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	Vital	10. 106 No.	11. TSLAC ONLY Amend. No.
	717	Animal Forms Disposition or Transport of.			AC+3		AC = Records must be maintained for the duration of the activity plus three years per USDA, IACUC (Institutional Animal Care and Use Committee.) 9 CFR PART 2, SUBPART C 2.35.			
	726	Non-Federal Grant Records (Sponsored Grants And Contracts) - Fiscal Records. This record series consists of fiscal records for grants and other sponsored contracts that have been awarded by non-federal agencies.			AC+3		AC = End of grant. Internal Audit will expect departments to provide audit records in case of an audit.			

Retention Codes *(Field 7)*

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