



Texas  
State Library  
and Archives  
Commission

STATE OF TEXAS

**Records Retention Schedule Certification**

EW

**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 753  
Agency Name Sam Houston State University

*(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   
Name (Print or type) Brian McCall  
Date SEP 06 2013

**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 \_\_\_\_\_  
Name (Print or type) \_\_\_\_\_  
Date \_\_\_\_\_

**Not Required at This Time**

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

Signature \_\_\_\_\_  
Name (Print or type)   
Date 12-09-2013

Cert/Recert No. 7 Amendment No. —

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## CAUTION

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

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





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## Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1	1	Academic Program Appraisal and Request	AV		AV				
5.4.001	2	Accident Reports and Associated Documentation	CE+5		CE+5		29 CFR 1904.33 – The Texas Workers’ Compensation Commission retains copies of the reports submitted to it for 50 years		
4.7.001	3	Accounting Policies and Procedures Documentation	US+3		US+3				
4.1	4	Accounts Payable & Disbursement Information	FE+3		FE+3				
4.4.003	5	Accounts Payable Ledger	FE+3		FE+3				
4.4.002	6	Accounts Receivable Ledger	FE+3		FE+3				
4.1	7	Accounts Receivable Records	FE+3		FE+3				
1.1	8	Accreditation Reports	PM		PM	O			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
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1.1.056	9	ADA (American with Disabilities Act) Documentation and Counseling Services Records	AC+10		AC+10	AC = After closed, Terminated, Completed, Expired, Settled  28 CFR 35.105 (c)		
3.3.001	10	Affirmative Action Plans	5		5	29 CFR 30.8(e)		
1.1.070	11	Agency Rules, Policies, and Procedures FINAL - Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC+3		AC+3	○ Archival Review required before Disposal  ○ AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.071.		

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1.1.071	12	Agency Rules, Policies, and Procedures <b>WORKING FILES</b> - Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC+3	AC+3	O	Archival Review required before Disposal  AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.070.		
3.3.026	13	Agency Staffing Reports	US+3	US+3				
1.1	14	Alumni Records	PM	PM				
4.5.006	15	Annual Operating Budget	FE+3	FE+3				
	16	Applications for Graduation	AC+5	AC+5		AC=after graduation or date of last attendance.		
3.1.001	17	Applications for Employment - Not Hired	2	2		28 CFR 1602.49 (a)		

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3.1.002	18	Applications for Employment - Hired	AC+5		AC+5		AC=Termination of employment		
5.2.001	19	Appraisals - Building or Property	AV		AV	O			
3.3.027	20	Aptitude and Skills Tests	US+2		US+2		29 CFR 1602.49		
3.3.029	21	Aptitude and Skills Test (Validation Records) - current personnel or job applicants	AC+2		AC+2		AC = As long as the test is used by the agency 29 CFR 1602.31 (State Agencies) 29 CFR 1602.49 (State Universities)		
5.4	22	Arrest Records	75		75				
1.1.002	23	Audits	AC+7		AC+7		AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
4.7.002	24	Bank Statements	FE+3		FE+3				
3.3.004	25	Benefit Plans	US+1		US+1		29 CFR 1627.3 (b)(2)		

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5.3.007	26	Bid Documentation - Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE+3		FE+3	CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.		
4.1.002	27	Billing Detail	FE+3		FE+3	CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006 and 5.5.007.		

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5.5.006	28	Billing Detail - Telecommunications (TEX-AN) - In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol compiles 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.		
5.2.028	29	Building Construction Contract and Inspection Records	LA +10		LA +10	O	See Also: item numbers 5.2.002 and 5.2.003.		

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5.2.002	30	Building Construction Project Files - Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC +10		AC +10	O	Retention based on legal requirements to verify safety factors AC=Completion of project See Also: Items numbers 5.2.003 and 5.2.028		
5.2.003	31	Building Plans and Specifications - State Owned	LA		LA	O			
5.2.003	32	Building Plans and Specifications - Leased	AC+2		AC+2		AC=For leased buildings; termination or cancellation of lease See Also: item numbers 5.2.002 and 5.2.028		
5.2.004	33	Building Space Requests	1		1				

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1.1.013	34	Calendars, Appointment Records and Itinerary Records - Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE+1	CE+1	O	<b>CAUTION:</b> 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.		
4.1.003	35	Cancelled Checks/Stubs/Warrants	FE+3	FE+3				
4.6.003	36	Cash Count	FE+3	FE+3				
4.2.001	37	Cash Deposit Voucher (Deposit Summary)	FE+3	FE+3				
4.2.002	38	Cash Receipts (Sundry Sales)	FE+3	FE+3				
5.1.012	39	Charge Schedules - Price Lists	US+3	US+3				
4.7.005	40	Claim Files	AC+3	AC+3		AC=Resolution of claim		

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1.1	41	Class Roll Summary	FE+3		FE+3			
1.1	42	Class Schedules	FE+3		FE+3			
1.1	43	Classroom/Course Materials	US		US	Includes notes, transparencies, worksheets, etc.		
4.7	44	College Work-Study Program Payments	FE+5		FE+5	Fed. Reg. 675.19 (C)(2)		
1.1.006	45	Complaint File	AC+2		AC+2	AC=final disposition of complaint Open unless clearly unwarranted invasion of personal privacy.  CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
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5.2.008	46	Computer Hardware Maintenance Records	LA+3		LA+3			
2.2.004	47	Computer Job Schedules and Reports	3 mos.		3 mos.			
2.2.002	48	Computer Utilization Records	FE+3		FE+3		Retain only if the records support long-range plans and studies	
5.1.017	49	Contract Log - List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE+3		FE+3			
5.1.001	50	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+4		AC+4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.	

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1.1.007	51	Correspondence - Administrative - Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them	4		4	O	<b>CAUTION:</b> This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.		
1.1.008	52	Correspondence - General	2		2				

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5.1.015	53	Correspondence Tracking Records	1		1				
	54	Counseling Center Psychological/Counseling Records	AC+7		AC+7		AC=Termination of termination of service  Texas State Board of Examiners of Professional Counselors, Licensed Psychologists, Licensed Psychiatrists, <a href="http://bit.ly/12cyDk4">http://bit.ly/12cyDk4</a>		
3.1.006	55	Counseling, Employee Records	AC+3		AC+3		AC=Termination from employment		
1.1	56	Course Outlines and Descriptions (Syllabus)	US+3		US+3				
1.1	57	Curriculum Development Files	5		5				
4.2.003	58	Daily Cash Receipts Log	FE+3		FE+3				
5.2.007	59	Damage Reports	FE+3		FE+3				
1.1	60	Dedications	PM		PM	O			

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5.1	61	Deeds and Easements	LA		LA	LA=After property is sold.		
5.1.003	62	Delivery Reports	2		2			
1.2.001	63	Destruction Authorizations - Agency level documents authorizing final disposition of records under certified records retention schedule.	FE+3		FE+3			
4.7.007	64	Detail Charts of Accounts	FE+3		FE+3			
3.2.008	65	Direct Deposit Authorization	US		US			
1.1.010	66	Directives	US+1		US+1			
1.1.056	67	Disabilities or Disability Documentation.	AC+10		AC+10	See entry 1.1.056, SHSU #9 - ADA - 28 CFR 35.105 (c)  AC=After graduation or termination of employment.		
5.4.013	68	Disaster Preparedness & Recovery Plans	US		US			

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1.2.016	69	Disaster Recovery Service Approval Form (RMD 113) Agency copy of Form	AC		AC		AC=Until superseded or termination of service.		
5.5.007	70	Disputed Call Documentation	FE+3		FE+3				
3.1.029	71	Documentation or Verification of Citizenship	AC+3		AC+3		8 CFR 274a.2 (b)(2)(i)(A) and (c)(2) AC=Termination of employment		
3.3.031	72	EEO Reports & Supporting Documentation	3		3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		
4.1.008	73	Electronic Fund Transfers. Direct Deposit Registers.	FE+3		FE+3				
3.1.031	74	Employment Benefits - Other than Insurance	AC+2		AC+2		AC=After termination of employment		

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3.2.001	75	Employee Deduction Authorization	AC+4		AC+4	AC=After termination of employment or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	76	Employee Earning Records	4		4	40 TAC 815.106(i).		
3.1.011	77	Employee Insurance Records	AC		AC	AC = Until superseded or termination of employment  <b>CAUTION:</b> 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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3.1.037	78	Employee Recognition Awards	AC+5		AC+5	AC=Termination of employment		
3.1.012	79	Employment Opportunity Announcements	2		2	29 CFR 1602.49 (a)		
3.1.013	80	Employment Contracts	AC+4		AC+4	29 CFR 516.5 AC=Expiration or termination of the contract according to its terms		

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3.1.014	81	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, criminal history check or background check, screening test results, polygraph examination results; and all other records that document the selection process	2		2		29 CFR 1602.49(a)  CAUTION: Does not include criminal history checks. SEE item number 3.1.026.		
4.1.004	82	Encumbrance Detail	FE+3		FE+3				
4.2.004	83	Encumbrance Voucher	FE+3		FE+3				
5.2.025	84	Equipment Description and Specification	AC+2		AC+2		AC=Equipment is no longer in the agency.		
5.2.008	85	Equipment History File/Equipment Service Agreement	LA+3		LA+3				
5.2.009	86	Equipment Inventory	FE+3		FE+3				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



# STATE OF TEXAS

## Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.2.010	87	Equipment Manuals	LA		LA			
5.2.011	88	Equipment Warranties	AC+1		AC+1		AC= Expiration of Warranty	
5.2.012	89	Estimate Files (Supply & Repair Cost Estimates)	1		1			
5.4.002	90	Evacuation Plans	US		US			
3.1	91	Evaluations of Faculty by Students	FE+1		FE+1			
1.1.011	92	Executive Orders	US+3		US+3	I		
4.2.007	93	Expenditure Vouchers	FE+3		FE+3			
4.3.003	94	Expenditures Journal Register	FE+3		FE+3			
4.5.005	95	External Fiscal Reports	FE+3		FE+3			
5.2.026	96	Facilities Reservations Log	2		2			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



## STATE OF TEXAS

# Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.2.003	97	Federal Tax Records - includes 1099, W2, FICA, and other tax records.	AC+4		AC+4	26 CFR 31.6001-1(e)(2) –  AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.		
	98	FERPA Documents (Family Education Rights and Privacy Act)	AC		AC	AC=Life of Affected Record		
4.1	99	Financial Aid Fund Accounting Records	FE+5		FE+5			
2.1.011	100	Finding Aides, Indexes and Tracking Systems - automated indexes, lists, registers, and other finding aids used to provide access to records.	AC		AC	AC = The related records have been destroyed  Caution: These records must carry the same retention period and archival code of the records they support.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.7	101	Fines Records	AC+3		AC+3	AC=After fine has been paid or dismissed		
4.7.009	102	Fixed Asset Sequential Number Log	US+3		US+3			
	103	Foreign Student Forms	AC+5		AC+5	AC=After graduation or date of last attendance.		
3.3.011	104	Former Employee Verification Records: Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC+75		AC+75	AC=Termination of employment. See item number 3.1.038		
1.2.004	105	Forms Directory/Inventory/Catalog	US		US			
1.2.003	106	Forms/History Files	AC+1		AC+1	AC=Discontinuance of use of form.		
5.3.002	107	Freight Bills Paid	FE+3		FE+3			
5.3.003	108	Freight Claims	AC+2		AC+2	AC=Resolution of claim		
4.2.006	109	General Journal Vouchers	FE+3		FE+3			
4.4.001	110	General Ledgers - Fiscal Records	FE+3		FE+3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.7	111	Gift Income Records	PM		PM	Excludes Books		
	112	Graduation Lists	PM		PM			
4.7.008	113	Grant Records - Federal	AC+3		AC+3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).  <b>CAUTION:</b> Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		
4.7	114	Grant Records - State on File	AC+3		AC+3	AC=Receipt of grant applications, reports, information		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.018	115	Grievance Records	AC+2		AC+2	Open unless clearly unwarranted invasion of personal privacy AC=Final decision on the grievance (Does not include complaints filed with the EEO)		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			





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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.008	116	Hardware Documentation: maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94.  <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.		
5.4.008	117	Hazard Communication Plans	US+5		US+5	Texas, Health and Safety Code, 502.009(g)		
5.4.007	118	Hazardous Materials Training records	5		5	Texas, Health and Safety Code, 502.009(g)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.2.010	119	Human Resources Information System Reports and Documentation	AC+4		AC+4	AC=After closed, completed		
3.2.004	120	Income Adjustment Authorization	2		2	29 CFR 516.6 (c)		
5.4.003	121	Inspection Records	AC+3		AC+3	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.		
5.1.013	122	Insurance Policies	AC+4		AC+4	AC=Expiration or termination of the policy according to its terms.		
1.1.008	123	Inter-Office (General) Correspondence	2		2	SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010		
1.1	124	Interlibrary Loan Records	FE+3		FE+3			
4.5.002	125	Internal Fiscal Report	FE+3		FE+3			
4.1.005	126	Inventory and Other Cost Files	FE+3		FE+3			
5.2.016	127	Inventory System Update Listing	AC		AC	AC=Transfer of information into annual listing		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				

5.2.014	128	Inventory, Annual Physical	FE+3		FE+3			
5.2.015	129	Inventory, Notice of Equipment Removed Form	FE+3		FE+3			
5.4	130	Investigation Records - University Police	75		75		Includes police reports	
4.1.006	131	Investment Transaction Files	FE+3		FE+3			
3.3.025	132	Job Procedure Records	US+3		US+3			
3.4.002	133	Leave Status Reports	FE+3		FE+3			
1.1.014	134	Legal Opinions and Advice	AV		AV	O	From Attorney General  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	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.004	135	Legislative Appropriations Requests	AC+6		AC+6	I	AC = September 1 of odd-numbered calendar years.  ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budge Board are archival.		
1.1	136	Library Circulation Records	AC		AC		AC=After library materials are returned by the due date.		
2.1	137	Library Online Catalog	US		US				
5.6.004	138	License and Driving Record Check	AC		AC		AC=Until superseded or until termination of employment		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.048	139	Litigation Files	AC+1		AC+1	O	AC=As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit		
5.5.002	140	Long Distance Telephone Logs	AV		AV				
4.7.010	141	Long Term Liability Records	AC+3		AC+3		AC=retirement of debt		
5.2.017	142	Lost and Stolen Property Reports	FE+3		FE+3				
5.1.004	143	Mail and Telecommunications Listings	US		US				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.002	144	Master Files - Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		
5.4.010	145	Material Safety Data Sheets	AC		AC	AC=After sheets are updated or hazardous chemical is no longer stored.		
5.2.024	146	Material Specifications	AC+2		AC+2	AC=Material is no longer in the agency.		
5.4	147	Medical Waste Records	FE+5		FE+5			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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

1.1.058	148	Meeting Agenda and Minutes	PM		PM	I	Texas Civil Statutes - Art. 6252-17(2a)(f)  Archives Note: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the University Archives.		
1.1.063	149	Meeting Minutes and Notes - Departmental - Minutes or notes and supporting documentation	1		1				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

1.1.060	150	Meeting Minutes - Audio & Visual Tapes - Open	AC + 90 days		AC + 90 days	<p>AC = Official approval of written minutes of the meeting by the governing body of an agency.</p> <p>CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			





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

4.6.001	151	Monthly Balancing	FE+3		FE+3				
	152	Name Change Authorizations	AC+5		AC+5		AC=After graduation or date of last attendance.		
5.1.014	153	Office Procedures Manual	US+1		US+1				
5.3.004	154	Order - Acknowledgements	AV		AV				
1.1.023	155	Organization Charts - Original	US		US	I			
2.2.012	156	Output Records for Computer Production	AV		AV				
5.3.005	157	Packing Slips	AV		AV				
5.6.009	158	Parking Permits or Assignments	US		US				
	159	Patient/Client Medical File/ Records	AC+10		AC+10		AC=date of graduation or termination of employment		
3.1.019	160	Performance Appraisals	2		2		29 CFR 1620.32(C) - Open unless clearly unwarranted invasion of personal privacy. Tenure and Post- Tenure documentation can extend over 6 years		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.020	161	Personnel Corrective Action Documentation	AC+5		AC+5	AC=Termination of corrective action. Open unless clearly unwarranted invasion of personal privacy. CAUTION: If, during the retention period of this record series, any part of this series is used to document and support personnel disciplinary action under item 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.		
3.1.021	162	Personnel Disciplinary Action Documentation	AC+5		AC+5	AC=Termination of employment		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
3.1.022	163	Personnel Information or Action Form	2		2		29 CFR 1602.49(a) [State Universities].		
3.3.024	164	Personnel Policies and Procedures	US+3		US+3				
5.1.011	165	Photocopier and Telefax Usage Logs and Reports	AV		AV				
1.1.024	166	Plans and Planning Records	AC+3		AC+3	O	AC=Decision made to implement or not implement result of planning process  Archives Note: Data processing planning records are not archival.		
5.5	167	Police Radio Logs	1		1				
3.1.023	168	Position Job/Descriptions	AC+4		AC+4		AC = Until superseded or job eliminated  40 TAC 815.106(i)		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent	US – Until Superseded



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

4.	5.	6.	7.			8.	9.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	TSLAC ONLY Amend. No.
3.3.015	169	Positions/Job Classification Review File	US+3		US+3				
5.1.005	170	Postage Records	FE+3		FE+3				
5.1.012	171	Price Lists/Change Schedules	US+3		US+3				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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			Agency	Storage	Total			

2.1.001	172	Processing Files: - Machine-readable files used in the creation, utilization, and updating of master files.	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. <b>CAUTION:</b> 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.		
4.7	173	Promissory Notes	AC+5		AC+5	AC=Date of cancellation or repayment		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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

3.1.022	174	Promotion and Tenure Records	AC+2		AC+2	AC=Date of grant or denial of promotion or tenure 29 CFR 1602.49(a) [State Universities].		
1.1.026	175	Proof of Publication	AC+1		AC+1	AC=Date of publication		
5.2.006	176	Property Destruction, Certificates of	FE+3		FE+3			
3.1.038	177	Public Access Option Form - Form completed and signed by employee or official or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US		US	SEE item number 3.3.011.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



## STATE OF TEXAS

# Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 37 of 58

2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

1.1.020	178	Public Information Requests - Not Exempted - Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code)	AC+1		AC+1	AC= Date request filled		
1.1.021	179	Public Information Requests - Exempted - Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code)	AC+2		AC+2	AC=Date of notification that records are exempt.		
1.1.019	180	Public Relations Records: News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio and audiovisual records	2		2	O Archival review before disposal		
1.3.002	181	Publication Development Files	AV		AV	O		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



# STATE OF TEXAS

## Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.3.001	182	Publication/Institutional Reports (Record Copy)	AC+2		AC+2	<p>AC = Until superseded or obsolete.</p> <p>CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.</p>		
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Retention Codes (Field 7)					Archival Codes (Field 8)
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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	A – Transfer to State Archives R – Review by State Archivist
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## Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
4.2.005	183	Purchase Vouchers	FE+3		FE+3				
4.3.002	184	Receipts Journal or Register	FE+3		FE+3				
4.6.002	185	Reconciliations	FE+3		FE+3				
1.2.010	186	Records Disposition Log: Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library, showing records series title, dates of records, and date destroyed or transferred	10		10				
1.2.012	187	Records Inventory Worksheets	US		US				
1.2.005	188	Records Retention Schedule (Agency Copy)	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

Retention Codes ( <i>Field 7</i> )	Archival Codes ( <i>Field 8</i> )
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	A – Transfer to State Archives R – Review by State Archivist



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# Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.2.006	189	Records Transmittal Forms - Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody	AC+2		AC+2	AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
1.1.069	190	Reports - Activity/Employee	1		1			
1.1.067	191	Reports - Administrative	3		3	O See State Archival Note		
4.5.003	192	Reports - Annual Financial	AC+6		AC+6	AC=September 1 of odd-numbered calendar years		
1.1.066	193	Reports - Annual/Biennial Semester/Non-fiscal	AC+6		AC+6	I AC=September 1 of odd numbered years. Copies to Texas State Depository Program		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.067	194	Reports and Studies (Non-Fiscal)	3		3	O	ARCHIVES NOTE: for agencies that have had an archival appraisal, separate this record series by each type of archival coding, A, R, and E.		
3.3.026	195	Reports - Quarterly FTE Reports to State Auditor	FE+3		FE+3				
4.5.002	196	Reports - Fiscal - Internal Management	FE+3		FE+3				
4.5.005	197	Reports - Fiscal - External - Special Purpose, includes HUB reports	FE+3		FE+3				
1.1.068	198	Reports on Performance Measures	AC+6		AC+6		AC=September 1 of odd numbered calendar years		
1.1.065	199	Reports and Studies (Non-Fiscal) - Raw Data	AV		AV		CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064		

Retention Codes ( <i>Field 7</i> )	Archival Codes ( <i>Field 8</i> )
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



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**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.2.008	200	Request for Authority To Dispose of State Records - Agency Copy	FE+3		FE+3	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
	201	Request for Financial Aid Transcript Records	AC		AC	AC=1 year after submission date.		
5.3.009	202	Requests for Information	AC		AC	AC=Date of direct purchase, issuance of request for bids or decision not to proceed with the procurement, as applicable.		
5.1.007	203	Requisition for In-Agency or Inter-Agency Copy/Printing Services	AV		AV			
3.1.034	204	Resumes – Unsolicited - Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur	AV		AV	SEE item number 3.1.034 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.		
4.7.003	205	Returned Checks (Uncollected)	AC+3		AC+3	AC=After deemed uncollectible.		
4.3.001	206	Sales Journal or Register	FE+3		FE+3			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



## STATE OF TEXAS

# Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.4.012	207	Security Access Records: Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC+2		AC+2		AC=Until superseded, date of expiration, or date of termination, whichever sooner.		
5.2.019	208	Service Orders (Work Orders)	1		1				
4.7.012	209	Signature Authorization	US + FE+3		US + FE+3				

Retention Codes ( <i>Field 7</i> )	Archival Codes ( <i>Field 8</i> )
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent	US – Until Superseded



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Records Retention Schedule CERTIFICATION

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.007	210	Software Programs and Documentation (see 2.2.016 for Software Registrations, Warranties and License Agreements)	AC		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 6.94.  <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.		
2.2.016	211	Software Registrations, Warranties and License Agreements	LA+3		LA+3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.040	212	Speeches, Papers and Presentations	AC		AC	O	AC=End of term in office or termination of service in a state position Includes commencement speeches		
1.1.063	213	Staff Meeting Minutes or Notes, and supporting documentation, taken at internal agency staff meetings.	1		1				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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Records Retention Schedule CERTIFICATION

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.2.009	214	State Deferred Compensation Records	AC+5		AC+5	AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.		
	215	Statistical Information (Documents)	AC+6		AC+6	AC = September 1 of odd-numbered calendar years.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			





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**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.055	216	Strategic Plans	AC+6	AC+6	I	AC=September 1 <sup>st</sup> of odd-numbered calendar years  ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission		
	217	Student Academic Records - Transcripts	PM	PM				
	218	Student Admission Records - Accepted	AC+5	AC+5		Buckley Amendment, confidential record. AC=graduation or date of last attendance.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



# STATE OF TEXAS

## Records Retention Schedule CERTIFICATION

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*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				

	219	Student Admission Records - Rejected	FE+1		FE+1	Buckley Amendment, confidential record		
	220	Student Block and Clear	AC+5		AC+5	AC=Until released		
	221	Student Corrective Action	AC+3		AC+3	AC=Graduation or date of last attendance.		
	222	Student Course Audit Authorizations	FE+1		FE+1			
	223	Student Course Changes (Add/Drop)	FE+1		FE+1			
	224	Student Degree Plans - Paper or Electronic	AC+5		AC+5	Buckley Amendment confidential record. AC=date of graduation or last date of attendance		
	225	Student Disciplinary Records	AC+7		AC+7	Buckley Amendment confidential record. AC=graduation or date of last attendance.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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# Records Retention Schedule CERTIFICATION

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*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	226	Student Enrollment Statistics	PM		PM	Buckley Amendment confidential record.		
	227	Student Financial Aid Applications - Accepted	AC+5		AC+5	AC=graduation or date of last attendance.		
	228	Student Financial Aid Applications - Denied	FE+1		FE+1			
	229	Student Financial Aid Award Notifications	AC+3		AC+3	AC=graduation or date of last attendance.		
	230	Student Financial Aid - Income Verification	AC+3		AC+3	AC=graduation or date of last attendance.		
	231	Student Financial Aid - Need Analysis Document	AC+3		AC+3	AC=graduation or date of last attendance.		
	232	Student Grade(s) - Contested	AC+1		AC+1	AC=Until resolved		
	233	Student Grade Books (Original Grade Book)	AC+2		AC+2	Buckley Amendment confidential record.  AC=Entry of Grades in academic achievement or cumulative records.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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Records Retention Schedule CERTIFICATION

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

	234	Student Grade Reports and Grade Changes - Permanent Record	PM		PM	Buckley Amendment confidential record.		
	235	Student Housing Records	AC+2		AC+2	Buckley Amendment confidential record. AC=graduation or date of last attendance.		
	236	Student Identification	AC		AC	Includes request for name changes. AC=graduation or date of last attendance.		
	237	Student Loans - Journals or Registers	AC+5		AC+5	AC=Graduation or date of last attendance.		
	238	Student Placement and Career Counseling Records	AC+5		AC+5	Buckley Amendment confidential record. AC=graduation or date of last attendance.		
	239	Student Recruitment Records	AV		AV	Buckley Amendment confidential record.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	240	Student Residency Information	AV		AV	Buckley Amendment confidential record.		
	241	Student Scholarship Records	AC+3		AC+3	Buckley Amendment confidential record. AC=graduation or date of last attendance.		
	242	Student Teacher Records	AC+5		AC+5	Buckley Amendment confidential record. AC=graduation or date of last attendance		
	243	Student Theses and Dissertations	PM		PM			
	244	Student Transcripts	PM		PM	Buckley Amendment confidential record. 1879-1912 on paper only		
1.1.041	245	Suggestion System Records	1		1			
5.2.020	246	Supply Usage Records	FE+1		FE+1			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.035	247	Surety Bonds/Performance Bonds	AC+4	AC+4	AC=Expiration or termination of the bond according to its terms.  <b>CAUTION:</b> Does not include construction or architectural surety bonds. SEE item number 5.2.028.		
5.2.021	248	Surplus Property Sale Reports	FE+3	FE+3			
1.1.038	249	Surveys/Questionnaires: Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC	AC	See item number 1.1.067 for summary reports compiled from customer surveys. AC=Final disposition of summary report		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.009	250	Technical Documentation – see Texas State Records Retention Schedule (7/4/2012) for complete description.	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94.  <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.		
5.5.003	251	Telephone Station Activity Reports	AV		AV			
5.5.004	252	Telephone System Activity Reports	AV		AV			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

	253	Tests - Student Academic	AC+1		AC+1	Buckley Amendment confidential record.  AC=Recording of data in academic achievement or cumulative records.		
	254	Test - Student Admission Scores And Reports - Testing Center	AC+5		AC+5	Buckley Amendment confidential record. Testing for Public: ACT, SAT, ExCET  AC=Recording of data in academic achievement or cumulative records.		
4.7.011	255	Texas Building and Procurement Commission Statements (TBPC)	FE+3		FE+3			
1.1	256	Textbook Adoption Records	FE+3		FE+3			
3.4.006	257	Time Cards and Timesheets	4		4	40 TAC 815.106 (i)		
3.4.007	258	Time Off and/or Sick Leave Requests	FE+3		FE+3			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			





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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.3.030	259	Training Administration Records	US+2		US+2	CAUTION: Does not include hazardous material training records. See item number 5.4.007		
1.1.043	260	Training Materials	US+1		US+1			
3.1.027	261	Training Records and Educational Achievement - Employee	AC+5		AC+5	AC=Termination of employment		
	262	Transcript Requests	FE+3		FE+3			

Retention Codes ( <i>Field 7</i> )				Archival Codes ( <i>Field 8</i> )			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

Records Retention Schedule CERTIFICATION

SLR 105

Form SLR 105C must accompany this form.

1. Page 56 of 58

2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.057	263	Transitory Information	AC		AC	<p>AC=Purpose of record has been fulfilled  <b>CAUTION:</b> Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.            The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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# STATE OF TEXAS

## Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 57 of 58

2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.1.007	264	Transfers or Budget Revisions	FE+3		FE+3				
3.3.023	265	Travel Authorizations Requests and Reimbursements	FE+3		FE+3				
	266	Tuition and Fee Changes	AC+5		AC+5		AC=After graduation or date of last attendance.		
3.2.007	267	Unemployment Compensation Records	AC+5		AC+5		AC=Until Terminated, Settled		
5.2.022	268	Utility Usage Reports	AV		AV				
5.6.003	269	Vehicle Inspection, Repair and Maintenance Records	LA+1		LA+1				
5.6.007	270	Vehicle Titles and Registration	LA		LA				
5.6.005	271	Vehicle Usage Reports: includes mileage, fuel/oil consumption, passengers carried and other related operational information	FE+3		FE+3				
	272	Veterans Administration Certifications	AC+3		AC+3		AC=After graduation or date of last attendance.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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## STATE OF TEXAS

# Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 753		3. Agency Name SAM HOUSTON STATE UNIVERSITY						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
3.2.005	273	W-4 Forms: Employer's copy of "Employees' Withholding Exemption Certificate."	AC+4		AC+4		AC=Until superseded, obsolete, or upon separation of employee 26 CFR 31.6001-1 (e)(2)		
3.2.006	274	Wage Rate Tables	2		2		29 CFR 516.6(a)(2)		
3.3.020	275	Work Schedules/Assignments	1		1				
5.4.001	276	Workers Compensation Reports	CE+5		CE+5		29 CFR 1904.33		
5.4.009	277	Workplace Chemical Lists	30		30		Texas Health and Safety Code, 502.005(d)		
4.5.001	278	Worksheets for Preparing Fiscal Records	FE+3		FE+3				
5.2.023	279	Year-To-Date Activity (Inventory Listing)	FE+3		FE+3				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	