



STATE OF TEXAS

Records Retention Schedule CERTIFICATION

SLR 105

Form SLR 105C must accompany this form.

1. Page 9 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	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	<p>AC=final disposition of complaint Open unless clearly unwarranted invasion of personal privacy.</p> <p>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.</p>		

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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			