



STATE OF TEXAS

Records Retention Schedule CERTIFICATION

SLR 105

Form SLR 105C must accompany this form.

1. Page 48 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				

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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			