

UNIVERSITY OF HOUSTON SYSTEM

RECORDS RETENTION SCHEDULE

September 28, 2007

Recertified By Texas State Library & Archives Commission — August 6, 2009

| | | | |
|-----------|--------------------|----------------------------------|-------------------|
| Issued: | February 15, 1993 | Certified: | April 27, 1993 |
| Reissued: | April 15, 1994 | 1 st Recertification: | July 12, 1994 |
| Reissued: | May 31, 1995 | 2 nd Recertification: | November 13, 1995 |
| Reissued: | October 31, 1997 | 3 rd Recertification: | January 29, 1998 |
| Reissued: | January 31, 2000 | 4 th Recertification: | December 11, 2001 |
| Reissued: | March 31, 2004 | 5 th Recertification: | June 7, 2004 |
| Reissued: | September 28, 2007 | 6 th Recertification: | August 6, 2009 |

Version 7.00

Published August 10, 2009

This Schedule Is Valid For The Period
August 6, 2009 Through August 31, 2012

Authorization For The Continued Use Of This Schedule Has Been Extended By The
Texas State Library and Archives Commission
Through August 31, 2019

Supersedes All Previously Issued Versions of the
UHS Records Retention Schedule

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.

Section 441.187, Texas Government Code



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 783

Agency Name University of Houston 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 David J. Ellis

Name (Print or type) David J. Ellis

Date September 28, 2007

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 Peggy D. Rudd
Name (Print or type) Peggy D. Rudd
Date 8/6/09

Recertification No. 6th Amendment No.



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 91

| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 1: Administrative Records
Section 1.1 - General

| | | | | | | | | |
|---------|-----|---|--------|--|--------|--|--|--|
| 1.1.002 | 002 | Audits – External (Not State Auditor Reports, Opinions, Correspondence) | AC + 7 | | AC + 7 | AC = Publication or release of final audit findings | | |
| 1.1.002 | 113 | State Auditor's Reports | 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 | | |
| 1.1.002 | 003 | Audits – Internal Reports | AC + 7 | | AC + 7 | AC = Publication or release of final audit findings | | |
| | 384 | Working Papers | AC + 7 | | AC + 7 | AC = Publication or release of final audit findings | | |

| | |
|---|---|
| Retention Codes (Field 7) | Archival Codes (Field 8) |
| AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value | I – Transfer to Univ Archives O – Review by Univ 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

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---|-------------|---------------------------|
| 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 | 004 | Legislative Appropriation Requests (Biennial Budget Requests) | AC + 6 | | AC + 6 | I | AC = September 1 of odd-numbered calendar years University retains record copy 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 Budget Board are archival. | | |
| 1.1 | 393 | Annual Departmental Budget Request | AC + 1 | | AC + 1 | | AC = Approval of annual agency budget | | |
| 1.1 | 005 | Charters | PM | | PM | | | | |

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---|-------------|---------------------------|--|
| 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 | | | | | |
| 1.1.007 | 006 | Correspondence, Administrative | 3 | | 3 | O | ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the University Archives when these records have met their retention periods. | | | |
| 1.1.008 | 007 | Correspondence, General | 1 | | 1 | | | | | |
| 1.1.010 | 008 | Directives | US + 1 | | US + 1 | | | | | |
| 1.1.011 | 009 | Executive Orders | US + 3 | | US + 3 | I | | | | |
| 1.1.013 | 011 | Calendars, Appointment, and Itinerary Records | CE + 1 | | CE + 1 | O | | | | |

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---|-------------|---------------------------|
| 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 | | | | |
| 1.1.014 | 012 | Legal Opinions and Advice (Attorney General) | AV | | AV | O | | | |
| 1.1.014 | 013 | Legal Opinions and Advice (University Legal Counsel) | AV | | AV | O | | | |
| 1.1.019 | 017 | Public Relations Records - News or Press Releases | 2 | | 2 | O | | | |
| 1.1.020 | 018 | Open Records Requests Not Exempted / Approved | AC + 1 | | AC + 1 | | AC = Date request fulfilled | | |
| 1.1.021 | 019 | Exempted / Denied | AC + 2 | | AC + 2 | | AC = Date of notification that records are exempt | | |
| 1.1.023 | 021 | Organization Charts | US | | US | I | | | |

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 5 of 91

| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---|-------------|---------------------------|
| 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 | | | | |
| 1.1.024 | 022 | Planning Records | AC + 3 | | AC + 3 | O | AC = Decision made to implement or not to implement result of planning process | | |
| 1.1.024 | 052 | Data Processing Planning Reports, studies, etc. | AC + 3 | | AC + 3 | O | AC = Decision made to implement or not to implement result of planning process | | |
| 1.1.024 | 053 | Long and short-range plan | AC + 3 | | AC + 3 | O | AC = Decision made to implement or not to implement result of planning process ARCHIVES NOTE: Data processing planning records are not archival. | | |

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 6 of 91

| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---|-------------|---------------------------|
| 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 | 023 | Policies and Procedures Manuals | AC + 3 | | AC + 3 | O | AC = Completion or termination of program, rules, policies, or procedures Final and working copies – 1.1.070 and 1.1.071 | | |
| 1.1 | 031 | Rules and Regulations | AC + 3 | | AC + 3 | O | AC = Completion or termination of program, rules, policies, or procedures Final and working copies – 1.1.070 and 1.1.071 | | |
| 1.1.027 | 024 | Proposed Legislation | AV | | AV | | | | |
| 1.1.040 | 032 | Speeches, Papers and Presentations | AC | | AC | O | AC = End of term in office or termination of service in a state position | | |

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **7** of **91**

| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|---|---------------------|---------|--------|-------------|---|-------------|---------------------------|
| 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 | | | | |
| 1.1.043 | 034 | Training Manuals | US + 1 | | US + 1 | | | | |
| 1.1.048 | 389 | Litigation files | AC + 1 | | AC + 1 | O | <p>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.</p> <p>Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.</p> | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------|--|
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | 390 | Law suits & settlements; affirmative action or discrimination | 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. | | |
| 1.1.055 | 456 | Strategic Plans | AC + 6 | | AC + 6 | | AC = September 1 of odd-numbered calendar years Archive 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. | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------|--|
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Records Retention Schedule

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Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|---|-------------|---------------------------|
| 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 | 383 | Transitory Information | AC | | 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 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. | | |
| 1.1.058 | 014 | Meeting Agenda - Regents | PM | | PM | I | | | |
| 1.1.058 | 015 | Meeting Minutes - Regents | PM | | PM | I | | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------|--|
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 10 of 91

2. Agency Code 783 3. Agency Name University of Houston System: All Components & Universities

| 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 | | | | |

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|---------|-----|---|---------|------|---------|------|--|--|--|
| 1.1.060 | 358 | Recordings of Regents Meetings (Regular, Called, or Committee Meetings) | AC + 90 | days | AC + 90 | days | AC = Date of formal approval of meeting minutes by Regents | | |
| 1.1.063 | 016 | Meeting Minutes/Notes – Staff | 1 | | 1 | | | | |
| | 453 | Accreditation Planning Records | AC | | AC | | AC = After subsequent accreditation | | |
| | 454 | Accreditation Reports | PM | | PM | | Final self study evaluation reports and investigative and final accreditation reports from accrediting agencies relating to the accreditation status of the University | | |
| 1.1.064 | 457 | Agency Performance Measures Documentation | FE + 3 | | FE + 3 | | Caution: The FE+3 period overrides any shorter retention period for records series in this schedule if the records series is needed for agency performance measures. | | |

Retention Codes (Field 7)

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 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 Archivist



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|---------|-------------|--|-------------|---------------------------|
| 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 | | | | |
| 1.1.066 | 028 | Reports - Annual & Biennial; Agency - Non-Fiscal Record Copy | PM | | PM | I | University retains record copy and sends required copies to Publications Depository Program, Texas State Library and Archives Commission | | |
| 1.1.067 | 030 | Reports, Consultants | 3 | | 3 | O | | | |
| 1.1.068 | 292 | Performance and Funds Management Reports | PM | | PM | | Submitted to Executive and Legislative Budget Office | | |
| 1.1 | 183 | Fidelity Bonds of Employees | AC + 7 | | AC + 7 | | AC = Cancellation of bond or termination of employee | | |
| 1.1 | 184 | Patents | AC + 20 | | AC + 20 | | AC = Expiration of patent | | |

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Records Retention Schedule

SLR 105

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---|-------------|---------------------------|
| 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 | 185 | Patient Files | AC + 7 | | AC + 7 | | AC = After last visit 22 TAC 165.1 – 165.3 | | |
| 1.1 | 392 | Medical Records – Juvenile (younger than 18 years of age) | AC | | AC | | AC = Until patient reaches age 21, Or AC = 7 years after last visit; whichever is longer 22 TAC 165.1 – 165.3 | | |
| 1.1 | 388 | Department of Information Resources Administrative Documents | FE + 4 | | FE + 4 | | | | |

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STATE OF TEXAS Records Retention Schedule

SLR 105

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| | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
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| | | | Agency | Storage | Total | 9. Remarks | | |

Category 1: Administrative Records
Section 1.2 – Records Management

| 1.2.001 | 036 | Destruction Sign-Offs | FE + 3 | | FE + 3 | | | |
|---------|-----|--|--------|--|--------|--|--|--|
| 1.2.005 | 038 | Records Retention Schedule (SLR 105) | US | | US | | Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission | |
| 1.2.008 | 041 | Request for Authority to Dispose of Public Records (RMD 102) Agency Copy | FE + 3 | | FE + 3 | | Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission | |
| 1.2.010 | 350 | Records Disposition Logs | 10 | | 10 | | | |

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Records Retention Schedule

SLR 105

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|-------------|---------------------------|
| 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 | | | |
| 1.2.012 | 270 | Records Inventory Worksheets | US | | US | | | |
| 1.2.014 | 271 | Records Management Plan | US + 1 | | US + 1 | | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------|--|
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STATE OF TEXAS Records Retention Schedule

SLR 105

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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

**Category 1: Administrative Records
Section 1.3 – State Publications**

| | | | | | | | | | |
|---------|-----|-------------------------------|----|--|----|---|--|--|--|
| 1.3.001 | 026 | Publications Record Copy | PM | | PM | | University retains record copy and sends required copies to Publications Depository Program, Texas State Library and Archives Commission | | |
| 1.3.002 | 025 | Publication Development Files | AV | | AV | O | | | |

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Records Retention Schedule

SLR 105

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| | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
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| | | | Agency | Storage | Total | 9. Remarks | | |

Category 2: Electronic Data Processing Records
Section 2.1 – Automated Applications

| | | | | | | | | |
|---------|-----|----------------------------------|----|--|----|---|--|--|
| 2.1.001 | 043 | Automated Files Processing 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. | | |
| 2.1.002 | 044 | Master Files | 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. | | |

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|---|---|
| Retention Codes (Field 7) | Archival Codes (Field 8) |
| AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value | I – Transfer to Univ Archives O – Review by Univ 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

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|--|-------------|---------------------------|
| 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 | 049 | Programs and Job Control Language | 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 | | |
| 2.1.008 | 054 | Hardware Documentation - Operating System Files | 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 | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | 048 | Documentation - Technical | 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 | | |
| 2.2.011 | 045 | Batch/Data Entry Control | AC + 3 | | AC + 3 | | AC = When reconciliation confirmed Microfilm after 1 yr and destroy paper copy. | | |
| 2.1 | 047 | Data Entry Documents | 3 | | 3 | | Microfilm after 1 yr and destroy paper copy. | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 2: Electronic Data Processing Records
Section 2.2 – Computer Operations and Technical Support

| | | | | | | | | |
|---------|-----|-----------------------------|------|--|------|--|--|--|
| 2.2.001 | 050 | Activity Monitoring Records | AV | | AV | | | |
| 2.2.004 | 051 | Job Schedules and Reports | 3 MO | | 3 MO | | | |

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 3: Personnel Records
Section 3.1 – Employee

| 3.1.001 | 056 | Applications and Resumes of People Not Hired | 2 | | 2 | | 29 CFR 1602.49 (a) | | |
|---------|-----|---|--------|--|--------|--|--------------------------------|--|--|
| 3.1.001 | 058 | Applications for Temporary Employment - Not Hired | 2 | | 2 | | 29 CFR 1602.49 (a) | | |
| 3.1.002 | 057 | Applications for Employment - Hired | AC + 5 | | AC + 5 | | AC = Termination of employment | | |
| 3.1.011 | 064 | Employee's Insurance File | AC | | AC | | AC = Termination of employment | | |
| 3.1.012 | 065 | Employment Advertisements | 2 | | 2 | | 29 CFR 1602.49 (a) | | |

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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 | I – Transfer to Univ Archives | | | |
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Records Retention Schedule

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Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---|-------------|---------------------------|
| 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 | | | | |
| 3.1.013 | 066 | Employment Contracts | AC + 4 | | AC + 4 | | AC = Expiration or termination of the contract according to its terms 26 CFR 516.5 | | |
| 3.1.014 | 067 | Employment Selections | 2 | | 2 | | 29 CFR 1602.49(a) | | |
| 3.1.018 | 070 | Grievance Record | AC + 2 | | AC + 2 | | AC = Final decision on the grievance | | |
| 3.1.019 | 071 | Performance Appraisals | 2 | | 2 | | 29 CFR 1620.32(c) | | |
| 3.1.021 | 072 | Personnel Disciplinary Action Documentation | AC + 5 | | AC + 5 | | AC = Termination of employment | | |
| 3.1.022 | 073 | Personnel Action Form | 2 | | 2 | | 29 CFR 1602.49(a) | | |
| 3.1.022 | 093 | Position Action Request | 2 | | 2 | | 29 CFR 1602.49(a) | | |

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Records Retention Schedule

SLR 105

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---|-------------|---------------------------|
| 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 | | | | |
| 3.1.023 | 074 | Job Descriptions and Duties | AC + 4 | | AC + 4 | | AC = Until superseded or job eliminated. 40 TAC 815.106(i) | | |
| 3.1.023 | 094 | Position Descriptions | AC + 4 | | AC + 4 | | AC = Until superseded or job eliminated. 40 TAC 815.106(i) | | |
| 3.1.026 | 458 | Criminal History Checks | AC | | AC | | AC = The criminal history record has served the immediate purpose for which it was obtained Caution: An agency that is authorized to obtain criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information. | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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Records Retention Schedule

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Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | | | | |
| 3.1.027 | 175 | Safety Training - Other Than Hazardous Materials | AC + 5 | | AC + 5 | | AC = Termination of employment. | | |
| 3.1 | 286 | Citizenship Documentation or Verification (Countries Other Than United States) | AC + 1 | | AC + 1 | | AC = Termination of employment 8 CFR 274a.2[(b)(2)(i)(A) & (c)(2)] CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | | | | |
| 3.1.029 | 059 | U. S. Citizenship Status Documents | AC + 1 | | AC + 1 | | AC = Termination of employment 8 CFR 274a.2[(b)(2)(i)(A) & (c)(2)] CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. | | |

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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 | I – Transfer to Univ Archives | |
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Records Retention Schedule

SLR 105

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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

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|---------|-----|--|--------|--|--------|---|--|--|
| 3.1.031 | 459 | Employee Benefits-Other than Insurance | AC + 2 | | AC + 2 | AC = Until superseded or termination of employment Caution: Documents that serve as payroll deduction authorizations must be maintained for the retention period described for item 3.2.001. | | |
| 3.1.035 | 033 | Surety Bonds | AC + 4 | | AC + 4 | AC = Expiration or termination of the bond according to its terms | | |
| 3.1.037 | 273 | Employee Recognition | AC + 5 | | AC + 5 | AC = Termination of employment | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 3: Personnel Records Section 3.2 – Payroll

| 3.2.001 | 076 | Employee Deduction Authorization | AC + 4 | | AC + 4 | AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner | | |
|---------|-----|----------------------------------|--------|--|--------|--|--|--|
| 3.2.002 | 077 | Employee Earnings Records | 4 | | 4 | 40 TAC 815.106(i). | | |
| 3.2.003 | 078 | Federal Tax Records | AC + 4 | | AC + 4 | AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2) | | |
| 3.2.003 | 361 | I. R. S. Form W-2 | AC + 4 | | AC + 4 | AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2) | | |

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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 | I – Transfer to Univ Archives | | | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | | | |



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SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|---------|-------------|---|-------------|---------------------------|
| 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 | 391 | I. R. S. Form W-2, Returned by Post Office as Undeliverable | AC + 7 | | AC + 7 | | AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2) | | |
| 3.2.003 | 362 | I. R. S. Form 1099 | AC + 4 | | AC + 4 | | AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2) | | |
| 3.2.003 | 363 | Taxation Compliance Records | AC + 10 | | AC + 10 | | AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2) | | |
| 3.2.003 | 365 | I. R. S. Form W-9 | AC + 4 | | AC + 4 | | AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2) | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Records Retention Schedule

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---|-------------|---------------------------|
| 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 | 366 | I. R. S. Form W-2-C and W-3-C | AC + 4 | | AC + 4 | | AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2) | | |
| 3.2.003 | 367 | I. R. S. Form 1042 | AC + 4 | | AC + 4 | | AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2) | | |
| 3.2.004 | 079 | Income Adjustment Authorization | 2 | | 2 | | 29 CFR 516.6(c) | | |
| 3.2.005 | 080 | W-4 Forms | AC + 4 | | AC + 4 | | AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2) | | |
| 3.2.006 | 081 | Wage Rate Tables | 2 | | 2 | | 29 CFR 516.6(a)(2) | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---|-------------|---------------------------|
| 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 | | | | |
| 3.2.007 | 360 | Unemployment Claims | AC + 5 | | AC + 5 | | AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner | | |
| 3.2.008 | 460 | Direct Deposit Application/Authorizations | US | | US | | | | |
| 3.2.009 | 461 | 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 recent edition of the Benefits Coordinator Reference Manual issued by the Employee Retirement System of Texas. | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | | | | |
| 3.2.001 | 083 | I. R. S. Levies | AC + 4 | | AC + 4 | | AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner | | |
| 3.2.001 | 084 | Child Support Payments | AC + 7 | | AC + 7 | | AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner | | |
| 3.2.002 | 082 | Disability and Sick Pay | FE + 4 | | FE + 4 | | 40 TAC 815.106(i). | | |
| 3.2 | 212 | Retirement Records - Optional Retirement Program | AC + 5 | | AC + 5 | | AC = Until amount is totally distributed | | |
| 3.2 | 272 | Retirement Records – Teacher Retirement Program | AC + 5 | | AC + 5 | | AC = Until amount is totally distributed | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | 085 | Retirement Records – Deferred Compensation Plan | AC + 5 | | AC + 5 | | AC = Distribution plan has been filed and plan is complete | | |
| 3.2.010 | 351 | Human Resources Information System (HRIS) Reports | AC + 4 | | AC + 4 | | AC = Date paid | | |

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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 3: Personnel Records
Section 3.3 – Personnel Administration

| Category | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | Remarks | 106 No. | TSLAC ONLY Amend. No. |
|----------|-----------------|-----------------------------------|---------|---------|---------|----------|--|---------|-----------------------|
| 3.3.001 | 087 | Affirmative Action Plans | 5 | | 5 | | | | |
| 3.3.004 | 088 | Benefit Plans | US + 1 | | US + 1 | | 29 CFR 1627.3(b)(2) | | |
| 3.3.004 | 090 | Group Insurance | US + 1 | | US + 1 | | 29 CFR 1627.3(b)(2) | | |
| 3.3.010 | 091 | Labor Statistics Report | 3 | | 3 | | | | |
| 3.3.011 | 092 | Personnel Files – Former Employee | AC + 75 | | AC + 75 | | AC = Termination of employment Minimum information only to be maintained (includes name, Social Security number, exact dates of employment, last known address, and most recent public access option form). | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | | | |
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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--------------------|-------------|---------------------------|
| 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 | | | | |
| 3.3.020 | 359 | Work Schedules and Assignments | 1 | | 1 | | | | |
| 3.3.022 | 287 | Texas Workforce Commission Reports | 3 | | 3 | | | | |
| 3.3.023 | 035 | Travel Authorization Request | FE + 3 | | FE + 3 | | | | |
| 3.3.024 | 462 | Personnel Policies and Procedures | US + 3 | | US + 3 | | | | |
| 3.3.026 | 095 | Vacancy Report | US + 3 | | US + 3 | | | | |
| 3.3.032 | 068 | Equal Pay Records | 3 | | 3 | | 29 CFR 1620.32 | | |
| 3.3.031 | 063 | EEO - 6 Reports (Institutions of Higher Education) | 3 | | 3 | | 29CFR 1602.48 & 50 | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Records Retention Schedule

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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 3: Personnel Records
 Section 3.4 – Time and Leave

| Category Code | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | Remarks | 106 No. | TSLAC ONLY Amend. No. |
|---------------|-----------------|-------------------------------------|--------|---------|--------|----------|---|---------|-----------------------|
| 3.4.002 | 096 | Leave Status Report | FE + 3 | | FE + 3 | | Original records only are vital. Records maintained at campus are considered copies. | | |
| 3.4.003 | 097 | Less Than Full-Time Worked | 4 | | 4 | | 40 TAC 815.106(i). | | |
| 3.4.004 | 463 | Overtime Authorizations | 2 | | 2 | | | | |
| 3.4.006 | 098 | Time Sheets | 4 | | 4 | | Original records only are vital. Records maintained at campus are considered copies. 40 TAC 815.106(i). | | |
| 3.4.007 | 099 | Time Off and/or Sick Leave Requests | FE + 3 | | FE + 3 | | | | |

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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 | I – Transfer to Univ Archives | |
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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|-------------|---------------------------|
| 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 | | | |
| 3.4.008 | 288 | Sick Leave Pool Documentation | FE + 3 | | FE + 3 | | | |
| 3.4 | 100 | Vacation Liability Report | FE + 3 | | FE + 3 | | | |

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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 | I – Transfer to Univ Archives | |
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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 4: Fiscal Records
Section 4.1 – Worksheets, Detail Information on Financial Event or Transaction

| 4.1.001 | 464 | Accounts Payable Information | FE + 3 | | FE + 3 | | | |
|---------|-----|---|--------|--|--------|--|---|--|
| 4.1.003 | 294 | Cancelled Checks (Paid by Bank and Drawn on Institution's Demand Account) | FE + 3 | | FE + 3 | | Microfilm during fiscal year of creation and destroy paper record during following fiscal year. | |
| 4.1.003 | 368 | Cancelled Payroll Checks (Paid by Bank and Drawn on Institution's Demand Account) | FE + 3 | | FE + 3 | | | |
| 4.1 | 275 | Voided Checks (Printed by Institution, but Not Paid by Bank nor Drawn against Institution's Demand Account) | FE + 3 | | FE + 3 | | | |
| 4.1.004 | 101 | Encumbrance Detail | FE + 3 | | FE + 3 | | | |

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| 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 Archivist |
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Records Retention Schedule

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|-------------|---------------------------|
| 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 | | | |
| 4.1.005 | 465 | Inventory and Other Cost Files | FE + 3 | | FE + 3 | | | |
| 4.1.006 | 102 | Investment Transaction File | FE + 3 | | FE + 3 | | | |

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 Archivist



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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 4: Fiscal Records
Section 4.2 – Documents of Original Entry

| 4.2.001 | 103 | Cash Deposit Voucher | FE + 3 | | FE + 3 | | | | |
|---------|-----|----------------------|--------|--|--------|--|---|--|--|
| 4.2.002 | 298 | Cash Receipt | FE + 3 | | FE + 3 | | Microfilm during fiscal year and paper copy may be destroyed after 1 year | | |
| 4.2.003 | 105 | Cash Receipts Log | FE + 3 | | FE + 3 | | | | |
| 4.2.005 | 299 | Purchase Voucher | FE + 3 | | FE + 3 | | Microfilm during fiscal year and paper copy may be destroyed after 1 year | | |
| 4.2.005 | 276 | Purchase Requisition | FE + 3 | | FE + 3 | | | | |

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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 | I – Transfer to Univ Archives | |
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2. Agency Code 783 3. Agency Name University of Houston System: All Components & Universities

| 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 | | | | |

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|---------|-----|---|--------|--|--------|---|--|--|
| 4.2.005 | 277 | Purchase Order | FE + 3 | | FE + 3 | | | |
| 4.2.005 | 278 | Purchase Order, Change Order | FE + 3 | | FE + 3 | | | |
| 4.2.006 | 300 | General Journal Voucher | FE + 3 | | FE + 3 | Microfilm during fiscal year and paper copy may be destroyed after 1 year | | |
| 4.2.007 | 342 | Expenditure Reallocation or Correction (ERC Form) | FE + 3 | | FE + 3 | Microfilm during fiscal year and paper copy may be destroyed after 1 year | | |
| 4.2 | 387 | Budget Transfer Document | FE + 3 | | FE + 3 | | | |

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 Archivist



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Records Retention Schedule

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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 4: Fiscal Records
Section 4.3 – Journals or Registers

| 4.3 | 108 | Check | FE + 3 | | FE + 3 | | | |
|---------|-----|--------------------------|--------|--|--------|--|--|--|
| 4.3 | 109 | Employee Premium Sharing | FE + 3 | | FE + 3 | | | |
| 4.3 | 110 | Payroll Register | FE + 3 | | FE + 3 | | | |
| 4.3.003 | 111 | Voucher/Expenditure | FE + 3 | | FE + 3 | | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 4: Fiscal Records
Section 4.4 – Ledgers

| 4.4.001 | 112 | General Ledger | FE + 3 | | FE + 3 | | | |
|---------|-----|-----------------------------|--------|--|--------|--|--|--|
| 4.4.002 | 466 | Accounts Receivable Ledgers | FE + 3 | | FE + 3 | | | |
| 4.4.003 | 467 | Accounts Payable Ledgers | FE + 3 | | FE + 3 | | | |
| 4.4.004 | 086 | Savings Bonds Receipts | FE + 3 | | FE + 3 | | | |
| 4.4 | 470 | Subsidiary Ledger | FE + 3 | | FE + 3 | | | |
| 4.4 | 382 | Department Budget Cards | FE + 3 | | FE + 3 | | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 4: Fiscal Records
Section 4.5 – Reports

| 4.5.001 | 114 | Worksheets for Preparing Fiscal Reports | FE + 3 | | FE + 3 | | | |
|---------|-----|---|--------|--|--------|---|--|--|
| 4.5.002 | 115 | Internal Fiscal Management Reports | FE + 3 | | FE + 3 | | | |
| 4.5.003 | 116 | Annual Financial Report | AC + 6 | | AC + 6 | AC = September 1 of odd numbered calendar years University retains record copy and sends required copies to Publications Depository Program, Texas State Library and Archives Commission | | |
| 4.5.006 | 117 | Annual Operating Budget | FE + 3 | | FE + 3 | | | |

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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 | I – Transfer to Univ Archives | |
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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 4: Fiscal Records
Section 4.6 – Documents Showing Compliance with System of Internal Controls

| 4.6.001 | 118 | Monthly Balancing | FE + 3 | | FE + 3 | | | |
|---------|-----|---|--------|--|--------|---|--|--|
| 4.6.002 | 119 | Reconciliations (Institutional) | FE + 3 | | FE + 3 | | | |
| 4.6 | 450 | Reconciliations (Departmental) Monthly | AC | | AC | University System policy # SAM 03.G.03 AC = Minimum of one month until the next month's reconciliation is complete | | |
| | | | | | | | | |
| 4.6.003 | 120 | Cash Counts | FE + 3 | | FE + 3 | | | |

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



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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|-------------|---------------------------|
| 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 | | | |
| 4.6 | 372 | Gift Records Listings | FE + 3 | | FE + 3 | | | |
| 4.6 | 121 | Inventory Sheets | FE + 3 | | FE + 3 | | | |

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
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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 Archivist



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Records Retention Schedule

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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 4: Fiscal Records
Section 4.7 – Other Fiscal

| 4.7.001 | 122 | Accounting Policies and Procedures Manual | US + 3 | | US + 3 | | | |
|---------|-----|---|--------|--|--------|---------------------------------|--|--|
| 4.7.002 | 123 | Bank Statements | FE + 3 | | FE + 3 | | | |
| 4.7.003 | 124 | Returned Checks (Uncollectible) | AC + 3 | | AC + 3 | AC = After deemed uncollectible | | |
| 4.7.004 | 125 | Capital Asset Records | LA + 3 | | LA + 3 | | | |
| 4.7.006 | 126 | State Comptroller Statements | FE + 3 | | FE + 3 | | | |
| 4.7.007 | 127 | Detail Chart of Accounts | FE + 3 | | FE + 3 | | | |

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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 | I – Transfer to Univ Archives | |
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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | | | | |
| 4.7.008 | 128 | Federal Grant Information | AC + 3 | | AC + 3 | | AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). | | |
| 4.7.009 | 129 | Fixed Asset Number Log | US + 3 | | US + 3 | | | | |
| 4.7.010 | 130 | Long-Term Liabilities | AC + 3 | | AC + 3 | | AC = Retirement of debt. | | |
| 4.7 | 369 | Cancelled Bond Interest Coupons | FE + 3 | | FE + 3 | | | | |
| 4.7.010 | 370 | Bond Resolutions Legal Document | AC + 3 | | AC + 3 | | AC = Retirement of debt | | |
| | 385 | Correspondence and Paperwork | AC + 3 | | AC + 3 | | AC = Retirement of debt | | |
| 4.7.011 | 139 | Texas Facilities Commission Statements | FE + 3 | | FE + 3 | | | | |

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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 | I – Transfer to Univ Archives | |
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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|-------------|---------------------------|
| 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 | | | |
| 4.7 | 356 | Credit Card Receipts | FE + 3 | | FE + 3 | | | |
| 4.7 | 357 | Credit Card Statements | FE + 3 | | FE + 3 | | | |
| 4.7 | 394 | Procurement Card Transaction Log (with supporting documentation) | FE + 3 | | FE + 3 | | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 5: Support Services Records
Section 5.1 – General

| Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | Remarks | 106 No. | TSLAC ONLY Amend. No. |
|----------|-----------------|--|--------|---------|--------|----------|--|---------|-----------------------|
| 5.1.001 | 140 | Contracts and Leases (Includes Vendor Contracts) | AC + 4 | | AC + 4 | | AC = Expiration or termination of the instrument according to its terms. | | |
| 5.1.003 | 187 | Delivery Reports | 2 | | 2 | | | | |
| 5.1.004 | 141 | Mailing Lists | US | | US | | | | |
| 5.1.004 | 001 | Address and Telephone Listings | US | | US | | | | |
| 5.1.005 | 142 | Postage Meter Records | FE + 3 | | FE + 3 | | | | |
| 5.1.005 | 381 | Department Mailing Cards | FE + 3 | | FE + 3 | | | | |

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| 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 Archivist |



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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | | | | |
| 5.1.012 | 167 | Price Lists | US + 3 | | US + 3 | | | | |
| 5.1.013 | 010 | Insurance Policies | AC + 4 | | AC + 4 | | AC = Expiration or termination of the policy according to its terms | | |
| 5.1 | 143 | Government Contracts and Subcontracts to Perform Academic Research | AC + 4 | | AC + 4 | | AC = Expiration of contract/ subcontract Limited to grants administered by the Office of Contracts & Grants | | |
| 5.1 | 301 | Interdepartmental Transactions (Services Performed By and For Departments Within the Institution) (IDT Form) | FE + 3 | | FE + 3 | | Microfilm during fiscal year and paper copy may be destroyed after 1 year | | |
| 5.1 | 344 | Service Center Requisition (Services Performed By and For Departments Within the Institution) (SCR Form) (Replaces IDT Form) | FE + 3 | | FE + 3 | | Microfilm during fiscal year and paper copy may be destroyed after 1 year | | |

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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 | I – Transfer to Univ Archives | |
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Records Retention Schedule

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 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 | | | | |
| 5.1 | 188 | Receipts for Registered Mail and Express Packages | 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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 5: Support Services Records
Section 5.2 – Facility Management

| 5.2.001 | 146 | Appraisals - Building or Property | AV | | AV | O | | |
|---------|-----|--|---------|--|---------|---|---|--|
| 5.2.002 | 147 | Building Construction Project Files | AC + 10 | | AC + 10 | O | AC = Completion of project Texas Civil Practice & Remedies Code 16.008 - 16.009 | |
| 5.2.003 | 148 | Building Plans and Specifications State Owned | LA | | LA | O | | |
| 5.2.003 | 289 | Leased | AC + 2 | | AC + 2 | | AC = Expiration of lease | |
| 5.2.004 | 149 | Building Space Requests | 1 | | 1 | | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | 145 | Engineering Studies and Projects (Conducted by Facilities Planning & Construction Dept) – Research Data File | 20 | | 20 | | | | |
| 5.2.007 | 150 | Damage Reports | FE + 3 | | FE + 3 | | | | |
| 5.2.008 | 151 | Equipment History/Service | LA + 3 | | LA + 3 | | | | |
| 5.2.009 | 152 | Equipment Inventory Detail Report Form | FE + 3 | | FE + 3 | | | | |
| 5.2.010 | 153 | Equipment Manuals | LA | | LA | | | | |
| 5.2.011 | 154 | Equipment Warranties | AC + 1 | | AC + 1 | | AC = Expiration of warranty | | |
| 5.2.014 | 155 | Inventory, Annual Physical | FE + 3 | | FE + 3 | | | | |

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|---|---|
| Retention Codes (Field 7) | Archival Codes (Field 8) |
| AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value | I – Transfer to Univ Archives O – Review by Univ 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

SLR 105

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|----------------|-----|----------------|---|--|--|
| 2. Agency Code | 783 | 3. Agency Name | University of Houston System: All Components & Universities | | |
|----------------|-----|----------------|---|--|--|

| 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 | | | |

| | | | | | | | |
|---------|-----|---|--------|--------|--|--|--|
| 5.2.015 | 156 | Inventory, Notice of Equipment Removed From | FE + 3 | FE + 3 | | | |
| 5.2.016 | 157 | Inventory System Update Listing | AC | AC | AC = Transfer of information to annual listing | | |
| 5.2.017 | 158 | Lost and Stolen Property Report | FE + 3 | FE + 3 | | | |
| 5.2.021 | 159 | Surplus Property Sale | FE + 3 | FE + 3 | | | |
| 5.2.023 | 160 | Year-to-Date Activity (Inventory Listing) | FE + 3 | FE + 3 | | | |
| 5.2 | 182 | Deeds and Easements | LA + 3 | LA + 3 | | | |

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| <p>Retention Codes (Field 7)</p> <p>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</p> | <p>Archival Codes (Field 8)</p> <p>I – Transfer to Univ Archives O – Review by Univ Archivist</p> |
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Records Retention Schedule

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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 5: Support Services Records
Section 5.3 – Purchasing

| Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | Remarks | 106 No. | TSLAC ONLY Amend. No. |
|----------|-----------------|-------------------------------|--------|---------|--------|----------|--|---------|-----------------------|
| 5.3.002 | 163 | Freight Bills Paid | FE + 3 | | FE + 3 | | | | |
| 5.3.003 | 164 | Freight Claims | AC + 2 | | AC + 2 | | AC = Settlement of claim | | |
| 5.3.004 | 165 | Orders – Acknowledgements | AV | | AV | | | | |
| 5.3.005 | 166 | Packing Slips | AV | | AV | | | | |
| 5.3.007 | 353 | Bid Documentation | FE + 3 | | FE + 3 | | RFI is precursor to bid process. | | |
| 5.3.009 | 168 | Request for Information (RFI) | AC | | AC | | AC = Date of direct purchase or decision not to proceed with the procurement RFI is precursor to bid process. | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|------------------------------|-------------|---------------------------|
| 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 | | | |
| 5.3 | 371 | Contract Purchase Orders | AC + 3 | | AC + 3 | AC = Date of direct purchase | | |
| 5.3 | 161 | Bills of Lading | FE + 3 | | FE + 3 | | | |
| 5.3 | 169 | Supply Source Catalogues | US | | US | | | |

| | | | | | |
|--|------------------------|--------------------|-----------------------|-----------------------------------|--|
| 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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|--|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | |

Category 5: Support Services Records
Section 5.4 – Risk Management

| 5.4.001 | 170 | Accident Report – Individual | CE + 5 | | CE + 5 | 29 CFR 1904.33 | | |
|---------|-----|---|--------|--|--------|--|--|--|
| 5.4.001 | 069 | Alleged Accident or Occupational Disease Reports - First Report | CE + 5 | | CE + 5 | Record copy retained by Texas Department of Insurance 29 CFR 1904.33 | | |
| 5.4.001 | 075 | Workmen's Compensation Reports | CE + 5 | | CE + 5 | Record copy retained by Texas Department of Insurance 29 CFR 1904.33 | | |
| 5.4.001 | 173 | Injury Frequency Reports | CE + 5 | | CE + 5 | | | |
| 5.4.002 | 171 | Evacuation Plans | US | | US | | | |

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



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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | | | | |
| 5.4.003 | 172 | Fire Inspection Records | AC + 3 | | AC + 3 | | AC = Date of report or date of correction of reported deficiency | | |
| 5.4.003 | 174 | Safety Inspections | AC + 3 | | AC + 3 | | AC = Date of report or date of correction of reported deficiency | | |
| 5.4.007 | 290 | Hazardous Materials Documents Safety Records | 5 | | 5 | | Texas Health and Safety Code, 502.009(g) | | |
| 5.4.007 | 291 | Training Records | 5 | | 5 | | Texas Health and Safety Code, 502.009(g) | | |
| 5.4.011 | 476 | Visitor Control Registers-Logs | 3 | | 3 | | | | |
| 5.4.012 | 089 | Security Access Records - Employee Identification | AC + 2 | | AC + 2 | | AC = Until superseded, date of expiration, or date of termination, whichever sooner. | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 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 | | | | |
| 5.4.013 | 037 | Disaster Recovery Plan | US | | US | | | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 5: Support Services Records
Section 5.5 – Telecommunications

| 5.5.001 | 302 | Billing Detail - Other Than TEX-AN | FE + 3 | | FE + 3 | Microfilm during fiscal year and paper copy may be destroyed after 1 year | | |
|---------|-----|--|--------|--|--------|---|--|--|
| 5.5.002 | 131 | Long Distance Telephone Logs (Includes Logs for Long Distance FAX or Electronic Transmissions) | AV | | AV | | | |
| 5.5.003 | 177 | Station Activity Reports | AC | | AC | AC = Verification of billing | | |

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



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Records Retention Schedule

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | | | | |
| 5.5.006 | 132 | Billing Detail – Telecommunications (TEX-AN) | 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 telephone service without call detail records. For these bill summaries, SEE item number 4.7.011 (Agency item number 139). SEE item number 5.5.001 (Agency item number 302) for billing detail from carriers other than TEX-AN. | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 5: Support Services Records
Section 5.6 – Vehicles

| 5.6.003 | 179 | Inspection Repair and Maintenance Records | LA + 1 | | LA + 1 | | | | |
|---------|-----|---|--------|--|--------|--|--|--|--|
| 5.6.004 | 303 | License and Driving Record Check | AC | | AC | | AC = Until superseded or until termination of employment | | |
| 5.6.005 | 180 | Vehicle Use Reports - Mileage Reports | FE + 3 | | FE + 3 | | | | |
| 5.6 | 181 | Vehicle Use Reports - Operation Log | FE + 3 | | FE + 3 | | | | |
| 5.6.007 | 304 | Vehicle Titles and Registrations | LA | | LA | | | | |

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|---|---|
| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| CE – Calendar Year End FE – Fiscal Year End | PM – Permanent US – Until Superseded |
| LA – Life of Asset MO – Months | |



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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 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 | | | | |
| 5.6.009 | 305 | Parking Permits or Assignments Staff and Faculty | US | | US | | | | |
| 5.6.009 | 306 | Student | US | | US | | | | |

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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 | I – Transfer to Univ Archives | |
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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 6: Student Records

Section 6.1 – Admissions Records for Applicants Who Do Not Enter - Whether Accepted or Rejected

| Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | 106 No. | 11. TSLAC ONLY Amend. No. |
|----------|-----------------|--|--------|---------|--------|-----------------------|---------|---------------------------|
| | 189 | Acceptance Letters | AC + 1 | | AC + 1 | AC = Application term | | |
| | 190 | Advanced Placement Records | AC + 1 | | AC + 1 | AC = Application term | | |
| | 191 | Applications for Admission | AC + 1 | | AC + 1 | AC = Application term | | |
| | 192 | Correspondence, Relevant | AC + 1 | | AC + 1 | AC = Application term | | |
| | 193 | Entrance Examination Reports (ACT, CEEB, SAT, etc) | AC + 1 | | AC + 1 | AC = Application term | | |
| | 194 | Letters of Recommendation | AC + 1 | | AC + 1 | AC = Application term | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|-----------------------|-------------|---------------------------|
| 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 | | | | |
| | 195 | Medical Records | AC + 1 | | AC + 1 | | AC = Application term | | |
| | 196 | Placement Scores | AC + 1 | | AC + 1 | | AC = Application term | | |
| | 197 | Readmission Forms | AC + 1 | | AC + 1 | | AC = Application term | | |
| | 198 | Recruitment Materials | AC + 1 | | AC + 1 | | AC = Application term | | |
| | 199 | Test Scores | AC + 1 | | AC + 1 | | AC = Application term | | |
| | 399 | Test Scores | AC + 1 | | AC + 1 | | AC = Application term | | |
| | 200 | Transcripts-Other Colleges | AC + 1 | | AC + 1 | | AC = Application term | | |
| | 201 | Transcripts-High School | AC + 1 | | AC + 1 | | AC = Application term | | |

| | | | | | |
|--|------------------------|--------------------|-----------------------|-------------------------------|--|
| 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 | I – Transfer to Univ Archives | |
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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|-----------------------|-------------|---------------------------|
| 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 | | | | |
| | 395 | Storage Container Kit for Student Testing Materials | AC + 1 | | AC + 1 | | AC = Application term | | |

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 Archivist



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|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 6: Student Records
Section 6.2 – Admissions Records for Applicants Who Enter

| Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | Remarks | 106 No. | TSLAC ONLY Amend. No. |
|----------|-----------------|---|--------|---------|--------|----------|------------------------------------|---------|-----------------------|
| | 202 | Acceptance Letters | AC + 5 | | AC + 5 | | AC = Graduation or last attendance | | |
| | 203 | Advanced Placement Records | AC + 5 | | AC + 5 | | AC = Graduation or last attendance | | |
| | 204 | Applications for Admission or Readmission (Reentry) | AC + 5 | | AC + 5 | | AC = Graduation or last attendance | | |
| | 205 | Correspondence, Relevant | AC + 5 | | AC + 5 | | AC = Graduation or last attendance | | |
| | 206 | Entrance Examination Reports (ACT, CEEB, SAT, etc) | AC + 5 | | AC + 5 | | AC = Graduation or last attendance | | |
| | 207 | Letters of Recommendation | AC | | AC | | AC = Date of admission | | |

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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 | I – Transfer to Univ Archives | |
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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|---|---------------------|---------|--------|-------------|------------------------------------|-------------|---------------------------|
| 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 | | | | |
| | 208 | Placement Scores | AC + 5 | | AC + 5 | | AC = Graduation or last attendance | | |
| | 209 | Recruitment Materials | AC | | AC | | AC = Date of enrollment | | |
| | 210 | Residency Classification Forms | AC + 5 | | AC + 5 | | AC = Graduation or last attendance | | |
| | 211 | Student Waivers for Rights of Access To See Letters of Recommendation for Admission | AC | | AC | | AC = Date of termination | | |
| | 407 | Student Waivers for Rights of Access To See Letters of Recommendation for Admission | AC | | AC | | AC = Date of termination | | |
| | 213 | Test Scores | AC + 5 | | AC + 5 | | AC = Graduation or 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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 783 3. Agency Name University of Houston System: All Components & Universities

| 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 | | | |

| | | | | | | | | |
|--|-----|---|--------|--|--------|------------------------------------|--|--|
| | 214 | Transcripts-Other Colleges | AC + 5 | | AC + 5 | AC = Graduation or last attendance | | |
| | 215 | Transcripts-High School | AC + 5 | | AC + 5 | AC = Graduation or last attendance | | |
| | 216 | Medical Records | AC + 5 | | AC + 5 | AC = Graduation or last attendance | | |
| | 404 | Extension of "I" Grades From Instructor | AC | | AC | AC = Graduation or last attendance | | |

| Retention Codes (Field 7) | Archival Codes (Field 8) |
|---|---|
| AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value | I – Transfer to Univ Archives O – Review by Univ 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

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|---|---------------------|---------|-------|-------------|--|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | |

Category 6: Student Records
Section 6.3 – Registration and Student Records

| Item No. | Record Series Title | Agency | Storage | Total | Archival | 106 No. | TSLAC ONLY Amend. No. |
|----------|--|--------|---------|--------|------------------------------------|---------|-----------------------|
| 217 | Academic Action Authorizations (Dismissal, etc.) | AC + 5 | | AC + 5 | AC = Graduation or last attendance | | |
| 218 | Academic Records (including narrative evaluations, competency assessments, etc.) | PM | | PM | | | |
| 219 | Advanced Placement Records | AC + 5 | | AC + 5 | AC = Graduation or last attendance | | |
| 220 | Application for Graduation | AC + 1 | | AC + 1 | AC = Graduation or last attendance | | |
| 413 | Appeals, Student | AC + 5 | | AC + 5 | AC = Graduation or 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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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. Retention Period | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|----------------------------|--------------------|--|---------------------|-------------|------------------------------------|-------------|---------------------------|
| | 221 | Application for Admission or Readmission (Reentry) | AC + 5 | AC + 5 | AC = Graduation or last attendance | | |
| | 222 | Changes of Course (Add/Drop) | AC + 1 | AC + 1 | AC = Date submitted | | |
| | 223 | Changes of Grade Forms (Update Documents) | PM | PM | | | |
| | 224 | Class Lists (Original Grade Sheets) | PM | PM | | | |
| | 225 | Class Schedules (Students') | AC + 1 | AC + 1 | AC = Graduation or last attendance | | |
| | 226 | Credit By Examination Forms | AC + 5 | AC + 5 | AC = Graduation or last attendance | | |
| | 227 | Audit Authorizations | AC + 1 | AC + 1 | AC = Date submitted | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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. Retention Period | 8. Archival | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|----------------------------|--------------------|----------------------------------|---------------------|-------------|------------------------------------|-------------|---------------------------|
| | 228 | Credit/No Credit Approvals | AC + 1 | AC + 1 | AC = Date submitted | | |
| | 229 | Curriculum Change Authorizations | AC + 5 | AC + 5 | AC = Graduation or last attendance | | |
| | 230 | Degree Audit Records | AC + 5 | AC + 5 | AC = Graduation or last attendance | | |
| | 419 | Change of Major/Minor Forms | AC + 5 | AC + 5 | AC = Graduation or last attendance | | |
| | 421 | Degree Plans | AC + 5 | AC + 5 | AC = Graduation or last attendance | | |
| | 231 | Disciplinary Action Documents | AC | AC | AC = Graduation or last attendance | | |
| | 232 | Fee Assessment Forms | AC + 5 | AC + 5 | AC = Graduation or last attendance | | |
| | 233 | Correspondence, Relevant | AC + 5 | AC + 5 | AC = Graduation or last attendance | | |

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 Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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|----------------|-----|----------------|---|--|--|
| 2. Agency Code | 783 | 3. Agency Name | University of Houston System: All Components & Universities | | |
|----------------|-----|----------------|---|--|--|

| 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 | | | | |

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|--|-----|--|--------|--|--------|--|--|--|--|
| | 234 | Family Educational Rights and Privacy Act Documents | AC | | AC | | AC = Expiration of related record | | |
| | 236 | Foreign Student Forms (I-20, F1 and J1 visa files, etc.) | AC + 5 | | AC + 5 | | AC = Graduation or last attendance | | |
| | 237 | Grade Reports (Registrar's Copies) | AC + 1 | | AC + 1 | | AC = Date distributed | | |
| | 452 | Grade Books (Instructor's Copy) | AC + 1 | | AC + 1 | | AC = Entry of grade into Registrar's academic achievement record | | |
| | 417 | Incomplete to Failing Grade, Pending Files | AC | | AC | | AC = Expiration of related record | | |
| | 238 | Graduation Lists | AV | | AV | | University retains copy permanently in university archives | | |

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|---|---|
| Retention Codes (Field 7) | Archival Codes (Field 8) |
| AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value | I – Transfer to Univ Archives O – Review by Univ 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

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | | | | |
| | 239 | Graduation Authorizations | AC + 5 | | AC + 5 | | AC = Graduation or date of last attendance | | |
| | 240 | Hold or Encumbrance Authorizations | AC | | AC | | AC = Graduation or date of last attendance | | |
| | 241 | Medical Records | AC + 1 | | AC + 1 | | AC = Graduation or date of last attendance | | |
| | 425 | Medical Records Pertaining To Appeals | AC + 5 | | AC + 5 | | AC = Graduation or date of last attendance | | |
| | 374 | Student Health Center Charge Slips | AC + 7 | | AC + 7 | | AC = Graduation or date of last attendance | | |
| | 242 | Name Change Authorizations | AC + 5 | | AC + 5 | | AC = Graduation or date of last attendance | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|--|-------------|---------------------------|------------|
| 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 |
| | 426 | Name Change Authorizations | AC + 5 | | AC + 5 | AC = Graduation or date of last attendance | | | |
| | 243 | Pass/Fail Requests | AC + 1 | | AC + 1 | AC = Date submitted | | | |
| | 244 | Personal Data Information Forms | AC + 1 | | AC + 1 | AC = Graduation or date of last attendance | | | |
| | 245 | Registration Forms | AC + 1 | | AC + 1 | AC = Date submitted | | | |
| | 246 | Transcript Requests (Student) | 2 | | 2 | | | | |
| | 247 | Transfer Credit Evaluations | AC + 5 | | AC + 5 | 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 | I – Transfer to Univ Archives | |
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|--|-------------|---------------------------|
| 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 | | | |
| | 248 | Tuition and Fee Charges | AC + 5 | | AC + 5 | AC = Graduation or date of last attendance | | |
| | 249 | Withdrawal Authorizations | AC + 2 | | AC + 2 | AC = Graduation or date of last attendance | | |
| | 427 | Withdrawal, Instructor Drop | AC + 1 | | AC + 1 | AC = Graduation or date of last attendance | | |
| | 373 | Fee Reduction Waivers Optometry | AC + 1 | | AC + 1 | AC = Graduation or date of last attendance | | |
| | 386 | All Other Types | AC + 1 | | AC + 1 | AC = Graduation or date of last attendance | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 6: Student Records
Section 6.4 – Certification Records

| Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | Remarks | 106 No. | TSLAC ONLY Amend. No. |
|----------|-----------------|--|--------|---------|--------|----------|--|---------|-----------------------|
| | 250 | Enrollment Verifications | AC + 5 | | AC + 5 | | AC = Date verified | | |
| | 251 | Financial Aid Assistance Records | AC + 3 | | AC + 3 | | AC = Graduation or date of last attendance | | |
| | 252 | Social Security Certifications | AC + 1 | | AC + 1 | | AC = Date certified | | |
| | 253 | Teacher Certifications | AC + 1 | | AC + 1 | | AC = Date certified | | |
| | 254 | Veterans Administration Certifications | AC + 3 | | AC + 3 | | AC = Graduation or date of last attendance | | |

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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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 6: Student Records
Section 6.5 – Publications, Statistical Records, and Institutional Reports

| 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | |
|----|-----|----------------------|----|----|----|-----|--|--|
| | 255 | Catalogs | PM | | PM | I | University retains record copy and sends required copies to Publications Clearinghouse | |
| | 256 | Commencement Program | AV | | AV | I | University retains copy permanently in University archives | |
| | 257 | Degree Statistics | FE | | FE | I | University retains copy permanently in University archives | |

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



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--|-------------|---------------------------|
| 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 | | | | |
| | 258 | Enrollment Statistics | FE | | FE | I | University retains copy permanently in University archives | | |
| | 455 | Faculty Evaluations, Prepared by students attending course | AC + 5 | | AC + 5 | | AC = Conclusion of semester in which course was taught | | |
| | 259 | Grade Statistics | FE | | FE | I | University retains copy permanently in University archives | | |
| | 260 | Racial/Ethnic Statistics | FE | | FE | I | University retains copy permanently in University archives | | |
| | 261 | Schedule of Classes (Institutional) | US | | US | I | University retains copy permanently in University archives | | |

| | | | | | |
|--|------------------------|--------------------|-----------------------|-------------------------------|--|
| 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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 6: Student Records
Section 6.6 – Family Educational Rights and Privacy Act Records

| Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | Remarks | 106 No. | TSLAC ONLY Amend. No. |
|----------|-----------------|--|--------|---------|-------|----------|---------|---------|-----------------------|
| | 262 | Requests for Formal Hearings | AV | | AV | | | | |
| | 263 | Requests and Disclosures of Personally Identifiable Information | AV | | AV | | | | |
| | 264 | Student Requests for Nondisclosure of Directory Information | 2 | | 2 | | | | |
| | 265 | Student Statements on Content of Records Regarding Hearing Panel Decisions | AV | | AV | | | | |
| | 266 | Student 's Written Consent for Records Disclosure | PM | | PM | | | | |

| | |
|---|---|
| Retention Codes (Field 7) | Archival Codes (Field 8) |
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| CE – Calendar Year End FE – Fiscal Year End | PM – Permanent US – Until Superseded |
| LA – Life of Asset MO – Months | |



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|----------------------|-------------|---------------------------|
| 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 | | | |
| | 267 | Waivers for Rights of Access | AC | | AC | AC = Date terminated | | |
| | 268 | Written Decisions of Hearing Panels | AV | | AV | | | |

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 Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 6: Student Records
Section 6.7 – Financial Aid Documents

| 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. |
| | 235 | Perkins Loan Program (NDSL) Applications Accepted | AC + 5 | | AC + 5 | | AC = Submission of Fiscal Operations Report and Application to Participate (FISAP) 34 CFR 674.19 | | |
| | 269 | Loans Assigned | AC + 5 | | AC + 5 | | AC = Assigned to U S Dept of Education 34 CFR 674.19 | | |
| | 279 | Loans Cancelled | AC + 5 | | AC + 5 | | AC = Date cancelled 34 CFR 674.19 | | |
| | 280 | Loans Repaid | AC + 5 | | AC + 5 | | AC = Date of final payment 34 CFR 674.19 | | |
| | 375 | Short Term Loan Agreements | AC + 3 | | AC + 3 | | AC = Date of final payment | | |

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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 | I – Transfer to Univ Archives | | | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | | | |



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Records Retention Schedule

SLR 105

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|--|-------------|---------------------------|------------|
| 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 |
| | 376 | Institutional Loan Agreements | AC + 3 | | AC + 3 | AC = Date of final payment | | | |
| | 377 | Loan Paid In Full Certification | AC + 5 | | AC + 5 | AC = Date of final payment | | | |
| | 378 | Donor History File | AC + 5 | | AC + 5 | AC = Account is closed | | | |
| | 281 | College Work Study | AC + 5 | | AC + 5 | AC = Submission of FISAP report 34 CFR 675.19 | | | |
| | 282 | Supplemental Educational Opportunity Grants (SEOG) | AC + 5 | | AC + 5 | AC = Submission of FISAP report 34 CFR 676.19 | | | |
| | 283 | Pell Grants | AC + 5 | | AC + 5 | AC = Award year 34 CFR 690.82 | | | |

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|--|------------------------|--------------------|-----------------------|-------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
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| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



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Records Retention Schedule

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Form SLR 105C must accompany this form.
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2. Agency Code 783 3. Agency Name University of Houston System: All Components & Universities

| 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 | | | |

| | | | | | | | | |
|--|-----|--|--------|--|--------|--|--|--|
| | 284 | Guaranteed Student Loans (Stafford Loans) | AC + 3 | | AC + 3 | AC = Loan period 34 CFR 682.610 | | |
| | 285 | Federal Parent Loan for Undergraduate Students (PLUS) Loan Program | AC + 3 | | AC + 3 | AC = Loan period 34 CFR 682.610 | | |
| | 354 | Tuition Installment Plan Contracts | AC + 5 | | AC + 5 | AC = Graduation or date of last attendance | | |
| | 355 | Third Party Tuition Payment Contracts (External Entity/Company is the third party) | AC + 5 | | AC + 5 | 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 | I – Transfer to Univ Archives O – Review by Univ 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

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 7: Campus Police Records
Section 7.1 – Arrest and Offense Records

| Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | 106 No. | TSLAC ONLY Amend. No. |
|----------|-----------------|---|--------|---------|--------|--|---------|-----------------------|
| | 307 | Activity Logs or Dockets | AC + 2 | | AC + 2 | AC = Completion of log/docket | | |
| | 308 | Arrest Reports | PM | | PM | | | |
| | 309 | Offense Records Cases not cleared | AC | | AC | AC = Statute of limitations and case declared closed | | |
| | 339 | Class C misdemeanor | 6 MO | | 6 MO | | | |
| | 340 | Class A and B misdemeanor | 2 | | 2 | | | |
| | 341 | Driving while intoxicated offenses | 10 | | 10 | | | |
| | 352 | Any above category of offense, perpetrator deceased | AC | | AC | AC = Date of death of individual | | |

| | | | | | |
|--|------------------------|--------------------|-----------------------|-------------------------------|--|
| 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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 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 | | | | |
| | 310 | Rap Sheets | 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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 7: Campus Police Records
Section 7.2 – Incident Records

| Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | Remarks | 106 No. | TSLAC ONLY Amend. No. |
|----------|-----------------|-------------------------------|--------|---------|-------|----------|---------|---------|-----------------------|
| | 311 | Accident Reports | 2 | | 2 | | | | |
| | 312 | Death in Custody Reports | PM | | PM | | | | |
| | 313 | Family Violence Records | 3 | | 3 | | | | |
| | 314 | Field Interrogation Reports | 1 | | 1 | | | | |
| | 315 | Gunshot Wounds, Reports of | 3 | | 3 | | | | |
| | 316 | Incident Reports | 5 | | 5 | | | | |
| | 317 | Officer Call Activity Reports | 1 | | 1 | | | | |

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 Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|-------------|---------------------------|
| 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 | | | |

| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Agency | 7. Storage | 7. Total | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
|----------------------------|--------------------|--------------------------------|-----------|------------|----------|-------------|-------------|---------------------------|
| | 334 | Complaint Calls Call Sheets | 1 | | 1 | | | |
| | 335 | Call Cards | 1 | | 1 | | | |
| | 336 | Dispatch Tickets | 1 | | 1 | | | |
| | 337 | Call for Service Reports | 1 | | 1 | | | |
| | 338 | Motorist Assist Reports | 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 | I – Transfer to Univ Archives | | | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | | | |



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 7: Campus Police Records
Section 7.3 – Operational Support Records

| 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. |
|----|-----|--|--------|----|--------|-------------------------------------|-----|
| | 318 | Criminal Intelligence and Analysis Files | AV | | AV | | |
| | 319 | Fingerprint Files | AV | | AV | | |
| | 320 | Property Records | AC + 3 | | AC + 3 | AC = Return or disposal of property | |
| | 321 | Special Watch Records | AV | | AV | | |
| | 322 | Stolen Property Records | AV | | AV | | |
| | 323 | Teletype Messages | AV | | AV | | |

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|--------------------|-------------|---------------------------|
| 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 | | | | |
| | 324 | Uniform Crime Reports Monthly | FE +3 | | FE +3 | | | | |
| | 472 | Annual | PM | | PM | | | | |
| | 325 | Wanted Persons File | AV | | AV | | | | |
| | 326 | Internal Affairs Case Files Summary Form | PM | | PM | | | | |
| | 473 | Detail Report | 27 MO | | 27 MO | | | | |
| | 327 | Statistical Reports Files Monthly | AV | | AV | | | | |
| | 474 | Annual | PM | | PM | | | | |
| | 379 | Event Schedules | AC + 1 | | AC + 1 | | AC = Date of event | | |

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 Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|--------|-------------|---------------------|-------------|---------------------------|
| 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 | | | | |
| | 380 | Training Courses Taken | AC + 1 | | AC + 1 | | AC = Date of course | | |

| | | | | | |
|--|------------------------|--------------------|-----------------------|-------------------------------|--|
| 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 | I – Transfer to Univ Archives | |
| AV – Administrative Value | FE – Fiscal Year End | MO – Months | US – Until Superseded | O – Review by Univ Archivist | |



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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| | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|------------|-------------|---------------------------|
| 2. Agency Code 783 | | 3. Agency Name University of Houston System: All Components & Universities | | | | | | | |
| 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 | | | | |

Category 7: Campus Police Records
Section 7.4 – Traffic Enforcement

| 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. |
|-------------------------|-----------------|---|--------|---------|-------|----------|-----------------------|
| Records Series Item No. | Agency Item No. | Record Series Title | Agency | Storage | Total | Archival | TSLAC ONLY Amend. No. |
| | 328 | Traffic Citations Parking | 3 | | 3 | | |
| | 329 | Moving Vehicle | 3 | | 3 | | |
| | 330 | Pedestrian | 3 | | 3 | | |
| | 331 | Vehicle Booting Notices & Impound Reports | 3 | | 3 | | |
| | 332 | Towing Records Wrecker Service Calls | 1 | | 1 | | |
| | 333 | Impounded and Abandoned Vehicles | 3 | | 3 | | |

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

Instructions for Completing Form SLR 105

Forms SLR 105 must be used by all state agencies to submit the agency records retention schedule (Texas Government Code, Chapter 441, §441.185). See Form SLR 105C instructions for submission procedures. If you have any questions relating to completion of this form or SLR 105C, please contact the State and Local Records Management Division at 512-452-9242.

Formatting: When duplicating this form electronically, leave at least a ¾ inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

- Field 1** Enter the page number and the total number of pages in the retention schedule (i.e., 1 of 15).
- Field 2** Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.
- Field 3** Enter the complete name of your agency.
- Field 4** Enter the item number for the records series from the *State Records Retention Schedule* (RRS). If the records series title is not included in the RRS, enter the numbers of the appropriate "Category" and "Section" from the RRS where it should be listed. Category and Section Numbers are at the top of the page in the RRS. If the records series cannot be matched to a category and section, then leave Field 4 blank.
- Field 5** Enter the number that has been assigned by your agency to the corresponding records series. If numbers have not been assigned, then begin with number 1 for the first listing and continue in numerical order.
- Field 6** Enter the official title of the records series (i.e., W-4 Forms, Labor Statistics Report, Surety Bonds). The official title that you assign to the records series does not have to be the same as the records series title listed in the RRS.
- Field 7** Enter the retention period the records series is to be retained in active use at the agency, the number of years it is to be retained in an inactive storage facility, such as the State Records Center, and the total of the two amounts. If a retention period is less than one year, enter the number of months. Refer to the retention codes at the bottom of the form.
- Field 8** Using the archival codes at the bottom of the form, indicate the archival value, if applicable, of the records series:
A - Used with records series that will be transferred to the State Archives and do not require a prior review by the State Archivist.
R - Used with records series that have undetermined archival value, and require a review by the State Archivist prior to being transferred to the State Archives.
I - Used with records series that will be transferred to the University Archives and do not require a prior review by the University Archivist.
O - Used with records series that have undetermined archival value, and require a review by the University Archivist prior to being transferred to the University Archives.
- Field 9** Enter any statute references, other legal citations, or agency policy used as a basis for the retention period.
- Field 10** If this records series is stored at the State Records Center, enter the RMD 106 Storage Approval Number.
- Field 11** DO NOT WRITE IN THIS FIELD. TSLAC USE ONLY.