



RECORD RETENTION SCHEDULE FOR AMARILLO JR COLLEGE DISTRICT

This schedule establishes mandatory minimum retention periods for records commonly found in public junior colleges. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under those chapters. Actual disposal of such records by a local government is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

INTRODUCTION

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local government. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission.

A record of a public junior college may not be destroyed if there is an outstanding request to inspect and review the record under the Federal Family Educational Rights and Privacy Act (FERPA). A record of a public junior college may also not be destroyed, although its retention period has expired, if it is subject to a pending audit by a federal or state grantor or sub-grantor agency or if questions remain unresolved from a conducted audit until audit findings are resolved.

A local government 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 local government 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.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period. This includes electronic mail (e-mail), websites and electronic publications.

The use of social media applications may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media application may be considered records and should be managed accordingly. The retention of social media records is based on content and function. Local governments will need to consult the relevant records retention schedule for the minimum retention periods.

Unless otherwise stated, the retention period for a record is in fiscal years (Sept 1 thru Aug 31) from the date of its creation. The retention period applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

If a record described in this schedule is maintained in a bound volume of a type in which pages were not meant to be removed, the retention period, unless otherwise stated, dates from the date of last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is **less than permanent** may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is **permanent** in this schedule, authority to dispose of the damaged record must be obtained from the Director and Librarian of the Texas State Library and Archives Commission. A Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described.

RETENTION CODES

AC - After closed, Terminated, Completed, Expired, Settled
AV - Administrative Value
CE - Calendar Year End
FE - Fiscal Year End
FY - Fiscal Year
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

AC DEPARTMENT CODES

PRES - Presidents Office
VPBA - Vice-President Business Affairs
VPSA - Vice-President Student Affairs
VPAA - Vice-President Academic Affairs
CORE - College Relations
CRMO - AC Records Management Officer
POLC - AC Police
GRTADM- Grant Administration & Development
GRTCOM - Grant Compliance
ITS - Information Technology Services
CFTL - Center for Teaching and Learning
PAYO - Payroll
PURO - Purchasing
BUOF - Business Office
REGIS - Registrars Office
AVEOS - Continuing Education Division
STAO - Student Activities Office
SFAO - Student Financial Aid Office
LIBO - Lynn Library Learning Center
HRLC - Harrington Library Consortium
HOUS - East Campus Housing Rentals
PPGS - Physical Plant General Services
PERS - Human Resources

GovernanceRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|-----------------|--------------------|---|--|--|--------------------------|
| 1000-01 | AGENDAS | | | | PRES |
| 1000-01a | AGENDAS | Open meetings. 1) If the minutes describe each matter considered by the governing body and reference to an agenda is not required. 2) If the minutes do not describe each matter considered by the governing body and reference to an agenda is required. | 2 years. PERMANENT | | PRES |
| 1000-01b | AGENDAS | Certified agendas of closed meetings. | 2 years. | Government Code, Section 551.104(a). | PRES |
| 1000-02 | DEDICATIONS | | PERMANENT. | | PRES |
| 1000-03 | MINUTES | | | | PRES |
| 1000-03a | MINUTES | Written minutes. | PERMANENT. | | PRES |
| 1000-03b | MINUTES | Notes taken during meetings from which written minutes are prepared. | 90 days after approval of minutes by the governing body. | | PRES |
| 1000-03c | MINUTES | Audio of open meetings, except as described in (d), for which written minutes are not prepared. | PERMANENT. | | PRES |
| 1000-03d | MINUTES | Audio of workshop sessions of governing bodies in which votes are not made and written minutes are not required by law to be taken. | 2 years. | | INITIATING OFFICE |
| 1000-03e | MINUTES | Audio of open meetings for which written minutes are prepared. | 90 days after approval of minutes by the governing body. | | PRES |
| 1000-03f | MINUTES | Certified audio of closed meetings. | 2 years. | By Law – Government Code, Section 551.104(a). | |
| 1000-03g | MINUTES | Supporting documentation - One copy of each document of any type submitted to a meeting of a governing body for consideration, approval, or other action; if such action is reflected in the minutes of the meeting. | 2 years. | Retention Notes: a) The retention periods for many of the documents submitted to a governing body for action are established elsewhere in this or other commission schedules and are often longer than the 2-year retention period for supporting documentation set here. The 2-year retention requirement does not override a longer retention requirement set elsewhere, but rather is meant to ensure that all documents presented for action by a governing body are retained at least two years. This schedule does not require that supporting documentation be maintained together, but the retention by the clerk or secretary to the governing body of one set of the documents submitted at each meeting (often called "council packets" in municipalities) for two years would ensure satisfaction of the minimum retention requirement. Clerks or secretaries to governing bodies should exercise caution in disposing of supporting documentation to avoid destruction of the record copy of a document for which they are custodian before the expiration of its retention period. b) Review before disposal; some supporting documentation, not already required to be maintained PERMANENTLY elsewhere in this or other commission schedules, may merit PERMANENT retention for historical reasons. | PRES |

GovernanceRecords

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|----------|---|---|--|--|-----------|
| 1000-03h | COMMITTEE MINUTES | Agendas, minutes, reports, and correspondence. This series documents the activities of standing and adhoc committees and councils made up of members from a variety of units. The committees are charged with formulating and recommending institutional policies and procedures, establishing standards and requirements, performing an advisory function, or reviewing petitions, appeals, and deviations from policy. Types of committees include administrative committees (those appointed by an administrator) and faculty senate committees (those created by the faculty senate's executive committee). They may function as steering committees, activities committees, standards committees, planning committees, academic committees, awards committees, councils, etc. Committees may be chaired by the director of a specific unit or rotate to different chairs on a regular basis. This series may include but is not limited to: agendas; meeting minutes; reports; notes; working papers; and related documentation. | Permanent for agendas, minutes, reports and correspondence; 3 years for all other records. | | Committee |
| 1000-04 | OPEN MEETING NOTICES | | 2 years. | | PRES |
| 1000-05 | ORDINANCES, ORDERS, RESOLUTIONS (including those that have been repealed, revoked, or amended). | | Permanent. | | PRES |
| 1000-06 | PETITIONS | Petitions from the public to the governing body or subsidiary boards or commissions of a local government. | Final action on the petition + 2 years. | "Final action" includes a decision to take no further action on a petition. | PRES |
| 1000-07 | PROCLAMATIONS | | 2 years. | Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons. | PRES |
| 1000-08 | SPEECHES, PAPERS AND PRESENTATIONS | Notes or text of speeches, papers, presentations or reports delivered in conjunction with government work by elected officials. | End of term in office or termination of service in that position. | | PRES |

GeneralRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--|--|--|--|-------------------|
| 1000-20 | ACCIDENT REPORTS | Reports of accidents to persons on local government property or in any other situation in which a local government could be party to a lawsuit. | | | POLC |
| 1000-20a | ACCIDENT REPORTS | Reports of accidents to adults. | AC + 5 years | AC = After closed or settled. | POLC |
| 1000-20b | ACCIDENT REPORTS | Reports of accidents to minors. | Date minor reaches majority age + 5 years, if no claim filed; 5 years after settlement or denial of claim if a claim is filed, whichever applicable. | By law – Civil Practice and Remedies Code, Section 16.001. | POLC |
| 1000-21 | AFFIDAVITS OF PUBLICATION | | | | VPBA |
| 1000-21b | AFFIDAVITS OF PUBLICATION | Election notices. | Election day + 22 months. | By law – Election Code, Sections 4.005(d) and 66.058(a). | VPBA |
| 1000-21c | AFFIDAVITS OF PUBLICATION | All other published legal notices. | FE + 2 years. | | VPBA |
| 1000-22 | ANNEXATION, DISANNEXATION, ABOLITION, AND OTHER JURISDICTIONAL RECORDS | Records relating to the annexation or disannexation of territory to or from a local government, to its abolition, or to other actions which affect its territorial jurisdiction or service area, including reports, correspondence, records of public hearings, agreements, and similar records. | PERMANENT. | Retention Notes: a) A contract or agreement relating to territorial jurisdiction or the delivery of services between two or more governments (e.g., between a city and a county for fire services in an unincorporated area) must be kept for the retention period in item number 1000-25. | PPGS |
| 1000-23 | CHARTERS | | PERMANENT. | | PRES |
| 1000-24 | COMPLAINTS | Complaints received from the public by a governing body or any officer or employee of a local government relating to government policy. | Resolution or dismissal of complaint + 2 years. | Retention Note: The 2-year retention period applies only to complaints of a general nature that do not fall into a different category of complaint noted in this or other commission schedules. For example, complaints from the public about potential fire hazards are scheduled in Local Schedule PS (Records of Public Safety Agencies) and have a longer retention period. | PRES |
| 1000-25 | CONTRACTS, LEASES, AND AGREEMENTS | Contracts, leases, and agreements, including reports, correspondence, performance bonds, and similar records relating to their negotiation, administration, renewal, or termination, except construction contracts (see item number 1075-16). | 4 years after the expiration or termination of the instrument according to its terms. | | VPBA |
| 1000-26 | CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES | | | Retention Note: The minimum retention period for correspondence or internal memoranda in categories (a) and (b) directly linked to another record series or group listed in this or other commission schedules is that assigned to the other group or series. For example, a letter from an external auditor regarding an audit of a local government's financial records should be retained for the retention period given under item number GR1025-01(e); a letter concerning a workers compensation claim should be retained for the period given under item number GR1050-32, etc. The retention periods that follow are for correspondence and internal memoranda that do not readily fall within other record groups. | INITIATING OFFICE |

General Records

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--|---|--|--|-------------------|
| 1000-26a | CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES | Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics. | 5 years. | Retention Note: Review before disposal; some correspondence of this type may merit PERMANENT retention for historical reasons. | INITIATING OFFICE |
| 1000-26b | CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES | General – Incoming/outgoing and internal correspondence pertaining to the regular and routine operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics. | 2 years. | | INITIATING OFFICE |
| 1000-26c | CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES | Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics. | AV. | | INITIATING OFFICE |
| 1000-27 | DEEDS (including title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and similar records evidencing public ownership of real property) | | PERMANENT. | | VPBA |
| 1000-28 | EASEMENTS | Documentation relating to easements and rights-of-way for public works or other local government purposes, including releases. | PERMANENT. | | VPBA |
| 1000-29 | INSURANCE POLICIES | Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies. | 4 years after expiration or termination of the policy according to its terms. | | VPBA |
| 1000-30 | LEGAL OPINIONS | Formal legal opinions rendered by counsel or the Attorney General for a local government, including any written requests for opinions, concerning the governance and administration of a local government. | PERMANENT. | Retention Note: For retention of opinions rendered for a Public Information Act Request see 1000-34. For retention of informal legal opinions and other correspondence provided by counsel see 1000-26a. | PRES |
| 1000-31 | LITIGATION CASE FILES (including all cases to which a local government is a party unless the case file is of a type noted elsewhere in this or other commission schedules) | | AV after decision of a local government not to file a lawsuit or decision that a lawsuit will not be filed against it; 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. | Retention Note: Review before disposal; some case files may merit PERMANENT retention for historical reasons. | PRES |
| 1000-32 | MINUTES (STAFF) | Minutes of internal staff meetings. | AV. | | INITIATING OFFICE |
| 1000-33 | PUBLIC RELATIONS RECORDS | News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records. | FE + 2 years. | Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons. | CORE |
| 1000-34 | PUBLIC INFORMATION ACT REQUESTS (open record requests) | Includes all correspondence and documentation relating to requests for records under the Public Information Act (Chapter 552, Government Code). | | | VPBA |

General Records

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--|---|---|---|---------------|
| 1000-34a | PUBLIC INFORMATION ACT REQUESTS (open record requests) | Non-exempted records. | Date request for records fulfilled + 1 year. | Government Code, Chapter 552. | VPBA |
| 1000-34b | PUBLIC INFORMATION ACT REQUESTS (open record requests) | Exempted records. | Date of notification that records requested are exempt from disclosure + 2 years. | Government Code, Chapter 552. | VPBA |
| 1000-35 | ORGANIZATIONAL CHARTS | | US. | | PRES |
| 1000-36 | PERMITS AND LICENSES | Records documenting the application for and the issuance of permits and licenses by a local government for sales, solicitation, facility usage, and similar activities. Does not include permits and licenses issued for the construction of or alterations to real property, for those relating to health and sanitation, or for those issued by police or fire departments listed in other commission schedules. | Expiration, cancellation, revocation, or denial + 2 years. | | VPBA |
| 1000-37 | PHOTOGRAPHS, IMAGES, RECORDINGS, AND OTHER NON-TEXTUAL MEDIA | Photographs, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of a local government or any of its departments, programs, or projects except such records noted elsewhere in this or other commission schedules. | AV. | Retention Note: Review before disposal, some records may merit PERMANENT retention for historical reasons. Some photographs and other non-textual media of the types described should be retained PERMANENTLY for historical reasons, but latitude is allowed to the records management officer and the custodians of records in a local government to determine to what extent a particular photograph, for example, documents the history and activities of the local government. Local governments should consult with local historical or genealogical societies to assist with the appraisal. If it is determined that it does not, it need be kept only as long as administratively valuable. Be certain that photographs and other non-textual media do not fall within other records series. For example, mug shots and photographs of fire damage are listed in Local Schedule PS (Records of Public Safety Agencies) under police and fire department records respectively. | CORE |
| 1000-38 | POLICY AND PROCEDURE DOCUMENTATION | Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services, or projects. | US, expired, or discontinued + 5 years. | Retention Note: Review before disposal; some records may merit PERMANENT or long-term retention for historical or legal reasons. | VPBA |
| 1000-39 | PUBLICATIONS | Pamphlets, reports, studies, proposals, and similar material printed by or for a local government or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution. | One copy of each PERMANENT. | Retention Note: The following categories of printed material, whether distributed publicly or internally, are exempted from the retention period and may be disposed of at option; (a) educational matter provided by charitable or public awareness organizations (e.g., United Way, American Heart Association); and (b) public service leaflets or flyers prepared by a local government or others whose contents are of a general nature and not specific to the government distributing them, beyond the inclusion of an address, telephone number, office hours, and similar information (e.g., a flyer detailing water conservation tips sent to customers of a municipal water utility; a pamphlet explaining the appraisal review board process sent to taxpayers by an appraisal district). | CORE |
| 1000-40 | RECORDS MANAGEMENT RECORDS | | | | CRMO |
| 1000-40a | RECORDS MANAGEMENT RECORDS | Records control schedules (including all successive versions of and amendments to schedules). | US. | Retention Note: Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. | CRMO |

General Records

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--|---|---|---|--------------------|
| 1000-40b | RECORDS MANAGEMENT RECORDS | Records documenting the destruction of records under records control schedules, including requests submitted to the Texas State Library and Archives Commission for authorization to destroy unscheduled records or the originals of permanent records that have been microfilmed. | PERMANENT. | | CRMO |
| 1000-40c | RECORDS MANAGEMENT RECORDS | Lists or inventories of the active and inactive records created or received by a local government. | US, expired, or discontinued. | | CRMO |
| 1000-40d | RECORDS MANAGEMENT RECORDS | Plans and similar documents establishing the policies and procedures under which a records management program operates, including records protection and disaster and preparedness recovery plans. | US, expired, or discontinued + 5 years. | | CRMO |
| 1000-41 | REPORTS AND STUDIES (NON-FISCAL) | | | | INITIATING OFFICES |
| 1000-41a | REPORTS AND STUDIES (NON-FISCAL) | <p>Annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the governing body or chief administrative officer of a local government or by the local government to a state agency, as may be required by law or regulation, on the non-fiscal performance of a department, program, or project or for planning purposes, including those prepared by consultants under contract with a local government, except documents of similar types noted in this or other commission schedules.</p> <p>(1) Annual reports.</p> <p>(2) Special reports or studies prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state agency or a court.</p> <p>(3) Special reports or studies prepared by order or request of the chief administrative officer.</p> <p>(4) Monthly, bimonthly, quarterly, or semi-annual reports.</p> <p>(5) Working papers used to create any report for (1) and (2) above.</p> <p>(6) Working papers used to create any report for (3) and (4) above.</p> | <p>Permanent.</p> <p>Permanent.</p> <p>FE + 5 years.</p> <p>FE + 3 years.</p> <p>FE + 3 year.</p> | Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons. | INITIATING OFFICES |
| 1000-41b | REPORTS AND STUDIES (NON-FISCAL) | Activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc., except reports of similar types noted in this or other commission schedules. | FE + 1 year. | | INITIATING OFFICES |
| 1000-42 | WAIVERS OF LIABILITY (including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.) | | 3 years from date of cessation of activity for which the waiver was signed. | Retention Note : If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See item number 1000-20 in this schedule. | VPSA |
| 1000-43 | CONFLICTS DISCLOSURE STATEMENTS AND CONFLICT OF INTEREST QUESTIONNAIRES | Conflicts disclosure statements and conflict of interest questionnaires submitted by local government officers or vendors and other persons for filing with a local government in accordance with the requirements of Chapter 176, Local Government Code. | Date of filing + 5 years. | | PURO |
| 1000-44 | LOCAL GOVERNMENT OFFICERS, LISTS OF | Lists of local government officers prepared and made available to the public by the local government officer with whom conflicts disclosure statements and conflict of interest questionnaires are filed in accordance with the requirements of Chapter 176, Local Government Code. | US + 1 year. | | PURO |

General Records

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--|--|---|---|--------------------|
| 1000-45 | CALENDARS, APPOINTMENT AND ITINERARY RECORDS | Calendars, appointment books or programs, and scheduling or itinerary records, purchased with local government funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees. | CE + 1 year. | Retention Note: A record of this type purchased with personal funds, but used by a public official or employee to document his or her work activities may be a local government record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Texas Attorney General. | ADMIN OFFICES |
| 1000-46 | INSURANCE CLAIMS | Claims related to liability, theft, fire, health, life, automobile, and other insurance policies. | Settlement or denial of claim + 3 years. | | VPBA |
| 1000-47 | CUSTOMER SURVEYS | Surveys returned by the customers or clients of a local government, and the statistical data maintained rating a government's performance. | Issuance of report on results of the survey + 3 years. | | INITIATING OFFICES |
| 1000-50 | TRANSITORY INFORMATION | Records of temporary usefulness that are not an integral part of a records series of a local government, that are not regularly filed within a local government's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the local government or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of government functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific government transaction. | AV. | Retention Note: Records management officers should use caution in assigning this record series to records of a local government to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction authorizations or in records disposition logs, but local governments should establish procedures governing disposal of these records. | ALL OFFICES |
| 1000-H25 | HOUSING CONTRACTS / LEASES | File may include: Housing agreements, credit checks, signed housing policies, driver's license, tenant discrepancies, memos, rent delinquent notices, vacating notices; and related documentation and correspondence. | AC + 5 years. | | HOUS |
| 1000-F43 | FOUNDATION DONATION REPORTS | Records documenting the donations or gifts to the AC Foundation | Permanent. | | FOUNDAT |
| 1000-F44 | BY LAW - AC FOUNDATION | | Permanent. | | FOUNDAT |
| 1000-F45 | AC FOUNDATION MINUTES - BOARD OF DIRECTORS | | Permanent. | | FOUNDAT |
| 1000-F46 | HARRINGTON SCHOLARSHIP REPORTS | Records documenting the recipients of the Harrington Scholarship, | Permanent. | | FOUNDAT |
| 1000-F47 | AC FOUNDATION LONG RANGE FINANCE COMMITTEE RECORDS | | Permanent. | | FOUNDAT |
| 1000-V48 | INSURANCE REPORTS | | 4 years after the expiration or termination of the instrument according to its terms. | | BUOF |
| 1000-F51 | GIFTS RECORDS | Agreements, Wills, and Related Documents. This series documents potential or realized private, corporate, or public agency funding to the institution, including endowments and trusts. This series includes letters and agreements of gift, copies of bequest instruments and wills form individuals or estates, and related documentation and correspondence. | Permanent. | | BUOF |

GeneralRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|------------------|---|--|----------------------------------|--|----------------------|
| 1000-F52 | FUND-RAISING RECORDS | This series documents institutional efforts to raise funds to support program functions and facilities. This series may include but is not limited to: requests for fund-raising; individual benefactor and prospective donor files; public relations records; event planning and arrangements records; gift history reports; background on previous donations; pledges; and related documentation and correspondence. | FE + 7 years . | | FOUNDAT |
| 1000-P54 | SUBPOENAS, AND/OR PRODUCTION OF DOCUMENTS REQUESTS | This series documents subpoenas and/or production of documents requests from third parties. This series does not include Public Information Act Requests #1000-34. | Date of compliance + 5 years. | Retain all copies furnished in response to the subpoena according to their individual retention period. | Submitting Office |

FiscalReportRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|-----------------|--|---|--|--|---------------|
| 1025-01 | FISCAL AUDIT RECORDS (by both internal and external auditors) | | | | VPBA |
| 1025-01a | FISCAL AUDIT RECORDS (by both internal and external auditors) | Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government. | PERMANENT. | | VPBA |
| 1025-01b | FISCAL AUDIT RECORDS (by both internal and external auditors) | Annual, biennial, or other periodic audit of a department, program, fund, or account if included in a cumulative audit under (a). | FE + 7 years. | | VPBA |
| 1025-01c | FISCAL AUDIT RECORDS (by both internal and external auditors) | Annual, biennial, or other periodic audit of a department, program, fund, or account if not included in a cumulative audit under (a). | PERMANENT. | | VPBA |
| 1025-01d | FISCAL AUDIT RECORDS (by both internal and external auditors) | Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency. | PERMANENT. | | VPBA |
| 1025-01e | FISCAL AUDIT RECORDS (by both internal and external auditors) | Working papers, summaries, and similar records created for the purposes of conducting an audit. | 7 years after all questions arising from the audit have been resolved. | | VPBA |
| 1025-02 | BANK SECURITY RECORDS | Records documenting the pledging of bonds or securities by banks serving as depositories for public funds including depository contracts, security pledges and statements, surety bonds, and similar records. | 4 years after termination, expiration, or release of contractual obligations. | | BUOF |
| 1025-03 | BOND RECORDS | | | For investment transaction records of bonds see item number 1025-09b. | VPBA |
| 1025-03a | BOND RECORDS | Bond administrative records consisting of preliminary studies, proposals and prospectuses, authorizations and certifications for issuance or cancellation, and related policy correspondence. | PERMANENT. | | VPBA |
| 1025-03b | BOND RECORDS | Bond certificates and redeemed coupons. | 3 year after payment. | By law - Government Code, Section 1302.003 for counties (see statute for procedural instructions for destruction) and by authority of this schedule for all other local governments. | VPBA |
| 1025-03c | BOND RECORDS | Bond registers. | PERMANENT. | | VPBA |
| 1025-03d | BOND RECORDS | Records relating to the exchange, conversion, or replacement of bonds by bondholders. | 1 year if information is contained in a bond register; PERMANENT if information is not contained in a bond register. | | VPBA |
| 1025-04 | BUDGETS AND BUDGET DOCUMENTATION | | | | BUOF |
| 1025-04a | BUDGETS AND BUDGET DOCUMENTATION | Annual budgets (including amendments). | PERMANENT. | | BUOF |
| 1025-04b | BUDGETS AND BUDGET DOCUMENTATION | Special budgets (includes budgets for capital improvement projects, grant-funded projects, or other projects prepared on a special or emergency basis and not included in an annual budget). | PERMANENT. | | BUOF |
| 1025-04c | BUDGETS AND BUDGET DOCUMENTATION | Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents. | FE + 4 years. | | BUOF |
| 1025-04d | BUDGETS AND BUDGET DOCUMENTATION | Encumbrance and expenditure reports (status reports showing expenditures and encumbrances against a budget). | FE + 5 years. | | BUOF |
| 1025-04e | BUDGETS AND BUDGET DOCUMENTATION | Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests. | Permanent | | BUOF |
| 1025-05 | CAPITAL ASSETS RECORDS | Documentation relating to the capital and fixed assets of a local government. | | | BUOF |
| 1025-05a | CAPITAL ASSETS RECORDS | Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of. | FE of date of disposal + 5 years. | Retention Note: Review before disposal; property history cards documenting the original construction and additions to or renovations of structures may merit PERMANENT retention for historical reasons. | BUOF |

FiscalReportRecords

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| 1025-05b | CAPITAL ASSETS RECORDS | Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes. | FE + 5 years. | | BUOF |
| 1025-05c | CAPITAL ASSETS RECORDS | Equipment or property inventories (including sequential number property logs). | US + 5 years. | | BUOF |
| 1025-05d | CAPITAL ASSETS RECORDS | Property sale, auction, or disposal records of government-owned equipment or property. | FE of date of disposal + 5 years. | By law - Local Government Code, Section 263.155(b) for counties and by authority of this schedule for all other local governments. Retention Note: Property sale or auction records do not include records arising from the sale or auction of property foreclosed or seized by a taxing unit for failure to pay property taxes or for the sale or auction of property seized by law enforcement officers. For such records use Local Schedule TX (Records of Property Taxation) or Local Schedule PS (Records of Public Safety Agencies) respectively. | BUOF |
| 1025-06 | FEDERAL REVENUE SHARING RECORDS | Records concerning the use of federal revenue sharing funds by a local government, including revenue and expenditure summaries; status, budget, and audit reports; and other reports or documentation required by federal law or regulation. | FE + 5 years. | By regulation - 31 CFR 103.38(d). | VPBA |
| 1025-07 | FINANCIAL REPORTS | Annual, sub-annual, or irregularly prepared financial reports or statements on the accounts, funds, or projects of a local government created either for internal use or for submission to state agencies as may be required by law or regulation, except reports of similar types noted in this or other commission schedules. | | | BUOF |
| 1025-07a | FINANCIAL REPORTS | Monthly, bimonthly, quarterly, or semi-annual reports. | FE + 3 years. | | BUOF |
| 1025-07b | FINANCIAL REPORTS | Annual reports. | PERMANENT. | | BUOF |
| 1025-07c | FINANCIAL REPORTS | Long range fiscal planning reports. | PERMANENT. | | BUOF |
| 1025-07d | FINANCIAL REPORTS | Capital improvement reports. | PERMANENT. | | BUOF |
| 1025-09 | INVESTMENT TRANSACTION RECORDS | | | | BUOF |
| 1025-09a | INVESTMENT TRANSACTION RECORDS | Documentation relating to the investment of public funds (e.g., certificates of deposit) that evidences the investment of funds, the performance or return of investments, the cancellation or withdrawal of investments, and similar activity. | FE + 5 years. | | BUOF |
| 1025-09b | INVESTMENT TRANSACTION RECORDS | Documentation related to the calculation of arbitrage rebate amounts, if any, on proceeds from the sale of tax-exempt bonds. | Retirement of the last obligation of the bond issue + 6 years. | | BUOF |
| 1025-10 | CHARGE SCHEDULES/ PRICE LISTS | Schedules of prices charged by a local government for services to the public or other governments, including any documentation used to determine the charges. | FE + 5 years. | | INITIATING OFFICE |
| 1025-F06 | TAX RETURNS | a.Amarillo College Tax Returns b.AC Foundation Tax Returns | Permanent Permanent | | INITIATING OFFICE |

Accounting

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--|--|--|--|---------------|
| 1025-25 | ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION | Policy and procedure directives and similar records documenting accounting methodology. | Permanent | | BUOF |
| 1025-26 | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS | | | | BUOF |
| 1025-26a | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS | Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses. | FE of date of payment + 5 years. | Retention Note: Accounts payable and disbursement records for bond-funded projects must be maintained until FE of date of last payment +5 years. | BUOF |
| 1025-26b | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS | Accounts payable records sufficient to document the purchase costs of capital equipment or other fixed assets. | FE of date of disposal + 5 years. | | BUOF |
| 1025-26c | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS | Fund transmittal reports accompanying the transmittal of funds to federal, state, or other local government agencies (e.g., sales tax to the State Comptroller of Public Accounts), to retirement systems, or to other entities if the funds are collected in whole or in part on behalf of other agencies or individuals (e.g., retirement deductions of employees), except those accompanying the transmittal of federal and state payroll and unemployment taxes [see item number 1050-53(b)]. | Permanent | | BUOF |
| 1025-26d | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS | Accounts payable records for bond-funded projects. | FE of date of last bond payment + 5 years. | | BUOF |
| 1025-27 | ACCOUNTS RECEIVABLE RECORDS | | | Retention Note: For accounts receivable records associated with the collection of property taxes, all local governments, including school districts, should use Local Schedule TX (Records of Property Taxation). | BUOF |
| 1025-27a | ACCOUNTS RECEIVABLE RECORDS | Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records that serve to document money owed to or received by a local government and its collection or receipt, 1098-T tuition statement payments. | FE of date of receipt + 5 years. | | BUOF |
| 1025-27b | ACCOUNTS RECEIVABLE RECORDS | Accounts receivable records documenting the receipt of any monies by any local government that are remittable to the State Comptroller of Public Accounts (e.g., court costs in criminal cases, sales tax). | Remittance due date + 5 years. | | BUOF |
| 1025-27c | ACCOUNTS RECEIVABLE RECORDS | Records documenting payments to a local government in which the government holds a property lien until the debt is satisfied, including original liens and lien releases. | FE of date of final payment and release of lien + 5 years. | | BUOF |
| 1025-27d | ACCOUNTS RECEIVABLE RECORDS | Records of accounts deemed uncollectable, including write-off authorizations. | Permanent | | BUOF |
| 1025-28 | BANKING RECORDS | Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, etc. | FE + 5 years. | | BUOF |
| 1025-29 | COST ALLOCATION AND DISTRIBUTION RECORDS | Records created to document the allocation of costs among accounts and funds of a local government, including records relating to chargebacks and other interdepartmental or interfund accounting transactions. | FE + 5 years. | Retention Note: If any of the records in this group are used as ledger and journal entry documentation, they must be retained for FE + 5 years (see item number 1025-30) by all local governments. | BUOF |
| 1025-30 | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION | | | Retention Note: Be certain to verify before the disposal of any ledger or journal under this item number that the ledger or journal does not serve to document financial activities that require a longer retention period (e.g. investment documentation of proceeds of tax exempt bonds under item number 1025-09). | BUOF |

Accounting

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| 1025-30a | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION | General ledger showing receipts and expenditures from all accounts and funds of a local government. (1) For fiscal years for which an annual financial audit report (see item number 1025-01) exists. (2) For fiscal years for which an annual financial audit report (see item number 1025-01) does not exist. | Permanent. Permanent. | Retention Note: Review before disposal; some ledgers may merit PERMANENT retention for historical reasons. | BUOF |
| 1025-30b | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION | Subsidiary ledgers. | Permanent. | Retention Note: Review before disposal; some ledgers may merit PERMANENT retention for historical reasons. | BUOF |
| 1025-30c | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION | Receipt, disbursement, general, or subsidiary journals. | Permanent. | Retention Note: Review before disposal; some journals may merit PERMANENT retention for historical reasons. | BUOF |
| 1025-30d | LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION | Journal vouchers and entries or similar posting control forms (including supporting documentation such as correspondence and auditor adjustments that evidence journal entries and amendments). | FE + 5 years. | Retention Note: If bill stubs (see item number 1025-27a) are used as entry documentation for account journals, they must be retained by all local governments for FE + 5 years rather than the FE + 3 year retention period for accounts receivable records. | BUOF |
| 1025-31 | TRANSACTION SUMMARIES | Periodic summaries or reports of accounting transactions or activity by department, budget code, program, account, fund, or type of activity, including trial balances, unless the summary is of a type noted elsewhere in this part. | | | BUOF |
| 1025-31a | TRANSACTION SUMMARIES | Daily. | FE + 5 years. | | BUOF |
| 1025-31b | TRANSACTION SUMMARIES | Weekly. | FE + 5 years. | | BUOF |
| 1025-31c | TRANSACTION SUMMARIES | Monthly, bimonthly, quarterly, or semi-annual. | FE + 5 years. | | BUOF |
| 1025-31d | TRANSACTION SUMMARIES | Annual. | FE + 5 years. | Retention Note: If an annual trial balance is not maintained, then the least frequent sub-yearly trial balance must be retained for FE + 5 years by school districts and FE + 3 years by all other local governments. | BUOF |
| 1025-32 | UNCLAIMED PROPERTY DOCUMENTATION | Any form of record sufficient to verify information on unclaimed property previously reported to the State Treasurer showing the name and last known address of the apparent owner of reportable unclaimed property, a brief description of the property, and the balance of each unclaimed account, if appropriate. | Date on which property is reportable le + 10 years | By law - Property Code, Section 74.103(b). | POLC |
| 1025-B26 | CREDIT CARD ADMINISTRATION RECORDS | Series documents the administration of credit cards, travel cards, and P-Cards issued to institutional staff and administrators. Record may include applications, master monthly billing statements, individual card holds statements, printouts including vendor analysis, charge details, use summaries, and related correspondence, | FE + 5 years | | BUOF |
| 1025-B26a | CREDIT CARD DISBURSEMENT RECORDS | Departmental card holder itemized statements. Original monthly billing statement kept in departmental files for authorization of payment. | FE + 5 years | | INITIATING OFFICE |

Effective April 3, 2011

PART 2: FINANCIAL RECORDS RETENTION REQUIREMENTS - (following excerpt from Texas State Library & Archives Commission bulletin GR TAC7.125(b)(1))

If a grant or loan requires a longer retention period than those stated in this schedule, the associated records must be retained for the full retention period required by the terms of the grant or loan.

1) Direct Federal Grants - This subsection applies to grants received by a local government directly from a federal grantor agency.

i) Federal grantor agencies require that grant-related records be retained for audit purposes for 3 years from the filing of required expenditure reports.

ii) In addition to item number 1025-08(a)-(b), financial and programmatic records of grant-funded projects, including copies or documentation of relevant accounting, banking, purchasing, and payroll records, and other documents and working papers associated with the financial and programmatic administration of the grant funds or used to prepare reports or forms required by federal law or regulation must be retained for the following periods:

A) For grants continued or renewed annually or at other intervals except quarterly that are not part of a multi-year funding cycle - 3 years from the date of submission of the annual or other periodic expenditure report.

B) For grants continued or renewed annually or at other intervals except quarterly that are a part of a multi-year funding cycle - 3 years from the date of submission of the annual or other periodic expenditure report for the final reporting period of the grant cycle.

C) For grants continued or renewed quarterly - 3 years from the date of submission of the expenditure report for the last quarter of the federal fiscal year.

D) For grants for which the requirement of a final expenditure report has been waived - 3 years from the date the report would have been due.

E) For all other grants - 3 years from the date of submission of the final expenditure report.

iii) The retention periods for the following types of records are exceptions to the periods noted above:

A) Records of non-expendable property or equipment acquired with grant funds - 3 years from the date of transfer, replacement, sale, or junking of the item.

B) Cost allocation plans and indirect cost records - 3 years from date of submission or, for plans prepared and retained by the grantee, from the close of the fiscal year covered by the plan.

C) Income records - 3 years from the end of the fiscal year in which the income is used.

iv) If any litigation or audit commences before the expiration of the 3-year period, the records must be retained until all litigation or audit findings are resolved or until the end of the regular 3-year period, whichever is later.

v) If records are transferred to the grantor agency at its request, copies of the records need not be retained.

2) Indirect Federal Grants - This subsection applies to federal grants received as sub grants from state agencies or other local governments (e.g., regional councils of government).

The expenditure reports are submitted to the federal agency by the state or local sub grantor agency after all sub grantees have submitted reports to the sub grantor. Consequently, records under item number 1025-08(a)-(b) and records described in section (b) (1) must be retained by local government sub grantees for FE + 5 years. Local governments should consult with the state or local sub grantor agency to determine if there are additional or special requirements associated with a particular grant.

The local government must retain copies of reports or records submitted to the sub grantor agency for the periods indicated.

3) State and Private Grants - This schedule extends the 3-year federal retention requirement described in section (b)(1) to state (excluding federal sub grants) and private grant records unless the state or private grantor agency has established different retention requirements, in which case those requirements shall prevail. It is an exception to the extension of federal grant requirements to state and private grants that for state or private grants renewed quarterly as described in section (b)(1)(ii)(B), the 3-year retention requirement runs from the date of submission of the expenditure report for the last quarter of the state fiscal year for state grants and from the last quarter of the local government's fiscal year for private grants.

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--|---|------------------|--|---------------|
| 1025-08 | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | | | Retention Note: If grant is for construction of a local government owned facility or part of the infrastructure, follow retention for 1025-08a. | |
| 1025-08a | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | Successful grant applications and proposals and any documentation that modifies the terms of a grant. | FE + 5 years. | Retention Note: See note (b) at the top of this page. | GRANT ADMIN |

Grants

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| 1025-08b | GRANT COMPLIANCE AND ACCOUNTING RECORDS | Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies. This series provides a record of the establishment and administration of individually sponsored grant and restricted funds accounts, documents compliance with fiscal reporting requirements, and includes billing information for accounts receivable from sponsoring agencies and from departments for gift account fees. Grants may be federal, state, corporate, or private. This series may include but is not limited to: project budget change and adjustment forms; invoices; receipts; cashier's receipts; equipment purchase orders; account request forms; grants and contracts monthly budget summary statements; institution billings balance sheets; final financial reports; property reports; contractor's release report; assignment of refunds and rebates documents; equipment disposition reports; and related documentation and correspondence. | FE + 5 years | Retention Note: See note (b) at top of this page. | GRANT COMPLIAN CE |
| 1025-08c | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals. | FE + 5 years | | GRANT ADMIN |
| 1025-08d | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | Any records of the type noted in (a) or (b) relating to unsuccessful grant proposals. | AV. | | GRANT ADMIN |

Personnel

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|-----------------|--|---|---|---|---------------|
| 1050-01 | AFFIRMATIVE ACTION PLANS | | | | PERS |
| 1050-01a | AFFIRMATIVE ACTION PLANS | Reports, analyses, and statistical data compiled from source documentation used to develop, implement, and monitor affirmative action plans. | FE + 5 years. | By regulation - 29 CFR 30.8(e). | PERS |
| 1050-01b | AFFIRMATIVE ACTION PLANS | Affirmative action plans. | US + 5 years. | By regulation - 29 CFR 30.8(e). | PERS |
| 1050-02 | APTITUDE AND SKILLS TEST RECORDS | Records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer, including civil service examinations. | | | PERS |
| 1050-02a | APTITUDE AND SKILLS TEST RECORDS | Validation studies. | Life of test + 2 years. | | PERS |
| 1050-02b | APTITUDE AND SKILLS TEST RECORDS | Tests. | US + 2 years. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. Retention Note: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated. | PERS |
| 1050-02c | APTITUDE AND SKILLS TEST RECORDS | Test papers of persons taking tests. | FE + 2 years. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. | PERS |
| 1050-02d | APTITUDE AND SKILLS TEST RECORDS | Records, other than those noted (a)-(c), relating to the planning and administration of tests. | FE + 3 years. | | PERS |
| 1050-03 | AWARDS AND COMMENDATIONS | | Date of separation + 5 years. | | PERS |
| 1050-04 | CERTIFICATES AND LICENSES | Certificates, licenses, or permits required of employees to qualify for or remain eligible to hold a position requiring certification or licensing. | US or separation of employee + 5 years. | Retention Note: If the submission of copies of certificates, licenses, or permits is required of all applicants for a position, those of applicants not hired must be retained for 2 years under item number 1050-14. | PPGS |
| 1050-05 | CONFLICT OF INTEREST AFFIDAVITS | | 5 years after leaving position for which the affidavit was filed. | | PERS |
| 1050-06 | COUNSELING PROGRAM RECORDS | | | | PERS |
| 1050-06a | COUNSELING PROGRAM RECORDS | Reports of interviews, analyses, and similar records relating to the counseling of an employee for work-related, personal, or substance abuse problems, including any warnings associated with the counseling. | 3 years after termination of counseling. | | PERS |
| 1050-06b | COUNSELING PROGRAM FILES | Records relating to the planning, coordination, implementation, direction, and evaluation of an employee counseling program. | Permanent | | PERS |
| 1050-07 | DISCIPLINARY AND ADVERSE ACTION RECORDS | Records created by personnel or supervisory officers in considering, or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay) against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings, and decisions and judgments. | 2 years after case closed or action taken, as applicable. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. | PERS |
| 1050-08 | EMPLOYEE PENSION AND BENEFITS RECORDS | | | For records of pension and deferred compensation deductions from payroll see GR1050-52(b). | PERS |

Personnel

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| 1050-08a | EMPLOYEE PENSION AND BENEFITS RECORDS | Employee benefit plans such as pension; life, health, and disability insurance; seniority and merit systems; and deferred compensation plans, including amendments. | Termination of plan + 4 years. | By regulation - 29 CFR 1627.3(b) (2). Retention Note: If the plan or system is not in writing, a memorandum fully outlining the terms of the plan or system and the manner in which it has been communicated to affected employees, together with notations relating to any revisions, must be retained for the same period as written plans. | PERS |
| 1050-08b | EMPLOYEE PENSION AND BENEFITS RECORDS | Enrollment forms providing personal identifying data, beneficiary information, option selection, and similar information. (1) If the official record is maintained by the retirement system of which the local government is a member or by the service provider. (2) If the official record is maintained by the local government. (A) Pension and deferred compensation. (B) Life, health, accidental death, and disability insurance. | AV. Permanent Termination of coverage | | PERS |
| 1050-08c | EMPLOYEE PENSION AND BENEFITS RECORDS | Annual reports from a pension system or fund. | Permanent. | | PERS |
| 1050-09 | EMPLOYEE RECOGNITION RECORDS | Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs. | FE + 2 years. | | PERS |
| 1050-10 | EMPLOYEE SECURITY RECORDS | | | | |
| 1050-10a | EMPLOYEE SECURITY RECORDS | Records created to control and monitor the issuance of keys, identification cards, passes, or similar instruments of identification and access. | US, date of expiration, or date of separation + 2 years, as applicable. | | PPGS |
| 1050-10b | EMPLOYEE SECURITY RECORDS | Records relating to the issuance of parking permits. | US. | | |
| 1050-11 | EMPLOYEE SELECTION RECORDS | Notes of interviews with candidates; audio and videotapes of job interviews; applicant rosters; eligibility lists; test ranking sheets; justification statements for violating eligibility or ranking sequence; and previous injury checks; offers of employment letters; and similar records documenting the filling of a vacant position. | Termination + 5 years. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. Retention Note: See 1050-36 for background and criminal history checks. | PERS |
| 1050-12 | EMPLOYEE SERVICE RECORDS | Summary employment history record for each employee maintained on one or more forms, containing the following minimum information: name; sex; date of birth; social security number; positions held with dates of hire, promotion, transfer, or demotion; dates of leaves of absence or suspension that affect computation of length of service; wage or salary rate for each position held, including step or merit increases within grades; most recent public access option form; and date of separation. | Permanent | For other information on employees that must also be retained either as part of this record or in another form, see item numbers 1050-52(b) and 1050-54(a). Retention Notes: a) This schedule does not require the creation of an employee service record of the type described, but the creation of the record is strongly recommended to allow frequent disposal of documents from which information has been summarized. If an employee service record is not maintained, documents (e.g., employment applications, personnel action forms) containing the prescribed information must be retained date of separation + 75 years. More than one document providing the same element of required information need not be retained. b) The Teacher Service Record (Texas Education Agency Form FIN-115 or its equivalent), containing information required by statute or regulation, shall be considered an employee service record of the type described and must be retained date of separation + 75 years. c) Salary or wage data on an employee service record may be indicated by grade and step numbers if all corresponding wage rate tables (see item number 1050-59) applicable to a person's employment history are retained date of separation + 75 years. | PERS |
| 1050-12a | EMPLOYEE SERVICE RECORD | Beeper 17 – Faculty Personnel Profile Report. | Permanent | | PERS |
| 1050-12b | EMPLOYEE SERVICE RECORD | Perrpt Reports – 310's generated for classified employee regarding special pay action for appointed personnel. | Permanent | | PERS |
| 1050-12c | EMPLOYEE SERVICE RECORD | Faculty Academic Advancement Form. | Permanent | | PERS |

Personnel

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| 1050-13 | EMPLOYMENT ADVERTISEMENTS OR ANNOUNCEMENTS | Advertisements or postings relating to job openings, promotions, training programs, or overtime opportunities, including jobs orders submitted to employment agencies. | FE + 2 years. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. | PERS |
| 1050-14 | EMPLOYMENT APPLICATIONS | Applications, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions (both hired and not hired) or for promotion, transfer, or training opportunity (both selected and not selected) is required on the application form, by application procedures, or in the employment advertisement. | 2 years from the creation (or receipt) of the record or the personnel action involved, whichever later. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. | PERS |
| 1050-14a | EMPLOYMENT APPLICATIONS | Samples of publications, artwork, or other products of prior achievement not returned to applicants. | AV. | | PERS |
| 1050-14b | EMPLOYMENT APPLICATIONS | Transcripts of persons hired if state or federal law or regulation mandates a level of education needed to qualify for employment (e.g., school district professional and paraprofessional personnel). See also item number 1050-28(a). | Date of separation + 5 years. | Retention Note: If applicant screening or hiring decisions are based on resumes, with only successful or interviewed candidates completing employment applications, then resumes of persons not hired must be kept for the same period as employment applications. If resumes are supplemental to employment application forms, they need only be retained as long as administratively valuable. | PERS |
| 1050-15 | EMPLOYMENT CONTRACT | | | | PERS |
| 1050-15a | EMPLOYMENT CONTRACT | Contracts and agreements, including collective bargaining agreements, between a local government and an employee or a group of employees, including written acceptances of such contracts. | Last effective date of contract + 4 years. | | PERS |
| 1050-15b | EMPLOYMENT CONTRACT | Records relating to the negotiation of collective bargaining agreements or similar group contracts, including reports; correspondence; mediation or arbitration agreements; the proceedings, findings, and awards of arbitration boards; and similar records. | Last effective date of contract + 4 years or, if no agreement or contract results, 4 years. | | PERS |
| 1050-16 | EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS | | | | PERS |
| 1050-16a | EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS | Reports, analyses, or statistical data compiled from source documentation used to complete EEO reports. | FE + 3 years. | By regulation - 29 CFR 1602.30, 1602.39, and 1602.48. | PERS |
| 1050-16b | EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS | EE0-1, EEO-4, EEO-5, and EEO-6 reports. | Permanent. | By regulation - 29 CFR 1602.32, 1602.41, and 1602.50. | PERS |
| 1050-16c | EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS | Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments. | Resolution of case + 3 years. | | PERS |
| 1050-17 | EQUAL PAY RECORDS | Reports, studies, aggregated or summarized data, and similar documentation compiled to monitor and demonstrate compliance with the Equal Pay Act. | FE + 2 years. | By regulation - 29 CFR 1620.32(c). | PERS |
| 1050-18 | FIDELITY BONDS | | Effective life of bond + 5 years. | Retention Note: Does not include the Official Bond Record maintained by county clerks, which must be retained PERMANENTLY . | VPBA |
| 1050-20 | GRIEVANCE RECORDS | Records relating to the review of employee grievances against personnel policies, working conditions, etc. | FE + 2 years. | Retention Note: Do not confuse these records with those involving EEO complaints [see item number 1050-16(c)]. | PERS |
| 1050-21 | JOB EVALUATIONS (PERFORMANCE APPRAISALS) | | Termination + 5 years. | By regulation - 29 CFR 1620.32(c). Refer to 3575-05 pertaining to evaluations on school teachers. | PERS |
| 1050-22 | MEDICAL AND EXPOSURE REPORTS | | | | PERS |

Personnel

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| 1050-22a | MEDICAL AND EXPOSURE REPORTS | Health, physical or psychological examination reports or certificates of all job applicants if physical or psychological condition is a factor in hiring decisions, including the promotion, transfer, or selection for training of current personnel. | FE + 2 years. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. | PERS |
| 1050-22b | MEDICAL AND EXPOSURE REPORTS | Health or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required. (1) For employees exposed in the course of their work to toxic substances, harmful physical agents, or blood borne pathogens. (2) For all other employees. | Date of separation + 30 years. US + 2 years. | By regulation - 29 CFR 1910.1020(d)(1)(i)-(iii). | PERS |
| 1050-22c | MEDICAL AND EXPOSURE REPORTS | Environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports. | FE + 30 years. | By regulation - 29 CFR 1910.1020(d)(1)(ii). See Local Schedule 5450-01 for Asbestos Management Records. | PERS |
| 1050-22d | MEDICAL AND EXPOSURE REPORTS | Records of controlled substances and alcohol use and testing. (1) Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater; records of driver verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; driver evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; copy of each annual calendar year summary required by 49 CFR 382.401. (2) Records related to the alcohol and controlled substances collection process. (3) Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02. | FE + 5 years. FE + 2 years FE + 1 year | By regulation – 49 CFR 382.401 | PERS |
| 1050-23 | OATHS OF OFFICE | | US + 5 years or 5 years after leaving position for which oath required, whichever is applicable. | | PERS |
| 1050-24 | PERSONNEL ACTION OR INFORMATION NOTICES | Documents used by personnel officers to create or change information in the personnel records of individual employees concerning hiring, termination, transfer, pay grade, position or job title, leaves of absence, name changes, and similar personnel actions except those noted elsewhere in this part. | FE + 2 years. | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. | PERS |
| 1050-25 | PERSONNEL STUDIES AND SURVEYS | Studies, statistical reports, surveys, cost analyses and projections, and similar records, except those noted elsewhere in this part, on any aspect of the personnel management or administration of a local government. | 3 years. | Retention Note: Review before disposal; some documents may merit PERMANENT retention for historical reasons. | PERS |
| 1050-26 | POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS | | | | PERS |

Personnel

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| 1050-26a | POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS | <p>Job descriptions, including any associated task or skill statements. Also includes documentation concerning the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines; selection criteria; determination of classification appeals; etc. as follows:</p> <ol style="list-style-type: none"> 1. Documents linked to a specific position. 2. Survey, audit, or other reports issued on a regular basis. 3. Other documentation not included in (b)1 or (b)2. | <p>US or position abolished + 4 years.</p> <p>US + 4 years</p> <p>Permanent</p> | By regulation - 40 TAC 815.106(i). | PERS |
| 1050-26b | POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS | Position staffing and vacancy reports. | US. | | PERS |
| 1050-26c | POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS | Personnel requisitions. | FE + 2 years. | | PERS |
| 1050-27 | REDUCTION IN FORCE PLANS (including any related implementation documentation) | | US, or if implemented, 2 years from date of last reduction in force action under the plan. | | PERS |
| 1050-28 | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | | | For other records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer see item number 1050-02. | |
| 1050-28a | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee if such training or testing is required for the position held or if the educational or skill attainment or enhancement affects or could affect career advancement in the local government or, in the case of licensed or certified personnel (e.g., school professionals, firefighters, police officers, health care professionals), in other governments or the private sector. | Date of separation + 5 years. | Retention Note: If information concerning training or testing (e.g., test scores) is transferred to an Employee Service Record (item number 1050-12), the document from which the information is taken need be retained for only 2 years. | PERS |
| 1050-28b | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | Records documenting the planning, development, implementation, administration and evaluation of in-house training programs. | FE + 2 years. | | CFTL |
| 1050-28c | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | Training manuals, syllabuses, course outlines, and similar training aids used in in-house training programs. | US, expired, or discontinued + 2 years | | CFTL or Dept. Offices |
| 1050-28d | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | Skill or achievement measurement records of a training group or class as a whole (e.g., rosters with scores). | FE + 2 years | Retention Note: If the only information documenting the in-house training of an employee of the types described in (a) is contained in the measurement records of a group or class as a whole, the group records must be retained for the date of separation + 5 years for all employees included in the group records. | CFTL |
| 1050-29 | UNEMPLOYMENT COMPENSATION CLAIMS RECORDS | Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases. | After closed + 5 years | | PERS |
| 1050-30 | VERIFICATIONS OF EMPLOYMENT ELIGIBILITY (INS Form I-9) | | Termination + 5 years. | <p>By regulation - 8 CFR 1274a.2 (b) (2) (i) (A) and (c) (2).</p> <p>Retention Note: If a former employee is rehired and an INS Form I-9 is still on file for the employee, the 3-year retention period dates from date of first hire.</p> | PERS |

Personnel

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| 1050-32 | WORKERS COMPENSATION CLAIM RECORDS | Initial and supplemental reports of accidents to or job-related illnesses of employees and documentation relating to any subsequent filing of claims by employees. | CE of closure of claim + 5 years | By regulation - 29 CFR 1904.33 for accident and illness reports. Retention Note: Refer to 1050-22b (1) in this schedule The local governments' insurer and the Texas Department of Insurance keep permanent records of workers compensation related records. | PERS |
| 1050-33 | FINANCIAL DISCLOSURE STATEMENTS | Financial disclosure statements of officers and/or employees of a local government. | FE + 2 years | Retention Note: For campaign contribution and expenditure statements see item number 3125-01 in Local Schedule EL (Records of Elections and Voter Registration). | VPBA |
| 1050-34 | PUBLIC ACCESS OPTION FORMS | Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.04. | US | Retention Note: The last public access option form completed by an employee prior to termination of employment must be retained as part of the Employee Service Record (see record number 1050-12 in this schedule). | PERS |
| 1050-35 | EMPLOYEE EXIT INTERVIEWS | Records of interviews and other supporting documentation conducted at time of employee termination. | Date of separation + 2 years | | PERS |
| 1050-36 | CRIMINAL HISTORY CHECKS | Used for condition of or in conjunction with employment application. | End of employee's probationary period or after immediate purpose has been fulfilled, as applicable. | By law - Government Code, Chapter 411 Subchapter F for certain education institutions and fire departments, and by authority of this schedule for all other local governments. Retention Note: A local government that is authorized to obtain criminal history recorded information from the Texas Department of Public Safety must refer to Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information. | PERS |
| 1050-37 | EMPLOYEE ACKNOWLEDGEMENT FORMS | Employee acknowledgement forms or other documentation that show proof of receipt and awareness of local government policies and procedures. | US or date of separation + 2 years, as applicable. | Retention Note: See item number 1050-14 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process. | PERS ITS |
| 1050-38 | UNSOLICITED RESUMES | Unsolicited resumes received by local governments not used in the employment selection process. | AV. | | PERS |
| 1050-39 | VOLUNTEER SERVICE FILES | Information about individual volunteers and duties they perform. | US or date of separation + 3 years | | PERS |
| 3850-01 | ACADEMIC GRIEVANCE RECORDS | Records concerning the review of complaints and grievances of students against faculty members or district staff. | Closure of review of complaint + 2 years | | VPAA |
| 3850-02 | FACULTY ACTIVITY AND ASSIGNMENT RECORDS | Reports and similar records documenting teaching, student advisory, committee, administrative, and committee assignments of faculty members. | FE + 3 years. | | VPAA |
| 3850-03 | FACULTY DEVELOPMENT LEAVE RECORDS | Applications for faculty development leaves of absence, evaluations of and recommendations on leave requests, and associated records documenting a faculty development leave program. | Approval or denial of application + 3 years. | | VPAA |

Personnel

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| 3850-06 | PROMOTION AND TENURE RECORDS | Evaluations, recommendations, and similar documentation relating to the review process for promotion or tenure for all faculty or staff in tenure track positions. | 5 years from the date of submission | By regulation- 29CFR 1602.49 | |
| 3850-H01 | PROFESSIONAL MEMBERSHIP RECORDS | This series documents institutional-paid individual memberships and activities in professional organizations. These records may include but are not limited to: applications for membership; certification of membership; documentation of activities; and related correspondence. | FE + 5 years | | Dept. or Division Office |

Payroll

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|-----------------|---|---|---|--|---------------|
| 1050-50 | DEDUCTION AUTHORIZATIONS | | | | |
| 1050-50a | DEDUCTION AUTHORIZATIONS | Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments. | 4 years after separation or 4 years after amendment, expiration, or termination of authorization, whichever sooner. | | PERS |
| 1050-50b | DEDUCTION AUTHORIZATIONS | TRS & ORP deduction records | Permanent | | PERS |
| 1050-51 | DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS | | US + 1 year then termination + 5 years. | | PERS |
| 1050-52 | EARNINGS AND DEDUCTION RECORDS | | | | PAYO |
| 1050-52a | EARNINGS AND DEDUCTION RECORDS | <p>A record containing the following payroll information on each employee: name, last known address and social security number, amount of wages paid to the employee for each payroll period, including all deductions, and date of payment.</p> <p>1) Individual employee earnings card or record that shows earnings and deductions for each pay period.</p> <p>2) Master payroll register which shows earnings and deductions for each pay period.</p> | <p>FE + 4 years</p> <p>FE + 4 years.</p> | By regulation - 20 CFR 404.1225(b) (3) and 40 TAC 815.106(i). | PAYO |
| 1050-52b | EARNINGS AND DEDUCTION RECORDS | <p>A record containing the following minimum pension and deferred compensation information on each employee: name, date of birth, social security number, and amount of pension and deferred compensation deductions.</p> <p>3) Master payroll register, or the final year-to-date register of each calendar year, if the register shows all persons employed during the year from whose wages, pension, and deferred compensation deductions were made.</p> | Permanent | | PAYO |
| 1050-53 | FEDERAL AND STATE TAX FORMS AND REPORTS | | | | |
| 1050-53a | FEDERAL AND STATE TAX FORMS AND REPORTS | Forms used to determine withholding from wages and salaries for payroll tax purposes (W-4 Forms). | 4 years after separation or 4 years after form amended, whichever sooner. | By regulation - 20 CFR 404.1225(b) (3), 26 CFR 31.6001-1(e) (2) for federal forms and by authority of this schedule for any state forms. | PERS |
| 1050-53b | FEDERAL AND STATE TAX FORMS AND REPORTS | Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes (W-2, 1099). | 4 years after tax due date or date tax paid, whichever later. | By regulation - 20 CFR 404.1225(b) (3), 26 CFR 31.6001-1(e) (2) for federal forms and by authority of this schedule for state forms. | PAYO |
| 1050-54 | LEAVE RECORDS | | | | |
| 1050-54a | LEAVE RECORDS | <p>A record containing a record of the unused accumulated sick leave of each employee if (1) all or a percentage of accumulated sick leave is used to calculate length of service and/or (2) accumulated sick leave is creditable to an employee if rehired.</p> <p>1) Individual employee earnings card or record as described in item number 1050-52a if it also contains accumulated sick leave data.</p> <p>2) Employee Service Record (see item number 1050-12) if it contains the accumulated sick leave data prescribed.</p> <p>3) Copy of the final time summary or leave status report, as noted in (d), of each separated employee.</p> | <p>Permanent</p> <p>Permanent</p> <p>Permanent</p> | | PERS |

Payroll

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| 1050-54b | LEAVE RECORDS | Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation. | FE + 5 years. | By regulation – 29 CFR 825.500. | PERS |
| 1050-54c | LEAVE RECORDS | Leave or hours-to-date registers. | FE + 5 years. | | PERS |
| 1050-54d | LEAVE RECORDS | Copies of periodic time summary or leave status reports furnished to each employee containing information on vacation, sick, compensatory, or other leave earned and used, including the final report of separated employees if they are not used to satisfy the retention requirement set in (a). | FE + 2 years. | | PERS |
| 1050-55 | PAYROLL ACTION OR INFORMATION NOTICES | Documents used by payroll officers to create or change information in the payroll records of individual employees except deduction authorizations (see item number 1050-50) and federal tax forms [see item number 1050-53(a)]. | | | PERS |
| 1050-55a | PAYROLL ACTION OR INFORMATION NOTICES | 310 Personnel Forms: Documents concerning hiring, termination, transfer, pay grade, position, or job title, name changes, etc. | Permanent | By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. Retention Note: Refer to 1050-12 in this schedule as some information must be kept in Employee Service Record. | PERS |
| 1050-55b | PAYROLL ACTION OR INFORMATION NOTICES | Supporting documents used by personnel officers to create or change information in the payroll records of individual employees. | Permanent | Retention Note: Refer to 1050-12 in this schedule as some information must be kept in Employee Service Record. | PERS |
| 1050-56 | TIME AND ATTENDANCE REPORTS | Time cards or sheets, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules. | FE + 4 years. | By regulation - 40 TAC 815.106(i). | PAYO |
| 1050-57 | TIME CHANGE RECORDS | Requests and authorizations for overtime, time trading, and other actions that affect normal work time except leave requests [see item number 1050-54(c)]. | 2 years. | | PAYO |
| 1050-58 | REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN | Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other <i>bona fide</i> work-related activities in which the expenses of an employee are defrayed or reimbursed. | FE + 5 years. | | BUOF |
| 1050-59 | WAGE AND SALARY RATE TABLES | If wage or salary rate for each position listed on an Employee Service Record (see item number 1050-12) is expressed in dollars. | Permanent | By regulation - 29 CFR 516.6(a) (2). | PAYO |
| 1050-A25 | ACTUARIAL STUDIES – PENSION BENEFITS | Actuarial studies for AC Benefit Planning. | US + 6 years | | VPBA |

Purchasing

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|-----------------|---|--|-----------------------|--|---------------|
| 1075-01 | BIDS AND BID DOCUMENTATION | | | | PURO |
| 1075-01a | BIDS AND BID DOCUMENTATION | Bid folder with Successful and Unsuccessful bids and requests for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation. | FE of award + 5 years | Exception: Bids dealing with construction projects or renovations need to be kept Permanent. Retention Note: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number 1000-25. | PURO |
| 1075-01b | BIDS AND BID DOCUMENTATION | Informal bids records, such as requests for quotations or estimates, for the procurement of goods or services for which state law or local policy does not require the formal letting of bids. | FE + 5 years | | PURO |
| 1075-02 | INVENTORY RECORDS (PARTS AND SUPPLIES) | | FE + 1 year | | DEPT OFFICE |
| 1075-03 | PURCHASE ORDERS AND RECEIPT RECORDS | | | | PURO |
| 1075-03a | PURCHASE ORDERS AND RECEIPT RECORDS | Purchase orders, requisitions, and receiving reports. | FE + 5 years | | PURO |
| 1075-03b | PURCHASE ORDERS AND RECEIPT RECORDS | Purchasing Log And Register; a chronological record of purchase orders issued, orders received, and similar data on procurement status. | FE + 3 years | | PURO |
| 1075-03c | PURCHASE ORDERS AND RECEIPT RECORDS | Packing slips and order acknowledgements. | AV | | PURO |
| 1075-03d | PURCHASE ORDERS AND RECEIPT RECORDS | Vendor or commodity lists. | US | | PURO |

Facility&Equipment

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---|---|---------------------------------------|--|---------------|
| 1075-15 | ACCIDENT AND DAMAGE REPORTS (PROPERTY) | Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved. | 3 years. | Retention Note: For accident reports involving personal injury see item numbers 1000-20 and 1050-32. | PPGS |
| 1075-16 | CONSTRUCTION PROJECT RECORDS | | | | PPGS |
| 1075-16a | CONSTRUCTION PROJECT RECORDS | Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-built; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation except as described in (b). | PERMANENT. | Retention Note: If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction. Copies of the records may be given to the person or entity to whom the structure, facility, or system is sold or transferred. | PPGS |
| 1075-16b | CONSTRUCTION PROJECT RECORDS | Records of the types described in (a) relating to the construction of prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural recreational facilities such as baseball diamonds and tennis courts, and similar structures and facilities. | Completion of the project + 10 years. | Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons. Records relating to construction of some of the described structures will have historical value if they are closely associated with a major structure as described in (a). For example, records relating to the construction of gazebos, fountains, walls, or statuary located on the grounds of a county courthouse are part of the landscape of the courthouse and its grounds and should be retained PERMANENTLY . Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY . | PPGS |
| 1075-16c | CONSTRUCTION PROJECT RECORDS | Records relating to construction projects described in (a) and (b), that are transitory or of ephemeral relevance, and are not required for maintaining, modifying, and repurposing the building or structure, Records may include, but are not limited to, rejected design plans, delivery tickets for expendable products, daily work reports, etc. | 5 years | Retention Note: Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY . | PPGS |
| 1075-17 | LOST AND STOLEN PROPERTY REPORTS | see also 4175-12 Stolen Property Records | FE + 3 years. | | POLC |
| 1075-18 | MAINTENANCE, REPAIR, AND INSPECTION RECORDS | Records documenting the maintenance, repair, and inspection of facilities, vehicles, and equipment. | | Retention Note: This record group schedules records of maintenance and repair to general-purpose vehicles, office equipment, and office facilities. | PPGS |
| 1075-18a | MAINTENANCE, REPAIR, AND INSPECTION RECORDS | Vehicles and equipment. (1) Routine inspection records. (2) Maintenance and repair records. | 1 year. Life of the asset. | Retention Note: If a vehicle is salvaged as the result of an accident, the maintenance and repair records for the vehicle must be retained for date of salvage + 1 year. | PPGS |

Facility&Equipment

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| 1075-18b | MAINTENANCE, REPAIR, AND INSPECTION RECORDS | <p>Facilities.</p> <p>(1) Routine cleaning, janitorial, and inspection work.</p> <p>(2) All other facility maintenance, repair and inspection records (including those relating to plumbing, electrical, fire suppression, and other infrastructural systems).</p> <p><i>Roofing projects have a five year warranty. Roofs are replaced every twenty years. All roofing documentation needs to be available for the life of the roof.</i></p> | <p>FE + 1 year.</p> <p>FE + 5 years</p> | <p>Retention Note: Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY.</p> | PPGS |
| 1075-19 | SERVICE REQUESTS/WORK ORDERS (for repairs and maintenance to facilities, vehicles, or equipment) | <p>Use of College Property Forms - UPC</p> <p>Work Orders</p> | <p>FE + 5 years.</p> <p>FE + 1 year</p> | <p>Retention Note: If work orders serve as the only form of record documenting repairs to vehicles or equipment [see item number 1075-18(a)] they must be retained for the life of the vehicle or equipment.</p> | PPGS |
| 1075-20 | USAGE REPORTS | Reports of usage of facilities, vehicles, and equipment. | | | PPGS |
| 1075-20a | USAGE REPORTS Reports of usage of facilities, vehicles, and equipment | Any type of usage report (e.g., mileage, fuel consumption, copies run) if such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc. | FE + 5 years | | PPGS |
| 1075-20b | USAGE REPORTS Reports of usage of facilities, vehicles, and equipment | Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies. | FE + 2 years. | | PPGS |
| 1075-20c | USAGE REPORTS Reports of usage of facilities, vehicles, and equipment | Usage reports compiled for purposes other than those noted in (a) or (b) : Utilities Reports | FE + 5 years. | | PPGS |
| 1075-21 | VEHICLE OR EQUIPMENT ASSIGNMENT RECORDS | Assignment logs, authorizations, and similar records relating to the assignment and use of college-owned vehicles or equipment by employees. | After return or reassignment + 2 years. | | PPGS |
| 1075-22 | VISITOR CONTROL REGISTERS | Logs, registers, or similar records documenting visitors to limited access or restricted areas. | FE + 3 years. | <p>Retention Note: If the visitor control register is needed as part of an investigation it should be retained with the investigation case file 4125-05.</p> | ITS PPGS |
| 1075-23 | WARRANTIES (for vehicles and equipment) | | Expiration of warranty + 1 year | | PPGS |
| 1075-24 | VEHICLE TITLES AND REGISTRATIONS | Vehicle titles and registrations of government- owned vehicles. | LA + 2 years | | PPGS |
| 1075-25 | SURVEILLANCE VIDEOS | Video surveillance for, but not limited to, security of property and persons. | AV | <p>Retention Note: If the surveillance video is needed as part of an investigation it should be retained with the investigation case file 4125-05.</p> | |

Communications

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|-----------------|--|--|-------------------------------|--------------------------------|---------------|
| 1075-40 | POSTAL AND DELIVERY SERVICE RECORDS | | | | BUOF |
| 1075-40a | POSTAL AND DELIVERY SERVICE RECORDS | Meter and permit usage records. | 1 year. | | BUOF |
| 1075-40b | POSTAL AND DELIVERY SERVICE RECORDS | Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies. | 1 year. | | BUOF |
| 1075-41 | TELEPHONE LOGS OR ACTIVITY REPORTS | Registers or logs of telephone calls and fax transmissions made and similar activity reports. | | | ITS |
| 1075-41a | TELEPHONE LOGS OR ACTIVITY REPORTS | If the log, report, or similar record is used for cost allocation purposes. | FE + 5 years | | ITS |
| 1075-41b | TELEPHONE LOGS OR ACTIVITY REPORTS | If the log, report, or similar record is used for internal control purposes other than cost allocation. | 1 year. | | ITS |
| 1075-41c | TELEPHONE LOGS OR ACTIVITY REPORTS | Internal telephone directory of local government employees. Directory may include personal contact information (e.g. personal telephone number, home address, etc.). | US, expired, or discontinued. | | ITS |
| 1075-42 | E-RATE RECORDS | <p>E-Rate is the Schools and Libraries Program of the Universal Service Fund that provides discounts to schools and libraries for telecommunications and Internet access. E-Rate is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission (FCC).</p> <p>All records related to the application for, receipt, and delivery of discounted telecommunications and other supported services.</p> | FE+ 5 years | By regulations - 47 CFR 54.516 | VPBA |

ElectionRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|-----------------|---|---|---|--|---|
| 3100-01 | EARLY, ABSENTEE AND RESTRICTED BALLOT VOTING RECORDS [see also item number 3100-10(b)] | | | | VPBA |
| 3100-01a | EARLY, ABSENTEE, AND RESTRICTED BALLOT VOTING RECORDS | All of the following: absentee ballot requests and applications (except federal post card applications), cancellation of absentee ballot requests, notices of denial of cancellation requests, branch voting schedules and daily registers, lists of corrected ballots sent, untimely and rejected ballots, jacket envelopes (unless for use in subsequent election), carrier envelopes, early voting and absentee rosters, early voting and absentee election returns, voted early voting and absentee ballots, statements of challenge to early and absentee voters, notices of non-acceptance of early voting and absentee ballots, orders for the appointment of signature verification committees, late absentee ballot applications, disabled voter applications and affidavits, applications to vote restricted ballot, restricted ballot rosters. | Election day +22 months. | By law - Election Code, Sections 84.010, 84.037, 85.072(d), 86.009(d), 86.011(c), 87.043(c), 87.044(b), 87.121(e), 87.123(2), and 87.124. | Many records in the Election Series are retained by the County where the voting took place. VPBA |
| 3100-02 | ELECTION CONTRACTS | Contracts, leases, or agreements for election services or the use of voting machines, including written approvals from the Secretary of State, if such approval is required. | 4 years after the expiration or termination of the instrument according to its terms. | Retention Note: In counties, the retention period applies only to the copy of the contract maintained by the county elections officer. Copies of the contract filed with and maintained by the county treasurer, county auditor, or the county judge need only be retained as long as administratively valuable | VPBA |
| 3100-03 | ELECTION MINUTES, NOTICES, AND ORDERS | | | | VPBA |
| 3100-03a | ELECTION MINUTES, NOTICES, AND ORDERS | Minutes of governing body concerning elections. | PERMANENT. | | VPBA |
| 3100-03b | ELECTION MINUTES, NOTICES, AND ORDERS | Posted or published notices of election, including records (e.g., affidavits of publication, record of posting locations, or lists of voters to whom notices are mailed) which document the time, place, and manner of notice. | Election day +22 months. | By law - Election Code, Section 4.005(d). | VPBA |
| 3100-03c | ELECTION MINUTES, NOTICES, AND ORDERS | Election orders and proclamations. (1) Ordering an election. | Election day +22 months. | By law - Election Code, Section 3.008(a). Retention Note: Election Code Section 3.008(b) requires that the date and nature of an election ordered by a political subdivision be entered in the minutes of its governing body. | VPBA |
| 3100-04 | ELECTION OFFICER RECORDS | | | Retention Note: Records in this group include any records of the types listed relating to early voting. For certificates of appointment of watchers see item number 3100-10(a). | VPBA |
| 3100-04a | ELECTION OFFICER RECORDS | Orders of appointment of election judges, including memoranda of emergency appointments, if applicable. (1) Single election appointments. | Election day +22 months. | By law - Election Code, Sections 32.007(c) and 32.008(c). By law - Election Code, Section 32.008(c). | VPBA |
| 3100-04b | ELECTION OFFICER RECORDS | Lists of recommended election judges or other officers. | AV after appointments made. | | VPBA |

ElectionRecords

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| 3100-04c | ELECTION OFFICER RECORDS | <p>Statements of compensation due election officers.</p> <p>(1) Originals.</p> <p>(2) Copies.</p> | <p>FE+ 3 years</p> <p>Election day +22 months.</p> | <p>By law - Election Code, Section 32.094 (e).</p> | VPBA |
| 3100-06 | ELECTION RETURN RECORDS | Election return record or register maintained by local canvassing authorities. | PERMANENT. | <p>By law - Election Code, Section 67.006(e).</p> <p><i>Retention Note: If the tabulation of election returns by a canvassing authority is done in a separate document rather than being entered directly into the election record or register, the separate tabulation must be retained for 22 months after election day in accordance with Election Code, Section 67.004(e).</i></p> | VPBA |
| 3100-08 | PRECINCT BOUNDARY RECORDS | | | | VPBA |
| 3100-08a | PRECINCT BOUNDARY RECORDS | Notices of changes to precinct boundaries, including those filed with and maintained by voter registrars. | Effective date of change + 1 year. | By law - Election Code, Section 42.036(g), for those maintained by issuing authority in counties with a population of 500,000 or more; by authority of this schedule for those in all other counties and for those maintained by voter registrars. | VPBA |
| 3100-08b | PRECINCT BOUNDARY RECORDS | Maps of precinct boundary changes. | One copy of each PERMANENT. | | VPBA |
| 3100-10 | PRECINCT ELECTION RECORDS | | | | VPBA |
| 3100-10a | PRECINCT ELECTION RECORDS | <p>All of the following: signature rosters; combination forms; provisional ballot lists; provisional ballot affidavit envelopes; summaries of provisional ballots cast; certificates of appointment of watchers; precinct returns; ballot registers/tally lists; voted, spoiled, defective, unused, undistributed, and specimen ballots; record of incorrect ballots destroyed; redistributed ballot receipts; ballot distribution record; unofficial tabulation of ballot results; official tabulation of precinct results; voting machine inspection and testing records; notice of voting machine inspections; voting machine opening and closing certificates; paper ballot write-in affidavits; voting machine printouts; ballot box seal record; ballot box certificates and seals; ballot box receipts; certificate of successful and records of unsuccessful tests of automatic tabulating equipment; testing ballots, and requests for and retractions of, if applicable, extension of security period on voting machines. This series includes any records of the types listed relating to early voting.</p> | Election day +22 months. | <p><i>In addition to the general retention period set for precinct election records in Election Code, Section 66.058 (see retention note on page 5), the following provisions affirm the same retention period: Election Code, Sections 51.007(b), 51.008(d), 52.0064(d), 52.007(c), 66.056(d), 67.004(f), 125.031(c), 125.064, 126.003(d), 126.004(c), 126.032(c), 127.033(c), 127.036(d), 127.038(a, e), 127.064(c), 127.068(a, d), 127.099(b), 146.031(e), and 172.116(e).</i></p> <p><i>Retention Note: If new ballots are prepared to correct mistakes, the incorrect ballots must be destroyed in accordance with the provisions of Election Code, Section 52.0064.</i></p> | VPBA |

ElectionRecords

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| 3100-10b | PRECINCT ELECTION RECORDS | <p>Voter registration lists (original, revised original, and supplemental) and registration corrections lists, including those used in early voting.</p> <p>(1) Arising from elections held on March 1, 1986 or later.</p> | Returned to voter registrar | <p>See Part 3 of this schedule.</p> <p>Retention Note: Lists of registered voters used in primary elections prior to September 1, 1987 and maintained by the general custodian of election records may be destroyed at option. Such lists used in primary elections after September 1, 1987 are returned to the voter registrar. See item number 3150-06(d).</p> | VPBA |
| 3100-10c | PRECINCT ELECTION RECORDS | Poll lists. | Election day +22 months. | <p>By law - Election Code, Section 66.058 (a, g).</p> <p>Retention Note: It is an exception to the retention period given for this record that one copy of each poll list used in a primary election held in 1986 and subsequent years must be retained by the general custodian of election records until the end of the year in which the primary election is held. By law - Election Code, Section 172.114.</p> | VPBA |
| 3100-10d | PRECINCT ELECTION RECORDS | Mechanical machine ballot labels. | Election day +22 months or at expiration of security period, whichever later. | By Law - Election Code, Section 126.034(C). | VPBA |
| 3100-10e | PRECINCT ELECTION RECORDS | Lists of certified write-in candidates. | Election day +22 months. | By law Election Code, Section 146.031(e) | VPBA |
| 3100-11 | RECOUNT RECORDS | | | | VPBA |
| 3100-11a | RECOUNT RECORDS | Recount reports (of both recount committees and recount supervisors, including associated tally lists. | Election day +22 months. | By law - Election Code, Sections 213.012(c) and 213.055(c). | VPBA |
| 3100-11b | RECOUNT RECORDS | <p>Records relating to the request for and conduct of a recount, including all of the following: initial, expedited, and supplementary recount petitions, with associated amendments, affidavits, and certifications; applications for inclusion of remaining paper ballot precincts; recount notices and other notices involved in the conduct of recounts; requests for specific counting method; records of recount costs; and recount cost statements.</p> <p>(1) Records of the type described maintained by a person serving only as recount coordinator or by a person serving as both recount coordinator and recount supervisor.</p> <p>(2) Records of the type described maintained by a person serving as recount supervisor only.</p> | Election day +22 months; or 60 days after the date recount costs for payment of claimants are certified or for costs assessed against a person 6 months after cost statement is delivered to recount coordinator, whichever longer. | By law - Election Code Section 211.007(b-c). | VPBA |

Candidacy&Campaign

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|-----------------|--|---|---|---|--|
| 3125-01 | CAMPAIGN FINANCE REPORTS AND FILINGS | | | | VPBA |
| 3125-01a | CAMPAIGN FINANCE REPORTS AND FILINGS | Campaign contribution and expenditure statements (including annual reports of unexpended contributions). | Date of filing + 2 years. | By law - Election Code, Section 254.040. | VPBA |
| 3125-01b | CAMPAIGN FINANCE REPORTS AND FILINGS | Designations of campaign treasurers, including notices of termination. | 2 years after appointment terminated. | By law - Election Code, Section 252.014. Retention Note: See Election Code, Section 252.0131, for a procedure that clerks may use to terminate the campaign treasurer appointment of an inactive candidate or political committee. | Many records in the Election Series are retained by the County where the voting took place. VPBA |
| 3125-02 | CANDIDACY APPLICATIONS AND CERTIFICATIONS | | | | VPBA |
| 3125-02a | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Applications and any accompanying petitions for place on ballot, including any rejection notices and withdrawal of petition signature requests. | Election day + 2 years. | By law - Election Code, Section 141.036. | VPBA |
| 3125-02b | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Certifications of candidates (including certifications of replacement nominees by party executive committees). (1) Copy maintained by authority to whom application for a place on ballot is made. (2) Copy maintained by authority responsible for preparation of official ballot. | Election day + 2 years Election day + 2 years. | | VPBA |
| 3125-02c | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Declarations of intent to run as an independent candidate. | Day after general election day. | By law - Election Code, Section 142.003. | VPBA |
| 3125-02d | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Declarations of write-in candidacy. | Election day + 2 years. | By law - Election Code, Section 146.028. | VPBA |
| 3125-02e | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Withdrawal of candidacy requests. | Election day + 2 years. | | VPBA |

Admission&Assessment

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--|---|---|--|-----------------|
| 3700-01 | ADMISSION AND ASSESSMENT RECORDS | Applications for admission or readmission; letters or forms evidencing grant or denial of admission, petitions for special admission or readmission; entrance examination reports (ACT, SAT, TOEFL, etc.); THEA score reports or exemption forms; local assessment test reports; residency status forms and oaths; Immigration and Naturalization Service forms; health and immunization reports; GED attainment documentation; and high school or prior college transcripts, transcript waivers, or statements of good standing. | | For letters of recommendation see item number 3700-02. | REGIS |
| 3700-01a | ADMISSION AND ASSESSMENT RECORDS | Transcripts or other admission or assessment documentation received during an admission period that cannot be matched with an application for admission. | FE + 3 years | | REGIS |
| 3700-01b | ADMISSION AND ASSESSMENT RECORDS | Records of students denied admission or who were admitted but did not register. | 1 year after application term. | | REGIS |
| 3700-01c | ADMISSION AND ASSESSMENT RECORDS | Records of students admitted who did register. | Permanent | Retention Note: Transcripts or other documents from institutions in foreign countries may be originals and difficult or impossible for the applicant to replace. Public junior colleges may want to return these documents to the student or applicant rather than destroy them. In such circumstances, the Director and Librarian of the Texas State Library and Archives Commission, by authority of the Local Government Code, Section 202.004(b), hereby consents to the return as a permitted exception to the statutory prohibition against the alienation of local government records. | REGIS |
| 3700-02 | LETTERS OF RECOMMENDATION | Letters of recommendation or other correspondence relevant to decisions on admission. | Until admission or denial of admission. | | DIVISION OFFICE |
| 3700-D01 | DEPARTMENT STUDENT FILES – ACCESS PROGRAM | Records of students progress in the Access Program, information sheets, assessments, release of information forms, procedures and rules. | AC + 5 years | | DIVISION OFFICE |
| 3700-D02 | DEPARTMENT STUDENT FILES – DENTAL HYGIENE | Files document the preparation of students earning degrees or certification for licenses. May include: applications for admission; practicum hours; narrative evaluations; recommendations and related correspondence. | AC + 10 years | | DIVISION OFFICE |
| 3700-D03 | DEPARTMENT STUDENT FILES – ASSOCIATE DEGREE NURSING | | AC + 3 years | | DIVISION OFFICE |
| 3700-D04 | DEPARTMENT STUDENT FILES – VOCATIONAL NURSING | | AC + 2 years | | DIVISION OFFICE |
| 4525-D01 | DEPARTMENT STUDENT FILES – EMERGENCY MEDICAL SERVICES | | AC + 7 years | | DIVISION OFFICE |
| 3700-D06 | DEPARTMENT STUDENT FILES – MEDICAL LABORATORY TECH, NUCLEAR MEDICINE, SURGICAL TECHNOLOGY, RADIOLOGIC TECHNOLOGY | | AC + 10 years | | DIVISION OFFICE |
| 3700-D07 | DEPARTMENT STUDENT FILES - RESPIRATORY CARE, OCCUPATIONAL ASISTANT, PHYSICAL THERAPY ASSISTANT | | AC + 5 years | | DIVISION OFFICE |
| 3700-D14 | STUDENT DISABILITY FILES | Confidential student records, correspondence, supporting documentation, including records of accommodations provided. | FE + 10 years | | DIVISION OFFICE |
| 3700-D20 | DEPARTMENT STUDENT FILES – SAFETY & ENVORONMENTAL TECHNOLOGY | | AC + 10 years | | DIVISION OFFICE |

Admission&Assessment

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| 3700-D21 | DEPARTMENT STUDENT FILES – AUTOMOTIVE TECHNOLOGY, AVIATION MAINTENANCE TECHNOLOGY, TRANSPORTATION TECHNOLOGY | | AC + 5 years | | DIVISION OFFICE |
| 4525-02 | FIRE PREVENTION TECHNOLOGY | | AC + 5 years | | DIVISION OFFICE |

AcademicRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---|---|---|---|-------------------|
| 3725-01 | ACADEMIC ACTION NOTIFICATIONS | Copies of documentation notifying students of dismissal, academic probation, etc. | Termination of enrollment + 5 years. | | REGIS |
| 3725-02 | ADVANCED PLACEMENT AND CREDIT RECORDS | Transfer credit evaluations, national or state standardized test scores and reports (e.g., CLEP, AP, CPS), credit by examination authorizations and reports, military course documentation (e.g., DANTES, USAFI) and evaluations, non-traditional transcripts and credentials, life experience records, requests for advanced credit, and similar documentation used by a district to evaluate and determine award of credit by advanced placement. | | | REGIS |
| 3725-02a | ADVANCED PLACEMENT AND CREDIT RECORDS | If credit awarded. | Permanent | | REGIS |
| 3725-02b | ADVANCED PLACEMENT AND CREDIT RECORDS | If credit not awarded. | End of academic year in which decision made + 1 year. | | REGIS |
| 3725-03 | CONTINUING EDUCATION RECORDS (NON-FUNDED COURSES) | Registration forms, class lists, and similar records associated with preparation and registration for courses in continuing education. | End of academic term + 90 days. | | REGIS |
| 3725-03a | CONTINUING EDUCATION RECORDS (NON-FUNDED COURSES) | Texas Association of Alcoholism & Drug Abuse Counselors | FE + 4 years | | AVEOS |
| 3725-03b | CONTINUING EDUCATION RECORDS (NON-FUNDED COURSES) | Texas State Board of Public Accountancy | FE + 5 years | | AVEOS |
| 3725-03c | CONTINUING EDUCATION RECORDS (NON-FUNDED COURSES) | Texas Department of Insurance | FE + 4 years | | AVEOS |
| 3725-04 | COURSE REGISTRATION AND STATUS RECORDS | Class rosters, and similar records providing information on which courses student are registered for at the beginning of an academic term, including documentation evidencing the conditions under which courses are undertaken (e.g., audit, pass/fail, and credit/no credit authorizations or approvals) or evidencing changes to registration status during the term. | Permanent | | REGIS |
| 3725-05 | DEGREE PLANS | Also includes change of major/degree forms filled out by student. | AV after termination of enrollment. | | INITIATING OFFICE |
| 3725-06 | GRADE AND COURSE CREDIT RECORDS | | | | |
| 3725-06a | GRADE AND COURSE CREDIT RECORDS | Grade submitted by instructors, advanced credit posting authorizations, and grade documentation used in posting grades or credit data to transcripts. | Permanent | | REGIS |
| 3725-06b | GRADE AND COURSE CREDIT RECORDS | Faculty grade books. Record of students in course and work completed. Includes Blackboard accounts (instructor virtual grade book.) | AC + 5 years | AC= Course completion. | FACULTY OFFICE |
| 3725-06c | GRADE AND COURSE CREDIT RECORDS | Student Grade Reports. | Permanent | | REGIS |
| 3725-06d | GRADE AND COURSE CREDIT RECORDS | Grade appeals or change requests. | Permanent | | REGIS |
| 3725-06e | GRADE AND COURSE CREDIT RECORDS | Change of grade forms (update documents). | PERMANENT. | | REGIS |
| 3725-07 | GRADUATION APPLICATIONS AND AUTHORIZATIONS | Applications for graduation and authorizations certifying completion of degree requirements. | Permanent | | REGIS |
| 3725-08 | GRADUATION LISTS | Lists of students graduating with associate degrees or earning certifications in district sponsored non-degree programs. | Permanent | | REGIS |
| 3725-09 | HOLDS AND ENCUMBRANCES | Documents used to place (and remove) holds on the release of transcripts or other academic data. | End of semester Hold released. | | INITIATING OFFICE |
| 3725-10 | PERSONAL DATA UPDATE RECORDS | Change of address forms, name change authorizations, and similar source documentation used to update personal data information on transcripts or other student records. | AV after student record updated. | Retention Note: If a transcript or other student record is not updated, the source document providing the amended information must be retained for the same retention period as the record it was meant to update. This record group concerns update information on personal data only and does not include source documentation for updating grades and credits earned, as described in item number 3725-07. | REGIS |

AcademicRecords

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| 3725-11 | TRANSCRIPTS | Transcript, or a record equivalent in function, of the academic achievement of each enrolled student, documenting courses taken, credits granted, grades received, and any degrees or certifications awarded (including any narrative assessments or evaluations prepared in lieu of an assigned grade). | | | REGIS |
| 3725-11a | TRANSCRIPTS | | PERMANENT. | | REGIS |
| 3725-11b | WORKFORCE CONTINUING EDUCATION TRANSCRIPTS | | Date of award + 7 years. | By regulation – 19 TAC 9.114(b). Retention Note: Policies regarding the retention and release of such records are established by the institution in keeping with the institution's policies for other types of student educational records. | REGIS |
| 3725-12 | WITHDRAWAL AUTHORIZATIONS | Authorizations for a student to withdraw from classes after calendar deadlines without academic penalty for reasons acceptable to a district. | Permanent | | REGIS |
| 3725-13 | TRANSCRIPT REQUESTS (Student) | | Date of request + 1 year. | | REGIS |
| 3725-S15 | NEW STUDENT ORIENTATION RECORDS | Orientation records of students | 2 years | | STAO |
| 3725-S17 | STUDENT ORGANIZATION RECORDS | | 2 years | | STAO |
| 3725-S18 | STUDENT MAJOR FILES – ADVISING RECORDS | This series is used to provide a record of student academic progress. Most of the components in this series are reference copies of records maintained in the Registrar's Office. Records may include copies of: applications, admission documents, grade reports, degree program requirement lists, waivers, advisors reports showing progress towards academic degree, advising checklists and notes, copies of transcripts, curriculum sheets, recommendation letters, suspension notices, re-admission notices; comprehensive exam results; awards; and related documentation and correspondence. Portions of these records may be exempt from public disclosure. | AC + 5 years | | ACADEMIC ADVISOR |
| 3725-R19a | COMMENCEMENT RECORDS - PROGRAMS | This series documents commencement program planning and implementation. | Permanent | | REGIS |
| 3725-R19b | COMMENCEMENT RECORDS - WORKING FILES | This series documents commencement program planning and implementation at the institution. Records may include but are not limited to: commencement attendance forms; planning records created by commencement committees or other planning groups; and related documentation and correspondence. | 2 years | | REGIS |
| 3725-B30 | CHILD AND YOUTH PROGRAM PARTICIPANT RECORDS | This series documents the participation of children in programs sponsored by the college. The series may include: applications; enrollment records; progress reports and assessments; immunization records; parental consent forms; activity records; lists of attendees; and related correspondence. | AC+3 years. AC = Participants reach majority age 18. | | Initiating Dept. |
| 3725-C31 | INTRAMURAL SPORTS WAIVERS | This series documents the legally and medically informed students, faculty, and staff participating in intramural sports activities. The waiver affirms that participants have been informed that they are not covered by the institution for injury or other medical situations and have been advised to seek private insurance. | AC+3 years. AC = Conclusion of the intramural sports season. | | Director CFC |
| 3725-F13 | EXAMINATIONS, TESTS, TERM PAPERS, AND HOMEWORK RECORDS - CONTESTED. | This series documents student subject mastery in institution courses. Records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. This series does not include graduate student qualifying or comprehensive examinations. | AC. AC = Until resolved. | | FACULTY |

AcademicRecords

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| 3725-F14 | EXAMINATIONS,TESTS, TERM PAPERS, AND HOMEWORK RECORDS - UNCONTESTED. | This series documents student subject mastery in institution courses. Records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. This series does not include graduate student qualifying or comprehensive examinations. | AC + 1 term. AC = After course completion. | | FACULTY |
| 3725-F25 | ACADEMIC ADVISORY BOARDS AND COMMITTEES | This series documents the activities of standing academic committees including but not limited to: Curriculum Committee; Deans Council. This series may include meeting minutes; agendas; reports; notes; working papers; audio recordings; transcriptions; and related documentation and correspondence. | Permanent | | VPAA |
| 3725-B20 | CONTRACTS FOR CUSTOMIZED TRAINING | | FE + 5 years | | VPAA |
| 3725-F22 | ACADEMIC EVALUATIONS | | | | |
| 3725-F22a | ACADEMIC EVALUATIONS | Department Chair, Program Coordinator, and Directors performance review | Termination + 5 years | | PERS |
| 3725-F22b | ACADEMIC EVALUATIONS | Faculty performance review | Termination + 5 years | | PERS |
| 3725-F22c | ACADEMIC EVALUATIONS | Student evaluations of course instructors | FE + 5 years | | VPAA |
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FinancialAid

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--|--|--|--|---------------|
| 3750-01 | FINANCIAL AID APPLICATION AND AWARD RECORDS | Including (to the extent applicable to specific programs) applications, financial aid need analysis and eligibility forms: selective service registration compliance statements and any supporting documentation: statements of educational purpose: anti-drug abuse statements: student aid reports: authorization and award forms, copies of documents submitted by students or parents for verification of student aid application information: and similar records relating to the application for and award of grants, scholarships, loans, veterans education benefits, or opportunities to participate in work-study programs. | | | SFAO |
| 3750-01a | FINANCIAL AID APPLICATION AND AWARD RECORDS | Records of recipients. (1) Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs. (2) Pell Grant Program. (3) Stafford Student Loan and PLUS Programs, Direct Loan Program & Plus Parent Program. (4) Veterans Administration educational assistance allowances. (5) All other federal or state grant, scholarship, and work-study programs. (6) All other federal or state loan programs. (7) All local grant, scholarship, loan, or work study programs. a. College Work Study, and Supplemental Educational Opportunity Grant. | Submission of annual report for the award year + 5 years. End of award + 5 years End of period for which the loan was intended + 5 years Termination of enrollment + 5 years End of award + 5 years End of the period for which the loan was intended + 5 years End of award +3 years End of award period + 5 years | | SFAO |
| 3750-01b | FINANCIAL AID APPLICATION AND AWARD RECORDS | Records of those who applied for but did not receive financial aid. | End of academic period for which aid denied +1 year. | | SFAO |
| 3750-02 | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Including (to the extent applicable to specific programs) disbursement and repayment forms; receipts; account cards; copies of promissory notes; certifications of enrollment status or other data to grantors or lenders; cancellation, deferment, or payment extension documentation; work-study certifications and time reports; documentation of entrance and exit interviews; records of contacts concerning overdue loans; correspondence between the junior college and the borrower, collection agencies, and credit bureaus; and similar records relating to the disbursement of grants, veterans education benefits, and work-study funds and the disbursement and repayment of loans. | | | SFAO |
| 3750-02b | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Federal Work-Study (FWS) and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs. | Submission of annual report for the award year + 5 years. | By regulation - 34 CFR 675.19(b)(1) and 676.19(b). | BUOF |
| 3750-02c | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Pell Grant Program. | End of award year + 5 years. | By regulation - 34 CFR 690.82(a). | BUOF |
| 3750-02d | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Stafford Student Loans and PLUS Programs, Direct Loan Program, and PLUS Parent Program. | End of the period for which the loan was intended + 5 years. | By regulation - 34 CFR 682.610(a)(2). | BUOF |
| 3750-02g | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Veterans Administration educational assistance allowances. | Termination of enrollment + 5 years. | By regulation - 38 CFR 21.4209(f). | BUOF |
| 3750-02h | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | All other federal or state grant, scholarship, or work-study programs. | End of award year + 5 years. | | BUOF |
| 3750-02i | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Local grant, scholarship, or work-study programs. | End of award year + 5 years. | | BUOF |

FinancialAid

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| 3750-02j | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | All other federal or state loan programs whose funds are administered by a district. | Date of final repayment or cancellation + 5 years. | | BUOF |
| 3750-02k | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | Local loan programs. | Date of final repayment or cancellation + 5 years. | | BUOF |
| 3750-02l | FINANCIAL AID DISBURSEMENT AND REPAYMENT RECORDS | All other federal or state loan programs whose funds are administered by agencies other than a district. | End of the period for which the loan was intended + 5 years. | | BUOF |
| 3750-03 | TUITION EXEMPTION RECORDS | Applications for and supporting documentation evidencing the grant of tuition exemptions or remissions. | FE + 3 years. | | BUOF |

FERPA Records

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---|---|---|-------------------------------------|---------------|
| 3775-01 | ACCESS POLICIES | Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act. | US. | | VPSA |
| 3775-02 | ACCESS TO INFORMATION, RECORDS OF | Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student. | | | VPSA |
| 3775-02a | ACCESS TO INFORMATION, RECORDS OF | Documentation of requests from and disclosures to the student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the student, or to a party seeking directory information. | FE + 2 years. | | VPSA |
| 3775-02b | ACCESS TO INFORMATION, RECORDS OF | Documentation of requests from and disclosures to any party not included in (a). | PERMANENT. | By regulation - 34 CFR 99.32(a)(2). | VPSA |
| 3775-02c | ACCESS TO INFORMATION, RECORDS OF | Written consents from the student for information disclosure. | PERMANENT. | | VPSA |
| 3775-02d | ACCESS TO INFORMATION, RECORDS OF | Written refusals from the student to the disclosure of directory information. (1) If requests are valid as long as the student is enrolled. (2) If requests must be renewed each academic year or each academic term. | AV after termination of enrollment. US or AV after termination of enrollment, as applicable. | | VPSA |
| 3775-03 | ACCESS WAIVER RECORDS | Waivers of access by students to confidential letters and confidential statements of recommendation and revocations of such waivers. | For as long as the record to which access waiver documentation applies is maintained. | | VPSA |
| 3775-04 | PROTEST OF RECORD STATEMENTS | Statements by students commenting on contested information in a student record, or stating why he or she disagrees with a district's decision not to amend a record, or both. | For as long as the record containing the contested information is maintained. | By regulation - 34 CFR 99.21(c)(1). | VPSA |
| 3775-05 | RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION | Requests from students to amend student records, notices by a district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners. | Permanent | | VPSA |

AccreditationRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|----------------|------------------------------|--|------------------------------------|---|--------------------|
| 3800-01 | ACCREDITATION REPORTS | Final self-study evaluation reports and investigative and final accreditation reports from accrediting agencies relating to the accreditation status of a junior college. | PERMANENT. | | PRES |
| 3800-02 | PLANNING RECORDS | Preliminary self-studies; planning documents used to establish goals and indicators; achievement reports; documentation evidencing community, staff, and student involvement in the establishment of performance objectives; and similar records created in districts to plan for and monitor progress during interims between visits from accrediting agencies. | AV after subsequent accreditation. | Review before disposal; some records of this type may merit permanent retention for historical reasons. | Initiating Offices |

FAAccounting

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---------------------------------------|--|---|--|---------------|
| 3825-01 | FEE ASSESSMENT AND COLLECTION RECORDS | Records evidencing the assessment and collection of tuition and fees charged to and collected from each student. | Termination of enrollment + 5 years. | By regulation - 38 CFR 21.4209(f). Retention Note: The U.S. Department of Veterans Affairs requires that records as described above must be retained for 3 years from the termination of enrollment for all students, whether veterans or not. If fee statements and collection receipts are used as source documentation for entry of data on an account card or report maintained for each student, the statements and receipts may be treated as accounts receivable records and subject to the retention period given for item number 1025-27 in Local Schedule GR. If the statements and receipts are the only documentation of the assessment and collection of tuition and fees, they must be retained 3 years beyond termination of enrollment. If the enrollment period for a student is less than a year, fee assessment and collection records relating to the student must be retained for FE + 3 | BUOF |
| 3825-02 | FINANCIAL AID FUND ACCOUNTING RECORDS | Ledgers; journals; journal vouchers; banking records; applications and reports (including any non-fiscal performance evaluations or studies that may be required by terms of the program) submitted to federal, state, or other funding agencies; and similar records relating to the fiscal administration by a district of federal, state, or local grant, scholarship, loan, or work-study funds. | | Retention Note: For records involving the application by students for financial aid see item number 3750-01; for disbursement and repayment records maintained on each recipient see item number 3750-02. | BUOF |
| 3825-02a | FINANCIAL AID FUND ACCOUNTING RECORDS | Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs. | Submission of annual report for the award year + 5 years. | By regulation - 34 CFR 668.24, 674.19(e)(3)(i), 675.19(b)(1), and 676-19(b). | BUOF |
| 3825-02b | FINANCIAL AID FUND ACCOUNTING RECORDS | Pell Grants. | End of award year + 5 years. | By regulation - 34 CFR 690.82(a). | BUOF |
| 3825-02d | FINANCIAL AID FUND ACCOUNTING RECORDS | All other federal or state grant, scholarship, loan, and work-study programs whose funds are administered by a district. | Submission of annual report for the award year + 5 years; or, if no report required, end of award year + 5 years. | | BUOF |
| 3825-02e | FINANCIAL AID FUND ACCOUNTING RECORDS | Local grant, scholarship, loan, and work-study programs. | FE + 3 years. | | BUOF |

GED TestingRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---|--|--|--|---------------|
| 3875-01 | ANSWER SHEETS | | 30 days after posting to test score reports. | | TESTING |
| 3875-02 | APPLICATIONS FOR TESTING AND RESULT DOCUMENTATION | Applications to take the GED test and applications for GED certificates. | Permanent | | TESTING |
| 3875-03 | TEST BOOKLET INVENTORY LOGS | Inventory logs or similar records of test booklets or other testing instruments over which control is necessary to the security and integrity of the test. | FE + 2 years. | | TESTING |
| 3875-04 | TEST SCORES | Record of each person taking the GED test and the score received. | | | TESTING |
| 3875-04a | TEST SCORES | Records created after January 1, 2002. | 1 year after test administered. | Retention Note: As of January 1, 2002, all GED test scores are to sent and kept on a centralized scoring database system at the University of Texas at Austin. The testing centers are no longer the record holder of GED test scores. | TESTING |
| 3875-04b | TEST SCORES | Includes records created before January 1, 2002, which have not been entered into centralized scoring database at the University of Texas at Austin. | PERMANENT. | Retention Note: Do not confuse the test scores described here, which result from the administration of the GED test by a junior college, with GED test scores or copies of certificates that may be present among the admission and assessment records described in item number 3700-01. Records created before January 1, 2002 may be turned over to the University of Texas at Austin to be entered into the centralized scoring database. After ensuring they have been successfully entered into system, a testing center has the option to destroy according to | TESTING |

MiscCollegeRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---------------------------------|--|-------------------------------|--|-------------------|
| 3900-01 | CURRICULUM DEVELOPMENT FILES | Reports, studies, and similar records documenting the development of new courses and programs. | FE + 5 years. | Review before disposal; some records of this type may merit permanent retention for historical reasons. | VPAA |
| 3900-02 | DISCIPLINARY RECORDS | Documentation relating to violations and alleged violations of campus rules, codes of conduct, or other institution policies by students, including records relating to suspension, expulsion, or other disciplinary action. | | | VPSS |
| 3900-02a | DISCIPLINARY RECORDS | Records relating to violations that result in expulsion. | FE + 10 years. | | VPSS |
| 3900-02b | DISCIPLINARY RECORDS | Records relating to all other disciplinary action and those concerning investigations that do not result in disciplinary action. | FE + 10 years | Retention Note: This record group does not include records relating to academic probation, suspension, or other action arising from a student's academic performance. | VPSS |
| 3900-03 | ENROLLMENT CENSUS REPORTS | Attendance reports prepared by faculty on class census day and used as source documentation for enrollment reports submitted to the Texas Higher Education Coordinating Board. | Permanent | | VPSS |
| 3900-05 | RECRUITMENT RECORDS | Advertisement tear sheets, direct mail pieces, promotional literature, and similar material used to recruit students, including any training materials or manuals used to instruct recruitment representatives of a junior college. | One copy of each for 3 years. | Retention Note: Publications such as college catalogs, course schedules, descriptive brochures or view books, posters, and videotapes serve a direct or indirect promotional or recruitment function. One copy of each must be retained permanently because these publications are subject to the records descriptions and retention periods under item numbers 1000-37 (Photographs, Recordings, and Other Non-Textual Media) and 1000-39 (Publications) in Local Schedule GR. | VPSS |
| 3900-06 | ROOM SCHEDULING RECORDS | | AV. | | VPSS |
| 3900-07 | STATISTICAL REPORTS | Annual statistical reports of enrollment, grades, graduates, racial/ethnic composition, student-instructor ratios, and other education-related matters submitted to the governing body, state or federal agencies, or accrediting organizations. | PERMANENT. | | VPSS |
| 3900-F71 | COURSE RECORDS | This series provides a record of departmental course offerings and individual course content. This series may include but is not limited to : syllabi; course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; bibliographies; reading lists; course announcements; handout materials; and related documentation and correspondence. | AC+7 years | | Academic Office |
| 3900-F74 | STUDENT SUPPORT PROGRAM RECORDS | Administrative Records for special instructional and support programs directed to serve elementary through high-school and non-institution students belonging to special minority , or disadvantaged groups. This series comprises policy and program planning and development documentation. | Permanent | | Supporting Office |

LibraryRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|-------------------------------|---|------------------|--|---------------|
| 3925-01 | ACCESSION/DEACCESSION RECORDS | Records used to update library catalogs or inventory records of the accession through purchase or gift or the deaccession through loss or withdrawal of library and museum materials. | AV. | Retention Note: This record series does not include the record copy of purchase requisitions or orders or accounts payable documentation. See item numbers 1025-26 and 1075-03. | LIBO |
| 3925-02 | BORROWER REGISTRATION RECORDS | Records documenting the registration of borrowers. | AV. | | LIBO |
| 3925-03 | CIRCULATION RECORDS | Records documenting the circulation of library materials to individual borrowers. | AV. | | LIBO |
| 3925-04 | INTERLIBRARY LOAN RECORDS | Records relating to the lending and borrowing of library materials through interlibrary loan. | AV. | Retention Note: It is an exception to the retention period for this item that if interlibrary loan services are funded by indirect grants from the U.S. Department of Education, the record copy of documents evidencing interlibrary loan activity must be retained for FE + 7 years. See introductory retention note concerning grant records in Part 2 of Local Schedule GR. | LIBO |
| 3925-05 | INVENTORY RECORDS | Shelf lists or equivalent records showing current library and museum holdings. | US | | LIBO |
| 3925-06 | LIBRARY CATALOGS | | US | | HRLC |
| 3925-L01 | LIBRARY CONSORTIUM AGREEMENTS | | | | HRLC |
| 3925-L01a | LIBRARY CONSORTIUM AGREEMENTS | Policy agreements with member institutions. | Permanent | | HRLC |
| 3925-L01b | LIBRARY CONSORTIUM AGREEMENTS | Operational agreements with member institutions. | US | | HRLC |

CampusSecurity

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|-----------------|---|--|------------------|--|---------------|
| 3950-01 | CAMPUS CRIME STATISTICS | Records created pursuant to The Clery Act (20 USC, Section 1092(f) and 34 CFR, Section 668.46. | | | POLC |
| 3950-01a | ANNUAL SECURITY REPORT | | PERMANENT. | | POLC |
| 3950-01d | CRIME STATISTICS | Statistics on criminal homicide; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; and arrests for liquor law violations, drug law violations and illegal weapons possession. | FE + 3 years. | Retention Note: Includes crimes occurring on campus, in or on noncampus buildings or property, and on public property as defined by 34 CFR, Section 668.46(a). | POLC |
| 3950-01b | CRIME LOG | A written, easily understood crime log that records the nature, date, time, general location, and disposition of the complaint (if known) of crimes investigated by campus police. | FE + 7 years. | Retention Note: Includes crimes occurring on campus, on a noncampus building or property, on public property as defined by 34 CFR, Section 668.46(a), or within the patrol jurisdiction of campus police. | POLC |
| 3950-01c | EMERGENCY RESPONSE AND EVACUATION PROCEDURES | Policies developed to provide warning to students and employees of crimes representing a threat to safety. | US+ 5 years. | | POLC |

PublicSafetyRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---|--|--|--|---------------|
| 4025-01d | ACTIVITY AND STATISTICAL REPORTS | Chronological Logs or Registers of Activities. | FY + 1 year | See also Campus Crime Statistics #3950-01d | POLC |
| 4025-03a | GENERAL AND EMERGENCY ORDERS | Orders issued by the head of the Police department or deputies possessing the requisite authority, establishing policy or standard operating procedures. | US + 5 years | | POLC |
| 4025-03c | GENERAL AND EMERGENCY ORDERS | Codes of conduct | Permanent | | POLC |
| 4025-05a | PLANNING STUDIES AND REPORTS | Special reports or studies prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state agency or court. | Permanent | | POLC |
| 4025-05b | PLANNING STUDIES AND REPORTS | All other planning reports or studies. | FE+5 years | | POLC |
| 4050-03a | VEHICLE ASSIGNMENT RECORDS | Logs, registers or similar records documenting the sign-out and use of public safety vehicles by personnel. | FE + 1 year | | POLC |
| 4050-04 | VEHICLE HISTORY AND MAINTENANCE RECORDS | Master record on each public safety vehicle and its apparatus and containing the following: complete description including identification and license numbers; title and registration papers: annual beginning and ending odometer readings: total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service, and repair). | LA | | POLC |
| 4050-05a | WEAPONS RECORDS | Records of issuance of weapons to public safety personnel. | Until return of the weapon +3 years | | POLC |
| 4050-05d | WEAPONS RECORDS | Inventories of weapons. | US +3 years | | POLC |
| 4075-01 | INTERNAL AFFAIRS INVESTIGATION RECORDS | Records documenting the initiation, investigation, and disposition of internal affairs investigations of alleged misconduct by law enforcement officers, fire department personnel, and emergency medical services personnel. | | | POLC |
| 4075-01a | INTERNAL AFFAIRS INVESTIGATION RECORDS | Records of investigation of law enforcement shooting incidents which result in death or injury to any person, including a police officer. | Permanent | | POLC |
| 4075-01b | INTERNAL AFFAIRS INVESTIGATION RECORDS | Records of investigations that result in sustained formal discipline | FE + 15 years | | POLC |
| 4075-01d | INTERNAL AFFAIRS INVESTIGATION RECORDS | Records of investigations whose findings are not sustained, or in cases where accusations are determined to be unfounded or the accused is exonerated. | FY + 3 years | | POLC |
| 4100-05 | DISPATCH REPORTS | Record created by dispatcher on each call for service showing date and time call received, nature of call, and details of action taken in response to call. | FE + 2 years | | POLC |
| 4125-02 | ARREST REPORTS | Arrest report and fingerprints on each person arrested by the law enforcement agency and charged with a felony or a misdemeanor not punishable by fine only. | 75 years or date of death of individual if known | Retention Note: If the arrest report does not provide the following information, documents from offense investigation records (see item number 4125-05) sufficient to provide the information must be retained 75 years or until date of death of the individual, if known: the name (including aliases), date of birth, and physical description of the offender; the name of the arresting agency; the arrest charge and whether it is a felony or a misdemeanor; the date of arrest; and the date and exact disposition of the case by the agency. | POLC |
| 4125-04 | VIDEO AND AUDIO RECORDINGS FROM POLICE VEHICLES | Video or audio recordings of persons detained for possible DWI or other violations. | | | POLC |
| 4125-04a | VIDEO AND AUDIO RECORDINGS FROM POLICE VEHICLES | Video or audio recordings of persons on whom charges are not filed. | 90 days after the date of the stop. | By law -Code of Criminal Procedure, art. 2.135-2(b). | POLC |

PublicSafetyRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---|---|--|--|---------------|
| 4125-04b | VIDEO AND AUDIO RECORDINGS FROM POLICE VEHICLES | Video or audio recordings of persons on whom charges are filed. 1) Class C misdemeanors. 2) Offenses greater than Class C misdemeanors. | 90 days after the date of the stop. 30 days after entry of judgment in case | By law -Code of Criminal Procedure, art. 2.135-2(b). | POLC |
| 4125-05 | OFFENSE INVESTIGATION RECORDS | Offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; arrest reports (Class C misdemeanors only); citations; affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance. | | | POLC |
| 4125-05a | OFFENSE INVESTIGATION RECORDS | Cases not cleared | Until the statute of limitations has expired. | | POLC |
| 4125-05b | OFFENSE INVESTIGATION RECORDS | Cases in which an arrest is made or a citation issued and a law enforcement agency has certain knowledge of the pretrial or adjudicated disposition of an arrested or cited person and considers the case to have been cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. (1) Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only (including arrest reports and citations). (2) Class A and B misdemeanors and state jail felonies. (3) Second and third-degree felonies. (4) First-degree and capital felonies. (5) Driving while intoxicated offenses. (6) Or, for any classification of offense. | 6 months 2 years 10 years 50 years 10 years | | POLC |
| 4150-01 | ACCIDENT REPORTS | Records relating to traffic accidents, including accident reports, supplemental accident reports, photographs, correspondence, and related documentation. | | | POLC |
| 4150-01a | ACCIDENT REPORTS | Originals to be sent to the Texas Dept. of Transportation. | | | POLC |
| 4150-01b | ACCIDENT REPORTS | Copies : 1) Accident reports in which no arrest is made. 2) Accident reports in which an arrest is made. | AV A copy of the accident report must be retained for the appropriate retention period under item # 4125-05b. | | POLC |
| 4150-07 | INCIDENT REPORTS | Reports concerning incidents or complaints that, after investigation, did not appear to have involved the commission of a crime | 3 years. | | POLC |

PublicSafetyRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---|---|--|--|---------------|
| 4150-09 | WARNING CITATIONS | Warning citations issued for violations of motor vehicle laws or for those violations of the penal code (e.g., criminal trespass) in which the issuance of warning citations is customary. | 5 years. | | POLC |
| 4150-09a | WARNING CITATIONS | Citations issued in Amarillo College parking lots. | 2 years | | POLC |
| 4175-05 | LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS | Reports, logs, and other records pertinent to documenting the dissemination of criminal histories and other information to law enforcement or other agencies through crime information networks (e.g., TCIC, NCIC) or by other methods and similar records documenting inquiries for and the receipt of information. | | | POLC |
| 4175-05c | LAW ENFORCEMENT INFORMATION DISSEMINATION, INQUIRY, AND RECEIPT RECORDS | Records of inquiries for and the receipt of information, including criminal histories | AV | | POLC |
| 4175-09 | PROPERTY RECORDS | Reports, logs, property cards, receipts, notices, and similar records documenting the receipt, processing, chain of custody, and disposition by return, destruction, or sale of evidential, stolen, abandoned, unclaimed, impounded, or recovered property, including motor vehicles, by a law enforcement agency. | FE of return or disposal of property + 3 years. | | POLC |
| 4175-10 | SEX OFFENDER REGISTRATION RECORDS | All documentation relating to the registration of sex offenders for reportable convictions or adjudication with a municipal police department or a sheriff pursuant to the Texas Code of Criminal Procedure, Chapter 62 | 75 years, or until sex offender's death, but see retention note. | Retention Note: If the law enforcement agency has certain knowledge that a registrant has moved from its jurisdiction, the registration records of the person need only be retained as long as administratively valuable. All documentation relating to the registration of a sex offender who is required to register for life shall be kept until the death of the sex offender. [28 CFR. 811.6]. When a person is no longer required to register as a sex offender, all information about the person must be removed from the sex offender registry. [Code of Criminal Procedure, Section 62.251]. | POLC |
| 4175-12 | STOLEN PROPERTY RECORDS | STOLEN PROPERTY RECORDS Cards, lists, or logs providing an abstract record of stolen property, including stolen vehicles, usually including description of item or vehicle, place and date stolen, serial numbers, and similar information. | AV. | | POLC |
| 4175-14 | UNIFORM CRIME REPORT | Copies of uniform crime reports submitted to the Texas Department of Public Safety. | | | POLC |
| 4175-14b | UNIFORM CRIME REPORT | Annual reports. | Permanent | | POLC |
| 4250-02b | CRIMINAL PROCEESS | Search warrants and inventories of property. | Return to court after use. | | POLC |
| 4325-02 | WEAPONS PROFICIENCY TESTS | Reports of weapons proficiency tests administered to peace officers. | US +3 years or date of separation + 1 year | | POLC |
| 4325-03 | RESIGNATION OR TERMINATION, REPORTS OF | Copies of reports from a law enforcement agency to the Texas Commission on Law Enforcement Standards and Education on the resignation or termination of persons from the agency who are licensed by the commission. | Date of Separation + 5 years | By regulation - 37 TAC 217.7 (g). Reporting requirements Texas Occupations Code, Section 1701.451. | POLC |
| 4475-P07c | HAZARDOUS MATERIALS RECORDS | Tier II report | Submission Date + 30 years. | | PPGS |
| 4475-V30 | CRISIS OR DISASTER RECORDS | This series documents the events and damages to institutional property due to storms, riots, fires, droughts, floods, and other events affecting citizens and facilities within the jurisdiction of the institution. This series may include but is not limited to: diaries; logs; reports; photographs; notes which indicate or document what happened, when, and where; and related documentation and correspondence. | 5 years. | | POLC |

PublicSafetyRecords

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--------------------------------------|--|------------------|---------|---------------|
| 4475-08a | INSPECTION AND CERTIFICATION RECORDS | Records of various inspections required under the Fire Safety Code, State Building Code, or municipal ordinance. Includes inspection records and certificates/compliance. May include inspections for fire extinguishers, fire alarms, sprinkler, smoke detectors, boilers, and elevators. | FE +3 year | | PPGS |

| | A | B | C | D | E | F |
|---|------------------|--------------------------------|--|------------------|---|-------------------------------|
| 1 | RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
| 2 | 4775-02 | DENTAL HYGIENE PATIENT RECORDS | Identification of the practitioner providing treatment; medical and dental history; billing and payment records; appointment records; dental patient folder. | AC + 10 years | By regulation - 22 TAC 108.8(b) for minimum retention required for dental records maintained by dentist. Retention Note: Because of the use of these records for identification purposes, the Texas Department of Public Safety recommends dental records be maintained a minimum of 10 years. | DIRECTOR DENTAL HYGIENE |

WorkplaceSafety

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---------------------------------|---|---|--|-----------------|
| 5050-07(b) | LANDFILL RECORDS | Records of solid waste landfill disposal sites. Copies of correspondence and responses relating to the facility. | Life of the facility | By regulation - 30 TAC 330.125(d) | PPGS |
| 5250-09 | DEMOLITION RECORDS | Records relating to the demolition and clearance of buildings, including demolition orders, inspection reports, notices to property owners, and any related court documents. | Date of demolition + 10 years. | Retention Note: Asbestos abatement records relating to building demolitions are retained separately as asbestos management records #5450-01. Review all Demolition Records before disposal ; some documentation of this type may merit Permanent retention for historic or legal reasons. See litigation note in Introduction page2, of the Local Schedule GR. | PPGS |
| 5450-01 | ASBESTOS MANAGEMENT RECORDS | | | | PPGS |
| 5450-01a | ASBESTOS MANAGEMENT RECORDS | Records of asbestos abatement projects in public buildings | 30 years from completion of project | By regulation - 25 TAC 295.62(a) | PPGS |
| 5450-01b | ASBESTOS MANAGEMENT RECORDS | Records of asbestos inspections | FE + 5 years. | | PPGS |
| 5450-04a | PEST CONTROL RECORDS | Records of pesticide applications, inspections, and sampling, notifications, and other documentation required by pesticide regulations. | FE + 2 years | By Law - Agriculture Code, Section 76.3114(c) and by regulation -4 TAC 7.33 (a) and 4 TAC 7.144 (a). | PPGS |
| 5450-05 | STORAGE TANK (IMMOVABLE) SYSTEM | Documentation of compliance with regulations for underground tank systems storing petroleum products. a. Original and amended tank registration and certification documents e. Operation and maintenance records of storage tank systems including records relating to inspection, servicing, testing, and inventory control. i. Records for repairs and relining. (1). General information related to the repair or relining of a storage tank. (2). Results of inspections, tests, and maintenance activities. | a. Operational life of the storage tank system. e. 5 years i1. Operational life of the storage tank system i2. 5 years | a. By regulation: 30 TAC 334.130(b)(1)(A) and 334.10 (b)(2)(A). b. By regulation: 30 TAC 334.48 (g). i1. By regulation: 30 TAC 334.52 (d)(2)(A) and (c). i2. By regulation: 30 TAC 334.52 (d)(2)(B). | PPGS |
| 5750-01 | SAFETY TRAINING RECORDS | Employee training and certification for personal safety, fire, active shooter, severe weather, CPR and first aid, equipment operation, hazardous material handling and emergency procedures, driver training. This record series may include: sign off sheets indicating employees have received training, instruction sheets, informational materials, related documentation and correspondence. | FE + 5 years | | INITIATING DEPT |
| 5750-02 | FACILITY CHEMICAL LISTS | Copies of tier two forms containing information of hazardous chemicals present in local government facilities submitted to the fire chief of the fire department having jurisdiction over the facilities and to the Texas Department of State Health Services as required by Health and Safety Code, Section 506.006. | 30 years. | By law – Health and Safety Code, Section 506.006. | POLC |
| 5750-03 | HAZARD COMMUNICATION PLANS | Plans describing how criteria of the Hazard Communications Act (Chapter 502, Health and Safety Code) with regard to the education and training of employees will be met. | US + 5 years. | By law - Health and Safety Code, Section 502.009(g). | PPGS |

WorkplaceSafety

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|---------|--------------------------------------|--|--|--|------|
| 5750-04 | HAZARDOUS MATERIALS TRAINING RECORDS | Records of training given to employees in a hazard communications program showing the date of each training session, subjects covered during the session, rosters of employees who attended, and the names of instructors. | FE + 5 years. | By law - Health and Safety Code, Section 502.009(g). | PPGS |
| 5750-05 | MATERIAL SAFETY DATA SHEETS (MSDS) | Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals. | AV after receipt of updated sheet or the hazardous chemical is no longer present in the local government, as applicable. | | PPGS |
| 5750-06 | WORKPLACE CHEMICAL LISTS | Lists of hazardous chemicals, including superseded lists, compiled and maintained by local governments in accordance with the Health and Safety Code, Section 502.005. | FE + 30 years. | By law - Health and Safety Code, Section 502.005(d). | PPGS |
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ITAutoApplications

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|---|--|---|--|---------------|
| 5800-01 | AUDIT TRAIL RECORDS | Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs. | Until audit requirements met. | | ITS |
| 5800-02 | FINDING AIDS, INDEXES, AND TRACKING SYSTEMS | Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records. | Until the related hard copy or electronic records have been destroyed. | | ITS |
| 5800-03 | HARDWARE DOCUMENTATION | Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. | 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. | Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, Public Information Act request, etc. any hardware documentation required to retrieve and read the records must also be retained for the same period. | ITS |
| 5800-04 | MASTER FILE RECORDS | Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. | <p>Until completion of 3rd system backup cycle except for:</p> <p>a) Electronic file which replaces or serves in lieu of a textual record - Follow the retention period approved for the equivalent textual record;</p> <p>b) Electronic file containing fiscal information, for which an equivalent textual record exists, but which is also subject to audit - Dispose of after all audit questions have been resolved; and</p> <p>c) Output data file extracted from system solely to distribute data to individuals or program units for reference and use or to produce printed reports or other publications - Dispose of after data is distributed or when no longer needed to create publication.</p> | Retention Note: The need to retain "snapshots" of some continuing master files should be carefully evaluated. For example, if a Geographic Information System has only current mapping information, historical versions of zoning changes would not be available even though these records have long-term legal and historical value. | ITS |
| 5800-05 | PROCESSING RECORDS | <p>Electronic files used to produce a master file, including, but not limited to, work files, maintenance and test files, print files, and intermediate input/output records.</p> <p>a). Routine or benchmark file used to test system performance, and</p> <p>b). File which facilitates processing of a particular job or system run, but which does not add to, delete from, or substantially modify information in a master file -</p> | <p>Until completion of 3rd system backup cycle except for:</p> <p>AV</p> <p>AV</p> | | ITS |

ITAutoApplications

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|-------------------------|---|--|---|---------------|
| 5800-06 | SOFTWARE PROGRAMS | Automated software applications and operating system files including job control language, program listing/source code, etc. | 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. | Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, Public Information Act request, etc. any software program required to retrieve and read the records must also be retained for the same period. | ITS |
| 5800-08 | TECHNICAL DOCUMENTATION | Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. | 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. | Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, open records action, etc. any technical documentation required to retrieve and read the records must also be retained for the same period. | ITS |

ComputerOperations

| RECORD NUMBER | RECORD TITLE | RECORD DESCRIPTION | RETENTION PERIOD | REMARKS | RECORD HOLDER |
|---------------|--|--|---|--|---------------|
| 5825-01 | ACCESS SECURITY RECORDS | Records created for security purposes to control or monitor individual access to a system and its data, including but not limited to user account records, security login information, and password files. | Retain until all audit or legal requirements have been met. | | ITS |
| 5825-02 | BATCH DATA ENTRY CONTROL RECORDS | Forms and logs used to reconcile batches submitted for processing against batches received and processed. | AV after reconciliation confirmed. | | ITS |
| 5825-03 | CHARGEBACK RECORDS TO DATA PROCESSING SERVICES USERS | Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes. | FE + 3 years. | Retention Note: Review before disposal; some records merit PERMANENT or long-term retention for historical or legal reasons. | ITS |
| 5825-04 | COMPUTER JOB SCHEDULES AND REPORTS | Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed. | 90 days. | Retention Note: Before disposal appraise for continuing administrative usefulness and historical value. Those records relating to major development projects and other records considered of historical value should be retained PERMANENTLY . | ITS |
| 5825-05 | DATA PROCESSING POLICIES AND PROCEDURES | Records of data processing policies and procedures including those covering access and security, systems development, data retention and disposition, and data ownership (records of procedures for data entry, operation of computer equipment, production control, system backup, compliance with electronic records rules, etc.). Does not include technical documentation of procedures necessary for reading or processing of electronic records (see item number 5800-08). | Until superseded, expired, or discontinued + 5 years. | | ITS |
| 5825-06 | DATA PROCESSING PLANNING RECORDS | Reports, studies, analyses, projections, and similar records concerning the creation, development, or modification of data processing systems and services except for disaster recovery plans (see item number 5825-07). | FE + 5 years. | | ITS |
| 5825-07 | NETWORK SYSTEMS Disaster preparedness and recovery plans | Records related to the protection and re-establishment of data processing services and equipment in case of a disaster. | US. | | ITS |
| 5825-08 | ELECTRONIC MEDIA LIBRARY SYSTEM RECORDS | Records used to control the location, maintenance, and disposition of media in an electronic media library except for records destruction documentation that is maintained permanently (see item number 1000-40). | Until related records or media are destroyed or withdrawn from the library. | | ITS |
| 5825-09 | INPUT DOCUMENTS | Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and original records are maintained by the program unit except for data entry documents noted elsewhere in this schedule or other schedules adopted by the commission. | Until all data has been entered into the system and, if required, verified. | | ITS |
| 5825-10 | NETWORK CIRCUITS INVENTORIES | Records containing information on network circuits used by the government including circuit number, vendor, type of connection, terminal series, software, contact person, and other relevant information about the circuit. | US. | | ITS |
| 5825-11 | NETWORK IMPLEMENTATION RECORDS | Records used to implement a computer network including reports, diagrams of network, and wiring schematics. | US. | | ITS |
| 5825-12 | OPERATING SYSTEM AND HARDWARE CONVERSION PLANS | Records relating to the replacement of equipment or computer operating systems not included elsewhere in this schedule. | 1 year after completion of conversion. | | ITS |
| 5825-13 | OUTPUT RECORDS FOR COMPUTER PRODUCTION | Reports showing transactions that were accepted, rejected, suspended, and/or processed. | AV. | Retention Note: Does not include purchasing records for computer software or hardware such as individual personal computers, which are covered in Part 4 of this schedule. | ITS |

Computer Operations

| | | | | | |
|----------|--|---|--|--|-----|
| 5825-14 | QUALITY ASSURANCE RECORDS | Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy. | Until no longer needed as an audit trail for records modified. | | ITS |
| 5825-15 | PROJECT RECORDS | Records created and used in the development, redesign, or modification of automated systems or applications. | | | ITS |
| 5825-15a | PROJECT RECORDS | Project management records, design documentation, feasibility studies, justifications, user requirements, etc. | 3 years after completion of project. | | ITS |
| 5825-15b | PROJECT RECORDS | Routine status reports, memos, and correspondence. | AV. | | ITS |
| 5825-16 | SYSTEM ACTIVITY MONITORING RECORDS | Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc. | AV. | Retention Note: The disposal of Internet cookies need not be documented through destruction authorizations (1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (1000-40(d)). | ITS |
| 5825-17 | ELECTRONIC RECORDS TRAINING RECORDS | Memoranda, flyers, catalogues, registration forms, rosters, and other records documenting training courses provided users of electronic records systems. (1) If the training is required to hold or to continue to hold a specific position or if the training is required of all employees. (2) If the training is not required to hold or continue to hold a specific position of if the training is not required of all employees. | Date of separation + 5 years. AV | | ITS |
| 5825-18 | INTERNET COOKIES | Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers. | AV. | | ITS |
| 5825-19 | HISTORY FILES – WEB SITES | A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of a user's progress. | AV. | | ITS |
| 5825-20 | SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS | | LA + 3 years. | | ITS |
| 2825-C01 | SERVER SOFTWARE & APPLICATIONS | | Permanent | | ITS |
| 2825-C03 | HELP NET MAINTENANCE LOG | Requests for assistance with computer problems | AV | | ITS |
| 2825-C04 | RESOURCE INFORMATION FOR COMPUTER CENTER | | Permanent | | ITS |
| 2825-C05 | DATA ELEMENT DICTIONARY | | Permanent | | ITS |
| 2825-C06 | INSTITUTIONAL DATA BOOK | | Permanent | | ITS |

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