## Category 5: Support Services Records
### Section 5.1 – General

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Agency Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.001</td>
<td>86</td>
<td>Contracts and Leases</td>
<td>AC + 4</td>
<td>AC + 4</td>
<td>AC = Expiration or termination of the instrument according to its terms. See item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.</td>
</tr>
<tr>
<td>5.1.003</td>
<td>100</td>
<td>Delivery Reports</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>204</td>
<td>Mail - Forwarding Address</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>207</td>
<td>Mail - Shipping/Freight Information</td>
<td>AV</td>
<td>AV</td>
<td></td>
</tr>
<tr>
<td>5.1.004</td>
<td>206</td>
<td>Mailing and Telecommunications Lists</td>
<td>US</td>
<td>US</td>
<td></td>
</tr>
<tr>
<td>5.1.005</td>
<td>278</td>
<td>Postage Records</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
</tr>
</tbody>
</table>

**Retention Codes (Field 7)**
- AC – After Closed, Terminated, Completed, Expired, Settled
- CE – Calendar Year End
- LA – Life of Asset
- PM – Permanent
- US – Until Superseded

**Archival Codes (Field 8)**
- I – Transfer to University Archives
- O – Review by University Archivist

Revisions to the TTU System RRS approved on August 28, 2012
## STATE OF TEXAS

### Records Retention Schedule

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2. **Agency Code**: 768

3. **Agency Name**: Texas Tech University System

4. **Records Series Item No.**

5. **Agency Item No.**

6. **Record Series Title**

7. **Retention Period**

8. **Archival**

9. **Remarks**

10. **Agency Storage Total**

11. **TSLAC ONLY Amend. No.**

---

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.007</td>
<td>Requisitions for In-Agency or Inter-Agency Copy/Printing Service</td>
<td>AV</td>
<td>AV</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes word processing and data processing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.011</td>
<td>Photocopy and Telefax Usage Logs and Reports</td>
<td>AV</td>
<td>AV</td>
<td></td>
</tr>
<tr>
<td>5.1.012</td>
<td>Charge Schedules/Price Lists</td>
<td>US + 3</td>
<td>US + 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.013</td>
<td>Insurance Policies</td>
<td>AC + 4</td>
<td>AC + 4</td>
<td>AC = Expiration or termination of the policy according to its terms.</td>
</tr>
<tr>
<td></td>
<td>For vehicles, equipment, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.014</td>
<td>Office Procedures</td>
<td>US + 1</td>
<td>US + 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Retention Codes (Field 7)

- **AC** – After Closed, Terminated, Completed, Expired, Settled
- **AV** – (as long as) Administrative Value
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- **FE** – Fiscal Year End
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### Archival Codes (Field 8)

- **I** – Transfer to University Archives
- **O** – Review by University Archivist

---

Revisions to the TTU System RRS approved on August 28, 2012
<table>
<thead>
<tr>
<th>Agency Code</th>
<th>Agency Name</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
</tr>
</thead>
<tbody>
<tr>
<td>768</td>
<td>Texas Tech University System</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5.1.015</td>
<td>Mailing and Correspondence Tracking Records</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>5.1.017</td>
<td>Contract Logs</td>
<td></td>
<td>FE + 3</td>
<td>FE + 3</td>
</tr>
</tbody>
</table>

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Revisions to the TTU System RRS approved on August 28, 2012
### Category 5: Support Services Records
#### Section 5.2 – Facilities Management

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.001</td>
<td>29 Appraisals - Building or Property</td>
<td>AV</td>
<td>AV</td>
<td>O</td>
</tr>
<tr>
<td>5.2</td>
<td>52 Boiler Records</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>58 Building Capital Improvement Program</td>
<td>AC + 3</td>
<td>O</td>
<td>AC = After submission to the Coordinating Board.</td>
</tr>
<tr>
<td>5.2.002</td>
<td>60 Building Construction Project Files</td>
<td>AC + 10</td>
<td>O</td>
<td>AC = Completion of project. See also item numbers 5.2.003 and 5.2.028.</td>
</tr>
<tr>
<td>5.2.003</td>
<td>61 Building Plans and Specifications</td>
<td>Owned= LA</td>
<td>Owned= LA</td>
<td>I</td>
</tr>
<tr>
<td>5.2.004</td>
<td>62 Building Space Requests</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4</td>
<td>99 Deeds and Easements</td>
<td>LA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.006</td>
<td>70 Destruction, Certificate of Destruction of Property</td>
<td>FE + 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.007</td>
<td>94 Damage Reports</td>
<td>FE + 3</td>
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<td></td>
</tr>
</tbody>
</table>

#### Retention Codes (Field 7)
- AC – After Closed, Terminated, Completed, Expired, Settled
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#### Archival Codes (Field 8)
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Revisions to the TTU System RRS approved on August 28, 2012
### Records Retention Schedule

**Texas Tech University System**

<table>
<thead>
<tr>
<th>Records Series Item No.</th>
<th>Agency Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.008</td>
<td>127</td>
<td><strong>Equipment History File and Service Agreements</strong></td>
<td>LA + 3</td>
<td>LA+3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agreements or contracts between the agency and equipment vendor to provide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>maintenance service for equipment. Includes requests for installation, moves,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>service, etc.; and service/repair logbooks, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.009</td>
<td>128</td>
<td><strong>Equipment Inventory Detail Report Forms</strong></td>
<td>FE + 3</td>
<td>FE+3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Updates agency portion of the inventory listing and adds, changes, transfers, or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>deletes items from inventory.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.010</td>
<td>129</td>
<td><strong>Equipment Manuals</strong></td>
<td>LA</td>
<td>LA</td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>130</td>
<td><strong>Equipment Use Logs</strong></td>
<td>AV</td>
<td>AV</td>
<td></td>
</tr>
<tr>
<td>5.2.011</td>
<td>131</td>
<td><strong>Equipment Warranties</strong></td>
<td>AC + 1</td>
<td>AC + 1</td>
<td>AC = Expiration of warranty.</td>
</tr>
<tr>
<td>5.2.012</td>
<td>132</td>
<td><strong>Estimate Files (Supply and Repair Cost Estimates)</strong></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Retention Codes (Field 7)**

- **AC** – After Closed, Terminated, Completed, Expired, Settled
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**Archival Codes (Field 8)**

- **I** – Transfer to University Archives
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SLR 105

**Revisions to the TTU System RRS approved on August 28, 2012**
<table>
<thead>
<tr>
<th>Records Series No.</th>
<th>Agency Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
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</thead>
<tbody>
<tr>
<td>5.2.014</td>
<td>175</td>
<td><strong>Inventory - Annual Physical</strong>&lt;br&gt;Property, equipment, supply verification.</td>
<td>FE + 3</td>
<td>FE + 3</td>
</tr>
<tr>
<td>5.2.015</td>
<td>227</td>
<td><strong>Notices of Equipment Removed From Inventory</strong></td>
<td>FE + 3</td>
<td>FE + 3</td>
</tr>
<tr>
<td>5.2.016</td>
<td>174</td>
<td><strong>Inventory System Update Listings</strong>&lt;br&gt;Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.</td>
<td>AC</td>
<td>AC</td>
</tr>
<tr>
<td>5.2.018</td>
<td>289</td>
<td><strong>Quality Control Reports</strong></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>5.2.019</td>
<td>324</td>
<td><strong>Service Orders</strong>&lt;br&gt;Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>5.2.020</td>
<td>412</td>
<td><strong>Supply Usage Records</strong></td>
<td>FE + 1</td>
<td>FE + 1</td>
</tr>
</tbody>
</table>

**Retention Codes (Field 7)**<br>AC – After Closed, Terminated, Completed, Expired, Settled<br>AV – (as long as) Administrative Value<br>CE – Calendar Year End<br>FE – Fiscal Year End<br>LA – Life of Asset<br>PM – Permanent<br>US – Until Superseded<br>

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Revisions to the TTU System RRS approved on August 28, 2012
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Series Title</th>
<th>Retention Period</th>
<th>Archival Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.021</td>
<td>Surplus Property Sale Reports</td>
<td>FE + 3</td>
<td>AV</td>
</tr>
<tr>
<td>5.2.022</td>
<td>Utility Usage Reports/Logs</td>
<td>AV</td>
<td>AV</td>
</tr>
<tr>
<td>5.2.023</td>
<td>Year-to-Date Activity (Inventory Listing)</td>
<td>FE + 3</td>
<td>FE + 3</td>
</tr>
<tr>
<td>5.2.024</td>
<td>Material Specifications</td>
<td>AC + 2</td>
<td>AC + 2</td>
</tr>
<tr>
<td>5.2.025</td>
<td>Equipment Descriptions and Specifications</td>
<td>AC + 2</td>
<td>AC + 2</td>
</tr>
<tr>
<td>5.2.026</td>
<td>Facilities Reservation Logs</td>
<td>AC = Discontinuance of equipment.</td>
<td></td>
</tr>
<tr>
<td>5.2.027</td>
<td>Space Utilization Reports</td>
<td>AC = After materials are used.</td>
<td></td>
</tr>
<tr>
<td>5.2.028</td>
<td>Building Construction Contract and Inspection Records</td>
<td>LA + 10</td>
<td>LA + 10</td>
</tr>
<tr>
<td>5.2.029</td>
<td>Pest Control Records</td>
<td>LA + 10</td>
<td>LA + 10</td>
</tr>
</tbody>
</table>

RetentionPolicy:

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Archival Codes:

- **I** – Transfer to University Archives
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## Records Retention Schedule

**2. Agency Code:** 768  
**3. Agency Name:** Texas Tech University System

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>5.2</td>
<td>275</td>
<td>Pool Chemical Reading Logs</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
<td>FE + 3</td>
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<td>5.2</td>
<td>299</td>
<td>Refrigerant Records</td>
<td>3</td>
<td>3</td>
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<td></td>
<td></td>
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<tr>
<td>5.2</td>
<td>319</td>
<td>Sanitation Landfill Tickets</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
<td>FE + 3</td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>329</td>
<td>Site Development - Project and Planning Files and Related Materials</td>
<td>PM</td>
<td>PM</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>448</td>
<td>Water Tests/Treatment</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Retention Codes (Field 7)

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Revisions to the TTU System RRS approved on August 28, 2012
## Category 5: Support Services Records
### Section 5.3 – Purchasing

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Agency Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.002</td>
<td>148</td>
<td>Freight Bills Paid</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
</tr>
<tr>
<td>5.3.003</td>
<td>149</td>
<td>Freight Claims</td>
<td>AC + 2</td>
<td>AC + 2</td>
<td>AC = Resolution of claim.</td>
</tr>
<tr>
<td>5.3.004</td>
<td>232</td>
<td>Order Acknowledgments</td>
<td>AV</td>
<td>AV</td>
<td></td>
</tr>
<tr>
<td>5.3.005</td>
<td>242</td>
<td>Packing Slips</td>
<td>AV</td>
<td>AV</td>
<td></td>
</tr>
<tr>
<td>5.3.007</td>
<td>45</td>
<td>Bid Documentation</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td>Caution: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 an 5.2.028.</td>
</tr>
<tr>
<td>5.3.008</td>
<td>287</td>
<td>Purchasing Logs</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
</tr>
<tr>
<td>5.3.009</td>
<td>310</td>
<td>Requests for Information (Goods and Services)</td>
<td>AC</td>
<td>AC</td>
<td>AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.</td>
</tr>
</tbody>
</table>

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Revisions to the TTU System RRS approved on August 28, 2012
## Category 5: Support Services Records
### Section 5.4 – Risk Management

<table>
<thead>
<tr>
<th>Code</th>
<th>Agency Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.4.001</td>
<td>7</td>
<td>Accident Reports and Associated Documentation</td>
<td>CE + 5</td>
<td>CE + 5</td>
<td>29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.</td>
</tr>
<tr>
<td>5.4</td>
<td>511</td>
<td>Chemical Incident Records</td>
<td>AC + 30</td>
<td>AC + 30</td>
<td>AC = Date of separation of employee or student. 29 CFR 1910.1020(d); 29 CFR 1904.33 for Accident Reports and Associate Documentation; 29 CFR 1910.1020(d)(1)(ii) for Medical and Exposure Reports.</td>
</tr>
<tr>
<td>5.4.013</td>
<td>106</td>
<td>Disaster Preparedness and Recovery Plans</td>
<td>US</td>
<td>US</td>
<td></td>
</tr>
<tr>
<td>5.4</td>
<td>111</td>
<td>Emission Records</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

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Revisions to the TTU System RRS approved on August 28, 2012
### STATE OF TEXAS
### Records Retention Schedule

**Texas Tech University System**

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.4.002</td>
<td>133</td>
<td>Evacuation Plans</td>
<td>US</td>
<td>US</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.003</td>
<td>169</td>
<td>Inspection Records</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. CAUTION: Does not include inspection reports of building construction. See 5.2.028.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.004</td>
<td>144</td>
<td>Fire Orders</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Deficiency corrected.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4</td>
<td>161</td>
<td>Hazardous Materials Disposal Records</td>
<td>PM</td>
<td>PM</td>
<td>Opinion of Texas Tech University (TTU) Environmental Health and Safety.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.007</td>
<td>162</td>
<td>Hazardous Materials Training Records</td>
<td>5</td>
<td>5</td>
<td>Texas Health and Safety Code, 502.009(g).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.010</td>
<td>209</td>
<td>Material Safety Data Sheets</td>
<td>AC</td>
<td>AC</td>
<td>AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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- PM – Permanent
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Revisions to the TTU System RRS approved on August 28, 2012
<table>
<thead>
<tr>
<th>2. Agency Code</th>
<th>3. Agency Name</th>
<th>Texas Tech University System</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Records Series Item No.</td>
<td>5. Agency Item No.</td>
<td>6. Record Series Title</td>
</tr>
<tr>
<td>10. TSLAC ONLY Amend. No.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 5.4.012 | 322 | **Security Access Records**<br>Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems. | AC + 2 | AC + 2 | AC = Until superseded, date of expiration, or date of termination, whichever sooner. |
| 5.4.011 | 445 | **Visitor Control Registers**<br>Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities. | 3 | 3 |
| 5.4.009 | 71 | **Workplace Chemical Lists**<br>Logs, registers, or similar records documenting visits to limited access or restricted areas of agency facilities. | 30 | 30 | Health and Safety Code, Section 502.005(d). |

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Revisions to the TTU System RRS approved on August 28, 2012
## Category 5: Support Services Records
### Section 5.5 – Telecommunications

<table>
<thead>
<tr>
<th>Record Series</th>
<th>Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5.001</td>
<td>48</td>
<td>Billing Detail - Telecommunications (Other Than TEX-AN)</td>
<td>FE + 3</td>
<td>FE + 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In addition to summary detail, includes any accompanying detailed listing of long distance calls.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5.002</td>
<td>203</td>
<td>Long Distance Telephone Logs</td>
<td>AV</td>
<td>AV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5.003</td>
<td>333</td>
<td>Station Activity Reports</td>
<td>AV</td>
<td>AV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal listing of incoming/outgoing telephone activity to individual telephone stations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5.004</td>
<td>416</td>
<td>System Activity Reports</td>
<td>AV</td>
<td>AV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal listing of all incoming/outgoing agency telephone activity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5.007</td>
<td>47</td>
<td>Billing Detail - Disputed Call Documentation</td>
<td>FE + 3</td>
<td>FE + 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### Archival Codes (Field 8)
- TSLAC – Transfer to Legacy Archival
- TSLAC ONLY – Transfer to Legacy Archival

Revisions to the TTU System RRS approved on August 28, 2012
## Texas Tech University System

### Category 5: Support Services Records

#### Section 5.6 – Vehicles

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.6.003</td>
<td>Inspection Repair and Maintenance Records - Vehicles</td>
<td>LA + 1</td>
<td>LA + 1</td>
<td></td>
</tr>
<tr>
<td>5.6.004</td>
<td>License and Driving Record Checks</td>
<td>AC</td>
<td>AC</td>
<td>AC = Until superseded or until termination of employment.</td>
</tr>
<tr>
<td>5.6.005</td>
<td>Vehicle Use Reports/Logs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes mileage, fuel/oil consumption, passengers carried and other related operational information.</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
</tr>
<tr>
<td>5.6.007</td>
<td>Vehicle Titles &amp; Registrations</td>
<td>LA</td>
<td>LA</td>
<td></td>
</tr>
<tr>
<td>5.6.009</td>
<td>Parking Citation and Ticket Records</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td>LC2350-05 (Parking and Pedestrian Violation Tickets)</td>
</tr>
<tr>
<td>5.6.041</td>
<td>Parking Permits or Assignments</td>
<td>US</td>
<td>US</td>
<td></td>
</tr>
<tr>
<td>5.6.042</td>
<td>Vehicles- Inventory</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
</tr>
<tr>
<td>5.6.043</td>
<td>Vehicles- Minimum Use Waivers</td>
<td>LA + 1</td>
<td>LA + 1</td>
<td></td>
</tr>
<tr>
<td>5.6.044</td>
<td>Vehicles Request for Transportation</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
</tr>
</tbody>
</table>

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SLR 105

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