



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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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 | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | |

| Category 5: Support Services Records Section 5.1 – General | | | | | | | |
|---|-----|--|--------|--|--------|--|---|
| 5.1.001 | 86 | Contracts and Leases Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, purchase orders, inspection reports, and correspondence. | AC + 4 | | AC + 4 | | 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. |
| 5.1.003 | 100 | Delivery Reports | 2 | | 2 | | |
| 5.1 | 204 | Mail - Forwarding Address | 1 | | 1 | | |
| 5.1 | 207 | Mail - Shipping/Freight Information | AV | | AV | | |
| 5.1.004 | 206 | Mailing and Telecommunications Lists Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves. | US | | US | | |
| 5.1.005 | 278 | Postage Records Records and reports of postage expenses, including postal meter usage. | FE + 3 | | FE + 3 | | |

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| PM – Permanent US – Until Superseded | |



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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 | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | | | |
| 5.1.007 | 311 | Requisitions for In-Agency or Inter-Agency Copy/Printing Service Includes word processing and data processing. | AV | | AV | | | |
| 5.1.011 | 256 | Photocopier and Telefax Usage Logs and Reports | AV | | AV | | | |
| 5.1.012 | 72 | Charge Schedules/Price Lists Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges. | US + 3 | | US + 3 | | | |
| 5.1.013 | 171 | Insurance Policies For vehicles, equipment, etc. | AC + 4 | | AC + 4 | AC = Expiration or termination of the policy according to its terms. | | |
| 5.1.014 | 228 | Office Procedures 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. | US + 1 | | US + 1 | | | |

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| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | | | |
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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 | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | | |
| 5.1.015 | 205 | Mailing and Correspondence Tracking Records Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers. | 1 | | 1 | | | | | |
| 5.1.017 | 85 | Contract Logs List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts. | FE + 3 | | FE + 3 | | | | | |

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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 | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | |

| Category 5: Support Services Records Section 5.2 – Facilities Management | | | | | | | |
|---|----|--|---------------------------------|--|----------------------------------|---|---|
| 5.2.001 | 29 | Appraisals - Building or Property | AV | | AV | O | |
| 5.2 | 52 | Boiler Records | 5 | | 5 | | |
| 5.2 | 58 | Building Capital Improvement Program Reports summarizing the lists of building projects for each campus which is submitted to the Coordinating Board annually. | AC + 3 | | AC + 3 | O | AC = After submission to the Coordinating Board. |
| 5.2.002 | 60 | Building Construction Project Files Planning, design, and construction records; accepted and rejected bids; correspondence; etc. | AC + 10 | | AC + 10 | O | AC = Completion of project. See also item numbers 5.2.003 and 5.2.028. |
| 5.2.003 | 61 | Building Plans and Specifications Includes architectural and engineering drawings, profiles, and blueprints. | Owned= LA Leased= AC+2 | | Owned= LA Leased= =AC+2 | I | AC= For leased buildings, termination or cancellation of lease. See also item numbers 5.2.002 and 5.2.028. |
| 5.2.004 | 62 | Building Space Requests | 1 | | 1 | | |
| 5.4 | 99 | Deeds and Easements | LA | | LA | I | |
| 5.2.006 | 70 | Destruction, Certificate of Destruction of Property | FE + 3 | | FE + 3 | | |
| 5.2.007 | 94 | Damage Reports Reports of damage to university property. | FE + 3 | | FE + 3 | | |

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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 | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | |
| 5.2.008 | 127 | Equipment History File and Service Agreements Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc. | LA + 3 | | LA+3 | | | |
| 5.2.009 | 128 | Equipment Inventory Detail Report Forms Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory. | FE + 3 | | FE+3 | | | |
| 5.2.010 | 129 | Equipment Manuals | LA | | LA | | | |
| 5.2 | 130 | Equipment Use Logs | AV | | AV | | | |
| 5.2.011 | 131 | Equipment Warranties | AC + 1 | | AC + 1 | AC = Expiration of warranty. | | |
| 5.2.012 | 132 | Estimate Files (Supply and Repair Cost Estimates) | 1 | | 1 | | | |

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| 2. Agency Code | 768 | 3. Agency Name | | | | | Texas Tech University System | | | | |
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| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | | 10. 106 No. | 11. TSLAC ONLY Amend. No. | | |
| | | | Agency | Storage | Total | 9. Remarks | | | | | |

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|---------|-----|--|--------|--|--------|--|---|--|
| 5.2 | 518 | Food and Alcohol Inventory Records Documents the dollar value of food, alcohol, and other consumable stock at the end of each month for planning, ordering, and fiscal accounting purposes. May include but is not limited to: in-house computer generated food inventory reports; alcohol inventory reports; summary reports; and other related documentation and correspondence. | FE + 3 | | FE + 3 | | | |
| 5.2.014 | 175 | Inventory - Annual Physical Property, equipment, supply verification. | FE + 3 | | FE + 3 | | | |
| 5.2.015 | 227 | Notices of Equipment Removed From Inventory | FE + 3 | | FE + 3 | | | |
| 5.2.016 | 174 | Inventory System Update Listings Listing shows all additions, changes, deletions, and transfer times for the monthly processing period. | AC | | AC | | AC = Transfer of information into annual listing. | |
| 5.2.018 | 289 | Quality Control Reports | 2 | | 2 | | | |
| 5.2.019 | 324 | Service Orders Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks. | 1 | | 1 | | | |
| 5.2.020 | 412 | Supply Usage Records | FE + 1 | | FE + 1 | | | |

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| PM – Permanent | |



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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 | | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | | |
| 5.2.021 | 414 | Surplus Property Sale Reports | FE + 3 | | FE + 3 | | | | |
| 5.2.022 | 438 | Utility Usage Reports/Logs | AV | | AV | | | | |
| 5.2.023 | 451 | Year-to-Date Activity (Inventory Listing) Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost. | FE + 3 | | FE + 3 | | | | |
| 5.2.024 | 210 | Material Specifications | AC + 2 | | AC + 2 | | AC = After materials are used. | | |
| 5.2.025 | 126 | Equipment Descriptions and Specifications | AC + 2 | | AC + 2 | | AC = Discontinuance of equipment. | | |
| 5.2.026 | 138 | Facilities Reservation Logs Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc. | 2 | | 2 | | | | |
| 5.2.027 | 330 | Space Utilization Reports | AV | | AV | | | | |
| 5.2.028 | 59 | Building Construction Contract and Inspection Records Building construction contracts, surety bonds, and inspection records. | LA + 10 | | LA + 10 | O | SEE ALSO item numbers 5.2.002 and 5.2.003. | | |
| 5.2 | 255 | Pest Control Records Records of pesticide applications, inspections and sampling notifications, and other documentation required by pesticide regulations. | 2 | | 2 | | Texas Department of Agriculture 76.114(c) and by regulations 4 TAC 7.33(a) and 4 TAC 7.144(a). | | |

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| Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – (as long as) Administrative Value CE – Calendar Year End FE – Fiscal Year End | Archival Codes (Field 8) I – Transfer to University Archives O – Review by University Archivist |
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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 | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | |

| 5.2 | 275 | Pool Chemical Reading Logs | FE + 3 | | FE + 3 | | |
|-----|-----|---|--------|--|--------|---|--|
| 5.2 | 299 | Refrigerant Records | 3 | | 3 | | |
| 5.2 | 319 | Sanitation Landfill Tickets | FE + 3 | | FE + 3 | | |
| 5.2 | 329 | Site Development - Project and Planning Files and Related Materials | PM | | PM | I | |
| 5.2 | 448 | Water Tests/Treatment | 3 | | 3 | | |

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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 | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | |

| Category 5: Support Services Records Section 5.3 – Purchasing | | | | | | | |
|--|-----|---|--------|--|--------|--|--|
| 5.3.002 | 148 | Freight Bills Paid | FE + 3 | | FE + 3 | | |
| 5.3.003 | 149 | Freight Claims | AC + 2 | | AC + 2 | AC = Resolution of claim. | |
| 5.3.004 | 232 | Order Acknowledgments | AV | | AV | | |
| 5.3.005 | 242 | Packing Slips | AV | | AV | | |
| 5.3.007 | 45 | Bid Documentation Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations. | FE + 3 | | FE + 3 | 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. | |
| 5.3.008 | 287 | Purchasing Logs Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status. | FE + 3 | | FE + 3 | | |
| 5.3.009 | 310 | Requests for Information (Goods and Services) Requests for information preliminary to the procurement of goods or services by direct purchase or bid. | AC | | AC | AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable. | |

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| Retention Codes (Field 7) | Archival Codes (Field 8) |
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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 | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | |

| Category 5: Support Services Records Section 5.4 – Risk Management | | | | | | | |
|---|-----|---|---------|--|---------|--|--|
| 5.4.001 | 7 | Accident Reports and Associated Documentation Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency. | CE + 5 | | CE + 5 | 29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. | |
| 5.4 | 511 | Chemical Incident Records | AC + 30 | | AC + 30 | 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. | |
| 5.4.013 | 106 | Disaster Preparedness and Recovery Plans Procedures, instructions, and other documents maintained to minimize the possibility of personal injury and property damage. Includes TTU emergency alert system documents such as sign up forms, requests not to participate, test logs and feedback. | US | | US | | |
| 5.4 | 111 | Emission Records | 5 | | 5 | | |

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| 2. Agency Code | 768 | 3. Agency Name | Texas Tech University System | | | | | | |
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| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. | |
| | | | Agency | Storage | Total | 9. Remarks | | | |
| 5.4.002 | 133 | Evacuation Plans Plans for evacuation of agency facilities in cases of emergency. | US | | US | | | | |
| 5.4.003 | 169 | Inspection Records Fire, safety, and other inspection records of agency facilities and equipment. | AC + 3 | | AC + 3 | | 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. | | |
| 5.4.004 | 144 | Fire Orders Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code. | AC + 3 | | AC + 3 | | AC = Deficiency corrected. | | |
| 5.4 | 510 | Hazardous Materials - Exposure/Survey Forms Documents student and employee exposure to hazardous chemicals as per federal regulation. | AC + 30 | | AC + 30 | | AC = Date of separation of employee or student. 29 CFR 1910.1020(d)(1)(ii). | | |
| 5.4 | 161 | Hazardous Materials Disposal Records | PM | | PM | | Opinion of Texas Tech University (TTU) Environmental Health and Safety. | | |
| 5.4.007 | 162 | Hazardous Materials Training Records Records of training given employees in an agency hazard communications program. | 5 | | 5 | | Texas Health and Safety Code, 502.009(g). | | |
| 5.4.010 | 209 | Material Safety Data Sheets | AC | | AC | | AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable. | | |

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| 2. Agency Code 768 | | 3. Agency Name Texas Tech University System | | | | | | |
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| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | 9. Remarks | | |
| 5.4.012 | 322 | Security Access Records 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 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 | 30 | | 30 | | Health and Safety Code, Section 502.005(d). | |

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| | | | Agency | Storage | Total | 9. Remarks | | |

| Category 5: Support Services Records Section 5.5 – Telecommunications | | | | | | | |
|--|-----|---|--------|--|--------|--|--|
| 5.5.001 | 48 | Billing Detail - Telecommunications (Other Than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls. | FE + 3 | | FE + 3 | | |
| 5.5.002 | 203 | Long Distance Telephone Logs Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions. | AV | | AV | | |
| 5.5.003 | 333 | Station Activity Reports Internal listing of incoming/outgoing telephone activity to individual telephone stations. | AV | | AV | | |
| 5.5.004 | 416 | System Activity Reports Internal listing of all incoming/outgoing agency telephone activity. | AV | | AV | | |
| 5.5.007 | 47 | Billing Detail - Disputed Call Documentation Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use. | FE + 3 | | FE + 3 | | |

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| | | | Agency | Storage | Total | 9. Remarks | | |

| Category 5: Support Services Records Section 5.6 – Vehicles | | | | | | | |
|--|-----|--|--------|--|--------|---|--|
| 5.6.003 | 170 | Inspection Repair and Maintenance Records - Vehicles | LA + 1 | | LA + 1 | | |
| 5.6.004 | 200 | License and Driving Record Checks | AC | | AC | AC = Until superseded or until termination of employment. | |
| 5.6.005 | 440 | Vehicle Use Reports/Logs Includes mileage, fuel/oil consumption, passengers carried and other related operational information. | FE + 3 | | FE + 3 | | |
| 5.6.007 | 439 | Vehicle Titles & Registrations | LA | | LA | | |
| 5.6 | 523 | Parking Citation and Ticket Records | FE + 3 | | FE + 3 | LC2350-05 (Parking and Pedestrian Violation Tickets) | |
| 5.6.009 | 243 | Parking Permits or Assignments | US | | US | | |
| 5.6 | 441 | Vehicles- Inventory | FE + 3 | | FE + 3 | | |
| 5.6 | 442 | Vehicles- Minimum Use Waivers | LA + 1 | | LA + 1 | | |
| 5.6 | 443 | Vehicles Request for Transportation | FE + 3 | | FE + 3 | | |

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