<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>
</tr>
</thead>
<tbody>
<tr>
<td>513</td>
<td></td>
<td>Campus Crime Statistics (Cler Act)</td>
<td>7</td>
<td>PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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. Includes crimes occurring on campus, in or on non-campus buildings or property, and on public property as defined by 34 CFR, Section 668.46(a).</td>
<td>7</td>
<td>PM</td>
</tr>
<tr>
<td>491</td>
<td></td>
<td>Campus Crime Report (Cler Act)</td>
<td>PM</td>
<td>PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PM</td>
<td>20 USC, Section 1092(f) and 34 CFR, Section 668.46 (The Clery Act).</td>
<td></td>
</tr>
<tr>
<td>258</td>
<td></td>
<td>Police - Accident Records</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lubbock Municipal Records Manual Item 10.08.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>259</td>
<td></td>
<td>Police - Arrest/Criminal History Records (Adults)</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arrest reports must be retained 75 years or until the date of death of the individual, if known, for felonies and misdemeanors not punishable by fine only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>460</td>
<td></td>
<td>Police - Arrest/Criminal History Records (Adults)</td>
<td>6 months</td>
<td>6 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arrest reports for Class C misdemeanors must be retained 6 months.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>260</td>
<td></td>
<td>Police - Arrest/Criminal History Records (Juvenile)</td>
<td>AC</td>
<td>AC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AC</td>
<td>AC = Until court ordered expunction or the 25th birthday of the individual. Lubbock Municipal Records Manual Item 10.2.</td>
<td></td>
</tr>
<tr>
<td>261</td>
<td></td>
<td>Police - Communication Logs/Tapes</td>
<td>30 days</td>
<td>30 days</td>
</tr>
</tbody>
</table>

Retention Codes (Field 7)
AC – After Closed, Terminated, Completed, Expired, Settled
CE – Calendar Year End
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O – Review by University Archivist

Archival Codes (Field 8)
I – Transfer to University Archives

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

<table>
<thead>
<tr>
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<tr>
<td>768</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

### 6.1 262 Police - Complaint Cards
- Records of investigation of law enforcement shooting incidents which result in death or injury to any person, including a police officer.

<table>
<thead>
<tr>
<th>Retention Period</th>
<th>Archival</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM</td>
<td>PM</td>
</tr>
</tbody>
</table>

Local Retention Schedule for Records of Public Safety Agencies Item PS4075-01a.

### 6.1 469 Police - Complaint Cards
- Records of investigations that result in sustained formal discipline.

<table>
<thead>
<tr>
<th>Retention Period</th>
<th>Archival</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

Local Retention Schedule for Records of Public Safety Agencies Item PS4075-01b.

### 6.1 470 Police - Complaint Cards
- Records of investigations that result in sustained informal discipline or of investigations whose findings are inconclusive.

<table>
<thead>
<tr>
<th>Retention Period</th>
<th>Archival</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC + 5</td>
<td>AC + 5</td>
</tr>
</tbody>
</table>

AC = Retain 5 years, provided a 1 year infraction free period precedes the date of destruction. Local Retention Schedule for Records of Public Safety Agencies Item PS4075-01c.

### 6.1 471 Police - Complaint Cards
- Records of investigations whose findings are not sustained, unfounded, or exonerated.

<table>
<thead>
<tr>
<th>Retention Period</th>
<th>Archival</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Local Retention Schedule for Records of Public Safety Agencies Item PS4075-01d.

### 6.1 472 Police - Complaint Cards
- Written complaints and records of oral complaints received from the public concerning the conduct of law enforcement officers, fire department personnel, and emergency medical personnel that do not lead to an internal affairs investigation.

<table>
<thead>
<tr>
<th>Retention Period</th>
<th>Archival</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC + 2</td>
<td>AC + 2</td>
</tr>
</tbody>
</table>

AC = Determination not to initiate an internal affairs investigation. Local Retention Schedule for Records of Public Safety Agencies Item PS4075-01e.

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**Archival Codes (Field 8)**

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- O – Review by University Archivist

---

Revisions to the TTU System RRS approved on August 28, 2012
<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>6.1 263</td>
<td></td>
<td><strong>Police - Criminal Offense Records</strong></td>
<td>(1) 6 months.</td>
<td>(1) 6 months.</td>
<td>Local Retention Schedule for Records of Public Safety Agencies Item PS4125-05b.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi.</td>
<td>(2) 2 years.</td>
<td>(2) 2 years.</td>
<td>CAUTION: a) Retention periods date from date of arrest or citation and are based on the highest classification of offense for which a person is arrested and charged or, if applicable, the highest classification of offense for which a person is tried, whichever the lesser classification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) 10 years.</td>
<td>(3) 10 years.</td>
<td></td>
<td>b) Copies of documents in offense investigation records the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency need be retained only as long as administratively valuable. Exceptions are copies of notices or other process that provide certain knowledge to the law enforcement agency of the pretrial or adjudicated disposition of a case.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4) 50 years.</td>
<td>(4) 50 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(5) 10 years.</td>
<td>(5) 10 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(6) Date of death of individudal, if known.</td>
<td>(6) Date of death of individual, if known.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1 264</td>
<td></td>
<td><strong>Police - Field Interrogation Cards</strong></td>
<td>I</td>
<td>I</td>
<td>Lubbock Municipal Records Manual Item 10.07.</td>
</tr>
<tr>
<td>6.1 265</td>
<td></td>
<td><strong>Police - Gun Check In Records</strong></td>
<td>AV</td>
<td>AV</td>
<td></td>
</tr>
<tr>
<td>6.1 266</td>
<td></td>
<td><strong>Police - Incident Reports</strong></td>
<td>5</td>
<td>5</td>
<td>Lubbock Municipal Records Manual Item 10.06.</td>
</tr>
</tbody>
</table>

**Retention Codes (Field 7)**

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**Archival Codes (Field 8)**

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- O – Review by University Archivist

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<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>6.1</td>
<td>267</td>
<td><strong>Police - Officer Call Activity Logs</strong>&lt;br&gt;Daily activity log posted on the Police Department’s website and maintained on its servers.</td>
<td>1</td>
<td>1</td>
<td>Local Retention Schedule for Records of Public Safety Agencies Item PS4025-01a.</td>
</tr>
<tr>
<td>6.1</td>
<td>268</td>
<td><strong>Police - Property Records (Lost and Found)</strong>&lt;br&gt;AC + 3&lt;br&gt;AC = Return or disposal of property. Lubbock Municipal Records Manual Item 10.24.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1</td>
<td>269</td>
<td><strong>Police - Statistical Reports Files- Annual</strong>&lt;br&gt;PM&lt;br&gt;PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1</td>
<td>270</td>
<td><strong>Police - Statistical Reports Files- Monthly</strong>&lt;br&gt;3&lt;br&gt;3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1</td>
<td>271</td>
<td><strong>Police - Tickets</strong>&lt;br&gt;5&lt;br&gt;5</td>
<td></td>
<td></td>
<td></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>

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

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<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accession, Preservation and Deaccessioning Records - Archives, Library &amp; Museum</td>
<td>PM</td>
<td>PM</td>
<td>O</td>
</tr>
<tr>
<td>Bindery Lists</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
</tr>
<tr>
<td>Collection or Artifact Loan Records</td>
<td>AC + 4</td>
<td>AC + 4</td>
<td>AC = Acceptance of return of items per contract terms. If the loan records are found to possess continuing reference or administrative value they can be transferred to the proper donor/accession file within the repository.</td>
</tr>
<tr>
<td>Equipment Checkout Records</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
</tr>
</tbody>
</table>
## Records Retention Schedule

**Texas Tech University System**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>6.2 517</td>
<td></td>
<td><strong>Exhibition Records</strong></td>
<td>AC + 7</td>
<td>AC + 7</td>
<td>AC = Termination of exhibit. The curator may elect to keep certain parts of the exhibit records longer for research and teaching purposes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Documents the display and use of artifacts and materials held by the collection units or displays created by the units. This series may include but is not limited to: research materials concerning the cultural environmental setting surrounding the artifacts; bibliographies; artifact labels; exhibit scheduling and transport information; contracts and agreements; evaluation forms; condition forms; exhibit assembly and presentation instructions; and related documentation and correspondence.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2 493</td>
<td></td>
<td><strong>Library Catalog</strong></td>
<td>US</td>
<td>US</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2 195</td>
<td></td>
<td><strong>Library - Circulation Records</strong></td>
<td>AC</td>
<td>AC</td>
<td>AC = Transaction is completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2 516</td>
<td></td>
<td><strong>Library - Courtesy Borrower Records</strong></td>
<td>AC</td>
<td>AC</td>
<td>AC = Expiration of borrowing privileges and clearing of fines.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2 196</td>
<td></td>
<td><strong>Library - Interlibrary Loan Lending (ILL) Request</strong></td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Approval or denial of request.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2 198</td>
<td></td>
<td><strong>Library - Interlibrary Loan Lending (ILL) Search Requests</strong></td>
<td>FE + 3</td>
<td>FE + 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2 199</td>
<td></td>
<td><strong>Library Course Materials</strong></td>
<td>US</td>
<td>US</td>
<td></td>
<td></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)**
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<table>
<thead>
<tr>
<th>Records Series Item No.</th>
<th>Agency Code</th>
<th>Agency Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>6.2</td>
<td>496</td>
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<td>Library Materials Control Records</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Documents the receipt and payment history for serials purchased by the libraries, as well as including serials data input work form sheets; database reports; item records; and related documentation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2</td>
<td>519</td>
<td></td>
<td>Online Exhibits - Digital Files and Webpages</td>
<td>AC</td>
<td>AC</td>
<td>AC = Until purpose has been fulfilled and no longer needed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Permission History Files</td>
<td>AV</td>
<td>AV</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Records of the archives and museum granting (or denying) permission to reproduce images of items in the collection. Includes image permission forms and correspondence requesting permission to publish images from archival collections.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2</td>
<td>494</td>
<td></td>
<td>Pull Slips</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tracks patron requests for archival materials in the archives and the return of the items to their appropriate storage location.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2</td>
<td>502</td>
<td></td>
<td>Reading Room Registration Forms</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Patron registration forms filled out annually by researchers to gain access to the reading room of the Southwest Collection/Special Collections Library to view archival materials.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Archival Codes (Field 8)
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SLR 105 Revisions to the TTU System RRS approved on August 28, 2012
## Reference Request Records

Scholarly requests for information about or access to items within the institution's collections, including contact information, correspondence and related documentation.

<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>
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</thead>
</table>

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**Archival Codes (Field 8)**
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## Texas Tech University System

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</table>

### Category 6: Texas Tech Records

#### Section 6.3 – Academic and Miscellaneous TTU Records

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>6.3</td>
<td>Academic Calendars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Accreditation Records</td>
<td>FE + 10</td>
<td>FE + 10</td>
<td>Records kept according to accrediting organization’s requirement.</td>
</tr>
<tr>
<td>6.3</td>
<td>Accreditation Records – Final Reports</td>
<td>PM</td>
<td>PM</td>
<td>O</td>
</tr>
<tr>
<td>6.3</td>
<td>Alumni files</td>
<td>AV</td>
<td>AV</td>
<td>O</td>
</tr>
<tr>
<td>6.3</td>
<td>Athletic Records</td>
<td>AV</td>
<td>AV</td>
<td>I</td>
</tr>
<tr>
<td>6.3</td>
<td>Athletics - Conference Records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Athletics - Game Films</td>
<td>AV</td>
<td>AV</td>
<td>O</td>
</tr>
<tr>
<td>6.3</td>
<td>Audio/Visual Storage List</td>
<td>US</td>
<td>US</td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Audio/Visual Software List</td>
<td>US</td>
<td>US</td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Broadcast / Program Logs</td>
<td>FE + 3</td>
<td>FE + 3</td>
<td>47 CFR 73.1800 and 73.1820.</td>
</tr>
</tbody>
</table>

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<th>Records Series Item No.</th>
<th>Agency Item No.</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Agency Storage Total</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.3 514</td>
<td></td>
<td>Child Care Center Records for Individual Child Folder</td>
<td>AC + 3 months</td>
<td>AC + 3 months</td>
<td>AC = Child's last day in care. 40 TAC §746.603(a)(1-7); 40 TAC §746.603(b)(3)</td>
<td>AC = Child's last day in care. 40 TAC §746.603(a)(1-7); 40 TAC §746.603(b)(3)</td>
</tr>
<tr>
<td>6.3 74</td>
<td></td>
<td>Clark Scholars Program - Application Forms</td>
<td>PM</td>
<td>PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3 75</td>
<td></td>
<td>Clark Scholars Program - High School Transcripts</td>
<td>PM</td>
<td>PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3 76</td>
<td></td>
<td>Class Roll Summary</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3 77</td>
<td></td>
<td>Class Rolls and Rosters</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3 78</td>
<td></td>
<td>Classes - Schedule Change Requests</td>
<td>AV</td>
<td>AV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### State of Texas

#### Records Retention Schedule

**SLR 105**

Form SLR 105C must accompany this form.

---

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>768</td>
<td>Texas Tech University System</td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

**SLR 105**

Revisions to the TTU System RRS approved on August 28, 2012

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<table>
<thead>
<tr>
<th>6.3</th>
<th>79</th>
<th>Classes - Course Information, Syllabus and Outlines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Documents departmental course offerings and individual course contents. Includes syllabi; course descriptions; course outlines; course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; reading lists; handout materials; and related documentation and correspondence.</td>
</tr>
<tr>
<td>2</td>
<td>AV</td>
<td>2 + AV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AV = Until no longer needed for reference by the instructor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAUTION: Syllabi posted on the University’s website must be kept available online for 2 years in accordance with Texas Education Code § 51.974.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.3</th>
<th>508</th>
<th>Classroom Scheduling Records</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.3</th>
<th>498</th>
<th>Commencement Records</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Documents the commencement program planning and implementation at the institution.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AC + 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AC = for commencement programs keep PM; for working files created by the commencement committee and other planning groups keep 1 year after the event has been held.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transfer only one copy of the published program to the University Archives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.3</th>
<th>84</th>
<th>Consent/Release Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AC + 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AC + 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AC = Expiration of activity.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAUTION: If litigation is involved the form(s) must be kept according to the terms of 1.1.048.</td>
</tr>
</tbody>
</table>

---

**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

LA – Life of Asset

PM – Permanent

US – Until Suppressed

**Archival Codes (Field 8)**

I – Transfer to University Archives

O – Review by University Archivist
## Consent/Release Forms - Child and Youth Program Participant Records

6.3 515

This series documents the participation of children and youth in programs sponsored by the institution. The series may include: applications; enrollment records; progress reports and assessments; immunization records; parental consent forms; activity records; lists of attendees; and related correspondence.

<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>6.3 515</td>
<td></td>
<td>Consent/Release Forms - Child and Youth Program Participant Records</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Last day of enrollment in the program. CAUTION: If litigation is involved the form(s) must be kept according to the terms of 1.1.048.</td>
</tr>
</tbody>
</table>

## Continuing Education Records

6.3 499

Documents course offerings and individual course contents as offered by Continuing Higher Education (also called "extension" classes).

<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>6.3 499</td>
<td></td>
<td>Continuing Education Records</td>
<td>AC + 5</td>
<td>AC + 5</td>
<td>AC = End of the academic term in which the course was offered.</td>
</tr>
</tbody>
</table>

## Copyright Information

6.3 87

Documentation kept on materials that may have been used for university activity - such as publishing a book by Tech Press - but to which the university does not own the copyrights to and/or may not own the physical item itself.

<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>
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</thead>
<tbody>
<tr>
<td>6.3 87</td>
<td></td>
<td>Copyright Information</td>
<td>AC + 10</td>
<td>AC + 10</td>
<td>AC = After activity is completed.</td>
</tr>
<tr>
<td>Records Series Item No.</td>
<td>Agency Item No.</td>
<td>Record Series Title</td>
<td>Retention Period</td>
<td>Archival</td>
<td>Remarks</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------</td>
<td>---------------------</td>
<td>------------------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>6.3 88</td>
<td></td>
<td>Copyright Records</td>
<td>AC</td>
<td>AC</td>
<td>AC = 95 years from the work’s first publication or 120 years from its creation, whichever is shorter. Copyright is automatic and does not have to be registered.</td>
</tr>
<tr>
<td>6.3 468</td>
<td></td>
<td>Course Inventory Data Files – Office of Institutional Research</td>
<td>PM</td>
<td>PM</td>
<td>Agency policy to retain the information permanent.</td>
</tr>
<tr>
<td>6.3 92</td>
<td></td>
<td>Curriculum Records</td>
<td>AV</td>
<td>AV</td>
<td>I</td>
</tr>
<tr>
<td>6.3 95</td>
<td></td>
<td>Dean of Students - Student Information Files</td>
<td>AC + 7</td>
<td>AC + 7</td>
<td>AC = Graduation or withdrawal.</td>
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<tr>
<td>6.3 97</td>
<td></td>
<td>Death Certificates</td>
<td>PM</td>
<td>PM</td>
<td></td>
</tr>
<tr>
<td>6.3 98</td>
<td></td>
<td>Deceased Student Files</td>
<td>AC + 7</td>
<td>AC + 7</td>
<td>AC = Date of notification of death.</td>
</tr>
<tr>
<td>6.3 102</td>
<td></td>
<td>Departmental Grants, Financial Assistance, and Stipends</td>
<td>AC + 5</td>
<td>AC + 5</td>
<td>AC = Date of award.</td>
</tr>
<tr>
<td>6.3 134</td>
<td></td>
<td>Exam Signup Sheets</td>
<td>US + 1</td>
<td>US + 1</td>
<td></td>
</tr>
<tr>
<td>6.3 139</td>
<td></td>
<td>Faculty Handbooks</td>
<td>US</td>
<td>US</td>
<td>O</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
- O – Review by University Archivist

Revisions to the TTU System RRS approved on August 28, 2012
<table>
<thead>
<tr>
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<td>6.3</td>
<td>140</td>
<td>Faculty Search Committee Records</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Selection. 29CFR1602.49(a)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>See Texas Tech OP 32.16 section 2a (5), 2c (5), and 3(a) for the list of items to be retained.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6.3</td>
<td>473</td>
<td>Faculty Search Committee Records - Health Sciences Center</td>
<td>AC + 5</td>
<td>AC + 5</td>
<td>AC = Selection. 29CFR1602.49(a)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>See Texas Tech Health Sciences Center OP 60.09 section d (5) for the list of items to be retained.</td>
<td></td>
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<td></td>
<td></td>
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<td>6.3</td>
<td>141</td>
<td>Faculty Teaching/Workload Reports</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>6.3</td>
<td>142</td>
<td>Faculty Tenure Files</td>
<td>AC + 5</td>
<td>AC + 5</td>
<td>O AC = Termination of employment. Not to exceed 20 years. 29 CFR 1602.49 for Promotion and Tenure Records</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluations, recommendations, and similar documentation relating to the review process for promotion and tenure for all faculty or staff in the tenure track.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>530</td>
<td>Holds and Encumberances</td>
<td>AC</td>
<td>AC</td>
<td>AC = Date of release.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Documents used to place and remove holds on registration, student services, or the release of transcripts or other academic data until the subject of the hold/encumbrance takes a specific action.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6.3</td>
<td>163</td>
<td>Housing - Lodging Requests</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>165</td>
<td>Human Sciences - Volunteer Registration Forms</td>
<td>AV</td>
<td>AV</td>
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<td></td>
</tr>
</tbody>
</table>

RetentionPolicy Codes (Field 7)

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

## Records Retention Schedule

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>768</td>
<td>Texas Tech University System</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 6.3 | 166 | Human Sciences - Volunteer Station Memoranda of Understanding (contracts) | AC + 4 | AC + 4 | AC = Termination of employment [contract]. |
| 6.3 | 167 | Human Sciences - Volunteer and Volunteer Stations Information (database) | AV | AV |
| 6.3 | 476 | Institutional Advancement - Endowment Fund Records | PM | PM | Digital file is the Master and the hardcopy file will be managed by internal policy. See Note 2. |
| 6.3 | 150 | Institutional Advancement - Fundraising Surveys, Development & Strategic Planning | FE + 7 | FE + 7 | Central Development determines the document criteria that apply to this record series. |
| 6.3 | 153 | Institutional Advancement - Gift Receipts | FE + 7 | FE + 7 | Digital file is the Master. See Note 2. |
| 6.3 | 478 | Institutional Advancement - Gift Transmittals and Database Records | PM | PM | Digital file is the Master and the hardcopy file will be managed by internal policy. See Note 2. |
| 6.3 | 477 | Institutional Advancement - Non-Endowment Fund Records | AC + 4 | AC + 4 | AC = After close of the fund and all contracts, grants and pledges have been settled, then the file will go inactive for 4 years before departmental review. See Note 2. |
| 6.3 | 474 | Institutional Advancement- Planned Giving Commitments | AC | AC | AC = Maintain the document files until the deferred gift value is realized and the proceeds transferred to an Endowed or Non-endowed fund. |
| 6.3 | 178 | Key Requests | AC + 3 | AC + 3 | AC = After keys are returned or locks changed. |
| 6.3 | 180 | Junction Campus - Public Education Information Management System (PEIMS Forms) | 5 | 5 | Local Retention Schedule for Records of Public School Districts item SD3600-01. |
| 6.3 | 181 | KTTZ-TV Digital Transition (DT) Files | AC + 10 | AC + 10 | AC = Life of grant. |

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### Archival Codes (Field 8)
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.3</td>
<td>186</td>
<td>KTTZ-TV Emergency Alert System Logs</td>
<td>CE + 2</td>
<td>CE + 2</td>
<td>FCC requirement. 47 CFR 73.1840(a). CAUTION: It is an exception to the retention period indicated that logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the FCC and about which the licensee has been notified, shall be retained by the licensee until specifically authorized in writing by the FCC to destroy them. In addition, logs incident to or involved in any claim or complaint of which the licensee has notice shall be retained by the licensee until such claim or complaint has been fully satisfied or until the same has been barred by statute limiting the time for filing of suits upon such claims.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>184</td>
<td>KTTZ-TV Public Inspection Files</td>
<td>AC</td>
<td>AC</td>
<td>AC = Keep until FCC has notified otherwise. 47 CFR 73.3527.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>185</td>
<td>KTTZ-TV Record and Dub Requests</td>
<td>CE</td>
<td>CE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>182</td>
<td>KTTZ-TV Tower Analysis/Maintenance</td>
<td>LA</td>
<td>LA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Records Series Item No.</th>
<th>Agency 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>6.3 183</td>
<td>768</td>
<td></td>
<td>KTTZ-TV Transmitter Logs</td>
<td>CE + 2</td>
<td>CE + 2</td>
<td>FCC requirement. 47 CFR 73.1840(a). CAUTION: It is an exception to the retention period indicated that logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the FCC and about which the licensee has been notified, shall be retained by the licensee until specifically authorized in writing by the FCC to destroy them. In addition, logs incident to or involved in any claim or complaint of which the licensee has notice shall be retained by the licensee until such claim or complaint has been fully satisfied or until the same has been barred by statute limiting the time for filing of suits upon such claims.</td>
</tr>
<tr>
<td>6.3 521</td>
<td></td>
<td></td>
<td>Laboratory Inspection Records - Equipment Checklists and Laboratory Conditions Records</td>
<td>3</td>
<td>3</td>
<td>42 CFR 493.1105 for Laboratory Records.</td>
</tr>
<tr>
<td>6.3 193</td>
<td></td>
<td></td>
<td>Letters of Reference/Recommendations Miscellaneous letters pertaining to TTU activities unrelated to tenure or enrollment.</td>
<td>1</td>
<td>1</td>
<td>CAUTION: For letters of reference/recommendation related to faculty tenure see Faculty Tenure Files (item #142); for staff see Performance Appraisals (3.1.019); and for student enrollment see Student-Applications (item #344).</td>
</tr>
</tbody>
</table>
## Records Retention Schedule

<table>
<thead>
<tr>
<th>2. Agency Code</th>
<th>768</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Agency Name</td>
<td>Texas Tech University System</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Agency</td>
<td>Storage</td>
<td>Total</td>
</tr>
</tbody>
</table>

### 6.3 509 Lecture and Special Lecture Series Records
Lecture committee notes, memos and planning materials; funding, financial support and honoraria records; patron information; programs and announcements; catering arrangements; news releases; recordings and transcripts; photographs.

Retention Period: AC + 5
Archival: AC + 5
Remarks: AC = After lecture is presented.

### 6.3 194 Liability Release Forms/Records
Waivers of liability signed by students and staff of the university.

Retention Period: AC + 4
Archival: AC + 4
Remarks: AC = Expiration of activity.
CAUTION: If litigation is involved the form(s) must be kept according to the terms of 1.1.048.

### 6.3 208 Mass Add/Drop Changes

Retention Period: AC + 1
Archival: AC + 1

### 6.3 211 Health Sciences Center: Medical Financial Records related to services – Charge, Payment, Refund Batch Documents, Explanation of Benefits (EOBs)

Retention Period: AC + 10
Archival: AC + 10
Remarks: AC = Date of service or until all audit questions, appeal hearings, investigations or court cases are resolved. Medicaid minimum is 5 years, 1TAC 354.1004; Medicaid Managed Care is 10 years 42 CFR 422.504(d)(2).

**RetentionPolicy Codes (Field 7)**

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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

**State of Texas**

**Texas Tech University System**

<table>
<thead>
<tr>
<th>Records Series Item No.</th>
<th>6.3</th>
<th>Agency Item No.</th>
<th>215</th>
<th>Record Series Title</th>
<th>Health Sciences Center: Medical – Patient Files/Medical Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>AC + 10</td>
<td>Retention Period</td>
<td>AC + 10</td>
<td>Archival</td>
<td>AC – Clinical: Last date of service or the patient’s 21st birthday, whichever is later; Research: Research purposes/goals fulfilled/contract period ends, whichever is later. Any litigation must be concluded before final disposition. Texas Medical Board minimum is 7 years from the last date of service or the patient’s 21st birthday, whichever is later. 22 TAC 165; Medicaid Managed Care is 10 years (42 CFR 422.504(d)(2))</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Records Series Item No.</th>
<th>6.3</th>
<th>Agency Item No.</th>
<th>524</th>
<th>Record Series Title</th>
<th>Medical- Patient Logs</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>3</td>
<td>Retention Period</td>
<td>3</td>
<td>Archival</td>
<td>3</td>
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</tbody>
</table>

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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.3</td>
<td>525</td>
<td><strong>Pharmacy - Drug Administration Records</strong></td>
<td>AC + 2</td>
<td>AC + 2</td>
<td></td>
<td>106 No.</td>
</tr>
</tbody>
</table>

Inventory and other records of the purchase, acquisition, disposal, or dispensation of drugs as required by federal law and regulations, state law, and the rules of the Texas State Board of Pharmacy.

AC = The later of the date that the record was required to be created, the record was actually created, or the prescription was last filled.

21 CFR 1304.04(a); Health and Safety Code, Section 481.067(c); 37 TAC 13.207.

CAUTION: By federal regulation, inventories and records of all controlled substances must be maintained separately from all other records of the pharmacy.
## Records Retention Schedule

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<td>768</td>
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### 6.3 526 Pharmacy Prescription File

Paper prescription slips or electronic prescription records for controlled substances maintained in accordance with federal law and regulations, state law, and the rules of the Texas State Board of Pharmacy.

AC + 2 AC + 2

AC = The later of the date that the record was required to be created, the record was actually created, or the prescription was last filled.

21 CFR 1304.04; Health and Safety Code, Section 481.075(i)(2); Health and Safety Code, Section 483.023; 37 TAC 13.207.

CAUTION: By federal regulation, paper prescriptions for Schedule II controlled substances shall be maintained in a separate prescription file. Paper prescriptions for Schedules III, IV, and V controlled substances shall be maintained either in a separate prescription file for Schedules III, IV, and V controlled substances only or in such form that they are readily retrievable from the other prescription records of the pharmacy. Electronic records must be readily retrievable at the registered location if requested by the Drug Enforcement Administration (DEA) or other law enforcement agent. An electronic application storing prescription data must be capable of printing out or transferring the records in a format that is readily understandable to a DEA or other law enforcement agent at the registered location. Electronic copies of prescription records must be sortable by prescriber name, patient name, drug dispensed, and date filled.

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**Retention Codes (Field 7)**

<table>
<thead>
<tr>
<th>AC</th>
<th>AV</th>
<th>CE</th>
<th>FE</th>
<th>LA</th>
<th>PM</th>
<th>US</th>
<th>I</th>
<th>O</th>
</tr>
</thead>
</table>
| After Closed, Terminated, Completed, Expired, Settled | (as long as) Administrative Value | Calendar Year End | Fiscal Year End | Life of Asset | Permanent | Until Superseded | Transfer to University Archives | Review by University Archivist
<table>
<thead>
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<td>6.3 454</td>
<td></td>
<td>Health Sciences Center: Medical Records – Hansen’s Disease</td>
<td>PM</td>
<td>PM</td>
<td>Records are of research significance and must be maintained permanently. Texas Department of State Health Services Retention Schedule for Medical Records.</td>
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<td>6.3 455</td>
<td></td>
<td>Health Sciences Center: Master Patient Index</td>
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<td>Texas Department of State Health Services Retention Schedule for Medical Records.</td>
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<tr>
<td>6.3 226</td>
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<td>Northwest Texas Small Business Development Center- Client Files</td>
<td>FE + 3 AV</td>
<td>FE + 3 + AV</td>
<td>Office of origin is responsible for arranging storage.</td>
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<tr>
<td>6.3 458</td>
<td></td>
<td>Office of Institutional Research - Student Retention Reports and Information</td>
<td>AV</td>
<td>AV</td>
<td></td>
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</tr>
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<td>6.3 459</td>
<td></td>
<td>Office of Institutional Research - Integrated Postsecondary Education Data System (IPEDS)</td>
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<td>Organizational Memberships</td>
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<td>Outreach and Distance Education [IDEAL Program] - Enrollment records non-credit programs for k-12 children</td>
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<td>Outreach and Distance Education [IDEAL Program] - Scholarships for K-12 non-credit activities</td>
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</table>

**Retention Codes (Field 7)**
- AC – After Closed, Terminated, Completed, Expired, Settled
- AV – (as long as) Administrative Value
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- 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
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<td>Professional Organizations - Non-Texas Tech</td>
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<td>AV</td>
<td>CAUTION: These materials are disposable when no longer needed and should not be sent to the University Archives.</td>
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<td>FE + 3</td>
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<td>Surveillance/Security Tapes</td>
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<td>AC + 6 months</td>
<td>AC = After date recorded.</td>
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<td>AV</td>
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<td>Tape, Audio - Presentation, Recruitment, etc.</td>
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<td>AV</td>
<td>O</td>
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<td>6.3 419</td>
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<td>Vice-President for Research - Federal Initiatives (Redbook) Information compiled for use for legislative initiatives</td>
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## Category 6: Texas Tech Records
### Section 6.4 – Research and Patent Records

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<th>Agency Name</th>
<th>Record Series Title</th>
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<td>Animal Breeding and Management Records</td>
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<td>AC</td>
<td>(AC = \text{Death of animal or transfer to another institution.})</td>
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<td>Animals - Research/Laboratory Records</td>
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<td>Equipment and Dyeing Formulas - International Textile Center</td>
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<td>6.4 506</td>
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<td>Institutional Animal Care and Use Committee (IACUC) Records</td>
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<td>Patents, Trademarks, Research Records, and Records Reflecting Usage</td>
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<td>Project Information and Contracts - International Textile Center</td>
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<td>O (AC = \text{Approval or rejection of application.})</td>
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</tbody>
</table>

### Retention Codes (Field 7)
- **AC**: After Closed, Terminated, Completed, Expired, Settled
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<td>Documents student academic standing, including academic deficiency and the status changes of academically deficient students.</td>
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<td>AC + 5</td>
<td>AC + 5</td>
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<td>AC = Graduation or date of last attendance. Buckley Amendment, Confidential record.</td>
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<td>Academic Advisement Records</td>
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<td>Records of academic advisement to students. May include advisors' notes, advising checklists, and convenience copies of grade records maintained by registrars.</td>
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<tr>
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<td></td>
<td>AC = Graduation or date of last attendance.</td>
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<td>Applications for Admissions-Enrolled/accepted</td>
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<td></td>
<td>Includes transcripts, acceptance letters, advanced placement records, applications for admission, correspondence, entrance examination reports, letters of recommendation, medical records, placement scores, readmission forms, and test scores.</td>
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<td>AC + 5</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>AC = Graduation or date of last attendance. Buckley Amendment, Confidential record. (Students may have access to admissions comments).</td>
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</tr>
</tbody>
</table>

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
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### STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

Form SLR 105C must accompany this form.

1. Page 62 of 104

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<td>768</td>
<td>Texas Tech University System</td>
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</tbody>
</table>

**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  
`LA` – Life of Asset  
`PM` – Permanent  
`US` – Until Superseded

**Archival Codes (Field 8)**

`I` – Transfer to University Archives  
`O` – Review by University Archivist

---

6.5 344 Applications for Admissions- Not enrolled and/or rejected  
Includes transcripts, acceptance letters, advanced placement records, applications for admission, correspondence, entrance examination reports, letters of recommendation, medical records, placement scores, re-admission forms, and test scores.

- Retention Period: `AC + 1`  
- Archival: `AC + 1`  
- Remarks: `AC = Beginning of semester of application. Buckley Amendment, Confidential record. (Students may have access to admissions comments).`

6.5 345 Applications for Admissions- Not enrolled and/or rejected - Health Sciences Center

- Retention Period: `AC + 3`  
- Archival: `AC + 3`  
- Remarks: `AC = Beginning of semester of application. Buckley Amendment, Confidential record. (Students may have access to admissions comments).`

6.5 347 Athletic Eligibility Records

- Retention Period: `AC + 1`  
- Archival: `AC + 1`  

6.5 348 Athletic Player Files

- Retention Period: `AC + 3`  
- Archival: `AC + 3`  
- Remarks: `O = Graduation or last day of attendance.`

6.5 349 Attendance Records

- Retention Period: `1 4 5`  
- Remarks: `Buckley Amendment, Confidential record. Office of origin is responsible for arranging storage.`

6.5 350 Authority to Inspect Records

- Retention Period: `AV`  
- Remarks: `AV`

6.5 351 Change of Status Forms

- Retention Period: `AC + 5`  
- Remarks: `AC = Graduation or date of last attendance.`

6.5 352 Class Roll Summary

- Retention Period: `1 4 5`  
- Remarks: `Office of origin is responsible for arranging storage.`

6.5 353 Class Schedules - Preparation Records

- Retention Period: `1 4 5`  
- Remarks: `Office of origin is responsible for arranging storage.`

6.5 497 Class Schedules and Catalogs  
Official schedule of classes and descriptions of courses offered.

- Retention Period: `PM`  
- Remarks: `PM`  
- Remarks: `I`

---

SLR 105  
Revisions to the TTU System RRS approved on August 28, 2012.
# STATE OF TEXAS
## Records Retention Schedule

<table>
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<tbody>
<tr>
<td>768</td>
<td>Texas Tech University System</td>
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</tbody>
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<table>
<thead>
<tr>
<th>6.5</th>
<th>480</th>
<th><strong>Class Schedules – Students</strong></th>
<th>AC+1</th>
<th>AC+1</th>
<th>AC = After graduation or non-attendance.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Listing of the classes registered for by an individual student for a particular semester.</td>
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</table>

<table>
<thead>
<tr>
<th>6.5</th>
<th>354</th>
<th><strong>Comprehensive Exams</strong></th>
<th>AV</th>
<th>AV</th>
<th>AC = After last session attended. 22 TAC § 681.41(q) and 22 TAC § 465.22(d)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>6.5</th>
<th>355</th>
<th><strong>Counseling Notes</strong></th>
<th>AC + 7</th>
<th>AC + 7</th>
<th>AC = After last session attended. 22 TAC § 681.41(q) and 22 TAC § 465.22(d)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>6.5</th>
<th>356</th>
<th><strong>Course Equivalencies</strong></th>
<th>US + 1</th>
<th>US + 1</th>
<th>AC = After graduation or non-attendance.</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>6.5</th>
<th>359</th>
<th><strong>Curriculum Change Records</strong></th>
<th>AC + 5</th>
<th>AC + 5</th>
<th>AC = After graduation or non-attendance.</th>
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</table>

<table>
<thead>
<tr>
<th>6.5</th>
<th>360</th>
<th><strong>Data Sheets</strong></th>
<th>AC</th>
<th>AC</th>
<th>AC = Graduation or date of last attendance.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6.5</th>
<th>361</th>
<th><strong>Degree Audit and Application for Graduation Records</strong></th>
<th>AC + 5</th>
<th>AC + 5</th>
<th>AC = Graduation or date of last attendance. Buckley Amendment, Confidential record. AACRAO guidelines.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Documents student completion of degree requirements, including authorizations certifying completion of degree requirements. The series may include official graduation audit forms that list students' names; colleges; majors; degrees; minors; the breakdown of institutional degree requirements and how the applicants have fulfilled them; grade point averages; and deans' recommendations/comments and signatures.</td>
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<thead>
<tr>
<th>6.5</th>
<th>362</th>
<th><strong>Degree Plans</strong></th>
<th>PM</th>
<th>PM</th>
<th>Buckley Amendment, Confidential record.</th>
</tr>
</thead>
</table>

**Retention Codes (Field 7)**
- AC – After Closed, Terminated, Completed, Expired, Settled
- AV – (as long as) Administrative Value
- CE – Calendar Year End
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- O – Review by University Archivist

**Archival Codes (Field 8)**
- I – Transfer to University Archives

Revisions to the TTU System RRS approved on August 28, 2012
<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>6.5</td>
<td>500</td>
<td>Degree Program and Course Proposal Files</td>
<td>PM</td>
<td>PM</td>
<td>Curriculum development files should be kept 5 years. JC 3900-01.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Documents planning and discussions related to the implementation of new undergraduate and advanced degree programs and any major reorganization or changes to established programs. Includes final reports; curriculum committee meeting minutes; curriculum proposals; and reviews of individual degree programs by campus and off-campus sources.</td>
<td></td>
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<tr>
<td>6.5</td>
<td>358</td>
<td>Degree Program and Course Proposal - Working Files</td>
<td>5</td>
<td>5</td>
<td>Curriculum development files should be kept 5 years. JC 3900-01.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Documents planning and discussions related to the implementation of new undergraduate and advanced degree programs and any major reorganization or changes to established programs. Includes the working papers; letters of support; review agendas; faculty status reports; and related documentation and correspondence.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6.5</td>
<td>363</td>
<td>Disciplinary Records</td>
<td>AC + 7</td>
<td>AC + 7</td>
<td>AC = Graduation or withdrawal. Buckley Amendment, Confidential record.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Documents actions taken by the institution against a student, including expulsion and suspension.</td>
<td></td>
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</tbody>
</table>

RetentionPolicyCodes (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

### Records Series Title

<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>
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<tbody>
<tr>
<td>6.5 364</td>
<td></td>
<td>Enrollment Statistics</td>
<td>PM</td>
<td>PM</td>
<td>I</td>
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<tr>
<td></td>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6.5 365</td>
<td></td>
<td>Enrollment Verification</td>
<td>AC + 1</td>
<td>AC + 1</td>
<td>AC = Verification. Buckley Amendment, Confidential record. However, student directory information which includes names, on-campus address, D.O.B. and major is public information.</td>
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<tr>
<td>6.5 366</td>
<td></td>
<td>Evaluations of Course Instructor</td>
<td>6</td>
<td>6</td>
<td>Texas Tech’s Operating Policy 32.32 paragraph 3(c).</td>
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<tr>
<td>6.5 367</td>
<td></td>
<td>Evaluations of Course Instructor Reports</td>
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<td>6.5 368</td>
<td></td>
<td>Exam Make Up Request</td>
<td>2</td>
<td>2</td>
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<tr>
<td>6.5 369</td>
<td></td>
<td>Exam Scantrons &amp; Reports</td>
<td>1</td>
<td>1</td>
<td></td>
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<tr>
<td>6.5 370</td>
<td></td>
<td>Excused Absence Requests</td>
<td>1</td>
<td>1</td>
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<tr>
<td>6.5 483</td>
<td></td>
<td>Faculty/Instruction Grade Books</td>
<td>AC + 4</td>
<td>AC + 4</td>
<td>AC = Close of semester. See also Student Papers, Class Examinations, and Tests Completed as Part of Course Work.</td>
</tr>
</tbody>
</table>

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### Archival Codes (Field 8)

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Revisions to the TTU System RRS approved on August 28, 2012
### Family Educational Rights and Privacy Act (FERPA) Documents

Student information release requests and consent authorizations or denials in accordance with the Family Educational Rights and Privacy Act. Includes requests for nondisclosure of directory information; requests for release of personally identifiable information; records of disclosures made to third parties; requests for formal hearings; student statements regarding hearing panel decisions; written decisions of the hearing panel; written consent of the student to disclose records; waivers for rights of access; and related documentation and correspondence.

**Retention Period**: AC + 1

**Archival**: AC + 1

**Remarks**: AC = Life of the affected record or until student terminates waiver for written consent of the student to disclose records and waivers for rights of access.

### Fee Assessment and Collection Records

Records evidencing the assessment and collection of tuition and fees charged to and collected from each student.

**Retention Period**: AC + 5

**Archival**: AC + 5

**Remarks**: AC = After graduation or non-attendance.

### Graduation – Diploma Administration Records

Includes records of diplomas picked up in person, mailed, and returned.

**Retention Period**: AC + 1

**Archival**: AC + 1

**Remarks**: AC = Request fulfilled.
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<tr>
<td>6.5 768</td>
<td>Texas Tech University System</td>
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<tr>
<td>6.5 501</td>
<td>Grievance/Complaint by Student</td>
<td>AC + 7</td>
<td>AC + 7</td>
<td>AC = Closure of grievance. Based on AACRAO guidelines.</td>
<td></td>
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<tr>
<td>6.5 374</td>
<td>Grade Changes</td>
<td>AC</td>
<td>AC</td>
<td>AC = Permanent for the Registrar’s copy; all other copies to be retained for semester’s end + 2 years. Buckley Amendment, Confidential record. Retention period based on AACRAO guidelines.</td>
<td></td>
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<tr>
<td>6.5 375</td>
<td>Grade Reports Sent to Students</td>
<td>AC + 1</td>
<td>AC + 1</td>
<td>AC = Date distributed. Buckley Amendment, Confidential record. Retention period based on AACRAO guidelines.</td>
<td></td>
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<tr>
<td>6.5 376</td>
<td>Grade Sheets (Original)</td>
<td>PM</td>
<td>PM</td>
<td>Buckley Amendment, Confidential record. CAUTION: This retention period applies to Registrar’s Office copy. Departmental copies of grade sheets are convenience copies.</td>
<td></td>
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</tr>
<tr>
<td>6.5 377</td>
<td>Graduation Status and Ranking</td>
<td>PM</td>
<td>PM</td>
<td>Buckley Amendment, Confidential record. Retention period based on AACRAO guidelines.</td>
<td></td>
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<tr>
<td>6.5 532</td>
<td>Hazlewood Act Documentation</td>
<td>PM</td>
<td>PM</td>
<td>Texas Education Code §54.058 (Hazlewood Act), 19 TAC 21.85</td>
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</table>

Retention Codes (Field 7)
AC – After Closed, Terminated, Completed, Expired, Settled
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Archival Codes (Field 8)
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<td>Agency</td>
<td>Storage</td>
<td>Total</td>
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<td>6.5</td>
<td>490</td>
<td>Holds and Encumbrances</td>
<td>AC</td>
<td>AC</td>
<td>AC = Until release of the hold authorization.</td>
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<td>378</td>
<td>Housing Records</td>
<td>FE + 5</td>
<td>FE + 5</td>
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<td>6.5</td>
<td>379</td>
<td>ID Request</td>
<td>AC + 1</td>
<td>AC + 1</td>
<td>AC = Request received. Buckley Amendment, Confidential record.</td>
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<td>6.5</td>
<td>380</td>
<td>ID System [University]</td>
<td>AC + 4</td>
<td>AC + 4</td>
<td>AC = After last enrollment.</td>
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<tr>
<td>Intramural Sports Waivers</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Conclusion of the intramural sports season.</td>
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<td>Military Training, Credit for</td>
<td>AV</td>
<td>AV</td>
<td>Buckley Amendment, Confidential record.</td>
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<tr>
<td>Name Change Authorizations</td>
<td>AC + 5</td>
<td>AC + 5</td>
<td>AC = Request received. Buckley Amendment, Confidential record.</td>
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<tbody>
<tr>
<td>768</td>
<td>Texas Tech University System</td>
<td>6.5</td>
<td>522</td>
<td>Non-Institutional Student Records</td>
<td></td>
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</tbody>
</table>

Non-Institutional Student Records
Documents and tracks the application, selection, and progress in special instructional programs of elementary through high school and non-institution students belonging to special, minority, or disadvantaged groups. Examples of programs to which this series applies are Science and Mathematics Investigative Learning Experiences (SMILE), Upward Bound, High School Equivalency, and other non-institution programs. Includes: application and admission documentation; personal and family information; medical and health documentation; selection and decision making documentation; Educational Opportunity Program (EOP) documentation; notification of admission and non-admission; recommendations and evaluative materials; copies of academic records; counseling and advising notes and documentation; housing and conduct documentation; federal student aid reports; risk release and insurance forms; immigration and citizenship documentation; financial responsibility records; reports; and related documentation and correspondence. Portions may be exempt from disclosure.

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SLR 105 Revisions to the TTU System RRS approved on August 28, 2012
### STATE OF TEXAS

#### Records Retention Schedule

**SLR 105**

Form SLR 105C must accompany this form.

1. Page 62 of 104

|----------------|----------------|---------------------------|-------------------|------------------------|---------------------|-------------|-----------|--------------------------|--------------------------|

| 6.5 384 | Requests for and Disclosures of Personally Identifiable Information | AC | AC | AC = Permanent as long as disclosed information is maintained. Buckley Amendment, Confidential record. |
| 6.5 482 | Requests for Nondisclosure of Directory Information | AC | AC | AC = Permanent or until terminated by the student. |
| 6.5 385 | Pass/Fail Records | AC + 1 | AC + 1 | AC = Graduation or withdrawal. Buckley Amendment, Confidential record. |
| 6.5 386 | Permits for Admission to Register | AV | AV | Buckley Amendment, Confidential record. |
| 6.5 387 | Placement and Career Counseling | AC + 5 | AC + 5 | AC = Termination of counseling. Buckley Amendment, Confidential record. |
| 6.5 388 | Academic Action Authorizations | AC + 5 | AC + 5 | AC = Graduation or date of last attendance. Buckley Amendment, Confidential record. |
| 6.5 390 | Recognition (Awards, etc.) | AC + 3 | AC + 3 | O | AC = Issuance of award or recognition. |
| 6.5 391 | Recruitment Records | AC + 1 | AC + 1 | | AC = After application term. Buckley Amendment, Confidential record. |
| 6.5 528 | Registration Audit Records (SFRSTCA Table) | AC + 3 | AC + 3 | | AC = Graduation or date of last attendance. Buckley Amendment, Confidential record. |
| 6.5 529 | Registration Records (SFRSTCR Table) – Has Extender Documentation | PM | PM | | AC = Graduation or date of last attendance. Buckley Amendment, Confidential record. |

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</thead>
<tbody>
<tr>
<td>6.5 392</td>
<td></td>
<td>Students - Reports</td>
<td>5</td>
<td>5</td>
<td>Buckley Amendment may apply depending on the contents of the report.</td>
</tr>
<tr>
<td>6.5 393</td>
<td></td>
<td>Residency Affidavits and Documentation</td>
<td>AC + 6</td>
<td>AC + 6</td>
<td>AC = After submission. Texas Education Code §54.052. CAUTION: Not for residency classification forms submitted by applicants as part of the admissions process. See item 343.</td>
</tr>
<tr>
<td>6.5 394</td>
<td></td>
<td>Scholarship Applications (Rejected)</td>
<td>AC + 1</td>
<td>AC + 1</td>
<td>AC = Selections. See also Students - Financial Aid Records. Buckley Amendment, Confidential record.</td>
</tr>
<tr>
<td>6.5 395</td>
<td></td>
<td>Scholarship Records (Departmental)</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Selections. Buckley Amendment, Confidential record.</td>
</tr>
<tr>
<td>6.5 320</td>
<td></td>
<td>Scholarships: Awarded - Departmental</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Selection.</td>
</tr>
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<td>6.5 487</td>
<td></td>
<td>Scholarships: Administrative Records – Departmental</td>
<td>AC</td>
<td>AC</td>
<td>AC = After termination of the program.</td>
</tr>
</tbody>
</table>

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<p>| 6.5 | 397 | Scores and Reports (External), Admission | AC + 5 | AC + 5 | AC = Selections. Buckley Amendment, Confidential record. |
| 6.5 | 399 | Stipend Acceptance Forms | 10 | 10 | |
| 6.5 | 381 | Foreign Student Records | AC + 3 | AC + 3 | AC = Completion of the immigration program and/or from the date of the denial if the reinstatement is denied. 8 CFR 214.3(g)(1) and (2) and CFR 62.10(h). |
| 6.5 | 486 | Student Internship Program Records | AC | AC | AC = a) Applications of students not admitted into internship programs are kept FE+1; b) Records of students admitted to internship programs should be kept AV as long as they are valuable for credentialing purposes; and c) Financial records associated with payment for student expenses should be kept FE+3 for auditing purposes. |
| 6.5 | 475 | Student Papers, Class Examinations and Tests Completed as Part of Course Work | AV | AV | SEE also Faculty/Instructor Grade Books. |
| 6.5 | 398 | Students - Statistics | PM | PM | O |</p>
<table>
<thead>
<tr>
<th>Agency Code</th>
<th>Agency Name</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Archival</th>
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</thead>
<tbody>
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<td>768</td>
<td>Texas Tech University System</td>
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<tbody>
<tr>
<td>6.5 400</td>
<td>Student Organizations</td>
<td>Historical information documenting the activities of the organization, including membership rosters, annual reports, memos, scrapbooks, photographs and related memorabilia.</td>
<td>AV</td>
<td>AV</td>
</tr>
<tr>
<td>6.5 401</td>
<td>Student Teaching</td>
<td>AC + 10</td>
<td>AC + 10</td>
<td>AC = Completion of teaching.</td>
</tr>
<tr>
<td>6.5 479</td>
<td>Student Certification Records - Professional</td>
<td>Documents the preparation of students earning degrees and/or certification for licenses or certificates to enter a profession (e.g., teaching certificates) and forms the basis of the initial certification by external entities for various professions.</td>
<td>AC + 1</td>
<td>AC + 1</td>
</tr>
<tr>
<td>6.5 488</td>
<td>Student Certification Records - Academic</td>
<td>Documents student completion of certificate programs offered by university academic programs.</td>
<td>PM</td>
<td>PM</td>
</tr>
<tr>
<td>6.5 403</td>
<td>Tests - Student Academic</td>
<td>AC + 1</td>
<td>AC + 1</td>
<td></td>
</tr>
</tbody>
</table>

RetentionPolicy Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – (as long as) Administrative Value
CE – Calendar Year End
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Archival Codes (Field 8)

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

SLR 105

Revisions to the TTU System RRS approved on August 28, 2012
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6.5 489</td>
<td></td>
<td><strong>Theses and Dissertations</strong>&lt;br&gt;Final and accepted graduate publication to fulfill degree requirements.</td>
<td>PM</td>
<td>PM</td>
<td>Permanent hard copies before 2005 reside with the University Archives. After 2005, the official copy becomes the electronic version maintained by the Texas Tech University Libraries.</td>
<td></td>
</tr>
<tr>
<td>6.5 404</td>
<td></td>
<td><strong>Transcript Requests</strong>&lt;br&gt;</td>
<td>AC + 1</td>
<td>AC + 1</td>
<td>AC = Date submitted. Buckley Amendment, Confidential record.</td>
<td></td>
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<tr>
<td>6.5 405</td>
<td></td>
<td><strong>Transcripts</strong>&lt;br&gt;</td>
<td>PM</td>
<td>PM</td>
<td>Buckley Amendment, Confidential record. Retention period based on TACRAO guidelines for academic records.</td>
<td></td>
</tr>
<tr>
<td>6.5 406</td>
<td></td>
<td><strong>Transcripts of Applicants Who Did Not Attend and/or Get Accepted</strong></td>
<td>AC + 1</td>
<td>AC + 1</td>
<td>AC = Date received. Buckley Amendment, Confidential record.</td>
<td></td>
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<tr>
<td>6.5 485</td>
<td></td>
<td><strong>Tuition Exemption Records</strong>&lt;br&gt;Applications for and supporting documentation evidencing the grant of tuition exemptions or remissions.</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = End of award year.</td>
<td></td>
</tr>
<tr>
<td>6.5 512</td>
<td></td>
<td><strong>Tuition Rebate and Supporting Documentation</strong>&lt;br&gt;</td>
<td>AC + 5</td>
<td>AC + 5</td>
<td>AC = Graduation or last semester enrolled.</td>
<td></td>
</tr>
<tr>
<td>6.5 407</td>
<td></td>
<td><strong>Veterans Affairs Records</strong>&lt;br&gt;</td>
<td>AC</td>
<td>AC + 3</td>
<td>AC = Graduation or date of last Attendance.</td>
<td></td>
</tr>
<tr>
<td>6.5 408</td>
<td></td>
<td><strong>Waivers for Rights of Access</strong>&lt;br&gt;</td>
<td>AC</td>
<td>AC</td>
<td>AC = Until terminated.</td>
<td></td>
</tr>
<tr>
<td>6.5 409</td>
<td></td>
<td><strong>Withdrawal Authorizations</strong>&lt;br&gt;</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = End of academic term in which enrollment terminated. Local schedule Item JC3725-12.</td>
<td></td>
</tr>
</tbody>
</table>
### Category 6: Texas Tech Records

#### Section 6.6 – Financial Aid Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Code</th>
<th>Description</th>
<th>Retention Period</th>
<th>Archival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.6</td>
<td>371</td>
<td>Financial Aid Assistance Records</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Current award year. All audit requirements will be met prior to disposal. Office of origin is responsible for arranging storage.</td>
</tr>
<tr>
<td>6.6</td>
<td>461</td>
<td>Federal Parent Loan for Undergraduate Students (PLUS) Loan Program</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = End of loan period for which loan was intended. 34 CFR 682.610(a)(2)</td>
</tr>
<tr>
<td>6.6</td>
<td>462</td>
<td>Pell Grants</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = End of award year. 34 CFR 690.82(a)</td>
</tr>
<tr>
<td>6.6</td>
<td>463</td>
<td>Perkins Loan Program – National Direct Student Loan (NDSL) – Original Promissory Notes</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Until loan is satisfied or documents are needed to enforce obligation. 34 CFR 674.19(e)(4)</td>
</tr>
<tr>
<td>6.6</td>
<td>464</td>
<td>Perkins Loan Program (NDSL) – Loans Repaid</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Date of final payment. 34 CFR 674.19(e)(3)</td>
</tr>
<tr>
<td>6.6</td>
<td>465</td>
<td>Primary Care Loan Program</td>
<td>AC + 5</td>
<td>AC + 5</td>
<td>AC = Date of retirement of loan. 42 CFR 57.215(c) and 42 CFR 57.315(a)(3)</td>
</tr>
<tr>
<td>6.6</td>
<td>466</td>
<td>Supplemental Educational Opportunity Grants (SEOG)</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Submission of Fiscal Operations Report and Application to Participate (FISAP report). 34 CFR 676.19</td>
</tr>
<tr>
<td>6.6</td>
<td>410</td>
<td>Work-Study: Certificates of Payment</td>
<td>AC + 3</td>
<td>AC + 3</td>
<td>AC = Submission of FISAP report. All audit requirements will be met prior to final disposal. 34 CFR 675.19.</td>
</tr>
</tbody>
</table>

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