



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 2: Electronic Data Processing Records | | | | | |
|---------|----|--|----|--|----|---|--|
| | | Section 2.1 – Automated Applications | | | | | |
| 2.1.001 | 38 | Automated Files - Processing Files Machine-readable files used in the creation, utilization, and updating of master files. | AC | | AC | AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. See Note 1. | |
| 2.1 | 37 | Automated Files - Master Files (Backup) | US | | US | These files must meet retention requirements for their specific category. See Note 1. | |
| 2.1.002 | 36 | Automated Files - Master Files Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs. | AC | | AC | AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. See Note 1; a & b only. | |

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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| CE – Calendar Year End FE – Fiscal Year End | LA – Life of Asset PM – Permanent US – Until Superseded |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 | 9. Remarks | 10. 106 No. | 11. TSLAC ONLY Amend. No. |
| | | | Agency | Storage | Total | | | | |
| 2.1.007 | 327 | Software Programs Automated software applications and operating system files including job control language, program listing/source code, etc. | AC | | AC | | AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. | | |
| 2.1.008 | 160 | Hardware Documentation Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. | AC | | AC | | AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. | | |

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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 | | | | | |
| 2.1.009 | 110 | Technical Documentation Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. | AC | | AC | | AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. | | | | |

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| 2. Agency Code | 768 | 3. Agency Name Texas Tech University System | | | | | | |
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| 2.1.010 | 35 | Audit Trail Records Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs. | AC | | AC | | AC = All audit requirements have been met. | |
| 2.1.011 | 453 | Finding Aids, Indexes, and Tracking Systems Automated indexes, lists, registers, and other finding aids used to provide access to records. | AC | | AC | | AC = The related records have been destroyed. CAUTION: These records must carry the same retention period and archival code of the records they support. | |

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| | | Category 2: Electronic Data Processing Records | | | | | |
|---------|----|--|----------|--|----------|--|-------------------------------------|
| | | Section 2.2 – Computer Operations and Technical Support | | | | | |
| 2.2.001 | 15 | Activity Monitoring Records Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc. | AV | | AV | | |
| 2.2.002 | 83 | Computer Utilization/Chargeback Records Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes. | FE + 3 | | FE + 3 | | |
| 2.2.004 | 82 | Computer Job Schedules and Reports Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed. | 3 months | | 3 months | | |
| 2.2.011 | 43 | Batch Data Entry Control Records Forms and logs used to reconcile batches submitted for processing against batches received and processed. | AC | | AC | | AC = When reconciliation confirmed. |

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Archival Codes (Field 8)

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| 2.2.012 | 236 | Output Records for Computer Production Reports showing transactions that were accepted, rejected, suspended, and/or processed. | AV | | AV | | Output may either be in printed or magnetic form. If magnetic, the files, programs and documentation must be available. | |
| 2.2.013 | 288 | Quality Assurance Records Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy. | AC | | AC | | AC = No longer needed as an audit trail for any records modified. | |
| 2.2.014 | 456 | Internet Cookies Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers. | AV | | AV | | The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014). | |

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| 2.2.015 | 423 | History Files – Web Sites A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer. | AV | | AV | | | |
| 2.2.016 | 328 | Software Registrations, Warranties and License Agreements | LA + 3 | | LA+3 | | | |

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