



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **40** of **104**

2. Agency Code	768	3. Agency Name <b>Texas Tech University System</b>						
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 4: Fiscal Records Section 4.1 – Worksheets, Detail Information on Financial Event or Transaction							
4.1.001	9	Accounts Payable Information	FE + 3		FE + 3		
4.1.002	46	Billing Detail	FE + 3		FE + 3	CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001 and 5.5.007.	
4.1.003	64	Canceled Checks/Stubs/Warrants/Drafts	FE + 3		FE + 3		
4.1.005	173	Inventory and Other Cost Files Production, job, labor, quotes, pricing, specifications, etc.	FE + 3		FE + 3		
4.1.006	176	Investment Transaction Files	FE + 3		FE + 3		
4.1.007	432	Transfers or Budget Revisions Transfers or adjustment to budgets.	FE + 3		FE + 3		
4.1.008	109	Electronic Fund Transfers Direct Deposit Registers.	FE + 3		FE + 3		
4.1	57	Budget Revisions	FE + 3		FE + 3		

Retention Codes (Field 7)	Archival Codes (Field 8)
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Category 4: Fiscal Records							
Section 4.2 – Documents of Original Entry							
4.2.001	68	<b>Cash Deposit Vouchers</b> Cash deposit slips.	FE + 3		FE + 3		
4.2.002	69	<b>Cash Receipts</b> Includes receipts for fees (permits, licenses, renewals, etc.).	FE + 3		FE + 3		
4.2.003	93	<b>Daily Cash Receipts Logs</b>	FE + 3		FE + 3		
4.2.004	123	<b>Encumbrance Vouchers</b> Orders, statements, change orders, etc.	FE + 3		FE + 3		
4.2.005	286	<b>Purchase Vouchers</b> Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3		
4.2.006	151	<b>General Journal Vouchers</b>	FE + 3		FE + 3		
4.2.007	136	<b>Expenditure and Travel Vouchers</b> Travel, payroll, etc.	FE + 3		FE + 3		

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Category 4: Fiscal Records Section 4.3 – Journals or Registers							
4.3	63	Business Transactions - Journals and Registers	FE + 3		FE + 3		
4.3.002	291	Receipts Journals or Registers	FE + 3		FE + 3		
4.3.003	137	Expenditures Journals or Registers	FE + 3		FE + 3		
4.3	202	Loan Journals or Registers	AC + 5		AC + 5	AC = Loan approved. Federally funded student financial aid must adhere to AC+5.	

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Category 4: Fiscal Records Section 4.4 – Ledgers							
4.4.001	152	General and Subsidiary Ledgers	FE + 3		FE + 3		
4.4.002	11	Accounts Receivable Ledgers	FE + 3		FE + 3		
4.4.003	10	Accounts Payable Ledgers	FE + 3		FE + 3		

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Category 4: Fiscal Records Section 4.5 – Reports							
4.5.001	450	<b>Worksheets for Preparing Fiscal Reports</b>	FE + 3		FE + 3		
4.5.002	172	<b>Internal Fiscal Management Reports</b> Includes agency monthly budget reports.	FE + 3		FE + 3		
4.5.003	25	<b>Annual Financial Reports</b> Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6	O	AC = September 1 of odd-numbered calendar years.
4.5.005	307	<b>Reports - External Fiscal</b> Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB reports, which are monthly construction reports and System HUB expenditures.	FE + 3		FE + 3		
4.5.006	26	<b>Annual Operating Budgets</b> Required by the General Appropriations Act.	FE + 3		FE + 3	O	

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Category 4: Fiscal Records Section 4.6 – Documents Showing Compliance with System of Internal Control									
4.6.001	41	<b>Balancing Records</b>	FE + 3		FE + 3				
4.6.002	292	<b>Reconciliations</b>	FE + 3		FE + 3				
4.6.003	67	<b>Cash Counts</b>	FE + 3		FE + 3				

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Category 4: Fiscal Records Section 4.7 – Other Fiscal							
4.7.001	8	<b>Accounting Policies and Procedures Manual</b>	US + 3		US + 3		
4.7.002	42	<b>Bank Statements</b>	FE + 3		FE + 3		
4.7.003	65	<b>Canceled Checks - Returned/Uncollectable</b>	AC + 3		AC + 3	AC = After deemed uncollectable.	
4.7.004	66	<b>Capital Asset Records</b>	LA + 3		LA + 3		
4.7.005	73	<b>Claim Files</b>	AC + 3		AC + 3	AC = Resolution of claim.	
4.7.006	81	<b>Comptroller Statements</b>	FE + 3		FE + 3		
4.7.007	103	<b>Detail Chart of Accounts</b> One for all accounts in use for a fiscal year.	FE + 3		FE + 3		
4.7	154	<b>Grants - Applications and Proposals</b>	FE + 3		FE + 3	O	
4.7.008	155	<b>Grants - Federal Information on File</b>	AC + 3		AC + 3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).  CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
4.7	156	<b>Grants - Private Foundations and/or Non-State or Federal Sources: Approved</b>	AC + 3		AC + 3	AC = Satisfaction of the grant according to its terms.	
4.7	157	<b>Grants - Private Foundations and/or Non-State or Federal Sources: Rejected</b>	AC + 1		AC + 1	AC = Rejection of grant proposal.	

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4.7	158	<b>Grants - State Grant Records</b>	AC + 3		AC + 3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).	
4.7.010	55	<b>Bonds and Notes - Cancelled and Paid, Interest Coupons [Long-Term Liability Records]</b>	AC + 3		AC + 3	AC = Retirement of debt.	
4.7	53	<b>Bonds - Bond and Coupon Certificates of Destruction</b>	AC + 3		AC + 3	AC = Retirement of debt.	
4.7	54	<b>Bonds - Current Bonds and Bondholder Records</b>	AC + 3		AC + 3	AC = Retirement of debt.	
4.7	300	<b>Refunds and Repayments</b>	FE + 5		FE + 5	Pell Grant Federal Regulations and other campus based programs.  34 CFR 676.19. See also 34 CFR 668.24(e) for additional retention information.	
4.7.012	326	<b>Signature Authorizations</b> Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	US + FE + 3		US + FE + 3		
4.7	435	<b>Truth-in-Lending Statements</b>	5	10	15	Buckley Amendment, Confidential record. Office of origin is responsible for arranging storage.	

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