

RECORD RETENTION SCHEDULE

FOR

**THE UNIVERSITY OF TEXAS
SOUTHWESTERN MEDICAL CENTER**

APRIL 2006

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CAUTION

If any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving a record has been initiated *before* the expiration of the retention period for a record in this schedule or in the agency's approved records retention schedule, the record must be retained until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

EXPLANATION OF TERMS

ARCHIVAL RECORDS	Records retained permanently for their lasting historical value and user for research and reference by university offices and the general public.
RECORDS CENTER	Stores records for university offices on a temporary basis. Not a permanent storage facility.
RECORD COPY	The document kept on file as the original or valid record. Distinct from the "working copy" or "convenience copy".
CONVENIENCE COPY	A non-original copy used for general information purposes.
RECORD SERIES	Group of identical or related records that are normally used and filed as a unit, and are evaluated as a unit for retention scheduling purposes.
RETENTION PERIOD	The amount of time a record series must be retained before final disposition or destruction.
VITAL RECORDS	Records essential to continue an organization, to recreate a component's financial or legal position and those that preserve the rights of employees and citizens. Records series commonly regarded as vital are so designated.

NOTES USED IN REMARKS COLUMN

- Note 1-** All statutes of limitation must be met before file is closed. Review before disposal; some cases that set legal precedents may merit a review by University Archivist for historical reasons. Section 441.187(b) Government Code)
- Note 2-** Dispose of after completion of 3rd update cycle except for: (a) Raw data input or source file which replaces or serves as the basic source document in lieu of a textual or other source document-Follow retention period approved for the equivalent type of textual record or as long as administratively valuable, whichever longer. (b) Routine or benchmark data file used in testing a system or program-As long as administratively valuable. (c) File which facilitates processing of a particular job or system run, but which does not add to, delete from, or substantially modify information in a master file - As long as administratively valuable.
- Note 3 -** Dispose of after completion of 3rd update cycle except for (a) Data file which replaces or serves in lieu of textual record-Follow the retention period approved for the equivalent type of textual record. (b) Output data file extracted from system solely to produce printed reports or other publications-dispose of when no longer needed to create publication.
- Note 4 -** The Texas State Library and Archives Commission has adopted administrative rules (13TAC§6.91-6.99) establishing standards and procedures for state records in the electronic format that have an approved retention period of 10 years or longer(as stated on this agency schedule) or in the Texas State Retention Schedule.
- Note 5 -** Software required to retrieve and read any electronic records maintained by the computer system must be retained as long as the approved retention period for the electronic records. 13TAC§6.97(a). **CAUTION:** If an electronic record is scheduled for permanent retention, software needed for access to the record must also be retained permanently.
- Note 6 -** If these records are initially recorded in machine-readable form, for audit purposes they must be retained in that form rather than hard copy form.

Note 7 - Includes notes of interviews with candidates; audio and videotapes of job interviews; background, criminal history, and previous injury checks; pre-employment physical examinations; polygraph examination results; and all other records that document the selection process. SEE item number 3.1.026 for security clearances on hired applicants.

Note 8 - INDIVIDUAL PERSONNEL FILE

- a. The Employees' entire personnel file is to be retained 5 years after separation.
- b. Information to be maintained in employee personnel files for a period of fifty years after retirement:
 - 1. Teacher Retirement, Optional, and Insurance beneficiary information
 - 2. Optional Retirement Program Acknowledgment
 - 3. Optional Retirement Program Company(s) in which the retiree has contributions
 - 4. Appointment and salary history (minimum information needed to verify employment, including names, social security number, date of birth, exact dates of employment, and last known address)
- c. Information to be maintained in employee personnel files for a period of fifty years after termination:
 - 1. Optional Retirement Program Acknowledgment
 - 2. Appointment and salary history (minimum information needed to verify employment, including names, social security number, date of birth, exact dates of employment, and last known address).

Note 9 - AC=Term of Grant. CAUTION: grants have individual guidelines for retention. Records for each grant or contact must be retained in accordance with specific instructions or guidelines. Federal Grants records should comply with Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the common rule) as stated in OMB Circular A-110. Grants for Clinical Trials/Drug Studies must be maintained AC+15 in accordance with 21CFR 312.57. For Clinical Trials AC= after completion and upon receipt of New Drug Approval (NDA) or Investigational New Drug (IND) Withdrawal.

Note 10 - This note is no longer used for retention of records.

Note 11 - LIFE OF THE AFFECTED RECORD

Whenever the recommended retention period is the "life of the affected record," the retention period of the FERPA document is meant to be the same as that of the student records to which it pertains: students' waivers of rights to access to letters of recommendation, for example, should be retained until terminated or the letters themselves are destroyed. If the retention period for a record to which a Family Educational Rights and Privacy Act (FERPA) contract pertains is permanent, the FERPA document should also be permanently retained and microfilmed for added security.

Note 12- MICROFILMED RECORDS

Paper records that are transferred to microfilm images have the retention period of AV. The purpose of the paper document has been served once the image of the document is transferred to microfilm and the image is certified.

ABBREVIATIONS USED

AG	Attorney General's Office, State of Texas
BOR	Board of Regent's Office, The University of Texas System
BPM	Business Procedure Memorandum, The University of Texas System
CFR	Code of Federal Regulations
GOV	Governor's Office, State of Texas
LBB	Legislative Budget Board, State Of Texas
LRL	Legislative Reference Library of Texas
PUB	Publication Clearinghouse of the Texas State Library
RMD	State and Local Records Management Division of the Texas State Library and Archives Commission
TWC	Texas Workers' Compensation Commission

STATE OF TEXAS

Records Retention Schedule

Agency Code	729	Agency Name	The University of Texas Southwestern Medical Center
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Records Series Item No.	Agency Item No.	Record Series Title	Retention Period			Archival	Remarks	106 No.	TSLAC ONLY Amend No.
			Agency	Storage	Total				
	10.	ADMINISTRATION							
1.1	10.010	AFFILIATION AGREEMENTS	AC+4		AC+4	O	AC=SEE RETENTION SCHEDULE		
1.1	10.015	ACCREDITATION RECORDS	US+5		US+5	O			
5.1.001	10.020	AGREEMENTS, CONTRACTS, LEASES	AC+4		AC+4	O	AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS		
1.1	10.080	INSTITUTIONAL REVIEW BOARDS	10		10	O	FILES REVIEWING ALL RESEARCH		
1.1.006	10.110	COMPLAINT RECORD-COMPLAINTS MADE BY EMPLOYEES OR OTHER PEOPLE CONCERNING THIS STATE AGENCY	AC+3		AC+3		AC= FINAL DISPOSITION OF THE COMPLAINT;EEO MUST BE KEPT 3 YRS		
1.1.007	10.120	CORRESPONDENCE, ADMINISTRATIVE RELATING TO DEVELOPMENT AND ADMINISTRATION OF AGENCY POLICIES, PROGRAMS AND OTHER MAJOR TRANS.	3		3	O	CAUTION:SEE NOTES		
1.1.008	10.130	CORRESPONDENCE, GENERAL	1		1				
5.1.015	10.140	CORRESPONDENCE TRACKING RECORD	1		1				
1.1.0571	10.141	TRANSITORY INFORMATION AC=PURPOSE OF RECORDS HAS BEEN FULFILLED	AC		AC		SERIES INCLUDES E-MAIL AND SHORT TERM TRANSITORY CORRESPONDENCE		
1.1	10.150	DEEDS & OTHER DOCUMENTS REFLECTING LEGAL TITLE	LA		LA		RETAINED IN OFFICE OF THE VICE PRESIDENT OF BUSINESS AFFAIRS		
1.1.010	10.160	DIRECTIVES,ANY DOCUMENTATION THAT OFFICALLY CHANGES OR RESCINDS PROCEDURES	US+1		US+1				
5.4.013	10.170	DISASTER RECOVERY PLAN	US		US				
1.1.011	10.180	EXECUTIVE ORDERS DOUCUMENTATION THAT AMENDS INITIATES OR RESCINDS POLICY AND PROCEDURE	US+5		US+5	I	SECURITY IS OPEN WITH RESTRICTIONS		
1.1	10.190	GIFT RECORDS	PM		PM	I	SECURITY IS OPEN WITH RESTRICTIONS		
5.1.013	10.200	INSURANCE POLICIES	AC+4		AC+4		AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS		

Retention Codes AC - After Closed, Terminated, Completed, Expited, Settled AV - Administrative Value	CE - Calendar Year End FE - Fiscal Year End	LA - Life of Asset MO - Months	PM - Permanent US - Until Superseded	Archival Codes I - Retain in University Archives O - Review by University Archivist
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1.1.071	10.230	AGENCY RULES, POLICIES, AND REGULATIONS AND PROCEDURES	US+3		US+3	O	SECURITY IS OPEN WITH RESTRICTIONS		
1.1.025	10.240	MANUALS AND HANDBOOKS FACULTY AND/OR STUDENT HANDBOOKS	US+3		US+3				
1.1.058	10.250	MEETING AGENDA OFFICIAL AGENDA OF STATE BOARDS, COMMITTEES OR COMMISSIONS	PM		PM	I	AGENDA SHOULD BE FILED WITH OFFICIAL COPIES OF MINUTES		
1.1.058	10.260	MEETING MINUTES- OFFICIAL MINUTES OF STATE BOARDS, COMMISSIONS OR COMMITTEES. TEMPORARY OR PERMANENT	PM		PM	I	SECURITY IS OPEN WITH RESTRICTIONS		
1.1.019	10.270	NEWS OR PRESS RELEASES	2		2	O			
1.1.020	10.280	OPEN RECORDS REQUESTS APPROVED	AC+1		AC+1		AC=DATE REQUESTED FILLED		
1.1.021	10.290	OPEN RECORDS REQUESTS DENIED	AC+2		AC+2		AC=DATE OF DENIAL OF REQUEST		
1.1.023	10.310	ORGANIZATION CHARTS COMPONENT COPY	US		US	I			
1.1.024	10.330	PLANNING RECORDS	AC+3		AC+3	O	AC=DECISION TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING		
1.1.025	10.340	POLICIES AND PROCEDURES MANUALS	US+3		US+3	O	SECURITY IS OPEN WITH EWATRCTIONS		
5.1.005	10.350	POSTAGE EXPENSE REPORTS AND METER RECORDS	FE+3		FE+3				
1.1.026	10.370	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1		AC= DATE OF PUBLICATION IN THE TEXAS REGISTER		
1.1.027	10.380	PROPOSED LEGISLATION - DRAFTS OR PROPOSED LEGISLATIVE BILLS AND RELATED CORRESPONDENCE	AV		AV	O	SECURITY IS OPEN WITH RESTRICTIONS		
1.3.002	10.390	PUBLICATION FILES - BACKGROUND MATERIAL, COPY (DRAFTS), ORIGINAL ARTWORK, PHOTO NEGATIVES, PRINT, FLATS, ETC.	AV		AV	O			
1.3.001	10.400	STATE PUBLICATION	AC+5		AC+5		SEND COPIES TO PUBC		
1.1.066	10.430	REPORTS-BIEANNIAL OR ANNUAL RECORD COPY ONLY	AC+6		AC+6	I	SEND REQUIRED COPIES TO PUBLISH AC=RRS		

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			Agency	Storage	Total				
1.1.067	10.450	REPORTS AND STUDIES(NON FISCAL) RECEIVED FROM OUTSIDE CONSULTANTS OR SPECIAL COMMITTEES	3		3	I	SECURITY IS OPEN WITH RESTRICTIONS		
1.1.0.69	10.460	REPORTS - EMPLOYEE ACTIVITY, PRODUCTION & OTHER REPORTS USED FOR WORKLOAD MEASURES, TIME STUDIES & FUNDING	3		3	I	SECURITY IS OPEN WITH RESTRICTIONS		
1.1.040	10.470	REPORTS AND PAPERS-CONFERENCE REPORTS OR PAPERS DELIVERED AT A CONFERENCE IN CONJUNCTION WITH COMPONENT WORK	2		2	O	SECURITY IS OPEN WITH RESTRICTIONS		
1.1.065	10.480	REPORTS, STUDIES, AND SURVEYS- INFORMATION DATA COLLECTED AND COMPILED USED FOR PRODUCING NON FISCAL REPORTS	AV		AV		SECURITY IS OPEN WITH RESTRICTIONS		
1.1.038	10.490	REPORTS AND STUDIES - FINAL	AC+3		AC+3	O	SECURITY IS OPEN WITH RESTRICTIONS		
1.1.068	10.492	REPORTS - PERFORMANCE & FUND MANAGMENT TO THE LEGISLATURE	AC+6		AC+6	O	AC= SPT. 1 OF ODD NUMBERED CALENDAR YEARS		
5.2.027	10.500	SPACE UTILIZATION REPORTS AND ROOM INVENTORY	AV		AV				
1.1.025	10.510	RULES AND REGULATIONS-GUIDELINES, DIRECTIVES, ADMIN RULES, POLICIES, OR PROCEDURES ISSUED TO FULFILL MISSION	US+3		US+3	O	SECURITY IS OPEN WITH RESTRICTIONS		
1.1.040	10.520	SPEECHES--ORIGINAL NOTES OR TEXT OF SPEECHES DELIVERED IN CONJUNCTION WITH COMPONENT WORK AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION	AC		AC	O			
4.7	10.530	SPONSORED GRANTS AND CONTRACTS	AC+5		AC+5		AC= RRS, ALSO NOTE CAUTION IN RRS		
4.7	10.540	GRANT PROPOSALS	AC+3		AC+3		AC= RESOLUTION OF THE PROPOSAL		
1.1.041	10.550	SUGGESTION SYSTEM SUGGESTIONS SUBMITTED BY AGENCY PERSONNEL AND RESPONSES	1		1		SECURITY IS OPEN WITH RESTRICTIONS		
3.1.035	10.560	PERFORMANCE BONDS	AC+4		AC+4		AC=EXPIRATION OR TERMINATION OF THE BOND ACCORDING TO ITS TERMS		

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1.1	10.570	SURVEYS, REPORTS, QUESTIONNAIRES MANDATED AND VOLUNTARY	AC+5		AC+5		AC=AFTER CLOSE OF SURVEY AND UTILIZATION		
1.1.043	10.590	TRAINING MANUALS DEVELOPED BY THE AGENCY FOR TRAINING OF AGENCY EMPLOYEES	US+1		US+1				
3.3.023	10.600	TRAVEL AUTHORIZATION REQUEST	FE+3		FE+3		RETENTION IS REQUIRED FOR BOTH APPROVED AND DECLINED REQUESTS		
	12.	LEGAL AFFAIRS -----							
1.1.014	12.100	LEGAL OPINIONS AND ADVICE AGENCY OPINIONS FROM AGENCY LEGAL COUNSEL & ATTORNEY GENERAL	AV		AV	O	ATTORNEY GENERAL'S COPIES ARE RETAINED PERMANENTLY		
1.1	12.200	PATENTS, TRADEMARKS AND COPYRIGHTS (RESEARCH RECORDS REFLECTING USAGE AND THE LIKE)	AC+20		AC+20	O	AC=EXPIRATION OF ALL PATENTS, TRADEMARKS AND COPYRIGHTS		
1.1.048	12.300	CLOSED LITIGATION FILES	AC+10		AC+10	O	AC=CLOSE OF THE LITIGATION OR SETTLEMENT		
	15.	BUDGET -----							
1.1.004	15.005	LEGISLATIVE BUDGETS	AC+6		AC+6	I	AC=SEPT. 1 OF ODD NUMBERED CALENDAR YEARS.		
4.5.006	15.008	LEGISLATIVE BUGET REQUESTS	FE+3		FE+3	I	SPECIFIC BUDGET FOR MEDICAL SCHOOL		
1.1.004	15.010	LEGISLATIVE BUDGET CHANGES	AC+6		AC+6	I	AC=SEPTEMBER 1 OF ODD NUMBERED CALENDAR YEARS		
	20.	AUTOMATION -----							
2.1.002	20.010	AUTOMATED FILES-MASTER FILES	AC		AC		AC=COMPLETION OF 3RD UPDATE CYCLE		
2.2.011	20.020	BATCH/DATA ENTRY CONTROL FORMS/LOGS AC=WHEN RECONCILIATION CONFIRMED	AC		AC		AV=AFTER ANALYSIS OR USE		
2.2.012	20.030	OUTPUT RECORDS FOR COMPUTER PRODUCTION (MINI & MAINFRAME)--REPORT SHOWING TRANS- ACTIONS ACCEPTED, REJECTED, PROCESSED, ETC.	AV		AV		AV=AFTER ANALYSIS OR USE		
2.1	20.040	DATA ENTRY DOCUMENTS FROM WHICH THE DATA IS EXTRACTED	AC		AC		AC=RRS;THESE DOCUMENTS MEET REQUIREMENTS FOR CATEGORY		

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2.1.008	20.050	DOCUMENTATION INCLUDES SYSTEM, PROGRAM, FILE, USE, AND OPERATIONS/RUN	AC		AC		AC=RRS; SEE NOTE 4		
2.1.007	20.060	SOFTWARE PROGRAM AND JOB CONTROL LANGUAGE APPLICATION SOFTWARE INCLUDING COMMERCIAL, CUSTOMIZED ETC.	AC		AC		AC=AFTER CLOSE, TERMINATED OR EXPIRED SEE NOTE 5		
2.2.001	20.070	SYSTEM MONITORING RECORDS-INCLUDES CON- SOLE LOGS, AND PHYSICAL AND ON-LINE ACCESS RECORDS	AV		AV		AV=RRS;SEE NOTE 6		
2.2.002	20.080	COMPUTER UTILIZATION RECORDS DOCUMENTS THAT REFLECT HOW THE COMPUTER IS USED BY THE COMPONENT	5		5		RETAIN ONLY IF THE RECORDS FOR LONG-RANGE PLANS AND STUDIES		
2.2.004	20.100	COMPUTER JOB SCHEDULES AND REPORTS SCHE- DULES & SIMILAR RECORDS SHOWING COMPUTER JOBS TO BE RUN & OTHER REPORTS OF WORK	3 MO		3 MO		INTERNAL CONTROL RECORD ONLY		
1.1.024	20.120	DATA PROCESSING PLANNING RECORDS LONG AND SHORT-RANGE PLANS	AC+3		AC+3	O	AC=DECISION TO IMPLEMENT OR NOT IMPLEMENT PLAN		
2.1.001	20.130	AUTOMATED FILES-PROCESSING FILES MACHINE READABLE FILES USED IN CREATION UTILIZATION & UPDATING-TRANSATION FILES	AC		AC		AC= 3RD UPDATE CYCLE		
	32.	PAYROLL -----							
3.2.001	32.010	EMPLOYEE DEDUCTION AUTHORIZATION	AC+4		AC+4		AC=TERMINATION OF EMPLOYEE		
3.2.002	32.020	EMPLOYEE EARNING RECORDS 40 TAC815.106(1)	4		4		40 TAC 815.6(l)		
4.5.002	32.025	ANNUAL SALARY AND WAGE REPORTS	FE+3		FE+3		TAC=TEXAS ADM. CODE CFR=CODE OF FEDERAL REGULATIONS		
4.4.004	32.030	EMPLOYEE SAVINGS BONDS LEDGERS	FE+3		FE+3				
3.2.003	32.050	FICA RECORDS	AC+4		AC+4		AC=AFTER CLOSE OF THE CALENDAR YEAR 26 CFR31.6001-1(E) (2)		
4.5.002	32.060	INTERIM REPORTS, PAYROLL	FE+3		FE+3				

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3.2.004	32.070	INCOME ADJUSTMENT AUTHORIZATION DOCUMENT USED TO MAKE CHANGES TO GROSS PAY, FICA, RETIREMENT OR IN COMPUTATION OF TAXES	2		2	29CFR 516.6(C)			
4.3	32.080	PAYROLL REGISTERS	FE+3		FE+3				
4.5.001	32.090	RELATED DRAFT AND WORKING PAPERS FOR PAYROLL REGISTER	FE+3		FE+3				
4.5.002	32.100	RETIREMENT SYSTEM TEACHERS AND OPTIONAL RETIREMENT INTERNAL FISCAL MANAGEMENT REPORT	FE+3		FE+3	SECURITY IS OPEN WITH RESTRICTIONS			
3.2	32.110	W-2 LISTING	AC+4		AC+4	AC= AFTER CLOSE OF THE CALENDAR YEAR			
3.2.005	32.120	W-4 FORM	US+4		US+4	26 CFR 31.6001-5			
3.2.006	32.130	WAGE RATE TABLES	2		2	26 CFR516.6(A)(2)			
3.2.008	32.140	DIRECT DEPOSIT APPLICATIONS AND AUTHORIZATIONS	US		US				
3.2.009	32.150	STATE DEFERRED COMPENSATION RECORDS	AC+5		AC+5	AC=DISTRIBUTION PLAN FILED OR COMPLETED			
3.2.010	32.160	HUMAN RESOURCES INFORMATION SYSTEM	AC+4		AC+4				
	35.	HUMAN RESOURCES - EMPLOYEE -----	-----		-----	-----			
3.3	35.002	SIGN-IN SHEETS	AC+2		AC+2	AC=CALENDAR DATE ON THE SIGN-IN SHEETS RECORDING APPLICANTS			
3.1.	35.005	INTERNATIONAL VISA RECORDS	7		7	RECORDS OF INTERNATIONAL VISA SPONSORSHIP BY UTSWMC.			
3.1.002	35.010	APPLICATIONS FOR PERMANENT EMPLOYMENT HIRED INCLUDES RESUMES AND TRANSCRIPTS.	AC+5		AC+5	AC=TERMINATION OF EMPLOYMENT RETAINED WITH EMPLOYMENT RECORD			
3.1.026	35.015	CRIMINAL BACKGROUND AND REFERANCE CHECKS	6 MO		6 MO	U T SYSTEM BPM 29			
3.1.000	35.020	APPLICATIONS FOR TEMPORARY EMPLOYMENT HIRED AND NOT HIRED	AC+2		AC+2	AC=AFTER CLOSE OF THE CALENDAR YEAR			

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3.3.027	35.030	APTITUDES AND SKILLS TESTS AND TEST PAPERS INTERESTS FORMS/APPLICATIONS NOT HIRED	US+2		US+2		29 CFR 1602.49		
3.1.000	35.040	CERTIFICATES OF AGE MINOR WORKERS	AC+5		AC+5		AC=AFTER TERMINATION OF EMPLOYMENT		
3.1.006	35.050	COUNSELING NOTES	AC+3		AC+3		AC=TERMINATION OF COUNSELING		
3.3.031	35.090	EEO-6 INCLUDES DOCUMENTATION USED TO COMPLETE EEO REPORTS FOR INSTITUTIONS OF HIGHER ED.	3		3		29 CFR 1602.30 1602.3 1602.39 1602.41 1602.48 AND 1602.50		
3.1.000	35.091	CLASSIFIED RECRUITMENT	FE+3		FE+3				
3.1.011	35.100	EMPLOYEE'S INSURANCE FILE	AC+5/50		AC+5/50		AC=SEPARATION DATE SEE NOTE 8		
3.1.012	35.110	EMPLOYMENT ADVERTISEMENTS TO INCLUDE JOB OPENINGS,PROMOTIONS,TRAINING PROGRAMS OR OPPORTUNITY FOR OVERTIME	2		2		29 CFR 1602.49		
3.1.013	35.120	EMPLOYMENT CONTRACTS	AC+5		AC+5		AC=EXPIRATION OR TERMINATION OF AN CONTRACT ACCORDING TO ITS TERMS		
3.1.014	35.130	EMPLOYMENT SELECTIONS INCLUDE INTERVIEW NOTES AND DOCUMENTATION OF SELECTION PROCESS	2		2		SEE NOTES 7, 29 CFR1602.49(A)		
3.3.032	35.140	EQUAL PAY RECORDS 29CFR 1620.32	3		3		29 CFR 1602.30(C)		
5.4.001	35.160	FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE	CE+5		CE+5		THE TEXAS WORKER'S COMP.COMMISSION RETAINS COPIES FOR 50YRS		
3.1.018	35.170	GRIEVANCE RECORD	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT OR FINAL DECISION OF GRIEVANCE		
3.1.019	35.180	PERFORMANCE APPRAISALS OR EVALUATIONS AS PART OF INDIVIDUAL PERSONNEL FILE	AC+5		AC+5		29 CFR 1602.32(C) AC=TERMINATION OF EMPLOYMENT		
3.1.020	35.190	PERSONNEL CORRECTIVE ACTION DOCUMENTATION ACTIONS WHICH DO NOT AFFECT PAY, STATUS, OR TENURE; IMPOSED TO IMPROVE JOB PERFORMANCE	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT		

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3.1.021	35.200	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION MAY AFFECT PAY, STATUS, OR TENURE AND ARE IMPOSED TO DISCIPLINE EMPLOYEE FOR ACTIONS	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT		
3.1.022	35.210	PERSONNEL ACTION DOCUMENTING THE CHANGE OF EMPLOYEE STATUS, POSITION, PAY GRADE, AND EVALUATION. THIS WILL INCLUDE INFORMATION TO CREATE NEW POSTION AND THE DATA TO SUPPORT THIS POSTION.	2		2		29 CFR 1602(A)		
3.1.023	35.220	POSITION/JOB DESCRIPTIONS AND PAY PLANS	US+4		US+4		40 TAC 815.6(l)		
5.4.012	35.240	SECURITY ACCESS RECORDS	AC+2		AC+2		AC=UNTIL SUPERSEDED, DATE OF EXPIRATION,TERMINATION		
3.1.	35.250	FEDERAL GOVERNMENT SECURITY CLEARANCES	AV		AV				
3.1.027	35.260	TRAINING RECORDS	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT		
5.4.001	35.270	WORKERS COMPENSATION REPORTS	CE+5		CE+5		29 CFR 1904.6 TEXAS WORKER'S COMP. COM.RETAINS REPORT COPIES 50 YEARS		
3.1.029	35.272	CITIZENSHIP DOCUMENTATION FEDERAL REPORTING FORM INS 9	AC+1		AC+1		AC=TERMINATION OF EMPLOYMENT		
3.1	35.280	EMPLOYEE PERSONNEL FILE, FACULTY, CLASSIFIED, ADMINISTRATIVE, CLINICAL & ADJUNCT	AC+5/50		AC+5/50		AC=RETIREMENT OR TERMINATION DATE SEE NOTE 8		
3.3.011	35.290	FORMER EMPLOYEE VERFICATION RECORDS BASIC INFORMATION TO VERIFY EMPLOYMENT THE REFERENCE FOR THIS ITEM IS TXRRS THE 3RD EDITION	AC+75		AC+75		AC=TERMINATION OF EMPLOYMENT SEE NOTE 8		
3.3.000	35.295	INTERNATIONAL FILES	AC+7		AC+7		USED TO TRACK THE VISA HISTORY OF INTERNATIONAL EMPLOYEES		
	37.	HUMAN RESOURCES - ADMINISTRATION -----	-----		-----		-----		
3.3.001	37.290	AFFIRMATIVE ACTION PLANS	5		5		SECURITY IS OPEN WITH RESTRICTIONS		

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3.1.036	37.310	APPRENTICESHIP PROGRAMS RECORDS; APPLICATIONS, SELECTION, SUMMARY OF QUALIFICATIONS, EVALUATION, AND COMPLETION	5		5	29 CFR 30.8(E)			
3.3.004	37.320	BENEFIT PLANS	US+1		US+1	29 CFR 1627.3(B)(2)			
3.3.026	37.340	EMPLOYEE LISTINGS IDENTIFIES EMPLOYEE BY SOCIAL SECURITY NUMBER, NAME, OR POSITION SECURITY ACCESS RECORDS, AGENCY STAFFING REPORT	US+3		US+3	SECURITY IS RESTRICTED			
3.3.026	37.350	EMPLOYEES HIRED DURING MONTH IDENTIFIES ALL STATE POSITIONS FILLED DURING MONTH AGENCY STAFFING REPORTS	US+3		US+3				
3.3.004	37.360	GROUP INSURANCE, BENEFIT PLANS	US+1		US+1	29 CFR 1627.3(B)(2)			
3.3.015	37.370	JOB AUDITS, POSITION/JOB CLASSIFICATION REVIEW	US+3		US+3	US= AFTER EVALUATION			
3.3.010	37.380	LABOR STATISTICAL REPORTS PROVIDING STATISTICAL INFORMATION ON LABOR FORCE	3		3	US=EVALUATION			
3.3.022	37.400	TEXAS WORKFORCE REPORTS, POSITION ACTION REQUEST USED TO CREATE, OR CHANGE AN INACTIVE POSITION	3		3				
3.3.026	37.410	POSITION STAFFING REPORT PROVIDES A DETAILED ACCOUNT OF ALL POSITIONS WITHIN THE ORGANIZATIONAL STRUCTURE OF THE AGENCY	US+3		US+3				
3.3.015	37.420	POSITIONS/JOB CLASSIFICATION REVIEW FILE	US+3		US+3				
3.3.026	37.430	SUMMARY STAFFING REPORT PROVIDES THE INFORMATION REQUIRED TO MONITOR STAFFING PATTERNS WITHIN ORGANIZATIONAL ENTITY	US+3		US+3				
3.3.026	37.450	VACANCY REPORT PROVIDES A CENTRALIZED LISTING OF ALL VACANT POSITIONS IN EACH DEPARTMENT	US+3		US+3	NON SECURED, OPEN LISTING			
3.3.020	37.460	WORK SCHEDULES	1		1	RECORDS RETAINED IN DEPARTMENT			

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	38.	HUMAN RESOURCES-----							
3.4.001	38.470	ACCUMULATED LEAVE ADJUSTMENT REQUEST	FE+3		FE+3		RECORDS RETAINED IN THE DEPARTMENT		
3.4.002	38.480	LEAVE STATUS REPORT CUMULATIVE REPORT IS ISSUED EACH PAY CYCLE AND PROVIDES EMPLOYEE LEAVE STATUS INFORMATION FOR EACH POSITION	FE+3		FE+3				
3.4.004	38.500	OVERTIME AUTHORIZATIONS	2		2		RECORDS REMAIN IN THE DEPARTMENT		
3.4.005	38.510	OVERTIME SCHEDULES	2		2		RECORDS RETAINED IN THE DEPARTMENT		
3.4.006	38.520	TIME CARDS AND TIME SHEETS	FE+4		FE+4		RECORDS RETAINED IN DEPARTMENTS 40 TAC 815.6(l)		
	41.	FISCAL - ECONOMIC EVENTS OR TRANSACTION --							
4.1.001	41.005	ACCOUNTS PAYABLE INFORMATION	FE+3		FE+3		SECURITY IS OPEN WITH RESTRICTIONS		
4.1.002	41.010	BILLING DETAIL	FE+3		FE+3		SECURITY IS OPEN WITH RESTRICTIONS		
4.1.003	41.020	CANCELED CHECK/STUBS	FE+3		FE+3		SECURITY IS OPEN WITH RESTRICTIONS		
4.1.004	41.030	ENCUMBRANCE DETAIL	FE+3		FE+3		SECURITY IS OPEN WITH RESTRICTIONS		
4.1.005	41.040	INVENTORY AND OTHER COST FILES (SERVICE & AUXILIARY DEPTS.) PRODUCTION, JOB, LABOR, QUOTES, PRICING, SPECIFICATIONS AND ETC.	FE+3		FE+3				
4.1.006	41.050	INVESTMENT TRANSACTION FILES	FE+3		FE+3				
	42.	FISCAL - DOCUMENTS OF ORIGINAL ENTRY -----							
4.2.001	42.060	CASH DEPOSIT VOUCHER CASH DEPOSIT SLIPS	FE+3		FE+3				
4.2.002	42.070	CASH RECEIPTS	FE+3		FE+3		RECORDS OF DEPOSITS FOR SPECIFIC ACCOUNTS		
4.2.002	42.071	PETTY CASH	FE+3		FE+3		RECORDS OF PETTY CASH PAYMENTS		
4.2.003	42.080	DAILY CASH RECEIPTS LOG	FE+3		FE+3				
4.2.005	42.100	PURCHASE VOUCHERS REQUISITION ORDER, RECEIVING REPORT, INVOICE, STATEMENT, CHANGE ORDERS AND ETC.	FE+3		FE+3		SEE NOTE 12		

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4.2.005	42.101	PURCHASE VOUCHERS REQUISITIONS ORDER INVOICE, CHANGE ORDER AND ETC.	FE+3		FE+3	▽	MICORFILMED VOUCHERS, VERIFIED BY THE ACCOUNTING DEPT.		
4.2.006	42.110	GENERAL JOURNAL VOUCHER	FE+3		FE+3		SEE NOTE 12		
4.2.006	42.120	TRUST VOUCHERS	FE+3		FE+3		SEE NOTE 12		
4.2.004	42.901	ENCUMBRANCE VOUCHER	FE+3		FE+3		SEE NOTE 12		
	43.	FISCAL - JOURNALS, REGISTERS OR LEDGERS---							
4.2.006	43.111	JOURNAL OF ACCOUNTS	FE+3		FE+3		SECURITY IS OPEN WITH RESTRICTIONS		
4.2.006	43.112	CASH TRANSFER JOURNAL	FE+3		FE+3				
4.3.003	43.120	CHECK REGISTER	FE+3		FE+3				
4.3.001	43.130	SALES JOURNALS	FE+3		FE+3				
4.3.002	43.140	RECEIPTS JOURNALS	FE+3		FE+3				
4.3.003	43.150	VOUCHER JOURNALS	FE+3		FE+3				
4.3	43.160	SUPPORTING DOCUMENTATION FOR REGISTERS	FE+3		FE+3				
4.3.003	43.165	JOURNAL FOR INTER-DEPARTMENT AND REQUESTS	FE+3		FE+3		SERVICES REQUESTED BY DEPARTMENTS OF THE INSTUTION BY DEPARTMENTS		
4.4.001	43.170	GENERAL LEDGER	FE+3		FE+3				
4.4.002	43.180	ACCOUNTS RECEIVABLE LEDGERS	FE+3		FE+3				
4.4.003	43.190	ACCOUNTS PAYABLE LEDGERS	FE+3		FE+3		SECURITY IS OPEN WITH RESTRICTIONS		
5.3.008	43.195	PURCHASE ORDER LOG	FE+3		FE+3		RECORD OF PURCHASE ORDERS ISSUED		
	44.	FISCAL - REPORTS -----							
4.5.002	44.009	GRANT REPORTS	AC+FE+3		AC+FE+3		AC=REPORTS OF FISCAL STATUS OF GRANTS		
4.5.001	44.200	WORKSHEETS FOR PREPARING REPORTS	FE+3		FE+3				
4.5.002	44.210	INTERNAL FISCAL REPORTS	FE+3		FE+3				
4.5.002	44.220	MONTHLY FINANCIAL REPORT	FE+3		FE+3				

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4.5.003	44.230	ANNUAL FINANCIAL REPORT	AC+6		AC+6		COMPONENT RETAINS PM RECORD COPY SEND COPIES TO PUB AC=ODD NO.C. YRS		
4.5	44.240	ANNUAL FINANCIAL REPORT WORKPAPERS INCLUDING 13TH MONTH POST-CLOSING REPORT	FE+3		FE+3				
1.1.066	44.250	ANNUAL NARRATIVE REPORT	AC+6		AC+6	I	SENDS COPIES TO BE PUBLISHED		
4.5.005	44.260	EXTERNAL SPECIAL PURPOSE REPORTS	FE+3		FE+3				
4.5.002	44.280	EMPLOYEE TRAVEL EXPENSE REPORT	FE+3		FE=3				
	45.	FISCAL - COMPLIANCE - INTERNAL CONTROLS---	-----		-----		-----		
4.2	45.212	CASH REFUNDS	FE+3		FE+3		RECORD OF CASH REFUNDED		
4.2000	45.213	PRO-CARDS RECIEPTS,CHARGE SLIPS OF PURCHASE MADE WITH THE CHARGE CARD	FE+3		FE+3		CHARGE SLIPS ARE THE ORIGNAN RECORD RETAINED IN DEPARTMENT		
4.6.001	45.290	MONTHLY BALANCING	FE+3		FE+3				
4.6.002	45.300	RECONCILIATIONS	FE+3		FE+3				
4.6.003	45.310	CASH COUNTS	FE+3		FE+3				
4.6.003	45.311	BANK ORDERS FOR CASH	FE+3		FE+3				
1.1.002	45.320	AUDIT REORTS	AC+7		AC+7		AC=RELEASE OF AUDIT FINDINGS RECORDS RETAINED IN INTERNAL AUDIT		
1.1.002	45.340	REPORTS, EXTERNAL AUDITS	AC+7		AC+7		AC=RELEASE OF AUDIT FINDINGS STATE AUDITOR RETAINS COPY		
1.1.002	45.350	REPORTS RECEIVED FROM THE STATE AUDITOR'S OFFICE	AC+7		AC+7		AC=RELEASE OF FINAL AUDIT FINDINGS		
	46.	FISCAL - OTHER -----	-----		-----		-----		
4.7.001	46.350	ACCOUNTING POLICIES AND PROCEDURES	US+3		US+3				
4.7.002	46.360	BANK STATEMENTS	FE+3		FE+3				
4.7.004	46.370	CAPITAL ASSET RECORDS	LA+3		LA+3				
4.7.005	46.380	CLAIM FILES	AC+3		AC+3		AC=RESOLUTION OF CLAIM		
4.7.006	46.390	COMPROLLER STATEMENTS	FE+3		FE+3				

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4.7.007	46.400	DETAIL CHART OF ACCOUNTS	FE+3		FE+3				
4.7.008	46.410	FEDERAL GRANT INFORMATION ON FILE	AC+3		AC+3	SEE NOTE 9.			
4.7.010	46.420	LONG-TERM LIABILITY (BONDS, ETC.)	AC+3		AC+3	AC=RETIREMENT OF DEBT			
4.7.011	46.430	BUILDING AND PROCUREMENT COMMISSION STATEMENTS	FE+3		FE+3				
4.7	46.440	STUDENT LOANS, NOTES AND RELATED RECORDS	AC+5		AC+5	AC=DATE OF REPAYMENT OF LOAN			
4.7	46.450	BANK COLLATERAL RECORDS	FE+5		FE+5				
4.7	46.460	BOND INSURANCES & DEBT SERVICES	AC+3		AC+3	AC=UNTIL MATURITY OF ISSUE			
4.7	46.470	BOND DESTRUCTION CERTIFICATES	PM		PM				
4.7.008	46.480	INDIRECT COST CALCULATIONS	AC+3		AC+3	AC=SATISFACTION OF ALL UNIFORM REQUIREMENTS FOR GRANTS & CONTRACTS			
4.7.008	46.482	GRANTS TIME AND EFFORT REPORTS	AC+3		AC+3	AC=SATISFACTION OF ADMINSTRATIVE REQUIREMENTS FOR GRANT & CONTRACT			
4.6.003	46.490	WEEKLY CASH REPORTS	FE+3		FE+3				
	47.	CAPITAL ASSETS -----	-----		-----	-----			
5.2.014	47.010	ANNUAL PHYSICAL INVENTORY	FE+3		FE+3				
5.2.015	47.030	DELETION OF EQUIPMENT LOST OR STOLEN SALVAGE SOLD TRANSFER TO OTHER INSTUTIONS	FE+3		FE+3				
5.2.016	47.040	INVENTORY SYSTEM UPDATE LISTING	AC		AC	AC=UNTIL TRANSFER OF INFORMATION TO ANNUAL LISTING			
5.2.016	47.070	INVENTORY UPDATE LISTING, WAREHOUSE TRANSFER FORMS AND REMOVAL OF EQUIPMENT	AC		AC	AC=UNTIL TRANSFER OF INFORMATION TO ANNUAL LISTING			
5.2.014	47.080	YEARLY INVENTORY LISTING (AUG. 31) EQUIPT MENT AND BUILDINGS	FE+3		FE+3				
	48.	RECORDS MANAGEMENT -----	-----		-----	-----			

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1.2.001	48.005	DESTRUCTION SIGN-OFFS LISTING RECORDS DESTROYED AND ACCOMPANYING AGENCY SIGN-OFFS	FE+3		FE+3				
1.2.005	48.010	RECORDS RETENTION SCHEDULE-AGENCY COPY	US		US		ORIGINAL IS RETAINED PERMANENTLY BY TEX. STATE LIBRARY,RECORDS MGMT DIV		
1.2	48.020	RECORDS TRANSMITTAL-DEPARTMENTAL	AC+2		AC+2		INDICATES RECORDS TRANSFERRED AND CURRENT CUSTODIAN		
1.2.008	48.040	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD102) AFTER APPROVED COPY FROM STATE LIBRARY	FE+3		FE+3		ORIGINAL IS RETAINED PERMANENTLY BY TEXAS STATE LIBRARY		
1.2.010	48.050	LOG OF RECORDS DESTROYED	10		10				
	49.	PURCHASING -----							
5.3.002	49.010	FREIGHT BILLS	FE+3		FE+3				
5.3.003	49.020	FREIGHT CLAIMS	AC+2		AC+2		AC=AFTER CLOSE OF THE CLAIM		
5.3.004	49.030	ORDER ACKNOWLEDGEMENTS	AV		AV				
5.3.005	49.040	PACKING SLIPS	AV		AV				
5.3.007	49.050	REQUEST FOR PURCHASE,INCLUDING PURCHASING REQ./AUTHORIZATION BIDS BID SPECIFICATION BID TABULATIONS/EVALUATION PURCHASE ORDER	FE+3		FE+3				
	52.	PHYSICAL PLANT -----							
5.2.001	52.005	APPRAISALS-BUILDING OR PROPERTY	AV		AV				
5.2.002	52.010	BUILDING CONSTRUCTION PROJECT FILES PLANN- ING,DESIGN AND CONSTRUCTION RECORDS,ACCEPT- ED AND REJECTED BIDS, CONTRACTS, INSPEC.CORR.	AC+11		AC+11	O	AC=COMPLETION OF PROJECT		
5.2.003	52.020	BUILDING PLANS AND SPECIFICATIONS INCLUDES ARCHITECTURAL AND ENGINEERING DRAWINGS, PRO FILES AND BLUEPRINTS FOR NEW & RENOVATION	LA		LA	O			
5.2.004	52.030	BUILDING SPACE REQUESTS	1		1				

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5.2.005	52.040	CALIBRATION (EQUIPMENT OR INSTRUMENT)	10		10				
1.1.002	52.045	AUDITS, WORKING PAPER AUDITS	AC+7		AC+7		AC=END OF THE AUDIT		
5.2.006	52.055	CERTIFICATE OF DESTRUCTION FOR PROPERTY	FE+3		FE+3				
5.2.007	52.060	DAMAGE REPORTS	FE+3		FE+3				
5.2.008	52.070	EQUIP. HITORY. FILE; EQUIP. SERV. AGREEMENT OR CONTRACTS BETWEEN THE AGENCY AND EQUIP VENDOR TO PROVIDE MAIN. SERV. FOR EQUIP. (REPAIR LOG)	LA+3		LA+3				
5.2.010	52.080	EQUIPMENT MANUALS	LA		LA				
5.2.011	52.090	EQUIPMENT WARRANTIES	AC+1		AC+1		AC= DATE THE WARRANTY EXPIRES		
5.2.012	52.100	ESTIMATE FILES (SUPPLY AND REPAIR COST ESTIMATED)	1		1				
5.4.003	52.110	INSPECTION RECORDS	AC+3		AC+3				
5.2	52.120	MASTER PLANS FOR CAMPUS AND BUILDINGS	LA		LA				
5.2	52.130	PHYSICAL PLANT MAINTENANCE OUTSIDE CONTRACTOR	5		5				
5.2	52.140	PHYSICAL PLANT MAINTENANCE INHOUSE STAFF RECORDS	3		3				
5.2.018	52.150	QUALITY CONTROL REPORTS	2		2				
5.2.019	52.160	SERV. ORDER COPY OF FORM FILLED OUT BY MECH SERV. PERSONNEL FOR REPAIR. INCLUDES DEPT. BILLING CODE,SERV.LABOR,PARTS AND REMARKS	1		1				
5.2.020	52.170	SUPPLY USAGE RECORDS	FE+1		FE+1				
5.2.022	52.180	UTILITY REPORTS	AV		AV				
5.6.003	52.190	VEHICLES INSPECTION REPAIR AND MAINTENANCE RECORDS	LA+1		LA+1				
5.6.004	52.193	VEHICLES OPERATORS LICENSE AND DRIVING RECORD CHECK	US		US				

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5.6.005	52.195	VEHICLES MILEAGE REPORTS	FE+3		FE+3				
5.6.005	52.197	VEHICLES OPERATION LOG	1		1				
5.1.012	52.200	CHARGE SCHEDULES-PRICE LISTS INCLUDING COST RECORDS, LABOR, MATERIALS, AND OVERHEAD	US+3		US+3				
	54.	UNIVERSITY POLICE -----							
	54.010	POLICE INCIDENT REPORTS	3		3				
	54.020	POLICE OFFENSE REPORTS	AV		AV	AV=STATUTE OF LIMITATIONS			
5.6.009	54.030	PARKING PERMITS	US		US				
	54.040	PERSONNEL BACKGROUND INFORMATION	3		3				
	54.050	TRAFFIC CITATIONS	AV		AV	AV=STATUTE OF LIMITATIONS			
	55.	ENVIRONMENTAL HEALTH & SAFETY -----							
5.4.001	55.005	ACCIDENT REPORT-INDIVIDUAL	CE+5		CE+5	29CFR 1904.6 TEXAS WORKER'S COMP. RETAINS SUBMITTED COPY 50 YRS.			
5.4.002	55.010	EVACUATION PLANS	US		US				
5.4.003	55.020	FIRE INSPECTION RECORDS	AC+3		AC+3				
5.4.004	55.030	FIRE ORDERS ISSUED BY FIRE MARSHAL TO CORRECT DEFICIENCIES IN COMPLIANCE WITH THE FIRE CODE	AC+3		AC+3	AC=DEFICIENCY CORRECTED			
5.4.001	55.040	ACCIDENT REPORTS	CE+5		CE+5	29 CFR 1904.6 TEXAS WORKER'S COMP. RETAINS SUBMITTED COPY 50 YRS.			
5.4.003	55.050	SAFETY INSPECTIONS FOR ANY FACILITY EQUIP. INCLUDING FIRE PROTECTION SYSTEMS AND EQUIP MAY ALSO INCLUDE SAFETY PROCEDURES	AC+3		AC+3				
5.4.007	55.060	SAFETY TRAINING-HAZARDOUS MATERIALS	5		5	TEX. HEALTH AND SAFETY CODE, 502.009(G)			
5.4	55.071	HAZARDOUS WASTE SHIPPING MANIFESTS	3		3	40CFR262.40			
5.4	55.073	HAZARDOUS WASTE RECEIPT RECORDS	3		3	40CFR262.40			

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			Agency	Storage	Total				
5.4	55.075	HAZARDOUS WASTE CHEMICAL TESTING AND ANALYSIS	3		3	40CFR262.40			
5.4	55.077	HAZARDOUS WASTE ANNUAL WASTE SUMMARY	3		3	40CFR262.40			
5.4	55.079	HAZARDOUS WASTE FACILITY INSPECTIONS	3		3	40CFR262.40			
5.4	55.082	RADIATION SAFETY/RADIOACTIVE MATERIALS PERSONNEL EXPOSURE RECORDS	PM		PM	PART 11.4 TEXAS REGULATIONS FOR CONTROL OF RADIATION			
5.4	55.084	RADIATION SAFETY/RADIOACTIVE MATERIALS- INVESTIGATOR LICENSES	PM		PM	UNLESS DISPOSAL IS AUTHORIZED BY TX BUREAU OF RADIATION CONTROL			
5.4	55.086	RADIATION SAFETY/RADIOACTIVE MATERIALS INVENTORY OF RECEIPTS	PM		PM				
5.4	55.088	RADIATION SAFETY/RADIOACTIVE MATERIALS RADIOACTIVE WASTE RECORDS	PM		PM				
5.4	55.092	CONTROLLED SUBSTANCES RECEIPT	2		2	21CFR 1304.04			
5.4	55.095	CONTROLLED SUBSTANCES INVENTORY	2		2	21CFR 1304.04			
	56.	TELECOMMUNICATIONS -----							
5.5.001	56.005	BILLING DETAIL-TELECOMMUNICATIONS	FE+3		FE+3				
5.5.002	56.010	LONG DISTANCE TELEPHONE LOG	AV		AV				
5.5.003	56.020	STATION ACTIVITY REPORTS LISTING OF INCOMING/OUTGOING TELEPHONE ACTIVITY TO INDIVIDUAL TELEPHONE STATIONS	AV		AV				
5.5.004	56.030	SYSTEM ACTIVITY REPORTS LIST OF ALL INCOMING/OUTGOING AGENCY TELEPHONE ACTIVITY	AV		AV				
5.5.002	56.040	WIRE TRANSFERS COMPUTER AND FACSIMILE RECORDS	AV		AV				
	61.	MEDICAL RESEARCH -----							
	61.005	MEDICAL RESEARCH FINDINGS	AV		AV	KEEP PM IF ONE OR MORE PATENT APPLIC. IS FILED ON SUBJECT			
	61.010	PROTOCOLS/PROPOSALS, FUNDED	AC+5		AC+5				

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			Agency	Storage	Total				
61.020		PROTOCOLS/PROPOSALS, UNFUNDED	5		5				
63.000		MEDICAL SERVICE PLAN							
63.005		ADJUSTMENTS TO CHARGES AND PAYMENTS	1		1				
63.010		CHARGE DOCUMENTS	1		1				
63.020		PATIENT MASTER PLANS	10		10				
63.030		PAYMENT DOCUMENTS	5		5				
63.040		ADMINISTRATOR'S REPORT	1		1				
63.050		ANALYSIS OF SERVICE	5		5				
63.060		BILLING RECORDS	US		US				
63.070		DAILY OUTPUT-COMPLETE AND RESUBMITS	1		1				
63.080		DEPARTMENTAL ACTIVITY BY PATIENT CLASS	PM		PM				
70.		PATIENT							
70.005		ASSIGNMENTS	10		10				
70.010		CORRESPONDENCE - RELEVANT	AC+5		AC+5		AC=APPLICATION TERM		
70.020		DENTAL ADULTS	AC+5		AC+5		AC=DATE OF VISIT FOR ADULTS		
70.030		DENTAL CHILDREN	AC+5		AC+5		AC=CHILD'S 18 BIRTHDAY		
70.040		MEDICAL ADULT	AC+5		AC+5		AC=DATE OF VISIT ADULTS		
70.050		MEDICAL CHILDREN	AC+10		AC+10		AC=CHILD'S 18TH BIRTHDAY		
70.060		X-RAYS ADULT	AC+10		AC+10		AC=DATE OF VISIT		
70.070		X-RAYS CHILDREN	AC+10		AC+10		AC=CHILD'S 18TH BIRTHDAY		
80.		STUDENT							
80.005		STUDENT DISCIPLINARY RECORDS	AC+5/PM		AC+5/PM		SEE REGENTS RULES AND REGULATIONS, Series 50101 Sec. 8		
80.010		APPLICANTS-NOT ADMITTED AND OTHER RELATED ITEMS	AC+1		AC+1		AC=AFTER APPLICATION TERM		

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			Agency	Storage	Total				
	80.030	EXAMINATIONS	AC+5		AC+5		AC=AFTER CLOSE OF THE COURSE		
	80.050	HEALTH INSURANCE	5		5				
	80.060	STUDENT FINANCIAL AID PROGRAMS	AC+5		AC+5		AC=AWARD YEAR		
	80.070	NOTIFICATION OF AWARDS	5		5				
	80.080	REPORT OF ACTIVITY	5		5				
	80.090	VERIFICATION OF EXPENDITURES	5		5				
	80.100	VERIFICATION/CERTIFICATION OF STUDENT RECORDS	AC+3		AC+3		AC=GRADUATION OR DATE OF LAST ATTENDANCE		
	80.110	CONTINUING EDUCATION COURSE FILES	6		6		ACCREDITATION COUNCIL FOR CONTINUING EDUCATION STANDARD 98-B-08		
	80.120	CONTINUING EDUCATION PARTICIPANT FILES	6		6		ACCME"S STANDARD 98-B-08		
	80.140	ROSTERS AND SCHEDULES OF MEDICAL RESIDENTS	2		2				
	80.150	REQUEST FOR TUITION ASSISTANCE	AC+3		AC+3		AC=GRADUATION OR DATE OF LAST ATTENDANCE		
	80.160	RESIDENT APPLICATION & FILES	2		2				
	80.170	APPLICATIONS FOR ADMISSION OR READMISSION (REENTRY) FOR STUDENT APPLICANTS	AC+5		AC+5		AC=AFTER GRADUATION OR DATE OF LAST ATTENDANCE		
	80.180	ACADEMIC RECORDS, NARRATIVE EVALUATIONS, COMPETENCY ASSESSMENTS, ETC., OF STUDENTS	PM		PM	I			
	80.190	AUDIT AUTHORIZATION-STUDENT RECORDS	AC+1		AC+1		AC=AFTER DATE SUBMITTED		
	80.200	CHANGE OF GRADE FORMS (UPDATED DOCUMENTS)	PM		PM	I			
	80.210	CLASS LIST (ORIGINAL GRADE SHEETS)	PM		PM	I			
	80.220	CLASS SCHEDULES (STUDENTS)	AC+1		AC+1		AC=ONE YEAR AFTER GRADUATION OR DATE OF LAST ATTENDANCE		
	80.230	GRADUATION LISTS	PM		PM	I			

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	80.240	HOLD OR ENCUMBRANCE AUTHORIZATIONS	AC		AC		AC=UNTIL RELEASED		
	80.250	CATALOGS - STUDENT RECORDS	PM		PM	I	ONLY ONE COPY PM, COVER 3 YEARS		
	80.260	COMMENCEMENT PROGRAM	PM		PM	I			
	80.270	DEGREE STATISTICS	PM		PM	I			
	80.280	ENROLLMENT STATISTICS	PM		PM	I			
	80.290	GRADE STATISTICS	PM		PM	I			
	80.300	RACIAL / ETHNIC STATISTICS	PM		PM	I			
	80.310	SCHEDULE OF CLASSES	PM		PM	I			
	80.320	STUDENTS WRITTEN CONSENT FOR RECORDS DISCLOSURE	AC		AC		AC=UNTIL TERMINATED BY STUDENT OR LIFE OF AFF. RECORD NOTE 11		
	80.330	FERPA-WAIVERS FOR RIGHTS OF ACCESS	AC		AC		AC=UNTIL TERMINATED BY STUDENT OR LIFE OF AFF. RECORD NOTE 11		
	80.400	RESIDENT ALUMNI FILES	AV		AV				

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