



March 12, 2025

Vivienne McClendon
Dean, Mary and John Gray Library
Lamar University
PO Box 10021
Beaumont, TX 77710

Dear Ms. McClendon,

The 5th recertification of your agency's records retention schedule is approved for use as of **3/7/2025**, and it may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

www.tsl.texas.gov

Commission Chair
Martha Wong

Members
David C. Garza
F. Lynwood Givens
David Iglesias
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

Director and Librarian
Gloria Meraz

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **March 2030**.

During a certification period, changes may need to be made to your schedule. State rules (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency:

Erica Wilson-Lang
(512) 463-5448
ewilson@tsl.texas.gov

Your efforts in developing a records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program.

Sincerely,

A handwritten signature in black ink, appearing to read "CKelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122
must accompany all
submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 734

Agency Name Lamar University

(Check one)

☐ Initial Certification - Form SLR 105

☒ Recertification - Form SLR 105

☐ Amendment - Form SLR 122

I hereby certify that this records retention schedule was
prepared in accordance with Texas Government Code,
Chapter 441, Subchapter L.

(Check one)

☐ Agency Head

☒ Records Management Officer

Signature

Name (Print or type)

Date

Michael Saw

Michael Saw

4-27-23

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

(For the exclusive use of the State Auditor's Office)

Signature

Name (Print or type)

Date

Not Required at This Time

Texas State Library and Archives Commission

(For the exclusive use of the State Library and Archives Commission)

Signature

Name (Print or type)

Date

Gloria Mera

Gloria Mera

3/7/25

Cert/Recert.No.

5

Amendment No.

CAUTION

A state record with an expired retention period may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record with a retention period that expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).





STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist
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1. Agency Code: 734			2. Agency Name: Lamar University								
3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
ADM110	1.1.002	Audits	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC	7			AC = Publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies. See RSIN 5.4.018 and 5.4.019 for Audit Plan records.	
ADM120		Notary Public Records	Records documenting notary transactions completed by a notary public employed by the university. The university may retain log books by agreement with the notary public in the event they separate from the university.		10					TSLAC (Texas State Library and Archives Commission) Local Schedule DC 2275-01.	
ADM210	1.1.056	ADA (Americans with Disabilities Act)	Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.		3					28 CFR 35.105(c).	
ADM220	1.1.021	Public Information Requests Excepted	Includes all correspondence and documentation relating to requests for records that are excepted under the Public Information Act (Chapter 552, Government Code), including records provided to the legislature under section 552.008.	AC	2			AC = Date of notification that records are excepted.			
ADM230	1.1.020	Public Information Records Request-Not Excepted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government code). Also includes withdrawn requests.	AC	1			AC = Date request fulfilled or withdrawn.			



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ADM240	1.1.072	Public Information Reports	Reports made to the Office of the Attorney General on an agency's Public Information Act activities		2						
ADM315	1.1.007	Correspondence—Administrative	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them. Administrative correspondence decides and creates. Offices such as directors, deans, and assistant vice presidents may create administrative correspondence.		4				O	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. CAUTION: This record series and item number for administrative correspondence (1.1.007) should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period UAD 120 (1.1.004); A letter concerning an audit for that prescribed by ADM110 (1.1.002), etc. SEE ALSO item number ADM415 (1.1.011).	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ADM320	1.1.008	Correspondence—General	Non-administrative incoming/outgoing and internal correspondence, in any media, including electronic communication, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					See comments to item number 1.1.007. SEE ALSO item number 1.1.010.	
ADM330	1.1.007	Correspondence—Administrative	Incoming/outgoing and internal leadership, supervisory, managerial, executive, administrative, substantive, and other high-level correspondence in any media, pertaining to the formulation, planning, implementation, interpretation, modification or redefinition of programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.		4				O	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and RSIN 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by RSIN 1.1.004; a letter concerning an audit for that prescribed by RSIN 1.1.002, etc. See also RSIN 1.1.011	



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					Years	Months	Days				
ADM340	1.1.007	Correspondence—Executive, (President, Provost)	This series documents significant events and the development of administrative structure, policies, and procedures of the President's Office and the Provost's Office. It may also record the historical development of these offices. Other campus offices may be designated as creators of Executive correspondence depending on long-term significance to the university.	AC	6			AC = End of term in office.	I	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors, and program heads, require archival review. Contact University Archives when these records have met their retention periods. CAUTION: This records series and item number for general correspondence (1.1.008) should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by (1.1.004); a letter concerning an audit for that prescribed by ADM110 (1.1.002), etc. SEE ALSO item number ADM 415 (1.1.011).	
ADM405	1.1.006	Complaint and Feedback Records	Complaints and other unsolicited feedback received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC	2			AC = Date of receipt, action taken, or final disposition of the complaint, whichever is later.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ADM410	1.1.013	Calendars, Appointment and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records, maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE	1				O	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, agency heads, and board or commission members, require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.	
ADM415	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US	3				I		
ADM417	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1						
ADM420	5.1.004	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or email address records maintained by an agency on its employees or on entities or persons it serves.	US							

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ADM425	11.1.006	Event Administration Records—Routine	Records created in the planning or administration of routine events, such as: reports; promotional materials; press releases and news clippings; photographs; presentation materials; schedules of speakers and activities; registration and attendance lists; participant evaluations; room reservation lists; and catering services orders.	AC	1			AC = Completion of the event.		CAUTION: Use this record series in conjunction with RRS Section 4.1 for financial records, RRS 5.1.001a/b for contracts, and RRS Section 5.3 for purchasing records. See RSIN 11.1.007 for records of special events.	
ADM430	1.2.003	Forms History and Maintenance	Master versions of all forms used internally and externally by the agency, including subsequent revisions to an agency form or any associated design or design modification requests.	AC	2			AC = Until superseded or use of form is discontinued.			
ADM 426	11.1.007	Event Administration Records - University Special Events	Materials related to the planning and arrangement of informative sessions, special lecture series, lectureships, short-courses, workshops, training programs, excursions, and celebratory events for members of the institution and the communities it serves. May include but not limited to: promotional and publicity materials; press releases and news clippings; photographs; presentation materials and handouts; honoraria records; schedules of speakers and activities; registration and attendance lists; participant evaluations; and related documentation and correspondence.	AC	4			AC = Completion of the event.	O	See RSIN 11.1.006 for routine event administration records.	



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					Years	Months	Days				
ADM435	1.1.069	Reports - Activity	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.		1					CAUTION: If reports are used to document performance measures, see item number 1.1.064.	
ADM437	5.2.026	Facilities Reservations Log	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, training rooms, auditoriums, etc.		2						
ADM440	1.1.023	Organizational Charts	Charts or diagrams that show the structure of an agency and the relationships and relative ranks of its departments and job positions.	US					I	ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the state agency need to be transferred to the Archives and Information Services Division, Texas State Library and Archives Commission. Organizational charts showing division/department level detail are not considered archival.	
ADM450	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment, or automated systems.	AC	2			AC = Until superseded, date or expiration, or date of termination, whichever is sooner.			
ADM455	5.2.018	Quality Control Reports	Documentation and reporting on adherence to procedures that ensure quality of a process, product, or service.		2					See RSIN 2.2.013 for quality control records related to IT procedures.	

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					Years	Months	Days				
ADM460	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC	2			AC = End of event, until superseded, or obsolete.	O	ARCHIVES NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review.	
ADM470	1.1.038	Surveys and Questionnaires	Surveys soliciting feedback from customers, clients, or stakeholders of an agency, and the statistical data maintained rating an agency's performance.	AC				AC = Final disposition of summary report, or date of decision not to produce a report, as applicable.		See record item number 1.1.067 for summary reports compiled from customer surveys.	
ADM480	1.1.043	Training Materials	Instructional materials and other records developed by an agency associated with training the entities or non-personnel individuals it regulates or serves, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in external training programs.	AC	1			AC = Close of training session, after training materials superseded, or termination of training program, as applicable.		See RSIN 3.3.030 for internal personnel training materials. CAUTION: Does not include hazardous material training records. See RSIN 5.4.007.	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ADM499	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. See page xii for examples. (Texas State Records Retention Schedule, 5th ed. 1st rev.)	AC				AC = Purpose of record has been fulfilled.		CAUTION: Records management officers should make certain records are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (RSIN 1.2.001) or in records disposition logs (RSIN 1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (RSIN 1.2.014).	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ADM510	1.1.058	Meetings, Agendas and Minutes of Open	Agendas and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Chapter 551, Government Code.	PM					I	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	
ADM520	1.1.063	Staff Meeting Minutes, and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1						



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ADM570	11.1.015	University Committee Records	Records of standing, advisory, and ad hoc committees and councils made up of members from a department, a college, a variety of units, or an office where policies and procedures are set. May include but not limited to: agendas; meeting minutes; reports; discussion of research and raw data; working papers; and related documentation and correspondence.		3				O	CAUTION: Federal or state regulations may require longer retention periods. The university must consider any applicable federal or state regulations in establishing a retention period for each committee's records. See RSIN 1.1.063 for Staff Meeting Minutes and Notes. See Section 17.3 for review board records related to research. (University Records Retention Schedule 2nd Edition)	
ADM571	1.1.059	Meetings, Agendas and Minutes or Audiovisual Recordings of Closed	Agendas, minutes, or audiovisual recordings of closed meetings of state boards, commissions, committees, and councils.	AC	2			AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.		See caution comment at RSIN 1.1.058	
ADM572	1.1.060	Meetings, Audiovisual of Open	Audiovisual Recordings of open meetings of state boards, commissions, committees, and councils.	AC			90	AC = Approval of written minutes of the meeting by the governing body of an agency.		CAUTION: It is an exception to the AC+90 days retention that if an agency does not prepare written minutes, it must retain recordings of open meetings permanently, following the same retention requirements of RSIN 1.1.058. See also caution comment at RSIN 1.1.058.	Government Code, 551.104(a).



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					Years	Months	Days				
ADM573	1.1.061	Meetings - Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC			90	AC = Approval of the written minutes by the governing body.		See caution comment at record item number 1.1.058.	
ADM574	1.1.062	Meetings - Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, public comment forms, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.		2				I	See caution comment at record item number 1.1.058.	
ADM610	1.1.064	Agency Performance Measures Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE	3					CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures. See RSIN 1.1.068 for reports on agency performance measures.	
ADM630	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are neither included in nor directly related to other records series in this schedule.	AC	3			AC = Decision made to implement or not to implement result of planning process.	O	ARCHIVES NOTE: Data processing planning records are not archival.	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ADM640	1.1.055	Strategic Plans	Operational strategic plans, which include descriptions of information resources programs, prepared in accordance with Government Code, 2054.095 and 2056.002. Includes working files and related documentation used in creating the final plan.	AC	6			AC = September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Strategic Plans must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(C). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
ADM710	1.2.014	Records Management Policies and Procedures	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US	1						
ADM720	1.2.005	Records Retention Schedule	A records retention schedule (i.e., form SLR 105) that identifies the records that are created and maintained by an agency, provides the minimum timeframes the records must be retained, and includes instructions for their disposition. This series may include working files and documentation of certification and approval by the Texas State Library and Archives Commission.	US						Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	



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A/I – Transfer to State/University Archivist
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1. Agency Code: 734		2. Agency Name: Lamar University									
3.	4.	5.	6.	7. Ret. Code	8. Retention			9.	10. Archival	11.	12.
Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ADM730	1.2.001	Destruction Authorizations	Documents authorizing final disposition of records under a certified records retention schedule. Records may also include destruction authorizations (e.g., form RMD 102) approved by Texas State Library and Archives Commission.		3						
ADM740	1.2.010	Records Disposition Logs	Logs or similar records listing records disposed of by an agency, which might include records series title, dates of records, and date of disposition.		10					CAUTION: Disposition can mean destroyed or transferred.	
ADM760	1.2.006	Records Transmittal Forms	Forms used to track the transmittal of records to/from onsite and offsite storage areas or a transfer of physical custody.	AV							
ADM 770	1.2.012	Records Inventories	Worksheets or working papers used to capture records inventory information, including location tracking and to document existence and requirements of a records series.	US							
ADM780	1.2.015	Disaster Recovery Service Transmittals	Transmittals and related service documentation (e.g., form RMD 109) for disaster recovery services provided by TSLAC or other entities.	AV							
ADM785	1.2.016	Disaster Recovery Service Approval Form	Forms used by TSLAC (e.g., form RMD 113) or other entities to establish disaster recovery services, authorize agency staff to access the media, etc.	AC				AC = Until superseded or termination of service.			

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					Years	Months	Days				
ADM810	1.1.067	Reports and Studies (Non-Fiscal)	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that not noted elsewhere in this schedule. Includes reports distributed either internally or to other entries.		3				O	See RSIN 1.1.065 for raw data used to produce reports. ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. See page ix for more information.	
ADM820	1.1.065	Reports and Studies (Non-Fiscal) Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV						See RSIN 1.1.067 for reports produced from raw data. CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. See RSIN 1.1.064.	
ADM840	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC	6			AC = September 1 of odd-numbered calendar years.		See RSIN 1.1.064 for documentation used to produce reports on agency performance measures.	
ADV110	13.2.003	Gifts and Fundraising Records	Records of gifts given to the agency. May include but not limited to: gift and donor lists; gift histories; gift placement arrangements; departmental endowments and trusts raised by support and "friends" groups; fundraising efforts; pledges; and background on previous donations.		7				O	See RSIN 13.2.005 for records documenting potential or realized major funding to the institution such as endowments and trusts.	

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					Years	Months	Days				
ADV 120	13.2.005	Gift Records—Institutional	Potential or realized private, corporate, or public agency funding to the institution, including major endowments and trusts. May include but not limited to: letters and agreements of gift, copies of bequest instruments and wills from individuals or estates, and related documentation and correspondence.	PM					I		
ADV 130	13.2.001	Donor Files	Includes individual donor and prospective donor files.	AC					I	AC = Prospect ceases to be viable. CAUTION: Includes donor or prospective donor information only. For records of gifts, see RSIN 13.2.003 and RSIN 13.2.005.	
ADV200	11.1.002	Alumni Records	Alumni affair records. May include but not limited to: lists of alumni club members, degree recipients, or class officers; minutes, bylaws and directories of clubs; and promotional materials concerning annual gatherings, homecoming, and alumni services.	AV					I	See RRS 5.1.004 for alumni mailing list.	
ADV230	11.1.001	Alumni Association Program Records	Records documenting the implementation of programs administered by the office such as marketing products, credit cards, insurance, dues information, and football tickets.		5				O		



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					Years	Months	Days				
ADV310	1.1.019	Public Relations Records	News, press releases, marketing files and collateral, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.		2				O		
ADV360	11.1.014	Subject Files — Media and Communications	Subject files providing background information on institutional faculty and staff, buildings, events, traditions, and other special topics that document a university's history and culture. The records may be used to support research, in responses to inquiries, and other purposes. May include but not limited to: newspaper clippings; photographs; published and unpublished historical sketches; pamphlets; statistics; ephemera; biographical sketches; vitae; videos; personal history data sheets; retirement notices; funeral programs; and obituaries.	AV					O		



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1. Agency Code: 734			2. Agency Name: Lamar University								
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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
MAR335	1.3.001	State Publications	One copy of each state publication as defined on page xi of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see RSIN 1.1.058) also meets the definition, but it must be retained permanently; RSIN 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	AC	2			AC = Until superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.8).	



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3.	4.	5.	6.	7. Ret. Code	8. Retention			9.	10. Archival	11.	12.
Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
MAR 340	1.3.001	Publications-Brochures	One copy of each state publication as defined on page xi of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see RSIN 1.1.058) also meets the definition, but it must be retained permanently; RSIN 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	AC	2			AC = Until superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code, 441.103-441.105). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.8).	



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					Years	Months	Days				
MAR 350	1.3.002	Publication Development Files	Physical and digital development and design files used to create State Publications, including but not limited to background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV	3				O	See RSIN 1.3.001 for final State Publications created from development files. ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication's authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use, may be archival.	
MAR380	11.1.014	Photographs, Audiovisual Recordings, and Other Nontextual Media	This series provides photographic and/or audiovisual documentation of institution activities, events, students, faculty, and staff. It may be used for student recruitment or orientation, fund-raising, publicity, publications, research, or teaching. This series includes photographs, digital images, photographic scrapbooks, negatives, slide formats, sound recordings, video tapes, posters, and other non-textual media that document institutional history and activities,*except*such records noted elsewhere in the schedule.	AV					O	ARCHIVES NOTE: Archivists should apply archival selection criteria in the appraisal of these items. Selection criteria may include level of identification. Archivists may arrange with digital asset managers or similar personnel to identify historical photographs prior to transfer to the archives. Refer also to 1.1.057 for classification of those images that are weeded out (as unusable, almost-duplicates, etc.)	



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					Years	Months	Days				
CUR110	1.1	Catalogs/Bulletins	This series provides a record of institutional policies and procedures, program requirements, and course offerings and may also be used for constructing new courses or reconstructing old courses. Information in the individual catalogs and bulletins includes academic policies and procedures, program names and descriptions, course names and descriptions, alpha numeric course designations, credits offered per course and related program and course information.	PM					O		
CUR120	17.1.002	Class Scheduling Records—Published Schedule of Classes	Final published schedule of classes.	PM					O		
CUR130	1.1	Student Handbooks	This series documents the requirements, policies, and offerings of specific instructional units for use by current or potential students.	US	2				I		

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					Years	Months	Days				
CUR210	17.1.012	Degree and Special Academic Program Proposal, Development and Review Records	Records documenting planning and discussions relating to the implementation of new undergraduate, advanced degree, and special academic programs and any major reorganization or changes to established programs. May include but not limited to: final reports; curriculum committee meeting minutes; curriculum proposals; reviews of individual degree programs by campus and off-campus sources; letters of support; review agendas; and related documentation.	AC				AC = Termination of degree program.	O		
CUR220	17.1.009	Course Records	Records of departmental course offerings and individual course contents. May include but not limited to: syllabi; course descriptions; course outlines; course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; bibliographies; reading lists; course announcements; and handout materials.	AC	2			AC = End of semester in which course is taught.		See RSIN 17.1.018 and 17.1.019 for course evaluations.	Texas Education Code, 51.974.



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3.	4.	5.	6.	7. Ret. Code	8. Retention			9.	10. Archival	11.	12.
Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
CUR 230	17.2.002	Professional Accreditation Reports	Final accreditation report issued by a professional accreditation board for the institution, colleges, units, and related programs. May include but not limited to: final self-evaluation submitted to accreditation board; final accreditation report issued by accreditation board, and any supporting documentation needed to provide context for accreditation report.	PM					O		
CUR240	17.2.001	Professional Accreditation Records—Working Files	Accreditation working files for the institution, colleges, units, and related programs. May include but not limited to: materials compiled for inclusion in a report packet sent to professional accreditation boards; materials prepared for onsite accreditation inspections; and evaluation reports received preliminarily to final accreditation approvals, renewals, or revocations.	AC				AC = End of 2 accreditation cycles.			
CUR250	5.1.012	Course and Lab Fee Forms	Records of fees charged for courses and labs.	AC	10			AC = When the course is ceased.			Texas Education Code, Title 3, 51.009
CUR310	16.5.009	Non-University Student Program Administration Records	This series documents the administrative activities of special instructional and support programs directed to serve elementary through high school and non-institutional students belonging to special minority, or disadvantaged groups.		10				O		



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					Years	Months	Days				
CUR400	1.1.064	Agency Performance Measures Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE	3					See RSIN 1.1.068 for reports on agency performance measures. CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
EDP110	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US	3					CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE Item 2.1.009	
EDP130	2.2.002	Chargeback Records to Data Processing Services Users	Records documenting usage, costs, billing, cost recovery, budgeting, and administrative functions of computer usage and data processing services for individual units / departments / divisions in an agency.	FE	3						
EDP150	2.2.016	Software Registrations, Warranties and License Agreements	Records documenting the registration and licensing of a software application to activate the software for legal use by the end users of a state agency, along with warranties providing that the software will perform in accordance with functional specifications.	LA	3						

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EDP210	2.1.010	Audit Trail Records	Files needed for electronic data audits. Records include but are not limited to: reports showing transactions accepted, rejected, suspended, and/or processed; history files or tapes; records of updates to application files; and security logs.	AC				AC = All audit requirements have been met.			
EDP220	2.1.002	Master Files and Application Data	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records and associated processing files. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				AC = Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency master files and application data that the files do not fall under records series listed elsewhere.	
EDP230	1.2.013	Finding Aids, Indexes, and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC				AC = When aid is superseded, or no longer needed because associated records have been destroyed.		CAUTION: These records must carry the same retention period and archival code of the records they support.	
EDP240	2.1.008	Computer 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 and associated processing files.	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.		CAUTION: Hardware needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.

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EDP260	2.1.007	Computer Software Programs	Agency-developed automated software applications, operating system files, and associated processing files, including job control language, programs, applications, scripts, source code, etc.	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.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
EDP270	2.1.009	Hardware and Software Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing electronic records; to document modifications to computer programs; to access, retrieve, manipulate, and interpret data in an automated system; and allow for their timely, authorized disposition. Records include but are not limited to: user guides, system or sub-system definitions, system specifications, input and output specifications, system flow charts, program flow charts, program maintenance logs, change notices, data element dictionaries, file layouts, code books or tables, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	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.		CAUTION: Hardware and software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
EDP310	2.2.011	Data Input Documents	Forms and logs used to enter and reconcile data sets submitted for processing.	AC				AC = Data entered into applicable system and, if required, verified.			

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					Years	Months	Days				
EDP330	2.2.014	Internet Browser Files	A record of web pages visited during an internet session, including data files of user-specific information created by the webserver, that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV						The disposal of internet history records need not be documented through destruction authorizations (RSIN 1.2.001) or in records disposition logs (RSIN 1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (RSIN 1.2.014).	
EDP350	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations. Records include but are not limited to: 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 = No longer needed as an audit trail for any records modified.		For quality control records related to non-IT procedures, see RSIN 5.2.018.	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
EDP360	2.2.001	System or Computer Monitoring Records	Hardware and software components for monitoring agency's computer system resources and performance.	AV						The disposal of monitoring records that are automatically overwritten need not be documented through destruction authorizations (RSIN 1.2.001) or in records disposition logs (RSIN 1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (RSIN 1.2.014).	
EDP 370	2.2.017	Help Desk Tickets	Records documenting the request for and response to help desk tickets received by divisions or units, such as information technology.	AV							
EDP 380	2.2.018	Biennial Information Security Plan	Biennial information security plan for protecting the security of the agency's information.	US							1 TAC 202.23; 1 TAC 202.73.
PER130	3.1.001	Applications for Employment - Not Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	2			AC = Date of the making of the record or the personnel action involved, whichever occurs later.		CAUTION: Does not include ADA Accommodation Requests. See RSIN 3.1.042.	29 CFR 1602.49(a).

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					Years	Months	Days				
PER150	3.1.014	Employment Selection Records	Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations; and all other records that document the selection process except those noted in remarks.	AC	2			AC = Date of the making of the record or the personnel action involved, whichever occurs later		CAUTION: Does not include criminal history checks; see RSIN 3.1.026. Does not include drug screening test results; see RSIN 3.1.040a/b/c. Does not include preemployments skills tests; see RSIN 3.3.027 and 3.3.028. Does not include preemployment polygraph examinations; see RSIN 3.1.043.	29 CFR 1602.49(a).
PER160	3.1.002	Applications for Employment - Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	5			AC = Termination of employment.			
PER200	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC = Until superseded or job eliminated.			40 TAC 815.106(i).
PER205	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				AC = The criminal history record has served the immediate purpose for which it was obtained.		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	

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PER210	3.1.029	Employment Eligibility Documentation	Federal reporting form (Form I-9).	AC	3			AC = 3 years after date of hire or 1 year after termination of employment, whichever later.			8 CFR 0274a.2(b) (2)(i) (A) and (c) (2).
PER220	3.1.038	Public Access Option Records	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024.	US						CAUTION: Most recent public access election information must be kept as long as the former employee verification records. See RSIN 3.3.011.	
PER225	3.1.022	Personnel Information or Action Forms	Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.		2						29 CFR 1602.49(a).
PER230	3.1.013a	Employment Contracts – 9/1/2015 and After	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms.			Government Code, 441.1855.

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PER 231	3.1.013b	Employment Contracts – 8/31/2015 and Prior	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the contract according to its terms.		NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code, 441.1855.
PER232	3.1.034	Resumes - Unsolicited	Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV						See RSIN 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
PER240	3.1.036	Apprenticeship Records	Summary of apprenticeship applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.		5						29 CFR 30.8(e).
PER250	3.1.018	Employee Grievance Records	Records relating to the review of employee grievances or complaints against personnel policies, working conditions, etc.	AC	2			AC = Final decision on the grievance		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. SEE item LEG610 Litigation Files [1.1.048].	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
PER270	3.1.020	Personnel Corrective Action Documentation	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC	5			AC = Termination of corrective action.		CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under RSIN 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by RSIN 3.1.021.	
PER285	3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC	5			AC = Termination of employment.			

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PER310	3.1.011	Employee Benefits	Agency copies of information relating to the selection by employees of life, disability, health, vision, dental, and other types of insurance or benefits offered by the State of Texas to its employees.	AC				AC = Termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for RSIN 3.2.001.	
PER 320	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment. Includes: name; social security number; exact dates of employment; last known address; and most recent public access authorization.	AC	75			AC = Termination of employment.		See RSIN 3.1.038.	
PER410	3.1.019	Performance Appraisals	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of an employee.		2						29 CFR 1620.32(c).
PER440	12.1.001	Faculty Tenure Records	Evaluations, recommendations, and similar documentation relating to the review process for tenure for all faculty or staff in the tenure track	AC	2			AC = Date of the making of the record or the personnel action involved, whichever occurs later.	O	CAUTION: Retention period should be longer if a university's tenure review cycle requires it. For employment performance and appraisal records, see RRS Section 3.1.	29 CFR 1602.49.
PER450	3.1.037	Employee Recognition Records	Awards, incentives, tenure, etc.	AC	5			AC = Termination of employment.			
PER460	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee.	AC	5			AC = Termination of employment		Annual training certificates of Clery data liaisons and others who participate in Clery training will be kept by Clery Act Compliance Officer (CAC O).	



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PER470	3.1.024	Physical Examinations/Medical Reports	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC	2			AC = Until superseded or termination of employment.		CAUTION: Does not include pre-employment physical examinations. See RSIN 3.1.014.	
PER520	12.1.001	Personnel Files-Faculty, Tenured and Tenure Track (Faculty Records)		AC	2			AC = Termination of employment.	O	Required for SACS Review.	29 CFR 1602.49.
PER530	12.1.001	Personnel Files-Faculty, Adjunct (Faculty Records)		AC	10			AC = Termination of employment.	O	Required for SACS Review.	
PER550	3.1.002	Personnel Files-Departmental Copies		AC	5			AC = Employee separation from department (Transfer or Termination).			
PER570	3.2.002	Employee Earnings Records	Payroll records and registers documenting employee earnings, wages, and pay. This may include but is not limited to payroll input records, summary statements, payroll vouchers, payroll detail sheets, and payroll history.		4						40 TAC 815.106(i).
PER605	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3						
PER610	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3						
PER615	3.3.025	Job Procedure Records	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by- position basis.	US	3						

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PER620	3.3.027	Aptitude and Skills Tests	Aptitude, competency, or skills tests and checklists required of job applicants or of current personnel to qualify for promotion or transfer, including validation records.	AC	2			AC = Until superseded or no longer used by agency.		CAUTION: One copy of each different master test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR 1602.49.
PER621	3.3.028	Aptitude and Skills Tests (Test Papers)	Completed aptitude, competency, or skills test papers and checklists of job applicants or of current personnel taking a test to qualify for promotion or transfer.		2						29 CFR 1602.49.
PER625	3.3.030	Internal Training Administration Records	Records documenting the planning, development, implementation, administration, and evaluation of in-house training programs, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in in-house training programs.	AC	2			AC = Close of training session, after training materials superseded, or termination of training program, as applicable.		CAUTION: Does not include hazardous material training records. SEE item number 5.4.007. See RSIN 1.1.043 for external training records. See RSIN 3.1.027 for individual employee training records.	
PER630	3.3.020	Work Schedules/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.	AV							
PER640	3.3.023	Reimbursable Activities Records	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employees are defrayed or reimbursed.	FE	3						



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
PER650	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	AC	1			AC = Until superseded or plan terminated.			29 CFR 1627.3(b)(2).
PER660	3.3.001a	Affirmative Action Plans -- Employees	Affirmative Action Plans for regular employees and apprenticeship programs.	AC	5			AC = Date of the making of the record or the personnel action involved, whichever occurs later.			29 CFR 30.12(d).
PER 661	3.3.001b	Affirmative Action Plans – Contractors	Affirmative action plans for contractors and subcontractors.	AC	2			AC = Date of the making of the record or the personnel action involved, whichever occurs later.			41 CFR 60-1.12(a).
PER665	3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US	3						
PER670	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO (Equal Employment Opportunity) reports.		3						29 CFR 1602.32, 1602.48, and 1602.50.
PER675	3.3.032	Equal Pay Records	Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the Federal Equal Pay Act.		2						29 CFR 1620.32 (c).

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Agency	Record Series Item No.	Record Series Title	Description					AC Definition		Remarks	Legal Citations
PER710	3.2.008	Direct Deposit Application/Authorizations	Forms used to deposit employee's earnings into a specified personal account.	AC				AC = Until superseded, cancelled, or last payment deposited after termination of employment, whichever applicable.			
PER720	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.			
PER730	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		2						29 CFR 516.6(c).
PER740	3.2.009	State Deferred Compensation Records	Records documenting the amount of pension or deferred compensation earned by individual employees.		4						
PER760	3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	AC	4			AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.			26 CFR 31.6001 - 1(e)(2).
PER765	3.2.005	W-4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate."	AC	4			AC = Until superseded, obsolete, or upon termination of employment.			26 CFR 31.6001-1 (e)(2).
PER770	3.2.007	Unemployment Compensation Records	Records and documentation relating to unemployment compensation claims, including reimbursement of funds disbursed by Texas Workforce Commission (TWC).	AC	5			AC = Resolution of the claim.			



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Agency	Record Series Item No.	Record Series Title	Description					AC Definition		Remarks	Legal Citations
PER780	3.2.006	Wage Rate Tables	Records defining the wage or salary rate for each position in the agency expressed in dollars, grades, or step numbers.		2						29 CFR 516.6(a)(2).
PER790	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						
PER800	3.4.004	Overtime Schedules and Authorizations	Records created to schedule time worked by employees outside of or in addition to their regular working hours, including approval authorizations.		2					CAUTION: Only includes overtime schedules and authorizations. See RSIN 3.4.006 for timekeeping records	
PER810	3.4.006	Time and Attendance Records	Records documenting individual employee’s hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.		4						40 TAC 815.106(i).
PER820	12.3.001	Time Cards and Time Sheets—Work-Study Students	Timecards, time sheets, and work-study time certificates documenting hours worked by work-study student employees. The series is used for payroll purposes and to meet federal requirements for documenting time worked by work-study students.	AC	3			AC = End of award year for which the aid was awarded and disbursed.		See RSIN 3.4.006 for all other time cards and time sheets, including those of non-work-study student employees.	34 CFR 668.24(e)(1), 34 CFR 675.19(b).
PER830	3.4.007	Time Off and/or Sick Leave Requests	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), sick pool leave, and other types of authorized leave, and supporting documentation.	FE	3						Government Code, Section 661.152(d); 29 CFR 825.500(b).



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PER840	3.4.001	Accumulated Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances at end of fiscal year, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	3						
PER850	3.4.008	Sick Leave Pool Documentation	Records documenting number of hours transferred in and out of comprehensive sick leave pool.	FE	3						
FIN100	13.1.001	Ticket Sales Management	Logistics and management of ticket disbursement for university-sponsored performing arts and other non-athletic events where tickets are sold for admission. May include but not limited to: ticket stock orders; ticket type reports; total ticket sales summaries and reports; ticket printing and control records; season ticket sales lists; free ticket sign-up sheets; and reports of free ticket disbursement.	FE	3					See RSIN 4.1.009 for records of financial deposits or receipts.	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
FIN110	4.1.001	Accounts Payable Information	Claims; invoices; statements; copies of checks and purchase orders; expenditure authorizations; ledgers; encumbrance, purchase, general journal, expenditure, and special vouchers; and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other expenses.	FE	3						
FIN120	4.1.009	Accounts Receivable Information	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, reconciliations, general journal vouchers, special vouchers, and similar records that serve to document money owed to or received by a state agency and its collection or receipt.	FE	3						



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
FIN121	15.3	Student Charge Records (4-CA)	Approved student applications and disbursement records for all local, state, federal, or institutional grants, scholarships, and work-study programs not covered elsewhere in schedule. May include but not limited to: financial aid need analysis and eligibility forms; financial aid transcripts; copies of documents submitted by students or parents for verification of student aid application information; receipts; account cards; copies of promissory notes; certifications of enrollment status or other data to grantors; work-study certifications and time reports; documentation of entrance and exit interviews; and correspondence. Includes Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and Pell Grant records.	AC	3			AC = Date of final repayment or cancellation.		See RSIN 15.3.018 for Health Profession and Nursing Student Loan program payments. See RSIN 15.3.026 for Perkins Original Promissory Notes.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).
FIN160	4.1.006	Investment Transaction Files	Records documenting the investment of any public funds that evidence the investment of such funds, the cancellation or withdrawal of investments, and similar activities.	FE	5					See RSIN 4.5.002 for reports associated with investments	
FIN331	4.1.001	Expenditures Journals or Registers: Warrant Register/CUFS Monthly Reports(4AC)		FE	10						



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1. Agency Code: 734		2. Agency Name: Lamar University									
3.	4.	5.	6.	7. Ret. Code	8. Retention			9.	10. Archival	11.	12.
Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
FIN411	4.1.009	CUFS Monthly Reports/General Ledgers (4-AC)		FE	10						
FIN520	4.5.002	Fiscal Management Reports	Internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, investment performance reports, etc.	FE	5					CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See RSIN 4.7.008.	
FIN521	4.5.002	Internal Fiscal Management Reports (4-AC, 4-CA)	Includes agency monthly budget reports. Typical records include class reports, departmental ledger sheets, and estimated income reports.	FE	10						



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					Years	Months	Days				
FIN530	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day Report).	AC	6			AC = September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Annual Financial Reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(a). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period. CAUTION: If an agency does not produce a biennial or annual narrative report as described in RSIN 1.1.066, then these annual financial reports must be marked with Archival Code I. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, TSLAC.	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
FIN531	4.5.003	Annual Financial Report-Friends Groups	Annual financial report of various Friends groups, which often serve to assist colleges, departments, or programs.	AC	6			AC = September 1 of odd-numbered calendar years.		CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code I. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
FIN552	4.7.013	Property Tax Exemption Claim Records	This series is used to document claims for exemption from institutions paying property taxes in Texas and other states due to the educational use of the property. Exemptions are typically made on an annual basis.	FE	8						
FIN570	4.5.007	USAS Reports – Daily/Monthly	Periodic reports compiled from information entered into the Uniform Statewide Accounting System (USAS).	AC				AC = Receipt and reconciliation of annual report.			
FIN590	4.5.009	USAS Reports - Annual	Yearly report compiled from information entered into the Uniform Statewide Accounting System (USAS).	FE	3						

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FIN 600	4.5.010	Unclaimed Property Reports and Documentation	Sufficient records to verify information on unclaimed property previously reported to the State Comptroller showing the name and last known address of the apparent owner of reportable unclaimed property, a brief description of the property, and the balance of each unclaimed account, if appropriate.	AC	10			AC = Date on which property is reportable.			Property Code, Section 74.103(b).
FIN635	4.7.001	Accounting Policies and Procedures Manual	Records documenting the internal and external procedural requirements with respect to the accounting department of a state agency.	US	3						
FIN730	4.7.003	Uncollectible Accounts	Records of accounts deemed uncollectible, including write-off authorizations and returned checks, warrants, and drafts.	AC	3			AC = Date account deemed uncollectable.			
FIN740	4.7.004	Capital Asset Records	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency owned equipment and property.	LA	3						
FIN750	4.7.005	Claim Files	Records documenting requests for payment of a sum of money according to the terms of a policy or contract.	AC	3			AC = Resolution of claim.			

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					Years	Months	Days				
FIN810	4.7.010	Long-Term Liability Records	Records documenting financial obligations of a state agency that are not payable within one year of the date of the balance sheet, including debentures, loans, deferred tax liabilities, bonds, and pension obligations.	AC	3			AC = Retirement of debt.			
FIN 820	4.7.013	Federal Tax Information (FTI) Audit Logs	Logs documenting requests and receipt of FTI, including any information created by the recipient that is derived from federal return or return information received from the IRS or obtained through a secondary source.		5						IRS Publication 1075.
FIN 825	4.7.014	Indirect Cost Plans	Indirect cost plan and supporting documentation created or maintained in the development of the plan	AC	3			Indirect cost plan and supporting documentation created or maintained in the development of the plan			2 CFR 200.333(f)(1) and (2).
FIN830	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	4			AC = Until superseded, date of expiration, or termination of employee, whichever sooner.			
FIN 835	4.8.001	Banking Records	Bank statements, credit card statements, cancelled checks, check registers, deposit slips, debit and credit notices, reconciliations, and other banking related records.	FE	3						



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
FIN 900	4.9.001	Annual Operating Budgets	Required by the General Appropriations Act. Includes encumbrances and documentation about budget transfers and revisions, as well as detail charts of accounts.	FE	3						
FIN910	5.2.001	Appraisals - Building or Property	Assessments or evaluations of the value of state-owned buildings or property.	AV					O		
FIN920	5.1.001a	Contract Administration Files – 9/1/2015 and After	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms.	O	See related RSIN 5.3.007a/b/c for bid documentation. See RSIN 5.2.028 for building construction contracts. See RSIN 5.1.017 for contract logs.	Government Code, 441.1855.

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					Years	Months	Days				
FIN 925	5.1.001b	Contract Administration Files – 8/31/2015 and Prio	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms.		See related RSIN 5.3.007a/b/c for bid documentation. See RSIN 5.2.028 for building construction contracts. See RSIN 5.1.017 for contract logs. NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code, 441.1855.
FIN930	5.1.010	Licenses and Permits for Non-vehicles	Licenses and permits obtained from external agencies or organizations in order to perform operations.	AC	2			AC = Expiration date of license or permit.		CAUTION: Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	
SVC110	5.1.014	Office Procedures	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency, e.g., agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US	1						
SVC120	5.1.011	Photocopier and Telefax Usage Logs Reports	Registers or logs of print copies and fax transmissions made by user or in tota	AV							
SVC130	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						

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					Years	Months	Days				
SVC150	5.1.012	Charge Schedules/Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3						
SVC160	5.1.015	Correspondence Tracking Records	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.		1						
SVC170	5.1.003	Delivery Reports	Records documenting incoming or outgoing deliveries, including through private courier services.		2						
SVC200	5.1.004	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US							
SVC210	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				AC = Decision not to proceed with the procurement.		See RSIN 1.1.020 and 1.1.021 for public information requests. CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with RSIN 5.3.007a/b/c.	

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SVC220	5.3.007a	Bid Documentation – 9/1/2015 and After	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation /evaluations. Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			Government Code, 441.1855.
SVC 221	5.3.007b	Bid Documentation – 8/31/2015 and Prior	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation /evaluations. Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3					NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code, 441.1855.
SVC 222	5.3.007c	Bid Documentation – Invalid Bids	Invalid bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g., withdrawn, missed submission deadline, incomplete submission, etc.)	AC	2			AC = Date of notification of denial or date of withdrawal, as applicable.			
SVC230	5.3.004	Shipping Information	Shipping information, including order acknowledgements, packing slips, and related documentation.	AV						CAUTION: Some shipping information may require longer retention period. State agencies must determine if longer retention period is required based on the type of materials shipped to or from their agency.	

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SVC240	5.3.008	Purchasing Logs	Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE	3						
SVC270	5.3.003	Freight Claims	Freight or cargo claims against carrier for damage or loss to a shipment.	AC	2			AC = Resolution of claim.		43 TAC 218.61(d); 49 USC 14706(e).	
SVC310	5.5.002	Telephone Activity Records	Telephone logs created for internal documentation purposes; station activity reports of internal listings of incoming/outgoing telephone activity to individual telephone stations; operator call transfers; summary detail reports; and system activity reports of internal listings of all incoming/outgoing agency telephone activity.	AV						See RSIN 4.1.001 for telephone bills.	
SVC350	5.5.007	Disputed Call Documentation/Personal Call Reimbursement	Documentation relating to disputed long distance calls including documents evidencing repayment by employees for personal long distance use.	AC	3			AC = Dispute resolved or repaid + FE.			

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FCL100	5.2.002	Building Construction Project Files	Project records related to planning, design, construction, conversion, or modernization of state facilities, structures, infrastructure, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; as-builts; laboratory test reports; environmental impact statements; correspondence; successful and unsuccessful bid documentation and other related documentation.	AC	10			AC = Completion of project.	O	See RSIN 5.2.003a/b and 5.2.028 for further retention of completed building documentation. See RSIN 5.3.007a/b for additional bid documentation retention periods, including RSIN 5.3.007c for invalid bids that do not meet agency submission requirements. ARCHIVES NOTE: Archival review designation is for stateowned buildings only.	
FCL120	5.2.028	Building Construction Contract and Inspection Records	Building construction contracts, surety bonds, and inspection records.	LA	10				O	See also RSIN 5.2.002 and 5.2.003a/b.	
FCL130	5.2.003a	Building Plans and Specifications--State Owned	Includes architectural and engineering drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of state-owned facilities, structures, infrastructure, and systems.	LA					O	See RSIN 5.2.002 and 5.2.028.	
FCL135	5.2.003b	Building Plans and Specifications--Leased	Includes architectural and engineering drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of leased facilities, structures, infrastructure, and systems	AC	2			AC = Termination or cancellation of lease according to its terms.		See RSIN 5.2.002 and 5.2.028.	

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FCL140	5.2.024	Equipment Descriptions and Material Specifications	Equipment and material descriptions and specifications that may include but are not limited to detailed descriptions; lists of raw materials and ingredients; physical characteristics of items; special handling procedures; or technical drawings	AC	2			AC =Equipment or material is no longer in the agency.			
FCL210	5.2.004	Building Space Requests	Records documenting building space requests and approvals. Information on request forms may include but is not limited to: the building and room; the reason for the change; parties involved in the request; date of request and approval.		1						
FCL220	5.2.027	Space Utilization Reports	Reports summarizing efficiency of facility space utilization, which may include data on room usage, demand, allocation, and capacity.	AV							
FCL230	5.2.026	Facilities Reservation Logs	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.		2						
FCL330	5.2.006	Inventory and Property Control Records	Records documenting the inventorying, maintenance, usage, checkout, and disposal of supplies, equipment, and property of a state agency. Includes lost, stolen, and damage reports.	FE	3					See RSIN 5.2.008 for the maintenance logs of individual pieces of equipment.	
FCL410	5.2.022	Utility Usage Reports	Any type of usage report or log used to monitor utilities such as gas, electric, water, etc.	AV						CAUTION: Does not include utility usage reports for agencies that operate their own utilities.	

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FCL810	5.6.003	Inspection, Repair, and Maintenance Records – Vehicles	Records and documentation related to inspections, repairs, and maintenance for state vehicles.	LA	1					See RSIN 5.2.008 for nonvehicle equipment maintenance records.	
FCL820	5.6.007	Vehicle Titles and Registrations	Vehicle titles, registration information, and owner manuals for state vehicles.	LA							
FCL840	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3						
FCL850	5.6.004	License and Driving Record Checks		AC				AC = Until superseded or until termination of employment.			
EQS210	5.2.005	Calibration Records (Equipment or Instrument)	Records documenting the determination, checking, or rectifying of any instrument giving quantitative measurements.		2					CAUTION: Some equipment and instruments may require longer retention period. State agencies must determine if longer retention period is required based on the type of equipment or instruments they use within their agency.	
EQS230	5.2.008	Inspection, Repair, and Maintenance Records – Equipment	Equipment history file, which may include logbooks and requests for installation, moves, service, repair, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with LEG400.a/b [5.1.001a/b]. For vehicle maintenance records, see RSIN 5.6.003.	
EQS250	5.2.010	Equipment Manuals		LA							
EQS260	5.2.011	Equipment Warranties		AC	1			AC = Expiration of Warranty.			
EQS350	5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				AC = Transfer of information into annual listing.		See RSIN 5.2.006 for annual inventory listing.	

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RSK110	5.4.013	Continuity of Operations Plans (COOP)	Plans developed (per Texas Labor Code, 412.054) to mitigate the damage of potential events that could endanger an agency's ability to function. Includes disaster preparedness, response, and recovery plans.	US						See RSIN 5.4.017 for records related to responding or recovering from an emergency.	
RSK120	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							
RSK130	17.3.004	Institutional Bio Safety Committee (IBC)	Meeting minutes and reports of the Biosafety Committee.		3						42 CFR 73.17(c).
RSK 140	5.1.013a	Insurance Policies - 9/1/2015 and After	Liability, theft, fire, health, life, automobile, and other policies for government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of policy according to its terms.			Government Code, 441.1855.
RSK 145	5.1.013b	Insurance Policies – 8/31/2015 and Prior	Liability, theft, fire, health, life, automobile, and other policies for government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the policy according to its terms.		NOTE: Refer to SB20 (84th Leg.) for retention period context.	Government Code, 441.1855.

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3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
RSK160	5.4.001	Occupational Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the State Office of Risk Management (SORM) or its predecessors or maintained internally on accident frequency.	CE	5					See RSIN 5.4.014a/b for nonemployee accidents.	29 CFR 1904.33; 28 TAC 120.1(c).
RSK170	5.4.014a	Accident Reports – Adults	Reports of accidents to adults on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC	3			AC = Date of report, or if a claim is filed, after settlement or denial of claim, whichever applicable.			
RSK 175	5.4.014b	Accident Reports – Minors	Reports of accidents to minors on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC	3			AC = Date minor reaches the age of majority, or if a claim filed, after settlement or denial, whichever applicable.			
RSK180	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3						
RSK 210	5.4.010	Safety Data Sheets	Safety Data Sheets (SDS) that list information relating to occupational safety and health for the use of various substances and products.	AC				AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		CAUTION: If Workplace Chemical Lists (RSIN 5.4.009) are not maintained, these records must be maintained for 30 years.	29 CFR 1910.1020(d)(1)(ii)(B).
RSK220	5.4.003	Safety, Drill, and Inspection Records	Fire, safety, emergency drill, alarm, and other inspection records of agency facilities and equipment, including orders issued by inspectors to correct deficiencies in compliance with any code or regulations.	AC	3			AC = Date of drill, alarm, inspection, or date of the correction of deficiency, whichever applicable.			CAUTION: Does not include inspection reports of building construction. See RSIN 5.2.028



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					Years	Months	Days				
RSK300	5.4	Compliance Reporting-Environment: Federal, State, Local Governments	This series documents institutional compliance with environmental laws and guidelines of federal, state, or local governments.	AC	10			AC = Expiration of permit.			
RSK320	5.4.008	Hazard Communication Plans	Plan that provides information to employees about the hazardous chemicals to which they may be exposed to in their workplace	US	5						Texas Health and Safety Code, 502.009(g).
RSK330	5.4.007	Hazardous Materials Training Records	Records of training given to employees in an agency hazard communications program. May include but is not limited to date of class, roster of attendees, subjects covered, and instructors.		5					See RSIN 3.1.027 for individual employee training records.	Texas Health and Safety Code, 502.009(g).
RSK335	5.4	Hazardous Materials- Manuals, Policies, Procedures, Signage		US	5						



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					Years	Months	Days				
RSK340	5.4.015	Hazardous Materials--Administrative Records	This series documents the use of hazardous carcinogenic compounds, building by building survey and plan to correct asbestos and other material hazards. This series may include but is not limited to: surveys; monitoring tests and reports; data forms; building plans; correction checklists; removal job records; research protocols; lists of carcinogenic compounds used; environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports.	AC	30			AC = Date of project or research completion.		See RSIN 5.4.016a/b for hazardous material exposure records.	29 CFR 1910.1001; 29 CFR 1910.1020(d)(ii); 25 TAC 295.62(a).
RSK350	5.4.016a	Hazardous Materials – Employee Exposure Records	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, who have experienced exposure to toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	AC	30			AC = Termination of employment.			29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii).

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RSK 355	5.4.016b	Hazardous Materials – Periodic Monitoring	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, for whom periodic monitoring of health or fitness is required concerning toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	US	2						29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii).
RSK365	5.4.009	Workplace Chemical Lists	List of each hazardous chemical normally present in the workplace.		30						Texas Health and Safety Code, 502.005(d)
RSK370	5.4	Water and Waste Water Permit Logs/Registers	Log books, registers, or comparable documents providing a record of water and waste water permits issued by a local government or any of its departments.	PM					O		TSLAC Local Schedule “Utility Services” 5025-13.
RSK375	5.4	Water and Waste Water Records	Records relating to the testing, monitoring, and reporting requirements of public drinking water and/or waste water discharge.	AC	5			AC = After completion of permit, report, compliance actions, analysis, action, etc.		The broadest possible perspective should be taken when doing the survey. The HCS covers chemicals in all physical forms.	30 TAC 290.46 (f) (3); 30 TAC 290.11.2 (4); 30 TAC 312.47(a) & (b); 30 TAC 305.125 (11) (B); 30 TAC 319.7.
RSK400	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC	2			AC = Until superseded, date of expiration, or date of termination, whichever sooner.			

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RSK 410	5.4.018	Annual Audit Plan	Includes working papers and agency risk assessment used to develop the plan, per Texas Internal Auditing Act requirement.	AC	7			AC = After final plan has been issued.		See RSIN 1.1.002 for individual Audit records not related to the development of the Audit Plan.	Government Code, 2102.013.
RSK 420	5.4.019	Audit Peer Review – Working Papers	Documents collected or generated as part of the process of reviewing other state agency internal audit programs. Includes but is not limited to: self-assessments, worksheets, surveys or questionnaires, evaluations, and other documents as described in the State Agency Internal Audit Forum (SAIAF) Peer Review Manual.	AC	1			AC = After final report has been issued.		See RSIN 1.1.002 for individual Audit records not related to the peer review of an Audit Plan.	Government Code, 2102.007(a)(5).
RSK610	3.1	Medical Records: Employee Accommodation (FMLA	ADA)	AC	10			AC = Termination of employment.		US = Until superseded.	Medical Liability Act Guidelines; 22 TAC 165; By law-Health and Safety Code, Section 241.103; 29 CFR 825.500.
RSK630	3.1	Medical Records: Workers' Compensation (Employee) Records	related to on-the-job injuries that may or may not result in a Workers' Compensation filing. These records are considered medical records and must be retained even after a Workers' comp case is considered closed.	AC	30			AC = Termination of employment.			29 CFR 1910.1020(d)(1)(ii).

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					Years	Months	Days				
RSP100	4.7.008a	Grant Records – Awarded	This series documents state, federal, and other sponsored grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	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 funding agency. Records in this series may be subject to Government Code 441.1855. Agencies must ensure that records are retained for the appropriate retention period.	
RSP110	4.7.008b	Grant Records – NonAwarded	Non-awarded, denied, or unfunded grant applications and proposals.	AC	3			AC = Date of notification.			
RSP200	17.3.005	Institutionally Funded Research—Minutes and Final Research Reports	This series documents the activities of the institutional councils and boards, which review proposals and make recommendations for awards to faculty for research that is not otherwise supported by organized or directed programs but is designed to lead to other funding sources. Examples of projects funded are pilot research, emergency funding, emerging research opportunities, new research field or new research field for investigator, developing research laboratories, and centrally shared research resources. This series includes meeting minutes and final research reports.	PM					O		21 CFR 56.115(b), 42 CFR 73.17(c).



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					Years	Months	Days				
RSP310	17.3.007	Institutionally Funded Research—Project Review Records	This series documents the activities of the institutional councils and boards, which review proposals and project funding requirements to make recommendations for awards to faculty for research that is not otherwise supported by organized or directed programs but is designed to lead to other funding sources. Examples of projects funded are pilot research, emergency funding, emerging research opportunities, new research field or new research field for investigator, developing research laboratories, and centrally shared research resources. May include but not limited to: applicant case files; agendas; notes; working papers; award letters; and applications for research support.	AC	5			AC = Date of notification.	I		21 CFR 56.115(b).



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RTN110		Radio and Television License Records	This series provides a record of licensing of university campus radio stations and television channels (including distance education) with the Federal Communications Commission. Records may include: FCC applications; licenses and contracts; related correspondence and other records required by 47 CFR 73.3527. Federal regulations state that TV and radio licenses will ordinarily be renewed for 8 years unless the public interest, convenience and necessity will be served by an initial license or a renewal for a lesser term.	AC	7			AC = Until the license is superseded, expired, or canceled.		If no terms are specified or if the grant requires less than a 3-year retention, the records should be retained through the end of the fiscal year in which the grant ended + 3 years (FE+3). Some records are historical and require preservation; contact the University Archivist for assistance. CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.	Law enacted by TX SB20 21015- 2016 84th Legislature requires 7 years retention of contracts.
RTN120	18.1.001	Daily Broadcast Logs	Daily broadcast activities of the institutional radio station or television channel. May include but not limited to: log sheets showing time signed on and off; any delays in broadcasting; engineer's name; announcer's name; and technical difficulties.		2					CAUTION: See legal citations for exceptions to the retention requirement in the event of disasters, claims, or complaints to the Federal Communications Commission (FCC).	47 CFR 73.1840(a), 47 CFR 73.1800, 47 CFR 73.1820.
RTN130		Chief Operator Records		AC	2			AC = After completion of term/when superseded.	O		FCC Bulletin EB-18FM September 2009 Edition, Section I.C.
RTN140	18.1.004	Public Inspection File	Public inspection file for noncommercial radio stations, which includes all records listed in 47 CFR 73.3527(e), as required by the FCC.	AC				AC = Expiration or cancellation of license or permit.	O		47 CFR 73.3527(e).

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SAD100	15.2.007	Course Registration and Status Records	Registration forms, class rosters, class schedules, and similar records providing information on which courses students are registered for at the beginning of an academic term, including documentation evidencing the conditions under which courses are undertaken (e.g., audit, pass/fail, and credit/no credit authorizations or approvals) or evidencing changes to registration status during the term (e.g., add/drop forms and withdrawal authorizations by student or instructor).	AV							
SAD150	17.1	Classroom Scheduling Records	This series documents room assignments for classes offered during regular terms or for the summer session.	AV							
SAD200	15.2.013	Examinations, Tests, Term Papers, and Homework Records	Student coursework (e.g., examinations, quizzes, papers) in custody of institution that is needed as supporting documentation for grade books and grade report cards distributed to students.	AC	1			AC = Course completion.		CAUTION: Coursework under dispute may not be destroyed until the resolution of the dispute. See RSIN 15.2.009 for graduate student qualifying examinations. See RSIN 15.2.011 for grade book. See RSIN 15.2.030 for theses and dissertations.	

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					Years	Months	Days				
SAD300	15.2.011	Faculty Gradebooks	Faculty grade books showing students' performance in the course and work completed. Includes grade sheets and other materials that permit a reconstruction of a student's graded performance in a course.	AC				AC = Expiration of grade appeal period.		See RSIN 15.2.012 for official Registrar copies of grades.	
SAD350	15.5.008	Student Grievance Records	Grievances brought forward by students against the institutions which do not result in litigation. Grievances may pertain to academic issues; housing; affirmative action and equal opportunity; student conduct; and other issues. May include but not limited to: notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; settlement agreements; and appeals documentation.	AC	5			AC = Graduation or date of last attendance.		CAUTION: If a grievance brought forward by students against the institution becomes part of litigation, it should be retained as a litigation record per RSIN 1.1.048. If the grievance goes to the university ombudsman, the record should be retained as an ombudsman record per RSIN 3.1.039.	CAUTION: For Title IX complaints, see RSIN 15.5.010.



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					Years	Months	Days				
SAD400	17.1.019	Course & Faculty Evaluations (Tenure Track Faculty)	Student evaluations of tenure-track teaching personnel used to help determine faculty tenure, promotion, merit increases, and/or to review instructional courses and programs. These records provide students' opinions on faculty members' familiarity with current literature of the discipline, preparation, assignments, examinations, lecture styles, willingness to engage in dialogue, and availability. May include but not limited to: bubble forms (input documents); course reaction inventory printouts; statistical tabulations; and summary reports.		7					CAUTION: Retention period should be longer if a university's tenure review cycle is longer than 7 years. See RSIN 3.1.019 for employee performance appraisals.	TSLAC Local Schedule JC 3850-06.

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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SAD450	17.1.018	Course & Faculty Evaluations (Non-Tenure Track Faculty)	Student evaluations of non-tenure track teaching personnel, which provide students' opinions on faculty members' familiarity with current literature of the discipline, preparation, assignments, examinations, lecture styles, willingness to engage in dialogue, and availability. May include but not limited to: bubble forms (input documents); course reaction inventory printouts; statistical tabulations; and summary reports.	AC	3			AC = After course is completed.		See RSIN 3.1.019 for employee performance appraisals.	
SAD500	15.2.009	Student Files- Departmental / Program Records (Undergraduate)	Up-to-date departmental information on students' activity from point of enrollment to graduation or date of last attendance. May include but not limited to: personal data, graduate student qualifying examinations, placement tests, partial transcripts, and evidence of graduation or last date of attendance.	AC	3			AC = Student separation from the department or university.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS.	See RSIN 15.2.026 for student advising records. See RSIN 15.5.007 for disciplinary action records.

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					Years	Months	Days				
SAD501	15.2.009	Student Files- Departmental/Program Records (Undergraduate)- Accredited Program Requirements	Up-to-date departmental information on students' activity from point of enrollment to graduation or date of last attendance. May include but not limited to: personal data, graduate student qualifying examinations, placement tests, partial transcripts, and evidence of graduation or last date of attendance.	AC	3			AC = Student separation from the department or institution.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS. See RSIN 15.2.026 for student advising records. See RSIN 15.5.007 for disciplinary action records.	
SAD550	17.1.019	Student Faculty/Course Evaluation Records—Tenure Track Faculty	Student evaluations of tenure-track teaching personnel used to help determine faculty tenure, promotion, merit increases, and/or to review instructional courses and programs. These records provide students' opinions on faculty members' familiarity with current literature of the discipline, preparation, assignments, examinations, lecture styles, willingness to engage in dialogue, and availability. May include but not limited to: bubble forms (input documents); course reaction inventory printouts; statistical tabulations; and summary reports.		7					CAUTION: Retention period should be longer if a university's tenure review cycle is longer than 7 years. See RSIN 3.1.019 for employee performance appraisals.	
SAD600		Student Teaching- Application File		AC	5			AC = End of semester in which the student completed the Student Teaching exercise.		AC+3 retention required by accredited academic programs such as Engineering.	AACRAO Schedule C (attributed).

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					Years	Months	Days				
Agency	Record Series Item No.	Record Series Title	Description					AC Definition		Remarks	Legal Citations
SAD650	17.1.018	Student Faculty/Course Evaluation Records—Non-Tenure Track Faculty	Student evaluations of non-tenure track teaching personnel, which provide students' opinions on faculty members' familiarity with current literature of the discipline, preparation, assignments, examinations, lecture styles, willingness to engage in dialogue, and availability. May include but not limited to: bubble forms (input documents); course reaction inventory printouts; statistical tabulations; and summary reports.	AC	3			AC = After course is completed.		See RSIN 3.1.019 for employee performance appraisals	
SAP100	15.2.032	Transcripts	Transcript, or a record equivalent in function, of the academic achievement of each enrolled student, documenting courses taken, credits granted, grades received, and any degrees or certification awarded (including any narrative assessments or evaluations prepared in lieu of an assigned grade).	PM							
SAP120	15.2	Final Grade Rosters	This series reflects grades awarded by instructors and serves as the basis for the students’ official academic records. Records usually include students’ name and ID numbers; course titles and numbers; sections; grades awarded; and instructors’ signatures.	PM						Benchmarking of other teaching programs in Texas show many have adopted a 5-year retention.	AACRAO Schedule C; TSLAC Local Schedule JC 3725-06.

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1. Agency Code: 734		2. Agency Name: Lamar University									
3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
SAP130	15.2.012	Change of Grade Forms	Student coursework (e.g., examinations, quizzes, papers) in custody of institution that is needed as supporting documentation for grade books and grade report cards distributed to students. This series consists of forms initiated by academic departments to change a student grade. Forms are then forwarded to the Registrar's Office which then becomes the office of record.	PM						Academic departments may dispose of departmental copies AC+2, where AC = end of semester in which the course was completed. Registrar's records are permanent and require preservation. CAUTION: The PM retention period applies to records held by the Registrar.	AACRAO Schedule C.
SAP140	15.5.002	Enrollment Correction Appeals	Summary and statistical information relating to student admission programs which may be used for control, planning or review. May include but not limited to: Texas Higher Education Coordination Board (THECB) report; reports sent to administration; or beginning of semester enrollment reports sent to office of institutional research.	PM				For raw data or working files used to create these reports, see RSIN 1.1.065.			
SAP210	15.2.010	Enrollment Census Reports (4th and 12th Class Day Rosters)	Attendance reports prepared by faculty on class census day and used as source documentation for enrollment reports submitted to the Texas Higher Education Coordinating Board (THECB).	FE	3						



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					Years	Months	Days				
SAP220	15.2.035	Registration Withdrawal Forms & Authorizations	Requests and authorizations for a student to withdraw from classes after calendar deadlines without academic penalty for reasons acceptable to a university such as health or family issues.	AC				AC = End of financial aid award year.		Records used to determine financial aid eligibility and must be retained (in Student Information System or elsewhere) for a minimum of 7 years.	19 TAC §22.4 (2018).
SAP310	15.2.013	Grade Reports (Report Cards to Students)	Student coursework (e.g., examinations, quizzes, papers) in custody of institution that is needed as supporting documentation for grade books and grade report cards distributed to students.	AC	1			AC = Course completion.		CAUTION: Coursework under dispute may not be destroyed until the resolution of the dispute. See RSIN 15.2.009 for graduate student qualifying examinations. See RSIN 15.2.011 for grade book. See RSIN 15.2.030 for theses and dissertations.	
SAP320	15.2.028	Student Certification Records—Professional	Certification records for licenses or certificates to enter a profession (e.g., teaching certificates). May include but not limited to: applications for admission to a program; registration for practicum hours and evidence of the completion of the practicum; transcripts; narrative evaluations on practicum; notice of completion of hours required for certification; and recommendations and evaluations.	AC	1			AC = End of certification period.		CAUTION: Accrediting agencies may require longer retention periods for professional certification records. Refer to accrediting agency to determine the term of the certification period.	See RSIN 15.2.027 for academic certifications.



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1. Agency Code: 734		2. Agency Name: Lamar University									
3.	4.	5.	6.	7. Ret. Code	8. Retention			9.	10. Archival	11.	12.
Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SAP330	15.2.020	Independent Study Records	Departmental approval for students to enroll in independent study courses. May include but not limited to: permission sheets with students' names; course names; number of credits; and faculty signatures.	AC	2			AC = Student separation from the department or institution.			
SAP340	15.2.030	Theses and Dissertations Records	This series documents the completion and academic acceptance of graduate theses and dissertations presented to colleges in fulfillment of requirements for graduate degrees.	PM					I	(Notes on transcripts are permanent); benchmarking with other universities.	
SAP400	15.2.001	Academic Standing Reports	Reports on student academic standing, including academic deficiency and the status changes of academically deficient students. May include but not limited to: reports containing student names, grade point averages (GPAs), grade point deficiencies, numbers of previous suspensions and probations; student petitions for re-evaluation; report of student progress toward academic readmission/removal of probation status at other institutions; academic honors and awards; and related documentation.		3						



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3.	4.	5.	6.	7. Ret. Code	8. Retention			9.	10. Archival	11.	12.
Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SAP430	15.5.007	Student Conduct/Disciplinary Action Records	Academic dishonesty and conduct violations among students. May include but not limited to: incidents reports; final reports; evidence; notification of allegation; disciplinary reports; informal discussion notes; formal hearing notes; final summary statements; decision statements; and appeals documentation.	AC	3			AC = Graduation or date of last attendance.		CAUTION: For Title IX complaints, see RSIN 15.5.010 .	
SFA100	15.3.023	Financial Aid Program-Institutional Program Files	Records documenting the university's participation in financial aid programs (such as Federal Title IV).	AC	3			AC = End of award year in which all reporting is finalized.			34 CFR 668.24(e)(1)(i), 324 CFR 674.19(e)(3)(i), 34 CFR 675.19(b)(1), 34 CFR 676.19(b), 45 CFR 74.53(b), 34 CFR 690.82(a).



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1. Agency Code: 734			2. Agency Name: Lamar University								
3.	4.	5.	6.	7. Ret. Code	8. Retention			9.	10. Archival	11.	12.
					Years	Months	Days				
Agency	Record Series Item No.	Record Series Title	Description					AC Definition		Remarks	Legal Citations
SFA120	4.5.003	Financial Aid Program-Annual Financial Reports	Records document cumulative loan activity of each fiscal year through a required year-end report made to the U.S. Department of Education.	AC	6			AC = End of the award year.			34CFR668.24 for Title V and HEA, 34 CFR 674.19(e)(3)(i) for Federal Perkins Loan, 34 CFR 675.19(b)(1) for Federal Work-Study (FWS), 34 CFR 690.82(a) for Federal Pell Grant, and 34 CFR 676.19(b) for Federal Supplemental Educational Opportunity Grant (FSEOG).
SFA200	15.3.023	Financial Aid Programs	Documentation of the university's participation in financial aid programs, such as program participation agreements and required reports.	AC	3			AC = End of award year in which the report was submitted.			34 CFR 668.24(e)(1)(i), 324 CFR 674.19(e)(3)(i), 34 CFR 675.19(b)(1), 34 CFR 676.19(b), 45 CFR 74.53(b), 34 CFR 690.82(a).



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					Years	Months	Days				
SFA210	15.3.011	Financial Aid Program-Fiscal Operations Report (FISAP) and FFEL and Direct Loan Reports	Disbursement and repayment records for loans not included elsewhere in schedule, including Income Contingent Loans (ICL), Perkins Loans, Federal Family Education Program Loans (Stafford Loans, Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Consolidation Loans) and Direct Loans (Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans). May include but not limited to: receipts; account cards documenting amount of loan, payment period, and loan period; calculations used to determine amount awarded; date and amount of each disbursement; copies of promissory notes; certifications of enrollment status or other data to grantors or lenders; cancellation, deferment, or payment extension documentation; amount, date, and basis of institution's calculation of any refunds or overpayments due if student withdraws; overpayments; documentation of entrance and exit interviews; records of contacts concerning overdue loans; and correspondence between the university and the borrower, collection agencies, and	AC	3			AC = Date of final repayment or cancellation.		See RSIN 15.3.018 for Health Profession and Nursing Student Loan program payments. See RSIN 15.3.026 for Perkins Original Promissory Notes.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).
SFA300		Federal Campus-Based Aid		AC	3						AACRAO Schedule H; 34 CFR 668.24 (e); FSA Record Keeping and Disclosure.



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3.	4.	5.	6.	7. Ret. Code	8. Retention			9.	10. Archival	11.	12.
Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SFA310	15.3.011	FEEL and Direct Loan	Disbursement and repayment records for loans not included elsewhere in schedule, including Income Contingent Loans (ICL), Perkins Loans, Federal Family Education Program Loans (Stafford Loans, Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Consolidation Loans) and Direct Loans (Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans). May include but not limited to: receipts; account cards documenting amount of loan, payment period, and loan period; calculations used to determine amount awarded; date and amount of each disbursement; copies of promissory notes; certifications of enrollment status or other data to grantors or lenders; cancellation, deferment, or payment extension documentation; amount, date, and basis of institution's calculation of any refunds or overpayments due if student withdraws; overpayments; documentation of entrance and exit interviews; records of contacts concerning overdue loans; and correspondence between the university and the borrower, collection agencies, and	AC	3			AC = Date of final repayment or cancellation.		See RSIN 15.3.018 for Health Profession and Nursing Student Loan program payments. See RSIN 15.3.026 for Perkins Original Promissory Notes.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SFA320	15.3.002	Pell Grant	Approved student applications and disbursement records for all local, state, federal, or institutional grants, scholarships, and work-study programs not covered elsewhere in schedule. May include but not limited to: financial aid need analysis and eligibility forms; financial aid transcripts; copies of documents submitted by students or parents for verification of student aid application information; receipts; account cards; copies of promissory notes; certifications of enrollment status or other data to grantors; work-study certifications and time reports; documentation of entrance and exit interviews; and correspondence. Includes Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and Pell Grant records.	AC	3			AC = End of the award period, or submission of annual report for the award year, whichever later.		See RSIN 15.3.010 for veterans' assistance programs.	34 CFR 668.24(e), 34 CFR 675.19(b)(1), 34 CFR 676.19(b), 34 CFR 690.82(a).



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SFA330	15.3.011	Perkins Repayment Records	Disbursement and repayment records for loans not included elsewhere in schedule, including Income Contingent Loans (ICL), Perkins Loans, Federal Family Education Program Loans (Stafford Loans, Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Consolidation Loans) and Direct Loans (Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans). May include but not limited to: receipts; account cards documenting amount of loan, payment period, and loan period; calculations used to determine amount awarded; date and amount of each disbursement; copies of promissory notes; certifications of enrollment status or other data to grantors or lenders; cancellation, deferment, or payment extension documentation; amount, date, and basis of institution's calculation of any refunds or overpayments due if student withdraws; overpayments; documentation of entrance and exit interviews; records of contacts concerning overdue loans; and correspondence between the university and the borrower, collection agencies, and	AC	3			AC = Date of final repayment or cancellation.		See RSIN 15.3.018 for Health Profession and Nursing Student Loan program payments. See RSIN 15.3.026 for Perkins Original Promissory Notes.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SFA335	15.3.011	Perkins IRS Skip Trace Information	Disbursement and repayment records for loans not included elsewhere in schedule, including Income Contingent Loans (ICL), Perkins Loans, Federal Family Education Program Loans (Stafford Loans, Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Consolidation Loans) and Direct Loans (Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans). May include but not limited to: receipts; account cards documenting amount of loan, payment period, and loan period; calculations used to determine amount awarded; date and amount of each disbursement; copies of promissory notes; certifications of enrollment status or other data to grantors or lenders; cancellation, deferment, or payment extension documentation; amount, date, and basis of institution's calculation of any refunds or overpayments due if student withdraws; overpayments; documentation of entrance and exit interviews; records of contacts concerning overdue loans; and correspondence between the university and the borrower, collection agencies, and	AC	3			AC = Date of final repayment or cancellation.		See RSIN 15.3.018 for Health Profession and Nursing Student Loan program payments. See RSIN 15.3.026 for Perkins Original Promissory Notes.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).

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					Years	Months	Days				
SFA340	15.3.026	Perkins Original Promissory Notes	Promissory notes for student loans negotiated for the current academic year.	AC				AC = Until loan is satisfied or documents are needed to enforce obligation.		CAUTION: If original promissory notes are electronically signed, the signed master promissory note (MPN) must be kept 3 years after all the loans made on the MPN are satisfied.	34 CFR 674.19(e)(4).
SFA400	15.3	Institutionally Funded Grants and Scholarship-Applications		AC	3			AC = End of award year period.		Refer to SFA340.	34 CFR 99.32(a)(2).
SFA410	15.3	Institutionally Funded Grants and Scholarship—Recipient Lists		AV					O		
SFA420	15.3.027	Graduate Student Tuition Remission Records	Applications for and supporting documentation evidencing the grant of tuition exemptions or remissions. May include but not limited to: authorizations; reconciled lists; and account summaries.	AC	3			AC = End of award year.		See RSIN 15.2.017 for Hazlewood Act records.	
SFA430	15.3.027	Tuition and/or Fee Waivers and Exemptions Records	Applications for and supporting documentation evidencing the grant of tuition exemptions or remissions. May include but not limited to: authorizations; reconciled lists; and account summaries.	AC	3			AC = End of award year.		See RSIN 15.2.017 for Hazlewood Act records.	
SFA500	15.3	Student Financial Aid Files—Paper Records	Records documenting student eligibility common to all Federal Title IV Aid Programs.	AC	3			AC = End of award year.			

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					Years	Months	Days				
SFA510	15.3	Student Financial Aid Files—Electronic	Electronic records documenting student eligibility common to all Federal Title IV Aid Programs. Electronic files serve a purpose separate from the paper files.	AC	3			AC = End of award year.			34 CFR 682.10; AACRAO Schedule H.
SFA515	15.3	Financial Aid Telephone Conversations	Telephone conversations with financial aid customers, used to facilitate more effective management of our phone bank operations and ensure improved customer service through accountability and enhanced staff productivity.		2						
SFA520	15.3	Athletic Scholarship and Grant-In-Aid Award Records	This series is used to provide athletic departments with information pertaining to player eligibility and receipt of financial aid in the form of scholarships including grant-in-aid scholarships, to monitor accounts and to assist in complying with NCAA and conference rules and regulations. These records include: squad lists which furnish summary information; conference eligibility reports; team roster update sheets; scholarship count sheets showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheet notes; and related documentation and correspondence.	AC	10					Retention meets departmental need and exceeds minimums set in 34 CFR 682.10.	



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					Years	Months	Days				
SFP100	15.4.003	FERPA (Family Educational Rights and Privacy Act) Access Policies	Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student under the Family Educational Rights and Privacy Act (FERPA): documentation of requests from and disclosures to any party other than the student, an official of the university for what the university has determined are legitimate educational interests, a party with or without written consent from the student, or a party seeking directory information.	US				AC = As long as disclosed record is maintained.		See RSIN 1.1.077 for release of non-FERPA records.	34 CFR 99.32(a)(2).
SFP200	15.4.002	FERPA - Access Waiver Records	Waivers completed by students to allow or revoke access to confidential letters and confidential statements of recommendation	AC				AC = Final disposition of record to which waiver applies.			



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					Years	Months	Days				
SFP300	15.4.003	FERPA (Family Educational Rights and Privacy Act) / PIA (Public Information Act) Records of Access to Information	Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student under the Family Educational Rights and Privacy Act (FERPA): documentation of requests from and disclosures to any party other than the student, an official of the university for what the university has determined are legitimate educational interests, a party with or without written consent from the student, or a party seeking directory information.	AC				AC = As long as disclosed record is maintained.		See RSIN 1.1.077 for release of non-FERPA records.	34 CFR 99.32(a)(2).
SFP400	15.4.003	FERPA (Family Educational Rights and Privacy Act)-Record Amendment Requests	Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student under the Family Educational Rights and Privacy Act (FERPA): documentation of requests from and disclosures to any party other than the student, an official of the university for what the university has determined are legitimate educational interests, a party with or without written consent from the student, or a party seeking directory information.	AC				AC = As long as disclosed record is maintained.		See RSIN 1.1.077 for release of non-FERPA records.	34 CFR 99.32(a)(2).



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SFP500	15.4.004	FERPA (Family Educational Rights and Privacy Act)- Protest of Record Statements	Statements of students commenting on contested information in a student record, or stating why he or she disagrees with the University's decision not to amend a record, or both.	AC				AC = Final disposition of record containing the contested information.			34 CFR 99.21(c)(1).
SGR100	15.2.014	Graduation-Applications	Student applications for graduation, degree audit forms, graduation authorizations, and diploma distribution records	AC	1			AC = Graduation or last date of attendance.			
SGR200	15.2.014	Graduation - Authorizations	Student applications for graduation, degree audit forms, graduation authorizations, and diploma distribution records	AC	1			AC = Graduation or date of last attendance.			
SGR300	15.2.014	Graduation - Diploma Administration	Student applications for graduation, degree audit forms, graduation authorizations, and diploma distribution records	AC	1			AC = Graduation or last date of attendance.			
SGR400		Graduation-Lists (Registrar/Academic)	This series involves the administrative preparations related to graduation, as verified by the official academic records held and managed by the Registrar's Office.	PM							AACRAO Schedule C and Schedule E; TSLAC Local Schedule JC 3725-08.

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3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
SGR500	17.1.004	Graduation / Commencement Records (Ceremony)	Commencement program planning and implementation at the institution. May include but not limited to: commencement attendance forms; and planning records created by commencement committees or other planning groups.	AC	4			AC = After commencement events.	O		
SHC110		Operational Permits, Licenses, Certifications		AC	3			AC = Expiration or cancellation of permit, license or certification.			Texas Local Schedule HR 4750-05.
SHC120	16.1.009	HIPAA Documentation	This records series documents disclosure of Protected Health Information (PHI) in accordance with the Health Information Portability and Accountability Act compliance regulations.	AC	6			AC = Date of creation or date when last in effect, whichever is later.			45 CFR 164.528(b)(1), 45 CFR 164.530(j).
SHC130		Medical Waste Management	Waste shipment records maintained by the generator of medical waste.		3						30 TAC 330.1004 (h) (4); Texas Local Schedule HR 4750-03; CSEE TCEQ Regulatory Guidance, August 2007: Texas Regulations on Medical Waste.
SHC140		Documentation of Meningitis Education			2						Texas Education Code Chapter 51.Z, §51.9191 (e).



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SHC150		Healthcare Incident Reports	Investigative reports documenting an unexpected occurrence during a patient healthcare encounter that results in either a near miss, which indicates no patient harm due to timely intervention, or results in unintended harm to a patient.	CE	3						TAC 22 Chapter 11 §217.16.
SHC160		Nurse Peer Review Programs	Nurse Peer Review Program records document the evaluation of nursing services, the qualifications of a nurse, the quality of patient care rendered by nurses, the merits of a complaint concerning a nurse or nursing care, and a determination or recommendation regarding a complaint.	CE	3						TAC 22 Chapter 11 §217.19.
SHC161		Tracking of Nurse Errors			1						TSLAC 1.1.069 (Activity Reports); TAC 22 Chapter 11 §217.19 (a) (7).
SHC210		Patient Encounter Forms	Documents each patient to the Student Health Center. Coding is standardized internationally, to ensure that each provider and insurer defines procedures and services for payment in exactly the same way.	AC	1			AC = Entry into database.			



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					Years	Months	Days				
SHC220	16.1.026	Medical Records - Student Health Clinic Patient Medical Records	Medical services history provided for students treated by the student health center. May include but not limited to: appointment requests; summary sheets; copies of test results; treatment record forms; diagnoses; screenings; initial evaluations and assessments; referrals; health center billing statements; personal health histories; dental examinations; physical therapy notes; releases; notes; and memoranda.	AC				AC = 7 years after termination of services with client, or until client reaches 21 years of age, whichever greater.		See RSIN 16.1.008 for mental health, counseling, and psychotherapy records. See RSIN 16.1.025 for hospital records. See RSIN 16.1.034 for psychotherapy notes. See RSIN 16.1.038 for medical source data.	22 TAC 165.1 (b).
SHC230	1.1.069	Patient Records Pick-Up Log	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.		1						TSLAC 1.1.069 (Activity Reports).



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SHC240	16.1.038	Medical Source Data - Patient X-Rays	Medical source data and health information stored in any original media. May include but not limited to: paper diagnostic tests or tools; X-rays; videotapes; ultrasounds; fetal monitor strips; photographs (either conventional photos or digital images); EKG strips; and ancillary or supporting systems (e.g., pharmacy information systems and radiation oncology information systems). Source data is distinct from the written interpretations of significant clinical information that has been forwarded to the medical record.		5			CAUTION: Some source data, such as fetal monitoring strips or mammography images, may need to be kept longer.		See RSIN 16.1.025 or 16.1.026 for information transcribed in medical records.	42 CFR 482.26(d)(2).
SHC250	16.1.018	Immunization Record and Consent Forms	Signed consent forms and records noting the type of immunization performed which are not included in the patient's medical record.	AC				AC = 21st birthday for minors, or 10 years following end of calendar year in which the consent form was signed, whichever later.			See RSIN 1.1.067 for immunization reports required by the Texas Education Code and the Texas Health and Safety Code.
SHC310		Laboratory: Test Requisitions	Test requisitions (for all specialties).		10						42 CFR 493.1105 (1) and (3)-CLIA.



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SHC320	16.1.013	Laboratory: Slides –Hematology (differential) and all others	Test results and preliminary reports specific to pathology, histology, and cytology testing. Documentation includes the test requisition plus the specimen's accession number, the date and time the lab received the specimen, the condition and disposition of samples which do not meet the lab's acceptance standards, and the records and dates of performance of each step in the patient testing leading to and including the final report.		10						42 CFR 493.1105(a)(6)(ii).
SHC330	16.1.013	Laboratory: Tests-Pathology, Cytology, Histology	Test results and preliminary reports specific to pathology, histology, and cytology testing. Documentation includes the test requisition plus the specimen's accession number, the date and time the lab received the specimen, the condition and disposition of samples which do not meet the lab's acceptance standards, and the records and dates of performance of each step in the patient testing leading to and including the final report.		10						42 CFR 493.1101.

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					Years	Months	Days				
SHC340	16.1.013	Laboratory: Proficiency Testing	Test results and preliminary reports specific to pathology, histology, and cytology testing. Documentation includes the test requisition plus the specimen's accession number, the date and time the lab received the specimen, the condition and disposition of samples which do not meet the lab's acceptance standards, and the records and dates of performance of each step in the patient testing leading to and including the final report.		10						42 CFR 493.1105 (4) (CLIA).
SHC410	16.1.031a	Prescription Dispensation and Inventory Records	Inventory, prescription slips, and other records of the purchase, acquisition, disposal, or dispensation of drugs and controlled substances as required by federal law and regulations, state law, and the rules of the Texas State Board of Pharmacy (TSBP).	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.		CAUTION: See legal citations for special filing requirements for controlled substance and electronic prescriptions. See RSIN 17.3.018 for pharmacy records related to animal research.	21 CFR 1304.04(a), Health and Safety Code, 481.067(c) and 483.023, 22 TAC 291.75(a).
SHC420	16.1.031a	Drug Destruction Records	Inventory, prescription slips, and other records of the purchase, acquisition, disposal, or dispensation of drugs and controlled substances as required by federal law and regulations, state law, and the rules of the Texas State Board of Pharmacy (TSBP).	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.		CAUTION: See legal citations for special filing requirements for controlled substance and electronic prescriptions. See RSIN 17.3.018 for pharmacy records related to animal research.	21 CFR 1304.04(a), Health and Safety Code, 481.067(c) and 483.023, 22 TAC 291.75(a).

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					Years	Months	Days				
SHC430	16.1.031a	Prescription Dispensation and Inventory Records—Controlled and Dangerous Drugs	Inventory, prescription slips, and other records of the purchase, acquisition, disposal, or dispensation of drugs and controlled substances as required by federal law and regulations, state law, and the rules of the Texas State Board of Pharmacy (TSBP).	AC	2			AC = The later of the date that the record was required to be created, the record was created, or the prescription was last filled.		CAUTION: See legal citations for special filing requirements for controlled substance and electronic prescriptions. See RSIN 17.3.018 for pharmacy records related to animal research.	21 CFR 1304.04(a), Health and Safety Code, 481.067(c) and 483.023, 22 TAC 291.75(a).
SHC440	16.1.031a	Pseudo Ephedrine Sales Logs		AC	2						Combat Methamphetamine Epidemic Act of 2005.
SHC450	16.1.031a	Pharmacy Records—Prescription and Inventory	Inventory, prescription slips, and other records of the purchase, acquisition, disposal, or dispensation of drugs and controlled substances as required by federal law and regulations, state law, and the rules of the Texas State Board of Pharmacy (TSBP).	AC	2			AC = The later of the date that the record was required to be created, the record was created, or the prescription was last filled.		CAUTION: See legal citations for special filing requirements for controlled substance and electronic prescriptions. See RSIN 17.3.018 for pharmacy records related to animal research.	21 CFR 1304.04(a), Health and Safety Code, 481.067(c) and 483.023, 22 TAC 291.75(a).
SHC500	16.1.040	Student Health Insurance Records	University copies of information relating to the selection by students of health insurance offered to students through the university.	AC				AC = Until superseded or date of last attendance.			
SHC510	4.1.009	Student Insurance Billing Documents	This series documents the process of billing student insurance company(ies) for services provided.	FE	3						

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					Years	Months	Days				
SHC520	4.1.009	Student Insurance Reports	Reconciliation reports, used to reconcile health insurance waivers with International student account and used to determine premium amount to request. International Student SHIP Enrollment Report, a list of students who have been charged the health insurance fee and did not request a waiver and their demographic information	FE	3						
SHC530	16.1.040	Student Health Insurance Waivers	University copies of information relating to the selection by students of health insurance offered to students through the university.	AC				AC = Until superseded or date of last attendance.			
SHO100	5.1.001a	Housing Contracts-Student Contracts	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide.	AC	7			AC = Expiration or termination of the instrument according to its terms.		See related RSIN 5.3.007a/b/c for bid documentation. See RSIN 5.2.028 for building construction contracts. See RSIN 5.1.017 for contract logs.	Government Code, 441.1855.



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1. Agency Code: 734			2. Agency Name: Lamar University								
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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
SHO110	5.1.001 a	Non-Student Summer Reservations Contract Administration Files - 9/1/2015 and After	Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration of contract.		See related RSIN 5.3.007a/b/c for bid documentation. See RSIN 5.2.028 for building construction contracts. See RSIN 5.1.017 for contract logs.	Government Code, 441.1855.
SHO200	16.4.004	Student Housing Judicial Record	Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration of contract, or resolution of incident whichever is later.		See RSIN 15.5.007 for incidents that result in disciplinary action. See RSIN 16.3.027 for incidents referred to law enforcement.	
SHO300	16.4.005	Student Housing Records	Records of occupancy in all institution administered housing: residence halls, family housing, or cooperative housing. May include but not limited to: housing applications; proof of admission records; and related documentation.	AC	7			AC = End of student's occupancy.		See RSIN 5.1.001a/b for housing contracts	

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SLI100	18.1.003	Student Organizations and Honor Societies	Records documenting the history, development, and policies of campus student organizations. May include but not limited to: constitutions and bylaws; publications (websites, newsletters, fliers, brochures, posters, and other publications); annual review forms; annual reports; meeting minutes and supporting documentation; committee, subcommittee, and task-force records; Student Senate bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; press releases; clippings; social media accounts; and related documentation and correspondence that documents programs, activities, and events.	AV					O		
SLI200	18.1	Student Publications and Performances	Records of student publications, such as the University Star, and student-led public performances, such as plays, debates, musicals, and concerts.	AC	3			AC = End of semester for rosters, lists, events, and minutes. When superseded for by-laws and governing documents.	O	These records provide documentation about student life and may have historical value to the university.	

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					Years	Months	Days				
SMS100	15.1.002	Admissions-Students Not Enrolled/Denied	Denied applications or applications that were approved but applicant did not enroll in institution or program (includes international applicants). May include but not limited to: acceptance letters; applications for admission; entrance exam reports; letters of recommendation; health history forms; readmission forms; recruitment materials; test scores; residency classification forms; transcripts from other colleges; and transcripts from high school.	AC	1			AC = End of application term.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS.	AACRAO Schedule A, TSLAC Local Schedule JC 3700-01.
SMS200	15.1.001	Admissions-Students Enrolled	Applications and supplemental materials submitted by individuals, including international students, seeking admission and enrolling in the institution or a university program. May include but not limited to: acceptance letters; applications for admission; entrance exam reports; letters of recommendation; health history forms; readmission forms; recruitment materials; test scores; residency classification forms; transcripts from other colleges; and transcripts from high school.	AC	3			AC = Graduation or date of last attendance or separation from program as applicable.		CAUTION: International student academic records must be retained at least 1 year after final notice to Immigration and Naturalization Service.	8 CFR 214.3 (g)

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					Years	Months	Days				
SMS250	15.1.002	Admissions-Students Not Enrolled/Denied	Denied applications or applications that were approved but applicant did not enroll in institution or program (includes international applicants). May include but not limited to: acceptance letters; applications for admission; entrance exam reports; letters of recommendation; health history forms; readmission forms; recruitment materials; test scores; residency classification forms; transcripts from other colleges; and transcripts from high school.	AC	1			AC = End of application term.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS.	
SMS300	15.1.001	Admissions International Students Enrolled	Applications and supplemental materials submitted by individuals, including international students, seeking admission and enrolling in the institution or a university program. May include but not limited to: acceptance letters; applications for admission; entrance exam reports; letters of recommendation; health history forms; readmission forms; recruitment materials; test scores; residency classification forms; transcripts from other colleges; and transcripts from high school.	AC	3			AC = Graduation or date of last attendance or separation from program as applicable.		CAUTION: International student academic records must be retained at least 1 year after final notice to Immigration and Naturalization Service.	8 CFR 214.3 (g)

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SMS350	15.1.002	Admissions Records—Not Enrolled/Denied	Denied applications or applications that were approved but applicant did not enroll in institution or program (includes international applicants). May include but not limited to: acceptance letters; applications for admission; entrance exam reports; letters of recommendation; health history forms; readmission forms; recruitment materials; test scores; residency classification forms; transcripts from other colleges; and transcripts from high school.	AC	1			AC = End of application term.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS.	
SMS400	15.1.007	Residency Affidavits and Forms	Affidavits and declarations filed by students regarding state residency status which is critical for determining tuition status.	AC	3			☐ AC = Graduation, or date of last attendance.		See RSIN 15.1.002 for residency classification forms submitted by applicants who did not enroll.	Texas Education Code §54.052
SMS500	15.5.002	Admissions/Enrollment Report	Summary and statistical information relating to student admission programs which may be used for control, planning or review. May include but not limited to: Texas Higher Education Coordination Board (THECB) report; reports sent to administration; or beginning of semester enrollment reports sent to office of institutional research.	PM						For raw data or working files used to create these reports, see RSIN 1.1.065.	TSLAC Local Schedule JC 3900-07; AACRAO Schedule E (by association).

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SRR100	15.5.005	Student Recruitment Records	This series documents effort of the institutional units to recruit individual students based upon disadvantaged status, academic performance, and other criteria.	AC	1			AC = End of academic term.		CAUTION: Does not include records of recruitment of athletes into the institution's intercollegiate athletics program, refer to ICA200 - Recruiting Records [18.2.018]. See SSV200 Job Fairs and External Recruiter Records [16.5.010].	
SSV100	16.1.008	Client Records-ADA/Disability, Counseling, Psychological, and Psychiatric	Records for clients who are provided counseling, psychological, and/or psychiatric services by the institution's counseling and career centers. Also includes clients who receive assistance under the Americans with Disabilities Act (ADA), and Career Planning and Counseling Records, as these records often include medical and psychological case notes that may result in referrals to the counseling center. May include but not limited to: extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each client; mental health records; therapy records; psychotherapy notes; referral letters; release of information agreements; and letters to agencies or others concerning clients.	AC	7			AC = 7 years after termination of services with client, or 5 years after client reaches age of majority, whichever greater.		CAUTION: Follow professional licensing board rules if they require longer retention. CAUTION: Student athlete medical records may have additional requirements per NCAA rules. See ICA110 [18.2.005]. See SHC220 for medical records [16.1.026].	TAC Rule 465.22 (d)(2); 5 CFR 164.501.

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SSV150	16.1.025	Client Records -Non-Medical Health Services	This series documents provision of health-related services to clients on an outpatient basis by offices other than the student health center. Includes client records for evaluation, therapy and diagnostic services. Includes speech therapy and audiology services.	AC	7			AC = Last contact with client (or retain until client reaches age 21, whichever is longer).		CAUTION: For patients less than 18 years of age when last treated, the records must be retained until the patient reaches age 21 or for seven years from the date of last treatment, whichever is longer.	22 TAC 165.
SSV200	15.5.005	Job Fairs and Student Placement/Recruiting Records	Recruitment of students based upon disadvantaged status, academic performance, and other criteria. May include but not limited to: interview notes; conversation notes; personal information forms and resumes; test scores; photographs; and academic transcripts.	AC	1			AC = End of application term.		CAUTION: Does not include records of recruitment of athletes into the institution's intercollegiate athletics program. See RSIN 18.2.018.	See RSIN 16.5.010 for external recruiting records.
FSTS200	1.1.078	Recreation -Facility /Program Membership Forms	Facility and/or program membership forms, which provide basic information about an individual who intends to participate in services offered by campus recreation.	AC	3			AC = Date of cessation of activity for which the waiver was signed.		CAUTION: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See RSK162 Accident Reports - Adults / RSK162 Accident Reports - Minors [5.4.014a/b].	
SSV410	1.1.069	Recreation-Attendance and Use Logs	Sign-in sheets and/or logs that document attendance at an event or use of facilities. May include logs of individuals who use facilities or participate in events or services offered by the University or its colleges, departments, and/or programs.		1					Caution: If reports are used to document performance measures, see ADM610 - Performance Measures [1.1.064]	

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					Years	Months	Days				
STS100		National Exams-Scores (Entrance Exams)		AC	5			AC = Last attendance.			AACRAO Schedule C.
STS200	15.1.006	National Exams-Test Administration	This series provides a record of the services rendered to clients by administering tests required of students seeking admission to various programs or seeking to substitute already acquired knowledge for formal college courses.	AC	1			AC = End of testing period.		CAUTION: Testing centers must retain records of testing according to the procedures and requirements established by the contracting organization. This series does not include test scores. See RSIN 4.1.009 for testing payment vouchers.	
STS300		State Required Academic Assessment Records (THEA: Texas Higher Education Assessment)		AC	5			AC = Student separation from University.			AACRAO Schedule B.
STS400	15.2.002	Advanced Placement and Credit Records—Awarded	Transfer credit evaluations, national or state standardized test scores and reports (e.g., CLEP, AP, Departmental, IB, SAT II, DSST), credit by examination authorizations and reports, military course documentation (e.g., USAFI) and evaluations, non-traditional transcripts and credentials, life experience records, requests for advanced credit, and similar documentation used by a university to evaluate and determine award of credit by advanced placement.	AC	3			AC = Graduation or date of last attendance.			
STS500		Institutional Exams (e.g. Engineering , Math)		AC	5			AC = Date of last attendance.			AACRAO Schedule C.

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					Years	Months	Days				
STU100	15.2.007	Course Registration and Status Records	Registration forms, class rosters, class schedules, and similar records providing information on which courses students are registered for at the beginning of an academic term, including documentation evidencing the conditions under which courses are undertaken (e.g., audit, pass/fail, and credit/no credit authorizations or approvals) or evidencing changes to registration status during the term (e.g., add/drop forms and withdrawal authorizations by student or instructor).	AV							
STU110	15.2.007	Administrative Course Change Forms (Adds/Drops)		AV							
STU120	15.2.019	Holds and Encumbrances (Academic)	Documents used to place and remove holds on registration, student services, or the release of transcripts or other academic data until the subject the hold/encumbrance takes a specific action.	AC				AC = Date of release.		CAUTION: Not to be confused with withdrawal records. Refer to STU110.	
STU130		Registration Cancellations		FE	3						

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					Years	Months	Days				
STU140	15.2.033	Veterans Affairs Records	☐ Certification of Enrollment reports required by the U.S. Department of Veterans Affairs (VA) and individual veteran student records that certify to the VA that the student is eligible for educational benefits, is currently enrolled at the institution in a qualifying curriculum and is maintaining standards required to receive entitlements.	AC	3			AC = Graduation, date of last attendance, or end of certification period, as applicable.		See RSIN 15.2.017 for Hazlewood Act documentation.	38 CFR 21.4209(f), US Department of Veterans Affairs School Certifying Official Handbook.
STU145	15.2.021	Internship Applications—Not Enrolled/Denied	Applications for internship programs for which student was denied or did not enroll.	AC	1			AC = End of academic term in which internship occurred.		See RSIN 15.2.022 for other internship program records.	
STU150	15.2.022	Internship Program Records	Administration of student internship, practicum, and cooperative education programs. May include but not limited to: applications for internships inside and external to the institution; agreements with departments; postings/notices; student resumes; and proposed institution listings.	AC	3			AC = End of academic term in which the internship took place.		See RSIN 15.2.021 for internship applications for which student was denied or did not enroll.	
STU210	15.2.023	Personal Data Update/Name Change Records	Student or applicant name changes, change of address forms, race/ethnicity questionnaires, and similar source documentation used to update personal data information on transcripts or other student records.	AV						Refer to STU150 for other internship program records.	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
STU300	15.2.023	Personal Data Update Records	Student or applicant name changes, change of address forms, race/ethnicity questionnaires, and similar source documentation used to update personal data information on transcripts or other student records.	AV					R		
STU310		Routine Requests: Transcript Requests	Request for transcripts to be provided to student or sent to other institutions.	AV						For other personal data update records (Change of address forms, race/ethnicity questionnaires, and requests and authorizations to change other demographic data), refer to STU300.	
STU320	15.4.006	Public Access/Non Disclosure Form (Student Privacy Election)	Student request to opt out of directory information disclosure.	AC				AC = Until termination of nondisclosure request.			34 CFR 99.37(b).



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
STU410	16.5.009	Non-University Student Records	Senior learning programs and elementary through high school level program records for non-institution children, youth, and other students, including students belonging to special, minority, or disadvantaged groups. May include but not limited to: application, admission, and enrollment documentation; progress reports and assessments; parental consent forms; activity records; lists of attendees; 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; immigration and citizenship documentation; and financial responsibility records. Programs include but are not limited to: Upward Bound and High School Equivalency Program (HSEP).	AC	3			AC = End of program session or student separation from program, as applicable.		See RSIN 16.5.003 for child and youth program staff records.	

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					Years	Months	Days				
STU415	16.5.009	Non-Institution Student Records	Senior learning programs and elementary through high school level program records for non-institution children, youth, and other students, including students belonging to special, minority, or disadvantaged groups. May include but not limited to: application, admission, and enrollment documentation; progress reports and assessments; parental consent forms; activity records; lists of attendees; 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; immigration and citizenship documentation; and financial responsibility records. Programs include but are not limited to: Upward Bound and High School Equivalency Program (HSEP).	AC	3			AC = End of program session or student separation from program, as applicable.		See RSIN 16.5.003 for child and youth program staff records.	
UAD110	1.1.058	Board of Regents-Minutes and Resolutions		PM					I		



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					Years	Months	Days				
UAD120	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC = September 1 of odd-numbered calendar years		ARCHIVES NOTE: The final version of Legislative Appropriation Requests must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(3)(A). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
UAD210	1.1.070	Academic Policies	This series documents the academic policies for the University. Policies are published in and made available through the undergraduate catalog and the graduate catalog.	PM					I	One copy of all Board minutes should be sent directly to University Archives for long-term retention period. All departmental copies are considered convenience copies.	
UAD220	1.1.070	Agency Rules, Policies, and Procedures	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3				R	ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period. See RSIN 16.5.003 for child and youth program staff records.	



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					Years	Months	Days				
UAD230	1.1.070	Agency Rules, Policies, and Procedures	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			AC = Until superseded, or termination of program, rules, policies, or procedures, whichever applicable.	R	ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period.	
UAD240	1.1.070	Agency Rules, Policies, and Procedures	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. Includes working files and related documentation used in creating rules, policies, and procedures.	AC	3			AC = Until superseded, or termination of program, rules, policies, or procedures, whichever applicable.	R	ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period.	
UAD310	1.1.068	Reports-Academic Statistics	Annual statistical reports related to academic subjects such as admissions reports, enrollment statistics, grades, graduates/degree statistics, racial/ethnic composition, and other education-related matters submitted to the governing body, state or federal agencies or accrediting organizations.	PM					I	SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.	

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					Years	Months	Days				
UAD330	1.1.065	Reports-External Research and Surveys		AC				AC = Until report has fulfilled the purpose for which it was created.	O	SEE ALSO Records Series Item Number 1.1.070. CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. See RSIN 1.1.064.	
UAD340	1.1	Reports-Intuition Survey and Reporting (Required by Outside Entities)		PM					I		
UAD350	1.1.066	Reports – Biennial or Annual Agency (Narrative)	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute. Includes working files and related documentation used in creating final report.	AC	6			AC = September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of these agency reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3. The requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Working files and related documentation used in creating the final report may be disposed of at the expiration of the retention period.	
UAD410	17.2.002	Accreditation Reports-SACS	Southern Association of Colleges and Schools, a professional, regional accreditation board for colleges and universities.	PM					I		TSLAC Local Schedule JC 3800-01.



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					Years	Months	Days				
UAD420	17.2.002	Professional Accreditation Reports	Final accreditation report issued by a professional accreditation board for the institution, colleges, units, and related programs. May include but not limited to: final self-evaluation submitted to accreditation board; final accreditation report issued by accreditation board, and any supporting documentation needed to provide context for accreditation report.	PM					O		
UAD430	17.2.001	Professional Accreditation Records— Working Files	Accreditation working files for the institution, colleges, units, and related programs. May include but not limited to: materials compiled for inclusion in a report packet sent to professional accreditation boards; materials prepared for onsite accreditation inspections; and evaluation reports received preliminarily to final accreditation approvals, renewals, or revocations.	AC				AC = End of 2 accreditation cycles.			



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
UAD440	17.1.007	Cooperative Programs Records	This series documents the institution's participation in cooperative and shared educational or research programs. Such programs may share research facilities and resources or instructional programs such as programs permitting student matriculation at member institutions. This series may include but is not limited to: information on requirements and application procedures; committee minutes; meeting agendas; and memos of interpretation and understanding.	AC	7			AC = Termination of program or agreement.	O		
UAD500	17.1.007	Cooperative Program Records	Records documenting the institution's participation in cooperative and shared educational or research programs. Such programs may share research facilities and resources or instructional programs such as programs permitting student matriculation at member institutions. May include but not limited to: information on requirements and application procedures; committee minutes; meeting agendas; and memos of interpretation and understanding.	AC	7			AC = Termination of program or agreement.	O		

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UAD510	11.1.003	Award Administration and History Records	Records documenting the administration, rules, and history of awards, fellowships, and scholarships based on merit or achievement. May include but not limited to: eligibility terms and selection criteria; award history and information on funding sources; award notifications; summary lists of winners, and biographies of winners.	AC				☐ AC = Termination of award.	O	ARCHIVES NOTE: Only institutional awards merit archival review. Department-level awards recognizing employee or student achievement do not need to be reviewed for archival value. See RRS 1.1.019 for press releases. See RSIN 11.1.004 for award selection committee records.	
UAD530	11.1.007	Event Administration Records - University Special Events	Materials related to the planning and arrangement of informative sessions, special lecture series, lectureships, short-courses, workshops, training programs, excursions, and celebratory events for members of the institution and the communities it serves. May include but not limited to: promotional and publicity materials; press releases and news clippings; photographs; presentation materials and handouts; honoraria records; schedules of speakers and activities; registration and attendance lists; participant evaluations; and related documentation and correspondence.	AC	4			AC = Completion of the event.	O	See RSIN 11.1.006 for routine event administration records.	



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UAD535	13.2.003	Gift and Fundraising Records	Records of gifts given to the agency. May include but not limited to: gift and donor lists; gift histories; gift placement arrangements; departmental endowments and trusts raised by support and “friends” groups; fundraising efforts; pledges; and background on previous donations.		7					See RSIN 13.2.005 for records documenting potential or realized major funding to the institution such as endowments and trusts.	See RRS 1.1.019 for press releases.
UAD540	13.2.005	Gifts Received—Institutional	This series documents potential or realized private, corporate, or public agency funding to the institution, including endowments and trusts. This series includes letters and agreements of gifts, copies of bequest instruments, and wills from individuals or estates and related documentation and correspondence.	PM					I	Some records have historical value and require preservation; contact the University Archives after the active retention period has expired.	
UPD110	5.6.009	Parking Permits or Assignments	Records documenting issuance of parking permits and assignments.	US	3					See RSIN 4.1.009 for payment of permit fees	See RSIN 11.1.004 for award selection committee records.
UPD120	16.3.011	Clery Act Reporting—Crime Log and Statistics	Crime log and 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, pursuant to the Clery Act.		7						20 USC 1092(f), 34 CFR 668.46.



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UPD130	16.3.010	Clery Act Reporting-Annual Security Report	Annual security report summarizing statistics on the nature, date, time, general location, and disposition of the complaint (if known) of crimes investigated by campus police, created pursuant to the Clery Act.		7				O		20 USC Section 1092 (f); 34 CFR Section 668.46.
UPD 135	16.3.013	Clery Act Reporting—Emergency Response and Evacuation Procedures	Policies developed to provide warning to students and employees of crimes representing a threat to safety, as pursuant to the Clery Act.		7					See RSIN 5.4.013 for Continuity of Operations Plans not part of Clery Act reporting.	20 USC 1092(f), 34 CFR 668.46(g).
UPD200	1.1.064	Profiling Records		CE	3					Based on TSLAC 1.1.064	
UPD210	16.3.018	Case Cards (Incoming Cards)	Case cards in university police refer to service cars (or) computer aided dispatch entires that are used to document incidents.		2				O	NOTE: This record may possess ongoing administrative value to the creating department for research purposes.	TSLAC Local Schedule PS 4125-01.
UPD220	16.3.014	Communication Logs	Records of internal communication including telephone and radio logs.				30			See RSIN 16.3.018 for dispatch records.	
UPD240		Case Records-Without Arrest			2						TSLAC Local Schedule PS 4125-01.
UPD260		Case Records-With Arrest Report	Arrest reports and fingerprints on each person arrested and charged with a felony or a misdemeanor not punishable by a fine only. Report includes the name (including aliases), date of birth, and physical description of the offender; the name of the arresting agency; the arrest charged and whether it is a felony or a misdemeanor; the date of arrest; and the date and exact disposition of the case by the agency.		75						



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1. Agency Code: 734		2. Agency Name: Lamar University									
3.	4.	5.	6.	7. Ret. Code	8. Retention			9.	10. Archival	11.	12.
Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
UPD265		Offense Records—Class C Misdemeanors	Arrest reports and citations for Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only, such as, Minor in Possession (MIP), Minor in Consumption, and possession of drug paraphernalia.			6					
UPD267		Offense Records—Class A and B Misdemeanors and State Jail Felonies	Cases cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. Includes offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations; affidavits; criminal process; victim impact statements; and other records relating and customary to investigation of criminal offenses or other violation of state law or local ordinance.		2					May be destroyed upon date of death of individual, if known, Refer to UPD 265 for Class C misdemeanors or other violations punishable by fine only. CAUTION: If the arrest report does not provide the information listed in the record description, documents from offense investigation records (see UPD267) sufficient to provide the information must be retained 75 years or until date of death of the individual.	
UPD270		TCIC/TLETS Stolen Property Records			2						TSLAC Local Schedule PS 4175-12.



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					Years	Months	Days				
UPD280	5.4.014a	Accident Reports—Adults	Reports of accidents to adults on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC	3			AC = Date of report, or if a claim is filed, after settlement or denial of claim, whichever applicable.		CAUTION: Records of cases not cleared must be retained until the statute of limitations has expired. NOTE: Records may be destroyed upon the death of the individual if known.	Civil Practice and Remedies Code, Section 16.001 for Accident Reports—Minors. 29 CFR 1904.33 for Accident Reports and Associated Documentation.
UPD300	5.4.014b	Accident Reports—Minors	Reports of accidents to minors on state property, or in any situation in which the state could be party to a lawsuit.	AC	3			AC = Date minor reaches the age of majority, or if a claim filed, after settlement or denial, whichever applicable.		If claim is filed, refer to RRS 4.7.005. Refer to RRS 5.4.001 for accident or occupational disease reports by supervisors or employees.	Civil Practice and Remedies Code, Section 16.001 for Accident Reports—Minors. 29 CFR 1904.33 for Accident Reports and Associated Documentation.
UPD400	1.1.069	Facilities Access Logs (i.e. routine facilities checks)			1						
ICA100		Equity Athletics Disclosure Act (EADA) Records	The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic programs, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's' and women's teams.	AC	6			AC = Submission of the report.	O	If claim is filed, refer to RRS 4.7.005.	

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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ICA200	18.2.018	Recruiting Records-- Athletics	Recruitment of athletes into the institution's intercollegiate athletics program. The series also provides a record of the recruitment process for prospective players created by the institution to comply with NCAA, NAIA and conference rules and regulations. May include but not limited to: the institution's football questionnaire forms with personal, scholastic, football, general, and transcript release information; information request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance; letters of intent; copies of admissions forms and materials; and ongoing performance and eligibility reports.	AC	5			AC = End of eligibility.			
ICA300	18.2	Student Athlete Academic-Athletic Eligibility Records	Academic progress reports to provide a record of verification by intercollegiate athletics of student athletes' academic progress to the NCAA or NAIA.	AC	10			AC = Student separation from the department or university.		No legal requirements. NCAA relies solely on institutional retention policies; it does not set retention requirements. Some records may have historical value and require preservation; contact the University Archives, after the active retention period has expired or when older records or in need of preservation.	



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ICA400	18.2.014	Individual Athlete Records	Athletic history of each athlete who has competed at the institution. Frequently, this series is a continuation of the recruitment file and includes recruitment records if an athlete signs a letter of intent. May include but not limited to: academic major information, including performance reports; admissions verification reports; academic transcripts; financial aid information; recruitment information documents; medical and injury reports; media articles; photographs; release of information forms; personal data questionnaires; and records of awards.	AC	5			AC = Date of separation from the institution.	O	ARCHIVES NOTE: Only public profile records are subject to archival review. Confidential information should be removed or redacted upon archival transfer.	

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					Years	Months	Days				
ICA405	18.2.014	Individual Athletes Records—Public Profile	This series documents the athletic history of each athlete who has competed at the institution. Frequently, this series is a continuation of the recruitment file and includes recruitment records if an athlete signs a letter of intent. Records may include and may not be limited to: academic major information including performance reports, admissions verification reports, recruitment information documents, media articles; photographs, release of information forms, personal data questionnaires, records of awards, and related documentation and correspondence. This series does not include confidential records of the athlete, which are held under ICA400.	PM					I		
ICA410	18.2.014	Student Athletes—Medical Records	This series documents the medical history of each athlete before and during his/her attendance at the institution.	AC	7			AC = Last date on which service was given or until the patients' 21st birthday whichever is later.			22 TAC 165.19(b).
ICA420	18.2.008	Positive Drug Test Records	This series is used to provide the athletic director with a record of the positive results of drug testing done on student athletes. These records include: lab reports; interpretation; and related documentation and correspondence.	AC	6			AC = End of eligibility.			

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					Years	Months	Days				
ICA430	18.2.005	Intercollegiate Athletic Insurance Claim Records	This series documents medical treatment services rendered off-campus for practice or playing related injuries or illnesses which are eligible for partial payment by intercollegiate insurance. This series may include but is not limited to copies of policies; accident reports; annual insurance questionnaires; notes; claim forms; negotiations; payment of insurance records; and related documentation and correspondence.	AC	7			AC = Last date on which service was given or until the patient's 21st birthday, whichever is later.			
ICA500	18.2.012	Game Records	Records documenting each game and the season for each sport by playing year. May include but not limited to: individual and seasonal game statistics; player statistics; attendance figures; player training charts; game schedules; game arrangements; special teams statistics; rankings; awards information; NAIA and NCAA game statistics; all-conference nominations; spring and fall camp depth charts; numerical rosters; narrative reports on games and scrimmages; final team statistics for each game; NAIA and NCAA official scoring summaries; play-by-play written reports.	AV					O	ARCHIVES NOTE: Certain game records, including statistics, may possess long-term historical value and may warrant permanent retention by the institutional archives.	

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					Years	Months	Days				
ICA510		Sport-Practice Schedule/Reports	This series is used to monitor practice time for athletic teams and assist in complying with NCAA, NAIA and conference rules and regulations. This series contains team rosters indicating time spent in: practices; meetings; training and conditioning; and competition.		5						
ICA520	18.2	Sport-Away Game Arrangements/Travel Itinerary	This series is used to provide a reference record of arrangements made for and schedules of past games. This series may include but is not limited to: team practice schedules; team position assignments/depth charts; itineraries; bus lists; notes; and related documentation and correspondence.	AC	5			AC = End of sports season.			
ICA530		Sport-Competition Contracts and Scheduling Contracts	This series documents competition schedules set up with other institutions by coaches and the athletic director. This series may include but is not limited to: correspondence; phone notes; contracts; final schedules; and related documentation and correspondence.	AC	7			AC = Expiration of contract.			



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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
ICA700	4.1.009	Ticket Sales Records	This series documents the printing, selling, distribution, and accounting of tickets for university-sponsored athletic events where tickets are sold for admission. A portion of athletic event receipts is shared with visiting teams. Records may include: ticket stock orders; ticket type reports; ticket purchase manifest forms; box office balance sheets; ticket printing and control records; season ticket sales lists; receipts and orders for mail, phone, or in-person purchase of tickets; ticket sales summary sheets and reports; free ticket sign-up sheets; lists and reports of free tickets distributed to patrons, contributors, and others; deposit receipts; and related documentation and correspondence.	FE	5						
ICA750	5.1.001b	Concession/Lease /Licensing Agreements	This series documents the sale of concessions at sports events and the use of university trademarks for the sale of institutional and NCAA-licensed merchandise at sporting events. a)Executed, renewed, or amended on or after September 1, 2015 b)Executed, renewed, or amended on or before August 31, 2015.	AC	7			AC = Termination of the lease/agreement.		See related RSIN 5.3.007a/b/c for bid documentation. See RSIN 5.2.028 for building construction contracts. See RSIN 5.1.017 for contract logs.	

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					Years	Months	Days				
LEG100		Real Property Records	This series documents the real property acquired and sold by the institution. This series does not include leases. Typical records include purchase agreements; title abstracts, easement details, public hearing notices and minutes; county recorder's plat descriptions; memoranda of understanding; earnest money receipts; sales agreements; property deeds; working papers; and related documentation and correspondence.	PM					O	NOTE: Refer to SB20 (84th Leg.) for retention period context.	
LEG110	5.1.010	Licenses and Permits for Non-Vehicles	Licenses and permits obtained from external agencies or organizations in order to perform operations.	AC	2			AC = Expiration date of license or permit.		See LEG200 and LEG400 (Contracts and Licensing Agreements),	
LEG200	5.1	Trademarks Licensing Records	This series documents the legal authority for outside entities to use the logos and other symbols constituting the registered trademarks of the institution. The records consist of folders for each vendor or individual seeking legal use of institutional trademarks for any reason.	AC	7			AC = Expiration of license period.		Records have permanent and require preservation; contact the University Archives for long-term storage arrangements.	
LEG300	17.3.008	Intellectual Property Agreements	Includes license agreements, know-how agreements, and other contractual agreements resulting from the licensing of technology or the transfer of intellectual property.	AC	7			AC = Completion of all terms and extensions of the agreement.	O	CAUTION: Does not include patent records. See RSIN 17.3.011.	NIH Guidelines, OMB Circular A: 110-.53, 2 CFR 200.334.

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					Years	Months	Days				
LEG400	5.1.001b	Contracts and Leases (including Service Contracts)	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. a)Executed, renewed, or amended on or after September 1, 2015. b)Executed, renewed, or amended on or before August 31, 2015.	AC	7			AC = Date contract expired, or date that all issues arising (litigation, claim, negotiation, audit, open records request, administrative review, or any other action involving the contract or documents) are resolved-whichever is later.	O		
LEG410	5.1	Contracts and Agreements Records-Internal	Contracts and agreements made within areas of the university, such as contracts for service and repair of departmental computers and peripherals.	AC	2			AC = Expiration of contract.		CAUTION: Does not include patent records refer to URRS 277.	
LEG420	5.1.017	Contract Log	List of agency contracts, leases, and agreements, including general obligation, land lease, utilities, and construction contracts.	FE	3						

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Agency	Record Series Item No.	Record Series Title	Description		Years	Months	Days	AC Definition		Remarks	Legal Citations
LEG450	5.1	Memoranda of Understanding and Waivers		AC	4			AC = Expiration of agreement.		Since this series includes only internal contracts within the university itself, the law enacted by TX SB20 2015-2016 84th Legislature (which requires 7 years retention of contracts) does not appear to apply.	
LEG500	1.1	Waivers: Hold Harmless, Liability, and Release Records		AC	4			AC = Conclusion of event.			
LEG600	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV					O	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation, or opinions rendered for Public Information Act Requests. See RSIN 1.1.048, 1.1.020, and 1.1.021. ARCHIVES NOTE: Opinions and advice that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. See page ix for additional guidelines.	



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LEG610	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	1			AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter, dismissal of a lawsuit for want of prosecution or on motion of the plaintiff, or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	O	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. See page ix for more information.	
LIB110	5.4.011	Patron Attendance and Use Logs	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3						
LIB120	1.2.013	Records Control Materials/Location Guides		AC				AC = When control aid is updated, revised, or no longer needed.		Some records have historical value and require preservation; contact the University Archives when the active retention period has expired.	
LIB200	16.2.008	Library Catalog	Catalog of bibliographic records used as a guide to library holdings.	US						CAUTION: See RSIN 4.7.004 for records documenting purchase of library materials. The disposal or supersession of library catalog records need not be documented through destruction authorizations (RSIN 1.2.001v), or in records disposition logs (RSIN 1.2.010).	



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LIB205	16.2.009	Library Materials Control Records	Records of the acquisition and cataloging of library material.	AC				AC = Catalog updated.		See RSIN 16.2.008 for library catalog. See RSIN 4.7.004 for records documenting purchase of library materials. The disposal or supersession of library catalog records need not be documented through destruction authorizations (RSIN 1.2.001), or in records disposition logs (RSIN 1.2.010).	
LIB330	16.2.001	Circulation Records	Records documenting the borrowing of circulating library materials or equipment by qualified patrons (including courtesy and guest borrowers). May include but not limited to: the name and identification of the borrower; material due dates; and overdue item notations.	AC				AC = Until the transaction is completed.		See RSIN 4.1.009 for fines. The disposal of circulation records need not be documented through destruction authorizations (RSIN 1.2.001), or in records disposition logs (RSIN 1.2.010).	
LIB340	16.2.007	Inter-Library Loan (ILL) Records	Interlibrary loan requests fulfilled by the university library system for materials from outside institutions for materials requested from outside library systems.	AC				AC = Transaction is completed.		See RSIN 4.1.001 for accounts payable records.	



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LIB350	16.2.012	Reference Request Records	This series documents requests for information about, or access to, items within the institution's collections. This series may include but is not limited to: reference request forms; general email correspondence; disposition of or time spent fulfilling the requests; call slips (also called pull slips); and related documentation and correspondence.	AV						See RSIN 1.1.064 for performance measures documentation. See RSIN 1.1.069 for activity reports.	
LIB360	1.1.057	Serials Records	The series documents the receipt of materials acquired by the library. Typical records include periodical check-in cards, shelf-list cards; payment cards; serials data input work forms sheets; data base reports; item records; and related documentation.	AC				AC = After cataloging complete.		CAUTION: Records Management Officers should insure that ILL records maintained by a third-party vendor are retained in accordance with this record series.	
LIB410		Special Collections: Accession Register		PM					I		
LIB420	16.2.003	Special Collections: Collection /Artifact and Document Loan Register		AC	7				I		
LIB430	13.2.001	Special Collections: Collection/Donor Files		PM					I		
LIB440	16.2.006	Special Collections: Event and Exhibit Records		PM					I		

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LIB450	16.2.010	Special Collections: Patrons/Visitor Logs		PM					I	Refer to RRS 2.1.011 (Finding aids, indexes, and tracking systems) or archival finding aids.	
LIB 500	16.2.002	Archives Collection Control Records	Collection control records documenting accessioning, cataloging, preserving, and referencing. May include but not limited to: deeds of gift; appraisal reports (monetary or non-monetary); accession sheets and reports; archives transmittal lists; deaccessioning recommendations; and loss of archival materials.	PM						See RSIN 1.2.013 for archival finding aids.	
LIB 550	16.2.010	Patron Registration Records	Patron registration forms filled out by archives users to gain access to the reading room to view archival materials. May also include photocopies of photo identification or other related materials.		4					See RSIN 5.4.011 for sign-in sheets, guest books, patron logs, and similar records documenting visitors to limited access or restricted areas of university facilities.	
LIB 600	16.2.011	Permissions History Files	Records of the repository granting/denying permission to reproduce images of items in the collection. Includes permission forms and correspondence requesting permission to publish images from archival collections.	AV							

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3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
MUS492	16.2.003	Collection or Artifact Loan Records	Artifact and material loans contracted between units of the institution or between the institution and either other institutions or individuals. May include but not limited to: signed and legally binding agreements for incoming and outgoing loans between the collection administrators; receipts for loans and return of materials to the legal holder; and related forms, documentation, and correspondence.	AC	7			AC = Expiration or termination of the loan agreement according to its terms.		Upon the expiration of the retention period, repositories should consider transferring loan records to RSIN 16.2.002 if they possess continuing reference or administrative value.	
MUS 493	16.2.006	Exhibit Records	Exhibit records documenting the display and use of artifacts and materials. May include but not limited to: artifact labels or placards; photographs of exhibits; exhibit renderings; and exhibit assembly and presentation instructions.	AC				AC = Conclusion of exhibit.	O	ARCHIVES NOTE: For museums, archival review and selection may be performed by museum curatorial staff. Materials pertaining to major exhibits may possess long-term historical value and may be retained either in the institutional archives or the museum unit, as appropriate.	