



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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 US – Until Superseded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

| 1. Agency Code: 710 |                           |   | 2. Agency Name: Texas A&M System Office (TAMUS)   |              |                     |        |      |   |              |   |                     |
|---------------------|---------------------------|---|---|--------------|---------------------|--------|------|---|--------------|---|---------------------|
| 3. Agency Item No.  | 4. Record Series Item No. | 5. Record Series Title                              | 6. Description  | 7. Ret. Code | 8. Retention Period |        |      | 9. AC Definition  | 10. Archival | 11. Remarks   | 12. Legal Citations |
|                     |                           |   |   |              | Years               | Months | Days |   |              |   |                     |
| 01.404.10           |                           | Curriculum Files, including Revisions, Departmental |   | US           | 5                   |        |      |   |              |   |                     |
| 01.405.10           |                           | Instructor/Faculty Evaluations                      | Student evaluations of instructors/faculty.   | AC           | 1                   |        |      | AC=Academic term  |              |   |                     |
| 01.406.10           |                           | Instructor Grade Books                              |   | AC           | 1                   |        |      | AC=Academic term  |              |   |                     |
| 01.407.10           |                           | Instructor Grade Sheets                             |   | AC           | 1                   |        |      | AC=Academic term  |              |   |                     |
| 01.409.10           |                           | New Course Proposals File, Central Administrative   |   | AV           |                     |        |      |   |              |   |                     |
| 01.410.10           |                           | New Course Proposals File, Departmental             |   | AV           |                     |        |      |   |              |   |                     |
| 02.100.10           | 2.1.001                   | Processing Files                                    | Machine-readable files used in the creation, utilization, and updating of master files. | AC           |                     |        |      | AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. |              | Caution: Be certain before assigning the retention period of AC to automated processing files that the files do not fall under records series listed elsewhere. |                     |



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|                     |                           |                        |   |              | Years               | Months | Days |   |              |   |                     |
| 02.101.10           | 2.1.002                   | Master Files           | Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs. | AC           |                     |        |      | AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. |              | Caution: Be certain before assigning the retention period of AC to automated processing files that the files do not fall under records series listed elsewhere. |                     |
| 02.102.10           | 2.1.007                   | Software Programs      | Automated software applications and operating system files including job control language, program listing/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.        |



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|                     |                           |   |  |              | Years               | Months | Days |   |              |   |                     |
| 02.103.10           | 2.1.008                   | Hardware Documentation                          | Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. | AC           |                     |        |      | AC = 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.        |



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|--------------------------|------------------------------------|---------------------------|---|--------------|---------------------|--------|------|---|--------------|---|------------------------|
| 3.<br>Agency<br>Item No. | 4.<br>Record<br>Series<br>Item No. | 5.<br>Record Series Title | 6.<br>Description   | 7. Ret. Code | 8. Retention Period |        |      | 9.<br>AC Definition   | 10. Archival | 11.<br>Remarks  | 12.<br>Legal Citations |
|                          |                                    |                           |   |              | Years               | Months | Days |   |              |   |                        |
| 02.104.10                | 2.1.009                            | Technical Documentation   | Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. | AC           |                     |        |      | AC = 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.           |



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|                     |                           |  |  |              | Years               | Months | Days |   |              |  |                     |
| 02.105.10           | 2.1.010                   | Audit Trail Records                                  | Files needed for electronic data audits such as those showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs. | AC           |                     |        |      | AC=All audit requirements have been met.    |              |  |                     |
| 02.106.10           | 2.1.011                   | Finding Aids, Indexes and Tracking Systems           | Automated indexes, lists, registers and other finding aids used to provide access to records.  | AC           |                     |        |      | AC=The related records have been destroyed. |              | CAUTION: These records must carry the same retention period and archival code of the records they support. |                     |
| 02.200.10           | 2.2.001                   | System Monitoring Records                            | Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.  | AV           |                     |        |      |   |              |  |                     |
| 02.201.10           | 2.2.002                   | Chargeback Records to Data Processing Services Users | Records used to document, calculate costs, and bill program unites for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.          | FE           | 3                   |        |      |   |              |  |                     |



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| 02.202.10           | 2.2.004                   | Computer Job Schedules and Reports                          | Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.  |              |                     | 3      |      |                                     |              |   |                     |
| 02.203.10           | 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 backup, etc. | US           | 3                   |        |      |                                     |              | CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See item number 2.1.009. |                     |
| 02.204.10           | 2.2.011                   | Batch Data Entry Control Records                            | Forms and logs used to reconcile batches submitted for procession against batches received and processed.   | AC           |                     |        |      | AC = When reconciliation confirmed. |              |   |                     |
| 02.205.10           | 2.2.012                   | Output Records for Computer Production (Mini and Mainframe) | Reports showing transactions that were accepted, rejected, suspended, and/or processed.   | AV           |                     |        |      |                                     |              |   |                     |



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|                     |                           |                           |   |              | Years               | Months | Days |  |              |   |                     |
| 02.206.10           | 2.2.013                   | Quality Assurance Records | Information verifying the quality of system, hardware or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy. | AC           |                     |        |      | AC=No longer needed as an audit trail for any records modified |              |   |                     |
| 02.207.10           | 2.2.014                   | Internet Cookies          | Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers   | AV           |                     |        |      |  |              | The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014). |                     |



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|                     |                           |  |  |              | Years               | Months | Days |                  |              |  |   |
| 02.208.10           | 2.2.015                   | History Files - Web Sites                                  | A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of a usage of a state-owned computer.                                 | AV           |                     |        |      |                  |              | The disposal of history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014). |   |
| 02.209.10           | 2.2.016                   | Software Registrations, Warranties and Licensee Agreements |  | LA           | 3                   |        |      |                  |              |  |   |
| 03.100.10           | 3.1.001                   | Applications for Permanent 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 ad. |              | 2                   |        |      |                  |              | Includes Temporary Employment  | 29 CFR § 1602.31 (State Agencies); 29 CFR § 1602.49(a) (State Universities) |