

UNIVERSITY OF HOUSTON SYSTEM

RECORDS RETENTION SCHEDULE

September 28, 2007

Recertified By Texas State Library & Archives Commission — August 6, 2009

Issued:	February 15, 1993	Certified:	April 27, 1993
Reissued:	April 15, 1994	1 st Recertification:	July 12, 1994
Reissued:	May 31, 1995	2 nd Recertification:	November 13, 1995
Reissued:	October 31, 1997	3 rd Recertification:	January 29, 1998
Reissued:	January 31, 2000	4 th Recertification:	December 11, 2001
Reissued:	March 31, 2004	5 th Recertification:	June 7, 2004
Reissued:	September 28, 2007	6 th Recertification:	August 6, 2009

Version 7.00

Published August 10, 2009

This Schedule Is Valid For The Period
August 6, 2009 Through August 31,2012

Supersedes All Previously Issued Versions of the
UHS Records Retention Schedule

CAUTION

A state record whose retention period has expired 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 whose retention period 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.

Section 441.187, Texas Government Code



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 783

Agency Name University of Houston System

(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 David J. Ellis

Name (Print or type) David J. Ellis

Date September 28, 2007

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 Peggy D. Rudd
Name (Print or type) Peggy D. Rudd
Date 8/6/09

Recertification No. 6th Amendment No.



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 1: Administrative Records
Section 1.1 - General

1.1.002	002	Audits – External (Not State Auditor Reports, Opinions, Correspondence)	AC + 7		AC + 7	AC = Publication or release of final audit findings		
1.1.002	113	State Auditor's Reports	AC + 7		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		
1.1.002	003	Audits – Internal Reports	AC + 7		AC + 7	AC = Publication or release of final audit findings		
	384	Working Papers	AC + 7		AC + 7	AC = Publication or release of final audit findings		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 2 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.004	004	Legislative Appropriation Requests (Biennial Budget Requests)	AC + 6		AC + 6	I	AC = September 1 of odd-numbered calendar years University retains record copy ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.		
1.1	393	Annual Departmental Budget Request	AC + 1		AC + 1		AC = Approval of annual agency budget		
1.1	005	Charters	PM		PM				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 3 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.007	006	Correspondence, Administrative	3		3	O	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the University Archives when these records have met their retention periods.		
1.1.008	007	Correspondence, General	1		1				
1.1.010	008	Directives	US + 1		US + 1				
1.1.011	009	Executive Orders	US + 3		US + 3	I			
1.1.013	011	Calendars, Appointment, and Itinerary Records	CE + 1		CE + 1	O			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 4 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
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			Agency	Storage	Total				
1.1.014	012	Legal Opinions and Advice (Attorney General)	AV		AV	O			
1.1.014	013	Legal Opinions and Advice (University Legal Counsel)	AV		AV	O			
1.1.019	017	Public Relations Records - News or Press Releases	2		2	O			
1.1.020	018	Open Records Requests Not Exempted / Approved	AC + 1		AC + 1		AC = Date request fulfilled		
1.1.021	019	Exempted / Denied	AC + 2		AC + 2		AC = Date of notification that records are exempt		
1.1.023	021	Organization Charts	US		US	I			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 5 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
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			Agency	Storage	Total				
1.1.024	022	Planning Records	AC + 3		AC + 3	O	AC = Decision made to implement or not to implement result of planning process		
1.1.024	052	Data Processing Planning Reports, studies, etc.	AC + 3		AC + 3	O	AC = Decision made to implement or not to implement result of planning process		
1.1.024	053	Long and short-range plan	AC + 3		AC + 3	O	AC = Decision made to implement or not to implement result of planning process ARCHIVES NOTE: Data processing planning records are not archival.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 6 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	023	Policies and Procedures Manuals	AC + 3		AC + 3	O	AC = Completion or termination of program, rules, policies, or procedures Final and working copies – 1.1.070 and 1.1.071		
1.1	031	Rules and Regulations	AC + 3		AC + 3	O	AC = Completion or termination of program, rules, policies, or procedures Final and working copies – 1.1.070 and 1.1.071		
1.1.027	024	Proposed Legislation	AV		AV				
1.1.040	032	Speeches, Papers and Presentations	AC		AC	O	AC = End of term in office or termination of service in a state position		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 7 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
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			Agency	Storage	Total				
1.1.043	034	Training Manuals	US + 1		US + 1				
1.1.048	389	Litigation files	AC + 1		AC + 1	O	<p>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.</p> <p>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.</p>		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 8 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.048	390	Law suits & settlements; affirmative action or discrimination	AC + 1		AC + 1	O	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.		
1.1.055	456	Strategic Plans	AC + 6		AC + 6		AC = September 1 of odd-numbered calendar years Archive Note = The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 9 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.057	383	Transitory Information	AC		AC		AC = Purpose of record has been fulfilled CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they 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.		
1.1.058	014	Meeting Agenda - Regents	PM		PM	I			
1.1.058	015	Meeting Minutes - Regents	PM		PM	I			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 10 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.060	358	Recordings of Regents Meetings (Regular, Called, or Committee Meetings)	AC + 90 days		AC + 90 days		AC = Date of formal approval of meeting minutes by Regents		
1.1.063	016	Meeting Minutes/Notes – Staff	1		1				
	453	Accreditation Planning Records	AC		AC		AC = After subsequent accreditation		
	454	Accreditation Reports	PM		PM		Final self study evaluation reports and investigative and final accreditation reports from accrediting agencies relating to the accreditation status of the University		
1.1.064	457	Agency Performance Measures Documentation	FE + 3		FE + 3		Caution: The FE+3 period overrides any shorter retention period for records series in this schedule if the records series is needed for agency performance measures.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
 O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 11 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.066	028	Reports - Annual & Biennial; Agency - Non-Fiscal Record Copy	PM		PM	I	University retains record copy and sends required copies to Publications Depository Program, Texas State Library and Archives Commission		
1.1.067	030	Reports, Consultants	3		3	O			
1.1.068	292	Performance and Funds Management Reports	PM		PM		Submitted to Executive and Legislative Budget Office		
1.1	183	Fidelity Bonds of Employees	AC + 7		AC + 7		AC = Cancellation of bond or termination of employee		
1.1	184	Patents	AC + 20		AC + 20		AC = Expiration of patent		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 12 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	185	Patient Files	AC + 7		AC + 7		AC = After last visit 22 TAC 165.1 – 165.3		
1.1	392	Medical Records – Juvenile (younger than 18 years of age)	AC		AC		AC = Until patient reaches age 21, Or AC = 7 years after last visit; whichever is longer 22 TAC 165.1 – 165.3		
1.1	388	Department of Information Resources Administrative Documents	FE + 4		FE + 4				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS Records Retention Schedule

SLR 105

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1. Page 13 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 1: Administrative Records
Section 1.2 – Records Management

1.2.001	036	Destruction Sign-Offs	FE + 3		FE + 3			
1.2.005	038	Records Retention Schedule (SLR 105)	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission	
1.2.008	041	Request for Authority to Dispose of Public Records (RMD 102) Agency Copy	FE + 3		FE + 3		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission	
1.2.010	350	Records Disposition Logs	10		10			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 14 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.2.012	270	Records Inventory Worksheets	US		US			
1.2.014	271	Records Management Plan	US + 1		US + 1			

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS Records Retention Schedule

SLR 105

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1. Page 15 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
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			Agency	Storage	Total				

**Category 1: Administrative Records
Section 1.3 – State Publications**

1.3.001	026	Publications Record Copy	PM		PM		University retains record copy and sends required copies to Publications Depository Program, Texas State Library and Archives Commission		
1.3.002	025	Publication Development Files	AV		AV	O			

Retention Codes (Field 7)	Archival Codes (Field 8)
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LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 16 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
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			Agency	Storage	Total				

Category 2: Electronic Data Processing Records
Section 2.1 – Automated Applications

2.1.001	043	Automated Files Processing Files	AC	AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		
2.1.002	044	Master Files	AC	AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 17 of 91

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			Agency	Storage	Total				
2.1.007	049	Programs and Job Control Language	AC		AC		AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94		
2.1.008	054	Hardware Documentation - Operating System Files	AC		AC		AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 18 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.009	048	Documentation - Technical	AC		AC		AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94		
2.2.011	045	Batch/Data Entry Control	AC + 3		AC + 3		AC = When reconciliation confirmed Microfilm after 1 yr and destroy paper copy.		
2.1	047	Data Entry Documents	3		3		Microfilm after 1 yr and destroy paper copy.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 19 of 91

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			Agency	Storage	Total				

Category 2: Electronic Data Processing Records
Section 2.2 – Computer Operations and Technical Support

2.2.001	050	Activity Monitoring Records	AV		AV			
2.2.004	051	Job Schedules and Reports	3 MO		3 MO			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 20 of 91

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			Agency	Storage	Total				

Category 3: Personnel Records
Section 3.1 – Employee

3.1.001	056	Applications and Resumes of People Not Hired	2		2		29 CFR 1602.49 (a)		
3.1.001	058	Applications for Temporary Employment - Not Hired	2		2		29 CFR 1602.49 (a)		
3.1.002	057	Applications for Employment - Hired	AC + 5		AC + 5		AC = Termination of employment		
3.1.011	064	Employee's Insurance File	AC		AC		AC = Termination of employment		
3.1.012	065	Employment Advertisements	2		2		29 CFR 1602.49 (a)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 21 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.013	066	Employment Contracts	AC + 4		AC + 4		AC = Expiration or termination of the contract according to its terms 26 CFR 516.5		
3.1.014	067	Employment Selections	2		2		29 CFR 1602.49(a)		
3.1.018	070	Grievance Record	AC + 2		AC + 2		AC = Final decision on the grievance		
3.1.019	071	Performance Appraisals	2		2		29 CFR 1620.32(c)		
3.1.021	072	Personnel Disciplinary Action Documentation	AC + 5		AC + 5		AC = Termination of employment		
3.1.022	073	Personnel Action Form	2		2		29 CFR 1602.49(a)		
3.1.022	093	Position Action Request	2		2		29 CFR 1602.49(a)		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 22 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.023	074	Job Descriptions and Duties	AC + 4		AC + 4		AC = Until superseded or job eliminated. 40 TAC 815.106(i)		
3.1.023	094	Position Descriptions	AC + 4		AC + 4		AC = Until superseded or job eliminated. 40 TAC 815.106(i)		
3.1.026	458	Criminal History Checks	AC		AC		AC = The criminal history record has served the immediate purpose for which it was obtained Caution: An agency that is authorized to obtain 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.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 23 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.027	175	Safety Training - Other Than Hazardous Materials	AC + 5		AC + 5		AC = Termination of employment.		
3.1	286	Citizenship Documentation or Verification (Countries Other Than United States)	AC + 1		AC + 1		AC = Termination of employment 8 CFR 274a.2[(b)(2)(i)(A) & (c)(2)] CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 24 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.029	059	U. S. Citizenship Status Documents	AC + 1		AC + 1		AC = Termination of employment 8 CFR 274a.2[(b)(2)(i)(A) & (c)(2)] CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 25 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.031	459	Employee Benefits-Other than Insurance	AC + 2		AC + 2	AC = Until superseded or termination of employment Caution: Documents that serve as payroll deduction authorizations must be maintained for the retention period described for item 3.2.001.		
3.1.035	033	Surety Bonds	AC + 4		AC + 4	AC = Expiration or termination of the bond according to its terms		
3.1.037	273	Employee Recognition	AC + 5		AC + 5	AC = Termination of employment		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 26 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 3: Personnel Records Section 3.2 – Payroll

3.2.001	076	Employee Deduction Authorization	AC + 4		AC + 4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner		
3.2.002	077	Employee Earnings Records	4		4	40 TAC 815.106(i).		
3.2.003	078	Federal Tax Records	AC + 4		AC + 4	AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2)		
3.2.003	361	I. R. S. Form W-2	AC + 4		AC + 4	AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 27 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2.003	391	I. R. S. Form W-2, Returned by Post Office as Undeliverable	AC + 7		AC + 7		AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2)		
3.2.003	362	I. R. S. Form 1099	AC + 4		AC + 4		AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2)		
3.2.003	363	Taxation Compliance Records	AC + 10		AC + 10		AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2)		
3.2.003	365	I. R. S. Form W-9	AC + 4		AC + 4		AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2)		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 28 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2.003	366	I. R. S. Form W-2-C and W-3-C	AC + 4		AC + 4		AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2)		
3.2.003	367	I. R. S. Form 1042	AC + 4		AC + 4		AC = Tax due date, date claim is filed, or date tax is paid, whichever is later 26 CFR 31.6001-1(e)(2)		
3.2.004	079	Income Adjustment Authorization	2		2		29 CFR 516.6(c)		
3.2.005	080	W-4 Forms	AC + 4		AC + 4		AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2)		
3.2.006	081	Wage Rate Tables	2		2		29 CFR 516.6(a)(2)		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 29 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2.007	360	Unemployment Claims	AC + 5		AC + 5		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner		
3.2.008	460	Direct Deposit Application/Authorizations	US		US				
3.2.009	461	State Deferred Compensation Records	AC + 5		AC + 5		AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most recent edition of the Benefits Coordinator Reference Manual issued by the Employee Retirement System of Texas.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 30 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2.001	083	I. R. S. Levies	AC + 4		AC + 4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner		
3.2.001	084	Child Support Payments	AC + 7		AC + 7		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner		
3.2.002	082	Disability and Sick Pay	FE + 4		FE + 4		40 TAC 815.106(i).		
3.2	212	Retirement Records - Optional Retirement Program	AC + 5		AC + 5		AC = Until amount is totally distributed		
3.2	272	Retirement Records – Teacher Retirement Program	AC + 5		AC + 5		AC = Until amount is totally distributed		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 31 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2	085	Retirement Records – Deferred Compensation Plan	AC + 5		AC + 5		AC = Distribution plan has been filed and plan is complete		
3.2.010	351	Human Resources Information System (HRIS) Reports	AC + 4		AC + 4		AC = Date paid		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 32 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 3: Personnel Records Section 3.3 – Personnel Administration

3.3.001	087	Affirmative Action Plans	5		5				
3.3.004	088	Benefit Plans	US + 1		US + 1		29 CFR 1627.3(b)(2)		
3.3.004	090	Group Insurance	US + 1		US + 1		29 CFR 1627.3(b)(2)		
3.3.010	091	Labor Statistics Report	3		3				
3.3.011	092	Personnel Files – Former Employee	AC + 75		AC + 75		AC = Termination of employment Minimum information only to be maintained (includes name, Social Security number, exact dates of employment, last known address, and most recent public access option form).		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 33 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.3.020	359	Work Schedules and Assignments	1		1				
3.3.022	287	Texas Workforce Commission Reports	3		3				
3.3.023	035	Travel Authorization Request	FE + 3		FE + 3				
3.3.024	462	Personnel Policies and Procedures	US + 3		US + 3				
3.3.026	095	Vacancy Report	US + 3		US + 3				
3.3.032	068	Equal Pay Records	3		3		29 CFR 1620.32		
3.3.031	063	EEO - 6 Reports (Institutions of Higher Education)	3		3		29CFR 1602.48 & 50		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 34 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 3: Personnel Records
Section 3.4 – Time and Leave

3.4.002	096	Leave Status Report	FE + 3		FE + 3		Original records only are vital. Records maintained at campus are considered copies.		
3.4.003	097	Less Than Full-Time Worked	4		4		40 TAC 815.106(i).		
3.4.004	463	Overtime Authorizations	2		2				
3.4.006	098	Time Sheets	4		4		Original records only are vital. Records maintained at campus are considered copies. 40 TAC 815.106(i).		
3.4.007	099	Time Off and/or Sick Leave Requests	FE + 3		FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 35 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.4.008	288	Sick Leave Pool Documentation	FE + 3		FE + 3			
3.4	100	Vacation Liability Report	FE + 3		FE + 3			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
 O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 36 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 4: Fiscal Records
Section 4.1 – Worksheets, Detail Information on Financial Event or Transaction

4.1.001	464	Accounts Payable Information	FE + 3		FE + 3			
4.1.003	294	Cancelled Checks (Paid by Bank and Drawn on Institution's Demand Account)	FE + 3		FE + 3		Microfilm during fiscal year of creation and destroy paper record during following fiscal year.	
4.1.003	368	Cancelled Payroll Checks (Paid by Bank and Drawn on Institution's Demand Account)	FE + 3		FE + 3			
4.1	275	Voided Checks (Printed by Institution, but Not Paid by Bank nor Drawn against Institution's Demand Account)	FE + 3		FE + 3			
4.1.004	101	Encumbrance Detail	FE + 3		FE + 3			

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	Archival Codes (Field 8) I – Transfer to Univ Archives O – Review by Univ Archivist
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 37 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.1.005	465	Inventory and Other Cost Files	FE + 3		FE + 3				
4.1.006	102	Investment Transaction File	FE + 3		FE + 3				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
 O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 38 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 4: Fiscal Records
Section 4.2 – Documents of Original Entry

4.2.001	103	Cash Deposit Voucher	FE + 3	FE + 3				
4.2.002	298	Cash Receipt	FE + 3	FE + 3		Microfilm during fiscal year and paper copy may be destroyed after 1 year		
4.2.003	105	Cash Receipts Log	FE + 3	FE + 3				
4.2.005	299	Purchase Voucher	FE + 3	FE + 3		Microfilm during fiscal year and paper copy may be destroyed after 1 year		
4.2.005	276	Purchase Requisition	FE + 3	FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 39 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.2.005	277	Purchase Order	FE + 3		FE + 3				
4.2.005	278	Purchase Order, Change Order	FE + 3		FE + 3				
4.2.006	300	General Journal Voucher	FE + 3		FE + 3	Microfilm during fiscal year and paper copy may be destroyed after 1 year			
4.2.007	342	Expenditure Reallocation or Correction (ERC Form)	FE + 3		FE + 3	Microfilm during fiscal year and paper copy may be destroyed after 1 year			
4.2	387	Budget Transfer Document	FE + 3		FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 40 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 4: Fiscal Records
Section 4.3 – Journals or Registers

4.3	Agency Item No.	Record Series Title	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
4.3	108	Check	FE + 3		FE + 3				
4.3	109	Employee Premium Sharing	FE + 3		FE + 3				
4.3	110	Payroll Register	FE + 3		FE + 3				
4.3.003	111	Voucher/Expenditure	FE + 3		FE + 3				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 41 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 4: Fiscal Records
Section 4.4 – Ledgers

4.4	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	TSLAC ONLY Amend. No.
4.4.001	112	General Ledger	FE + 3		FE + 3				
4.4.002	466	Accounts Receivable Ledgers	FE + 3		FE + 3				
4.4.003	467	Accounts Payable Ledgers	FE + 3		FE + 3				
4.4.004	086	Savings Bonds Receipts	FE + 3		FE + 3				
4.4	470	Subsidiary Ledger	FE + 3		FE + 3				
4.4	382	Department Budget Cards	FE + 3		FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 42 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 4: Fiscal Records
Section 4.5 – Reports

4.5.001	114	Worksheets for Preparing Fiscal Reports	FE + 3		FE + 3			
4.5.002	115	Internal Fiscal Management Reports	FE + 3		FE + 3			
4.5.003	116	Annual Financial Report	AC + 6		AC + 6	AC = September 1 of odd numbered calendar years University retains record copy and sends required copies to Publications Depository Program, Texas State Library and Archives Commission		
4.5.006	117	Annual Operating Budget	FE + 3		FE + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 43 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 4: Fiscal Records
Section 4.6 – Documents Showing Compliance with System of Internal Controls

4.6.001	118	Monthly Balancing	FE + 3		FE + 3			
4.6.002	119	Reconciliations (Institutional)	FE + 3		FE + 3			
4.6	450	Reconciliations (Departmental) Monthly	AC		AC	University System policy # SAM 03.G.03 AC = Minimum of one month until the next month's reconciliation is complete		
	451	Year End	1		1			
4.6.003	120	Cash Counts	FE + 3		FE + 3			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 44 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.6	372	Gift Records Listings	FE + 3		FE + 3				
4.6	121	Inventory Sheets	FE + 3		FE + 3				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
 O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 45 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 4: Fiscal Records
Section 4.7 – Other Fiscal

4.7.001	122	Accounting Policies and Procedures Manual	US + 3		US + 3			
4.7.002	123	Bank Statements	FE + 3		FE + 3			
4.7.003	124	Returned Checks (Uncollectible)	AC + 3		AC + 3	AC = After deemed uncollectible		
4.7.004	125	Capital Asset Records	LA + 3		LA + 3			
4.7.006	126	State Comptroller Statements	FE + 3		FE + 3			
4.7.007	127	Detail Chart of Accounts	FE + 3		FE + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 46 of 91

2. Agency Code 783 3. Agency Name University of Houston System: All Components & Universities

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.7.008	128	Federal Grant Information	AC + 3	AC + 3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		
4.7.009	129	Fixed Asset Number Log	US + 3	US + 3			
4.7.010	130	Long-Term Liabilities	AC + 3	AC + 3	AC = Retirement of debt.		
4.7	369	Cancelled Bond Interest Coupons	FE + 3	FE + 3			
4.7.010	370	Bond Resolutions Legal Document	AC + 3	AC + 3	AC = Retirement of debt		
	385	Correspondence and Paperwork	AC + 3	AC + 3	AC = Retirement of debt		
4.7.011	139	Texas Facilities Commission Statements	FE + 3	FE + 3			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 47 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
4.7	356	Credit Card Receipts	FE + 3		FE + 3			
4.7	357	Credit Card Statements	FE + 3		FE + 3			
4.7	394	Procurement Card Transaction Log (with supporting documentation)	FE + 3		FE + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 48 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 5: Support Services Records
Section 5.1 – General

Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	TSLAC ONLY Amend. No.
5.1.001	140	Contracts and Leases (Includes Vendor Contracts)	AC + 4		AC + 4		AC = Expiration or termination of the instrument according to its terms.		
5.1.003	187	Delivery Reports	2		2				
5.1.004	141	Mailing Lists	US		US				
5.1.004	001	Address and Telephone Listings	US		US				
5.1.005	142	Postage Meter Records	FE + 3		FE + 3				
5.1.005	381	Department Mailing Cards	FE + 3		FE + 3				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	I – Transfer to Univ Archives O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 49 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.1.012	167	Price Lists	US + 3		US + 3				
5.1.013	010	Insurance Policies	AC + 4		AC + 4		AC = Expiration or termination of the policy according to its terms		
5.1	143	Government Contracts and Subcontracts to Perform Academic Research	AC + 4		AC + 4		AC = Expiration of contract/ subcontract Limited to grants administered by the Office of Contracts & Grants		
5.1	301	Interdepartmental Transactions (Services Performed By and For Departments Within the Institution) (IDT Form)	FE + 3		FE + 3		Microfilm during fiscal year and paper copy may be destroyed after 1 year		
5.1	344	Service Center Requisition (Services Performed By and For Departments Within the Institution) (SCR Form) (Replaces IDT Form)	FE + 3		FE + 3		Microfilm during fiscal year and paper copy may be destroyed after 1 year		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 50 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.1	188	Receipts for Registered Mail and Express Packages	1		1				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 51 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 5: Support Services Records
Section 5.2 – Facility Management

5.2.001	146	Appraisals - Building or Property	AV		AV	O		
5.2.002	147	Building Construction Project Files	AC + 10		AC + 10	O	AC = Completion of project Texas Civil Practice & Remedies Code 16.008 - 16.009	
5.2.003	148	Building Plans and Specifications State Owned	LA		LA	O		
5.2.003	289	Leased	AC + 2		AC + 2		AC = Expiration of lease	
5.2.004	149	Building Space Requests	1		1			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 52 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.2	145	Engineering Studies and Projects (Conducted by Facilities Planning & Construction Dept) – Research Data File	20		20				
5.2.007	150	Damage Reports	FE + 3		FE + 3				
5.2.008	151	Equipment History/Service	LA + 3		LA + 3				
5.2.009	152	Equipment Inventory Detail Report Form	FE + 3		FE + 3				
5.2.010	153	Equipment Manuals	LA		LA				
5.2.011	154	Equipment Warranties	AC + 1		AC + 1	AC = Expiration of warranty			
5.2.014	155	Inventory, Annual Physical	FE + 3		FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 53 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
5.2.015	156	Inventory, Notice of Equipment Removed From	FE + 3		FE + 3			
5.2.016	157	Inventory System Update Listing	AC		AC	AC = Transfer of information to annual listing		
5.2.017	158	Lost and Stolen Property Report	FE + 3		FE + 3			
5.2.021	159	Surplus Property Sale	FE + 3		FE + 3			
5.2.023	160	Year-to-Date Activity (Inventory Listing)	FE + 3		FE + 3			
5.2	182	Deeds and Easements	LA + 3		LA + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 54 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 5: Support Services Records Section 5.3 – Purchasing

5.3.002	163	Freight Bills Paid	FE + 3		FE + 3			
5.3.003	164	Freight Claims	AC + 2		AC + 2		AC = Settlement of claim	
5.3.004	165	Orders – Acknowledgements	AV		AV			
5.3.005	166	Packing Slips	AV		AV			
5.3.007	353	Bid Documentation	FE + 3		FE + 3		RFI is precursor to bid process.	
5.3.009	168	Request for Information (RFI)	AC		AC		AC = Date of direct purchase or decision not to proceed with the procurement RFI is precursor to bid process.	

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 55 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
5.3	371	Contract Purchase Orders	AC + 3		AC + 3	AC = Date of direct purchase		
5.3	161	Bills of Lading	FE + 3		FE + 3			
5.3	169	Supply Source Catalogues	US		US			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 56 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

Category 5: Support Services Records
Section 5.4 – Risk Management

5.4.001	170	Accident Report – Individual	CE + 5		CE + 5	29 CFR 1904.33		
5.4.001	069	Alleged Accident or Occupational Disease Reports - First Report	CE + 5		CE + 5	Record copy retained by Texas Department of Insurance 29 CFR 1904.33		
5.4.001	075	Workmen's Compensation Reports	CE + 5		CE + 5	Record copy retained by Texas Department of Insurance 29 CFR 1904.33		
5.4.001	173	Injury Frequency Reports	CE + 5		CE + 5			
5.4.002	171	Evacuation Plans	US		US			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 57 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.4.003	172	Fire Inspection Records	AC + 3		AC + 3		AC = Date of report or date of correction of reported deficiency		
5.4.003	174	Safety Inspections	AC + 3		AC + 3		AC = Date of report or date of correction of reported deficiency		
5.4.007	290	Hazardous Materials Documents Safety Records	5		5		Texas Health and Safety Code, 502.009(g)		
5.4.007	291	Training Records	5		5		Texas Health and Safety Code, 502.009(g)		
5.4.011	476	Visitor Control Registers-Logs	3		3				
5.4.012	089	Security Access Records - Employee Identification	AC + 2		AC + 2		AC = Until superseded, date of expiration, or date of termination, whichever sooner.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 58 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.4.013	037	Disaster Recovery Plan	US		US				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 59 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 5: Support Services Records
Section 5.5 – Telecommunications

5.5.001	302	Billing Detail - Other Than TEX-AN	FE + 3		FE + 3	Microfilm during fiscal year and paper copy may be destroyed after 1 year		
5.5.002	131	Long Distance Telephone Logs (Includes Logs for Long Distance FAX or Electronic Transmissions)	AV		AV			
5.5.003	177	Station Activity Reports	AC		AC	AC = Verification of billing		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 60 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.5.006	132	Billing Detail – Telecommunications (TEX-AN)	FE + 3		FE + 3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized telephone service without call detail records. For these bill summaries, SEE item number 4.7.011 (Agency item number 139). SEE item number 5.5.001 (Agency item number 302) for billing detail from carriers other than TEX-AN.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 61 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 5: Support Services Records
Section 5.6 – Vehicles

5.6.003	179	Inspection Repair and Maintenance Records	LA + 1		LA + 1				
5.6.004	303	License and Driving Record Check	AC		AC	AC = Until superseded or until termination of employment			
5.6.005	180	Vehicle Use Reports - Mileage Reports	FE + 3		FE + 3				
5.6	181	Vehicle Use Reports - Operation Log	FE + 3		FE + 3				
5.6.007	304	Vehicle Titles and Registrations	LA		LA				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	I – Transfer to Univ Archives O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 62 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
5.6.009	305	Parking Permits or Assignments Staff and Faculty	US		US			
5.6.009	306	Student	US		US			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
 O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 63 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 6: Student Records

Section 6.1 – Admissions Records for Applicants Who Do Not Enter - Whether Accepted or Rejected

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	189	Acceptance Letters	AC + 1		AC + 1		AC = Application term		
	190	Advanced Placement Records	AC + 1		AC + 1		AC = Application term		
	191	Applications for Admission	AC + 1		AC + 1		AC = Application term		
	192	Correspondence, Relevant	AC + 1		AC + 1		AC = Application term		
	193	Entrance Examination Reports (ACT, CEEB, SAT, etc)	AC + 1		AC + 1		AC = Application term		
	194	Letters of Recommendation	AC + 1		AC + 1		AC = Application term		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
 O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 64 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	195	Medical Records	AC + 1		AC + 1		AC = Application term		
	196	Placement Scores	AC + 1		AC + 1		AC = Application term		
	197	Readmission Forms	AC + 1		AC + 1		AC = Application term		
	198	Recruitment Materials	AC + 1		AC + 1		AC = Application term		
	199	Test Scores	AC + 1		AC + 1		AC = Application term		
	399	Test Scores	AC + 1		AC + 1		AC = Application term		
	200	Transcripts-Other Colleges	AC + 1		AC + 1		AC = Application term		
	201	Transcripts-High School	AC + 1		AC + 1		AC = Application term		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 65 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	395	Storage Container Kit for Student Testing Materials	AC + 1		AC + 1		AC = Application term		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 66 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 6: Student Records
Section 6.2 – Admissions Records for Applicants Who Enter

Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
	202	Acceptance Letters	AC + 5		AC + 5	AC = Graduation or last attendance		
	203	Advanced Placement Records	AC + 5		AC + 5	AC = Graduation or last attendance		
	204	Applications for Admission or Readmission (Reentry)	AC + 5		AC + 5	AC = Graduation or last attendance		
	205	Correspondence, Relevant	AC + 5		AC + 5	AC = Graduation or last attendance		
	206	Entrance Examination Reports (ACT, CEEB, SAT, etc)	AC + 5		AC + 5	AC = Graduation or last attendance		
	207	Letters of Recommendation	AC		AC	AC = Date of admission		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 67 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	208	Placement Scores	AC + 5		AC + 5		AC = Graduation or last attendance		
	209	Recruitment Materials	AC		AC		AC = Date of enrollment		
	210	Residency Classification Forms	AC + 5		AC + 5		AC = Graduation or last attendance		
	211	Student Waivers for Rights of Access To See Letters of Recommendation for Admission	AC		AC		AC = Date of termination		
	407	Student Waivers for Rights of Access To See Letters of Recommendation for Admission	AC		AC		AC = Date of termination		
	213	Test Scores	AC + 5		AC + 5		AC = Graduation or last attendance		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 68 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.	5.	6.	7.	7.	7.	8.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
	214	Transcripts-Other Colleges	AC + 5		AC + 5	AC = Graduation or last attendance		
	215	Transcripts-High School	AC + 5		AC + 5	AC = Graduation or last attendance		
	216	Medical Records	AC + 5		AC + 5	AC = Graduation or last attendance		
	404	Extension of "I" Grades From Instructor	AC		AC	AC = Graduation or last attendance		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **69** of **91**

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

Category 6: Student Records
Section 6.3 – Registration and Student Records

Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
217	Academic Action Authorizations (Dismissal, etc.)	AC + 5		AC + 5	AC = Graduation or last attendance		
218	Academic Records (including narrative evaluations, competency assessments, etc.)	PM		PM			
219	Advanced Placement Records	AC + 5		AC + 5	AC = Graduation or last attendance		
220	Application for Graduation	AC + 1		AC + 1	AC = Graduation or last attendance		
413	Appeals, Student	AC + 5		AC + 5	AC = Graduation or last attendance		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 70 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.	5.	6.	7.	7.	7.	8.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
	221	Application for Admission or Readmission (Reentry)	AC + 5		AC + 5		AC = Graduation or last attendance	
	222	Changes of Course (Add/Drop)	AC + 1		AC + 1		AC = Date submitted	
	223	Changes of Grade Forms (Update Documents)	PM		PM			
	224	Class Lists (Original Grade Sheets)	PM		PM			
	225	Class Schedules (Students')	AC + 1		AC + 1		AC = Graduation or last attendance	
	226	Credit By Examination Forms	AC + 5		AC + 5		AC = Graduation or last attendance	
	227	Audit Authorizations	AC + 1		AC + 1		AC = Date submitted	

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 71 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	228	Credit/No Credit Approvals	AC + 1		AC + 1		AC = Date submitted		
	229	Curriculum Change Authorizations	AC + 5		AC + 5		AC = Graduation or last attendance		
	230	Degree Audit Records	AC + 5		AC + 5		AC = Graduation or last attendance		
	419	Change of Major/Minor Forms	AC + 5		AC + 5		AC = Graduation or last attendance		
	421	Degree Plans	AC + 5		AC + 5		AC = Graduation or last attendance		
	231	Disciplinary Action Documents	AC		AC		AC = Graduation or last attendance		
	232	Fee Assessment Forms	AC + 5		AC + 5		AC = Graduation or last attendance		
	233	Correspondence, Relevant	AC + 5		AC + 5		AC = Graduation or last attendance		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 72 of 91

2. Agency Code	783	3. Agency Name	University of Houston System: All Components & Universities		
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

	234	Family Educational Rights and Privacy Act Documents	AC		AC	AC = Expiration of related record		
	236	Foreign Student Forms (I-20, F1 and J1 visa files, etc.)	AC + 5		AC + 5	AC = Graduation or last attendance		
	237	Grade Reports (Registrar's Copies)	AC + 1		AC + 1	AC = Date distributed		
	452	Grade Books (Instructor's Copy)	AC + 1		AC + 1	AC = Entry of grade into Registrar's academic achievement record		
	417	Incomplete to Failing Grade, Pending Files	AC		AC	AC = Expiration of related record		
	238	Graduation Lists	AV		AV	University retains copy permanently in university archives		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 73 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	239	Graduation Authorizations	AC + 5		AC + 5		AC = Graduation or date of last attendance		
	240	Hold or Encumbrance Authorizations	AC		AC		AC = Graduation or date of last attendance		
	241	Medical Records	AC + 1		AC + 1		AC = Graduation or date of last attendance		
	425	Medical Records Pertaining To Appeals	AC + 5		AC + 5		AC = Graduation or date of last attendance		
	374	Student Health Center Charge Slips	AC + 7		AC + 7		AC = Graduation or date of last attendance		
	242	Name Change Authorizations	AC + 5		AC + 5		AC = Graduation or date of last attendance		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 74 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks
	426	Name Change Authorizations	AC + 5		AC + 5	AC = Graduation or date of last attendance			
	243	Pass/Fail Requests	AC + 1		AC + 1	AC = Date submitted			
	244	Personal Data Information Forms	AC + 1		AC + 1	AC = Graduation or date of last attendance			
	245	Registration Forms	AC + 1		AC + 1	AC = Date submitted			
	246	Transcript Requests (Student)	2		2				
	247	Transfer Credit Evaluations	AC + 5		AC + 5	AC = Graduation or date of last attendance			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 75 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
	248	Tuition and Fee Charges	AC + 5		AC + 5	AC = Graduation or date of last attendance		
	249	Withdrawal Authorizations	AC + 2		AC + 2	AC = Graduation or date of last attendance		
	427	Withdrawal, Instructor Drop	AC + 1		AC + 1	AC = Graduation or date of last attendance		
	373	Fee Reduction Waivers Optometry	AC + 1		AC + 1	AC = Graduation or date of last attendance		
	386	All Other Types	AC + 1		AC + 1	AC = Graduation or date of last attendance		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 76 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 6: Student Records
Section 6.4 – Certification Records

Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
	250	Enrollment Verifications	AC + 5		AC + 5	AC = Date verified		
	251	Financial Aid Assistance Records	AC + 3		AC + 3	AC = Graduation or date of last attendance		
	252	Social Security Certifications	AC + 1		AC + 1	AC = Date certified		
	253	Teacher Certifications	AC + 1		AC + 1	AC = Date certified		
	254	Veterans Administration Certifications	AC + 3		AC + 3	AC = Graduation or date of last attendance		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 77 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 6: Student Records
Section 6.5 – Publications, Statistical Records, and Institutional Reports

4.	5.	6.	7.	8.	9.	10.	11.	
	255	Catalogs	PM		PM	I	University retains record copy and sends required copies to Publications Clearinghouse	
	256	Commencement Program	AV		AV	I	University retains copy permanently in University archives	
	257	Degree Statistics	FE		FE	I	University retains copy permanently in University archives	

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 78 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	258	Enrollment Statistics	FE		FE	I	University retains copy permanently in University archives		
	455	Faculty Evaluations, Prepared by students attending course	AC + 5		AC + 5		AC = Conclusion of semester in which course was taught		
	259	Grade Statistics	FE		FE	I	University retains copy permanently in University archives		
	260	Racial/Ethnic Statistics	FE		FE	I	University retains copy permanently in University archives		
	261	Schedule of Classes (Institutional)	US		US	I	University retains copy permanently in University archives		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 79 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 6: Student Records
Section 6.6 – Family Educational Rights and Privacy Act Records

Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	TSLAC ONLY Amend. No.
	262	Requests for Formal Hearings	AV		AV				
	263	Requests and Disclosures of Personally Identifiable Information	AV		AV				
	264	Student Requests for Nondisclosure of Directory Information	2		2				
	265	Student Statements on Content of Records Regarding Hearing Panel Decisions	AV		AV				
	266	Student 's Written Consent for Records Disclosure	PM		PM				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 80 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	267	Waivers for Rights of Access	AC		AC		AC = Date terminated		
	268	Written Decisions of Hearing Panels	AV		AV				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
 O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 81 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 6: Student Records
Section 6.7 – Financial Aid Documents

4.	5.	6.	7.			8.	9.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	TSLAC ONLY Amend. No.
	235	Perkins Loan Program (NDSL) Applications Accepted	AC + 5		AC + 5		AC = Submission of Fiscal Operations Report and Application to Participate (FISAP) 34 CFR 674.19		
	269	Loans Assigned	AC + 5		AC + 5		AC = Assigned to U S Dept of Education 34 CFR 674.19		
	279	Loans Cancelled	AC + 5		AC + 5		AC = Date cancelled 34 CFR 674.19		
	280	Loans Repaid	AC + 5		AC + 5		AC = Date of final payment 34 CFR 674.19		
	375	Short Term Loan Agreements	AC + 3		AC + 3		AC = Date of final payment		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 82 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks
	376	Institutional Loan Agreements	AC + 3		AC + 3	AC = Date of final payment			
	377	Loan Paid In Full Certification	AC + 5		AC + 5	AC = Date of final payment			
	378	Donor History File	AC + 5		AC + 5	AC = Account is closed			
	281	College Work Study	AC + 5		AC + 5	AC = Submission of FISAP report 34 CFR 675.19			
	282	Supplemental Educational Opportunity Grants (SEOG)	AC + 5		AC + 5	AC = Submission of FISAP report 34 CFR 676.19			
	283	Pell Grants	AC + 5		AC + 5	AC = Award year 34 CFR 690.82			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 83 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
	284	Guaranteed Student Loans (Stafford Loans)	AC + 3		AC + 3	AC = Loan period 34 CFR 682.610		
	285	Federal Parent Loan for Undergraduate Students (PLUS) Loan Program	AC + 3		AC + 3	AC = Loan period 34 CFR 682.610		
	354	Tuition Installment Plan Contracts	AC + 5		AC + 5	AC = Graduation or date of last attendance		
	355	Third Party Tuition Payment Contracts (External Entity/Company is the third party)	AC + 5		AC + 5	AC = Graduation or date of last attendance		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 84 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 7: Campus Police Records
Section 7.1 – Arrest and Offense Records

Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	11. TSLAC ONLY Amend. No.
	307	Activity Logs or Dockets	AC + 2		AC + 2	AC = Completion of log/docket		
	308	Arrest Reports	PM		PM			
	309	Offense Records Cases not cleared	AC		AC	AC = Statute of limitations and case declared closed		
	339	Class C misdemeanor	6 MO		6 MO			
	340	Class A and B misdemeanor	2		2			
	341	Driving while intoxicated offenses	10		10			
	352	Any above category of offense, perpetrator deceased	AC		AC	AC = Date of death of individual		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 85 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	310	Rap Sheets	AV		AV				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 86 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 7: Campus Police Records Section 7.2 – Incident Records

4.	5.	6.	7.			8.	9.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	TSLAC ONLY Amend. No.
	311	Accident Reports	2		2				
	312	Death in Custody Reports	PM		PM				
	313	Family Violence Records	3		3				
	314	Field Interrogation Reports	1		1				
	315	Gunshot Wounds, Reports of	3		3				
	316	Incident Reports	5		5				
	317	Officer Call Activity Reports	1		1				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
 O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 87 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.	5.	6.	7.	8.	9.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	TSLAC ONLY Amend. No.
	334	Complaint Calls Call Sheets	1		1		
	335	Call Cards	1		1		
	336	Dispatch Tickets	1		1		
	337	Call for Service Reports	1		1		
	338	Motorist Assist Reports	1		1		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 88 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 7: Campus Police Records
Section 7.3 – Operational Support Records

4.	5.	6.	7.	8.	9.	10.	11.
	318	Criminal Intelligence and Analysis Files	AV		AV		
	319	Fingerprint Files	AV		AV		
	320	Property Records	AC + 3		AC + 3	AC = Return or disposal of property	
	321	Special Watch Records	AV		AV		
	322	Stolen Property Records	AV		AV		
	323	Teletype Messages	AV		AV		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 89 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	324	Uniform Crime Reports Monthly	FE +3		FE +3				
	472	Annual	PM		PM				
	325	Wanted Persons File	AV		AV				
	326	Internal Affairs Case Files Summary Form	PM		PM				
	473	Detail Report	27 MO		27 MO				
	327	Statistical Reports Files Monthly	AV		AV				
	474	Annual	PM		PM				
	379	Event Schedules	AC + 1		AC + 1		AC = Date of event		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

I – Transfer to Univ Archives
 O – Review by Univ Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105
Form SLR 105C must accompany this form.
 1. Page 90 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	380	Training Courses Taken	AC + 1		AC + 1		AC = Date of course		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Univ Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Univ Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 91 of 91

2. Agency Code 783		3. Agency Name University of Houston System: All Components & Universities							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Category 7: Campus Police Records
Section 7.4 – Traffic Enforcement

4.	5.	6.	7.	8.	9.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	TSLAC ONLY Amend. No.
	328	Traffic Citations Parking	3		3		
	329	Moving Vehicle	3		3		
	330	Pedestrian	3		3		
	331	Vehicle Booting Notices & Impound Reports	3		3		
	332	Towing Records Wrecker Service Calls	1		1		
	333	Impounded and Abandoned Vehicles	3		3		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Univ Archives O – Review by Univ Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	

Instructions for Completing Form SLR 105

Forms SLR 105 must be used by all state agencies to submit the agency records retention schedule (Texas Government Code, Chapter 441, §441.185). See Form SLR 105C instructions for submission procedures. If you have any questions relating to completion of this form or SLR 105C, please contact the State and Local Records Management Division at 512-452-9242.

Formatting: When duplicating this form electronically, leave at least a ¾ inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

- Field 1** Enter the page number and the total number of pages in the retention schedule (i.e., 1 of 15).
- Field 2** Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.
- Field 3** Enter the complete name of your agency.
- Field 4** Enter the item number for the records series from the *State Records Retention Schedule* (RRS). If the records series title is not included in the RRS, enter the numbers of the appropriate "Category" and "Section" from the RRS where it should be listed. Category and Section Numbers are at the top of the page in the RRS. If the records series cannot be matched to a category and section, then leave Field 4 blank.
- Field 5** Enter the number that has been assigned by your agency to the corresponding records series. If numbers have not been assigned, then begin with number 1 for the first listing and continue in numerical order.
- Field 6** Enter the official title of the records series (i.e., W-4 Forms, Labor Statistics Report, Surety Bonds). The official title that you assign to the records series does not have to be the same as the records series title listed in the RRS.
- Field 7** Enter the retention period the records series is to be retained in active use at the agency, the number of years it is to be retained in an inactive storage facility, such as the State Records Center, and the total of the two amounts. If a retention period is less than one year, enter the number of months. Refer to the retention codes at the bottom of the form.
- Field 8** Using the archival codes at the bottom of the form, indicate the archival value, if applicable, of the records series:
A - Used with records series that will be transferred to the State Archives and do not require a prior review by the State Archivist.
R - Used with records series that have undetermined archival value, and require a review by the State Archivist prior to being transferred to the State Archives.
I - Used with records series that will be transferred to the University Archives and do not require a prior review by the University Archivist.
O - Used with records series that have undetermined archival value, and require a review by the University Archivist prior to being transferred to the University Archives.
- Field 9** Enter any statute references, other legal citations, or agency policy used as a basis for the retention period.
- Field 10** If this records series is stored at the State Records Center, enter the RMD 106 Storage Approval Number.
- Field 11** DO NOT WRITE IN THIS FIELD. TSLAC USE ONLY.