RECORDS RETENTION SCHEDULE
FOR
THE UNIVERSITY OF TEXAS
RIO GRANDE VALLEY

This Records Retention Schedule, Amendment 1 of the 2nd recertification on 12-19-2024, supersedes all prior versions.

Individual records series items are ordered in sequence according to Agency Item Number (column 3, far left), e.g., 1 UTRGV, 2 UTRGV, and so forth. Department code references may be found in the "Dept. Code" column (far right).

CAUTION:

The retention periods identified in the schedule are subject to the following exceptions, which modify the legal destruction date for records fitting the criteria given below.

Notwithstanding the minimum retention periods identified in this Records Retention Schedule ("Schedule"), an official state records whose retention period has expired **may not be destroyed** if any litigation, claim, negotiation, audit, Texas Public Information Act request, administrative review, or other action involving the record has been initiated before the expiration of the retention period. The record's destruction may not occur until the completion of the action and the resolution of all issues that arise from it.

Similarly, a record whose retention period expires while any litigation, claim, negotiation, audit, Texas Public Information Act request, administrative review, or other action involving the record is pending **may not** be destroyed until the completion of the action and resolution of all issues that arise from it. The record's destruction may not occur until the completion of the action and the resolution of all issues that arise from it.

If no such litigation or other action as described above has been initiated, records may be destroyed in accordance with the approved retention periods shown in this Schedule. Prior to disposal of official records, all state and institutional records and information management regulations and policies must be followed.

State records not listed on the approved Schedule may need approval from the Texas State Library & Archives Commission before being destroyed. Consult with UTRGV's Records Management Officer in order to determine if approval is needed.

Duplicates or non-record convenience copies should be destroyed when they cease to be useful and should never be kept longer than the official record copy.

Transitory records (records of temporary usefulness) can be destroyed once they have served their purpose. Examples include the following: routine messages; telephone messages; internal meeting notices; routing slips, etc.

Table of Contents

Category 1: Administrative General — Page

1.1 Administrative General 1 - 5

1.2 Administrative Records - Records Management 5 - 6

1.3 Administrative Records - State Publications 6

Category 2: Electronic Data Processing Records

2.1 Electronic Data Processing Records - Automated Applications 7

2.2 Electronic Data Processing Records - Computer Operations and Technical Support 8

Category 3: Personnel Records

3.1 Personnel Records - Human Resources 8 - 10

3.2 Personnel Records - Payroll 11

3.3 Personnel Records - Personnel Administration 11 - 12

3.4 Personnel Records - Time and Leave 12 - 13

Category 4: Fiscal Records

4.1 Worksheets Detailed Information on Financial Event or Transaction 13

4.2 Documents of Original Entry 13

4.3 Journals or Registers 13 - 14

4.4 Ledgers 14

4.5 Reports 14

4.6 Documents Showing Compliance 14

4.7 Other Fiscal Records 14 - 15

Category 5: Support Services Records

5.1 General 15 - 16

5.2 Facility Management 16 - 17

5.3 Purchasing 17 - 18

5.4 Risk Management 18 - 19

5.5 Telecommunications 19

5.6 Vehicles 19 - 20

5.7 Police Records 20 - 22

5.8 Medical/Patient Records 22 - 26

Category 6: Student Records

6.0 Student Records – Admissions Data/Documents 27
For Applicants who do not enter whether accepted
Or rejected

6.1 Student Records – Admission Data/Documents 27
For Applicants who enter

6.2 Student Records – Registration Data/ Documents 28 - 31

6.3 Student Records – Certification Data/Documents 31

6.4 Publications, Statistical Data/Documents and Institutional 32
Reports

6.5 Student Records – FERPA (Family Educational Rights 32
And Privacy Act) Data/Documents

6.6 Amended Series Titles 32 - 35

Notes Used in Remarks Column

1) Note 1- PERSONNEL RECORDS

   (a) The Employees' entire personnel file is to be retained at least 5 years after separation.

   (b) Information to be maintained in employee personnel files for a period of fifty years after retirement:

      (i) Teacher Retirement, Optional Retirement, and Insurance beneficiary information
      (ii) Optional Retirement Program Acknowledgement
      (iii) Optional Retirement Program Company(ies) in which the retiree has contributions
      (iv) Appointment and salary history (minimum information needed to verify employment, including name, social security number, date of birth, exact dates of employment, and las known address)

   (c) Information to be maintained in employee personnel files for a period of fifty years after termination:

      (i) Optional Retirement Program Acknowledgment
      (ii) Appointment and salary history (minimum information needed to verify employment, including name, social security number, date of birth, exact dates of employment, and last known address)

   (d) Former Employee Verification Records to be maintained AC+75. Minimum information needed to verify employment, includes name, social security number, exact dates of employment, and last known address.

2) Note 2- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). Retention Requirements may vary in the Code of Federal Regulations for a specific founding source.

Retention Codes

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
SEM – Semester
US – Until Superseded

Archival Codes

A/I – Archive in University Library
R/O – Submit to University Archivist for Review

Key to Notes Used in Remarks

Note 1: If a machine-readable record is scheduled for permanent retention, related documentation must also be retained permanently. Documentation may either be in printed or electronic form. If electronic, the files and programs needed to print the documentation must be available.

Note 2: Individual Personnel Files: The Employee's entire personnel file is to be retained for five (5) years after separation. Information to be maintained in employee personnel files for a period of fifty (50) years after retirement: Teacher Retirement, Optional Retirement, and Insurance beneficiary information; Optional Retirement Acknowledgement Optional Retirement Program Company (ies) in which the retiree has contributions; Appointment and salary history (minimum information needed to verify employment, including name, social security number, date of birth, exact dates of employment, and last known address. Information to be maintained in employee personnel files for a period of seventy-five (75) years after termination: Optional Retirement Program Acknowledgement appointment and salary history (minimum information needed to verify employment, including name, social security number, date of birth, exact dates of employment, and last known address).

Definition of Terms

Archival Records – Records retained permanently for their lasting historical value and used for research and reference by university officials and the general public.

Records Center – Stores records for university offices on a temporary basis, not a permanent storage facility.

Records Copy – The document kept on file as the original or official record. Distinct from the "working copy" or "convenience copy," which is a non-original copy used for general information purposes.

Records Series – Group of identical or related records that are normally used and filed as a unit and are evaluated as a unit for retention scheduling purposes.

Retention Period – The amount of time a record series must be retained before final disposition or destruction.

Vital Records – Records essential to continue an organization, to recreate a component's financial or legal position and those that preserve the rights of employees and citizens. Records Series' commonly regarded as vital are designated as such.

Records Retention Schedule

The University of Texas Rio Grande Valley

CAUTION STATEMENT:

Notwithstanding the minimum retention periods identified in this Schedule, an official state records whose retention period has expired **may not be destroyed** if any litigation, claim, negotiation, audit, Texas Public Information Act request, administrative review, or other action involving the record has been initiated before the expiration of the retention period. The record's destruction may not occur until the completion of the action and the resolution of all issues that arise from it.

Similarly, a record whose retention period expires while any litigation, claim, negotiation, audit, Texas Public Information Act request, administrative review, or other action involving the record is pending **may not be destroyed** until the completion of the action and resolution of all issues that arise from it. The record's destruction may not occur until the completion of the action and the resolution of all issues that arise from it.

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.

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
Section 1.1			**Administrative General**								
1 UTRGV	1.1	Affiliation Agreements	This Records Series includes but not limited to document through which two parties, the company and the affiliate, form a relationship whereby the affiliate receives funds for certain qualified actions. Documents must have written and signed in place with its clinical affiliates that define, at a minimum, the responsibilities of each party related to the educational program for medical students.	AC	2			AC= Until Termination		Originating Office keeps for life of Agreement. If paper records are imaged, paper may be destroyed after 18 months.	
2 UTRGV		Deeds and Other Documents	Includes purchase contracts, gift agreements, deeds, wills, codicils, estate inventories, probate records, minute orders (authorizing purchase, gift, or sale of a portion of the asset), restrictions, judgments, title policy or opinions of title, closing documents, surveys, maps, plats, property descriptions, surety bonds, and related correspondence.	LA	10					LA= Life of Asset - Original files maintained by UT System Real Estate Office. CAUTION: For Gift Records, See URRS 13.2.003, 13.2.004, 13.2.005 or Collection Control Records 16.2.002.	
3 UTRGV	13.2.005.	Gift Records - Institutional	This series documents potential or realized private, corporate, or public agency funding to the institution, including endowments and trusts. This series includes letters and agreements of gift, copies of bequest instruments and wills from individuals or estates, and related documentation and correspondence.	PM					I	Security is open with restrictions.. Must be archived CAUTION: The name or other identifying information about a donor may be withheld from public disclosure under the Public Information Act.	Government Code Sec. 552.1235.
4 UTRGV		Patents, Trademarks, Copyrights and Documentation	Includes underlying patents, trademarks, and copyrights, e.g., Research records, reflecting usage and the like.	AC	20			AC= Date patent issued. Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		See also for Reference 17.3.003 (IACUC) Records - Committee Records, 17.3.009 Patent and Invention Records - Auxiliary Files, 17.3.010 Patent and Invention Records - Denied or Not Pursued and 17.3.011 Patent and Invention Records - Patents, Licensing, and Disclosure Records	35 USC 154
5 UTRGV		Sponsored Grants and Contracts	Includes all reports and correspondence related to Grants and Contracts.	AC	7			AC= After Completion or Close of Grant and Contract. Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		X= Vital - Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period. SEE ALSO 4.7.008 Federal Grant Records and URRS 17.3.0014 Research Grant Records - Working Files.	
6 UTRGV	1.1.002	Audits	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC	7			AC= Publication or release of final findings.		The State Auditors Office retains any copies of its audits performed on Texas State agencies.	
7 UTRGV	1.1.004	Legislative Appropriation Requests	Includes any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC= September 1st of odd-number calendar year.	I	ARCHIVES NOTE: The archives 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.	
8 UTRGV	1.1.006	Complaint Records	Complaints received by an agency from the public and the agency's records pertaining to the resolution of the complaint.	AC	2			AC= Final disposition of the complaint.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.	
9 UTRGV	1.1.007	Correspondence - Administrative	Incoming/outgoing and internal correspondence, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.		4				O	X= Vital, ARCHIVES NOTE: Only the administrative correspondence of the executive staff, board or commission members, division directors and program heads requires review. Contact the University Archives when these records have met their retention periods. NOTE: Archival requirement for the President's Office only. CAUTION: Record series item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agencies approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.011. Correspondence related to a federal grant must be retained for the minimum period required by 4.7.008.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
10 UTRGV	1.1.007	Institutional Compliance Administrative Correspondence			4				O	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.	
11 UTRGV	1.1.008	Correspondence - General	Non- administrative incoming/outgoing & internal correspondence, in any media, pertaining to or arising from routine operations of the policy, programs, service, or projects of any agency.		2					SEE: comment to item number 1.1.007. SEE: also item number 1.1.010.	
12 UTRGV	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1					If paper records are imaged, paper may be destroyed after 12 months.	
13 UTRGV	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a policy, or procedure that governs the programs, services, or projects of an agency.	US	3				I	X= Vital.	
14 UTRGV	1.1.013	Calendars, Appointment and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE	1				O	ARCHIVAL NOTE: Only the calendars, appointment, and itinerary records of elected officials, 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. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activates may be a state record and subject to this retention period. SEE: Open Records Decision 635 issued in December 1995 by the Attorney General.	
15 UTRGV	1.1.014	Legal Opinions and Advice	From agency legal counsel, Attorney General, and any other requests eliciting opinions.	AV					O	**CAUTION**: Does not include legal opinions or advice rendered on a matter in litigating or with regard to pending legislation. SEE: item number 1.1.048.	
16 UTRGV	1.1.019	Public Relations Records	News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.		2				O		
17 UTRGV	1.1.020	Public Information Requests - Not Exempted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act. (Chapter 552, Government Code).	AC	1			AC= Date request filled.			
18 UTRGV	1.1.021	Public Information Requests - Exempted	Includes all correspondence and documentation relating to requests for records that are exempt under Public Information Act. (Chapter 552, Government Code).	AC	2			AC= Date of Notification that records are exempt.			
19 UTRGV	1.1.023	Organization Charts		US					I		
20 UTRGV	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new redefined programs, services or projects of an agency not included in or directly related to other records series in this schedule.	AC	3			AC= Decision made to implement or not to implement result of planning process.	O	ARCHIVE NOTE: Data processing planning records are not archival.	
21 UTRGV	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency rules; open meetings notices; or any other document s by law to be submitted to the Texas Register.	AC	1			AC= Date of publication in Texas Register		If paper records are imaged, paper may be destroyed after 12 months.	
22 UTRGV	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV							
23 UTRGV	1.1.038	Customer Surveys	Surveys returned by the customer or clients of an agency, and the statistical data maintained rating and agency's performance.	AC				AC= Final disposition of summary report.		SEE: Item number 1.1.067 for summary reports compiled from customer surveys. If paper records are imaged, paper may be destroyed after 12 months.	
24 UTRGV	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with an agency's work.	AC				AC= End of term in office or termination of service in a state position	O	If paper records are imaged, paper may be destroyed after 12 months.	
25 UTRGV	1.1.041	Suggestion System Records	Suggestions submitted by agency personnel and responses.	1						If paper records are imaged, paper may be destroyed after 12 months.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
26 UTRGV	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves. Includes professors notes for class preparation and handouts for classes.	US	1					If paper records are imaged, paper may be destroyed after 12 months.	
27 UTRGV	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of, or in the adjudication of a lawsuit.	AC	5			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 fail decision of a court (or of a court on appeal, if applicable) in a lawsuit.	O	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the University Archives.	
28 UTRGV	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with Government Code 2054.095 and 2056.002.	AC	6			AC= September 1st of odd-numbered calendar years.	I	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. IR strategic plans are replaced with the Information Resources Deployment Review (IRDR) report for universities beginning in 2007.	
29 UTRGV	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self- Evaluations and plans documenting compliance with requirements of the Americans with Disabilities Act.		3						28 CFR 35.105(c)
30 UTRGV	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a records series of an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of the statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice, mail, fax, email, hard copy, etc.) are routine messages; internal meeting notices; routing slips; incoming letters or memoranda of enclosures; and similar routine information used for communicating, but not for the documentation, of a specific agency transaction.	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 that 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 functions. The disposal of transitory information need not be documented through destruction sign-offs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan. (1.2.014).	
31 UTRGV	1.1.058	Meeting Agenda and Minutes	Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM					I	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the University Archives. CAUTION: This record series and item number 1.1.059, 1.1.060, 1.1.061 and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency, these records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	
32 UTRGV	1.1.058	Institutional Compliance Committee Meetings	Includes minutes, agenda, and supporting documentation submitted to the Institutional Compliance Committee each quarter are kept indefinitely in the Compliance Support Services Office.	PM					I	Active Records retained indefinitely until files/records no longer requires them transferred to University Archives.	
33 UTRGV	1.1.059	Meetings, Certified Agendas or Tape Recordings of Closed Meetings	Certified Agendas or tape recordings of closed meetings, state boards, commissions, committees and councils.	AC	2			AC=The data of the meeting or completion of pending action involving the meeting, whichever is later.		SEE: caution comment at Item Number 1.1.058.	Government Code 551.104 (a)
34 UTRGV	1.1.060	Meetings, Audio or Videotapes of Open Meetings	Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC			90	AC= Official approval of written minutes of the meeting by the governing body of an agency.		CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of state boards, committees, commissions, and councils must be reduced to writing. SEE: also caution comment at Item Number 1.1.058.	
35 UTRGV	1.1.061	Meeting Notes	Notes taken during open meetings of state boards, commissions, committees and councils from which minutes are prepared.	AC			90	AC= Approval of the formal minutes by the governing body.		SEE: caution comment at Item Number 1.1.058 (If paper records are imaged, paper may be destroyed after 6 months).	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746			2. Agency Name: University of Texas Rio Grande Valley							
3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
36 UTRGV	1.1.062	Meetings - Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees and councils including exhibit items, documentation sent in advance of meetings for briefing some of which may not be submitted at an actual meeting.		2				I	SEE: CAUTION: comment at Item Number 1.1.058. Must be archived. This refers to all University Committees with the exception of the Campus Animal Use and Care Committee and the Intercollegiate Athletic Council that fall under Record Series Agency Item Number 1.1.058.	
37 UTRGV	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes and supporting documentation taken at internal agency staff meetings.		1					If paper records are imaged, paper may be destroyed after 12 months.	
38 UTRGV	1.1.064	Agency Performance Measures Documentation	Any records of an agency needed for the documentation output, outcomes, efficiency, and explanatory measures in agency's appropriation's request or strategic plan, and for performance measures used to manage the agency.	FE	3					X= Vital - **CAUTION**: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
39 UTRGV	1.1.065	Reports & Studies (Non-Fiscal) Raw Data	Information or data collected and compiled for the producing of non-fiscal reports.	AV						CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE: especially item number 1.1.064. If paper records are imaged, paper may be destroyed after 18 months.	
40 UTRGV	1.1.066	Reports - Biennial or Annual Agency (Narrative)	Biennial narrative reports to the governor and legislature required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC	6			AC= September 1st of odd-numbered calendar years.	I	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
41 UTRGV	1.1.067	Reports and Studies (Non-Fiscal)	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's program, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contracts with an agency that are not elsewhere in this schedule. Includes reports distributed internally or to other entities.		3				O	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, I, O, or E. SEE page index for more information.	
42 UTRGV	1.1.067	Uniform Crime Reports (UCR) System Police Reports - Monthly	Official data on crime in the United States, published by the Federal Bureau of Investigation (FBI), Uniform Crime Reports (UCR) is a nationwide, cooperative statistical effort of nearly 18,000 city, university, college, country, state, tribal, and federal law enforcement agencies voluntarily reporting data on crime brought to their attention.		3				O		
43 UTRGV	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to the executive and legislative offices.	AC	6			AC= September 1st of odd-numbered calendar years.			
44 UTRGV	1.1.069	Reports - Activity	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities. Includes sign-in sheets, chiller logs and fire alarm logs.		1					CAUTION: SEE Item Number 1.1.064.	
45 UTRGV	1.1.070	Agency Rules, Policies, and Procedures- Final	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies and the procedures that govern an agency's programs, services or projects.	AC	3			AC= Completion or termination of program, rules, policies or procedures.	O	X= Vital SEE ALSO: Agency Rules, Policies, and Procedures - Working Files, Item Number 1.1.071.	
46 UTRGV	1.1	Agency Rules, Policies, and Procedures - Working Files	Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies and procedures that govern an agency's programs, services, or projects.	AC	3			AC= Completion or termination of program, rules, policies, or procedures.	O	X= Vital SEE ALSO: Records Series Item Number 1.1.070.	
47 UTRGV	1.1.072	Public Information Reports	Reports made to Texas Building and Procurement Commission on an agency's Public Information Act activities.		2						
48 UTRGV	1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearing on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC	3			AC= Last Action	O		
49 UTRGV	1.1.074	Sunset Review Report and Documentation		AC	3			AC = After the subsequent Sunset Review.	O		

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
50 UTRGV	1.1.075	Alternative Dispute Resolutions - Final Agreement	Final agreement described by Government Code 2009.054 (c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC	4			AC= Date of final agreement.		Texas Civil Practice and Remedies Code §154.071.	
51 UTRGV	17.2.002	Accreditation Reports	This series documents the accreditation process for the colleges, units, and related programs. The series provides a record of materials compiled for inclusion in a report packet sent to the appropriate professional accreditation board for the specific program or service and usually includes statements on mission, finance, educational programs and departments/divisions make up. Most accreditation organizations produce an evaluation report based on the packet and on-site inspection, which is used to determine accreditation for the units and their programs. This series may include but is not limited to: self-evaluation reports; final reports sent to accreditation organization; accreditation organization evaluation report; and related documentation and correspondence. Includes final version of SACS Reports (Southern Association of College and Schools).	PM					O	Must be archived, PM = Permanent.	
52 UTRGV	17.2.001	Accreditation Records - Working Files	This series documents the accreditation process for the colleges, units, and related programs. The series provides a record of materials compiled for inclusion in a report packet sent to the appropriate professional accreditation board for the specific program or service and usually includes statements on mission, finance, educational programs and departments/divisions make up. Most accreditation organizations produce an evaluation report based on the packet and on-site inspection, which is used to determine accreditation for the units and their programs.	AC	2			AC = End of 2 accreditation cycles.			
53 UTRGV		Faculty Tenure Records	Evaluations, recommendations, and similar documentation relating to the review process for promotion and tenure for all faculty or staff in the tenure track.	AC	5			AC= Date of termination of employment.		CAUTION: For records of staff employee recognition, see RRS 3.1.037.CAUTION: Institutions should determine whether these materials possess archival value. See 12.1.001 Faculty Appointment, Promotion , and Tenure Records.	29 CFR 1602.49, 29 CFR 1602.49(a) for Promotion and Tenure Records
54 UTRGV		Faculty Work Load Documentation	This records series includes but not limited to amount of classes that faculty are teaching per semester		4						
55 UTRGV		Institutional Compliance Records and Studies	(Non-fiscal) raw data collected and compiled for producing non-fiscal reports.		2					See 1.1.065 Reports and Studies (Non-Fiscal) - Raw Data	
56 UTRGV		Institutional Compliance Questions	Records related to compliance questions and issues raised.	AC	3			AC= Date of final disposition to question raised.		Documents in this series should be copied and submitted to Human Resources in instances where formal grievances result from compliance questions and issues raised.	
		Section 1.2	**Administrative Records - Records Management**								
57 UTRGV		Records Coordinators Signature Authorization Forms	Includes Security Container Agreements.	FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
58 UTRGV		Departmental Destruction Forms		FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
59 UTRGV	1.2.001	Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE	3						
60 UTRGV	1.2.003	Forms History File	Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC	2			AC= Discontinuance of use of form			
61 UTRGV	1.1	Forms Inventory	Any periodic listing of all forms used internally or externally by an agency.	US							
62 UTRGV	1.2.005	Record Retention Schedule (SLR 105)	Agency copy. Formerly RMD 105. Includes documentation of certification and approval - Forms SLR 105C and /or other forms designated by the State Records Administrator.	US						Original is retained permanently by the State and Local Records Management Division, Texas State Library and Archives Commission.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
63 UTRGV	1.2.006	Records Transmittal Forms	Agency copy (Includes RMD 101, Tx-R-5, 306658-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC	2			AC= Date of authorization for destruction, permanent transfer form storage, or transfer to the Archives and Information Systems Division, Texas State Library and Archives Commission by the agency Records Management Officer.			
64 UTRGV	1.2	Request for Authority to Dispose of State Records (RMD 102) Agency copy.		FE	3					Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. If paper records are imaged, paper may be destroyed after 18 months.	
65 UTRGV	1.2.010	Records Disposition Logs	Logs or similar records listing records destroyed or sent to the Archives and Information Services Division, Texas State Library, showing records series title, dates of records and date destroyed or transferred. (Includes Storage Logs and Destruction Review Lists).		10						
66 UTRGV	1.2.012	Records Inventory Work Sheets		US							
67 UTRGV	1.2.013	Records Control Locator Aids	Includes indexes, card files, shelf list, registers, guides, etc.	AC				AC= When control aid is updated, revised, or no longer needed.		**CAUTION:** Theses records must carry the same retention period and archival code of the records they support.	
68 UTRGV	1.2.014	Records Management Plans	Records Management plans and similar records that the policies and procedures under which records and information are managed in an agency.	US	1						
69 UTRGV	1.2.015	Disaster Recovery Services Transmittals (RMD 109)	Also includes documentation for disaster recovery services provided by other entities.	FE	1					If paper records are imaged, paper may be destroyed after 12 months.	
70 UTRGV	1.2.016	Disaster Recovery Service Approval Forms (RMD 113)	Agency copy of RMD 113 form.	AC				AC= Until superseded or termination of service		If paper records are imaged, paper may be destroyed after 12 months.	
Section 1.3			**Administrative Records - State Publications**								
71 UTRGV	1.3.001	State Publications	Information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed. The term does not include information the distribution of which is solely limited to contractors with or grantees of the agency, staff persons within the agency or within other government agencies, or members of the public under a request made under the open records law, Government Code, Chapter 552. The term includes but is not limited to : a publication distributed in print, on microform, as audiovisual material, as interactive media or on electronic external storage device; an on-line publication which is an index to other on-line publications, one or more text, graphic, or digital files, or a user interface to a computer database, only one copy of each needs to be maintained. Except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC+6.	AC	6			AC= Until Superseded or obsolete.	I	CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law(Government Code 441.101 -441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission.	13 TAC §§3.1-3.8
72 UTRGV	1.3.002	Publication Development Files	Background material, copy (drafts), original artwork, negatives, prints, flats, etc. This includes all work both inside and outside the agency.	AV					O	Must be reviewed for archival purposes.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
Section 2.1			**Electronic Data Processing Records - Automated Applications**								
73 UTRGV	2.1	Processing Files	Machine-readable files used in the creation, utilization, and updating of master files.	AC				AC= Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		X= Vital - **CAUTION**: Records Management Officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	
74 UTRGV	2.1.002	Master Files	Relatively long-lived computer files containing files and consistent sets of complete and accurate electronic records. Examples include, but are not limited to: data tables of relational databases used by applications or computer programs.	AC				AC= Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		X= Vital - **CAUTION**: Records Management Officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	
75 UTRGV	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program listing/source code.	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.		X= Vital - **CAUTION**: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
76 UTRGV	2.1.008	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, configurations, and equipment control systems.	AC				AC= Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved.		X= Vital - **CAUTION**: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
77 UTRGV	2.1.009	Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operated and necessary for using the system such as user guides (Instruction manuals), system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC				AC= Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved.		X= Vital - **CAUTION**: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
78 UTRGV	2.1.010	Audit Trail Records	Files needed for electronic data such as files or reports showing transactions accepted, rejected, suspended, processed,; history files/tapes; records of online updates; application files; or security logs.	AC				AC= All audit requirements have been met		X= Vital .	
79 UTRGV	2.1	Finding Aids, Indexes, and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic copy.	AC				AC= The related records have been destroyed.		X= Vital - **CAUTION**: These records must carry the same retention period and archival code of the records they support.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
Section 2.2			**Electric Data Processing Records - Computer Operations and Technical Support**								
80 UTRGV		Service Now - Get Access	Request submitted: Banner: Managed Reporting, BDMS Xtender, Appworx Scheduling Software, Workflow, Degree Works, FASAtlas International Student Tracking, Form Fusion Report Generating Software, Purchasing Apps: E-Ship Global Shipment Application, Purchasing -Vendor Request Form, SClogic, Payment Apps: CORE: Cashiering (One Step), IP Change, CORE: IPayment. IT Resource: Bomgar, Cascade, Colleague, Datatel, Department Email Access Request, DUO Security Admin Access, File Share(s), Front Range IPCM, Microsoft Bitlocker Admin, Privileged Accounts (renewal only), QualsysGuard, Qualtrics, Service Now, Splunk, Departmental: Ad Astra - Unscheduled, Blackboard Connect, Blumen, Campus Loan Manager (CLM) for Student Loans, Cost Sharing Projects (Grants and Contracts) Evisions, Faculty Absence Application, Faculty Portfolio Tool, Hyperion, Kaisern Training Manager, Platinum Analylics, StarRez, SurverDIG - Course Evals, Titanium. Human Resources: Human Resources(HR) E-Business Responsibilities, Online JDQ Access, PAF- Personnel Action Request Responsibility, People Admin (Faculty only), People Admin (Staff only).	PM							
81 UTRGV	2.2.001	System Monitoring Records	Electronic files or automated logs created to monitor systems such as print spool logs, console logs, tape logs, etc.	AV							
82 UTRGV	2.2.002	Chargeback Records to Data Processing Services Users	Records used to document, calculate costs and bill units for computer usage and data processing services. These records are also used for cost recovery, budgeting, and administrative purposes.	FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
83 UTRGV	2.2	Computer Job Schedules and Reports	Schedules or similar records showing computer jobs to and other reports by computer operators or programmers work performed.			3				If paper records are imaged, paper may be destroyed after 3 months.	
84 UTRGV	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production system backup, etc.	US	3					X= Vital - **CAUTION**: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE: Item number 2.1.009.	
85 UTRGV	2.2.011	Batch Data Entry Control Records	Forms and logs used to reconcile caches submitted for processing against batches received and processed.	AC				AC= When reconciliation confirmed.		If paper records are imaged, paper may be destroyed after 12 months.	
86 UTRGV	2.2	Output Records for Computer Production	Reports showing transactions that were accepted, suspended, and/or processed.	AV						X= Vital - paper or electronic.	
87 UTRGV	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations including records of errors of failures, the loss of data resulting from such failures, abnormal termination and of error free processing , check changes put into production, transaction histories, and records needed as an audit trail to evaluate data accuracy.	AC				AC= No longer needed as an audit trail for any records modified.		Paper or electronic - if paper records are imaged, paper may be destroyed after 12 months.	
88 UTRGV	2.2.016	Software Registrations, Warranties and License Agreements		LA	3					X= Vital - NOTE: Software purchase records may be required to document licensing where license is shrink wrap or only available via installation process of the software.	Government Code 441.1855
Section 3.1			**Employee Personnel Records - Human Resources**								
89 UTRGV		Teacher Certifications	This records series includes but not limited to degree plans, official/unofficial transcripts, letter of acceptance, application for admission to the Education Program, Change of Grade, Course substitution form, etc.	AC	1			AC= After Certification.		Texas Education Agency has Permanent Records.	
90 UTRGV	3.1.001	Applications for Employment - Not Hired	Applications, resumes, transcripts, letters of reference, employment advertisements, similar documents whose submission by candidates for vacant position is required on the application form by application procedures or in the employment.		2						29 CFR 1602.49 (a)
91 UTRGV	3.1.002	Applications for Employment - Hired	Applications, resumes, transcripts, letters of reference, employment advertisements, similar documents whose submission by candidates for vacant position is required on the application form by application procedures or in the employment.	AC	5			AC= Termination of employment.			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
92 UTRGV	3.1	Individual Personnel File	This records series includes but not limited to current, Former Full-Time Employee Personnel Files include their employment packet, compensation information, misc. forms, memos, staff reviews, benefits information, direct deposit information, deductions, and state charitable campaign information and OnBoarding Records, various documents separated and or retired employees.	AC	50			AC = Date of Termination, Separation or Retirement.		See supplemental Note: Personnel Records.	
93 UTRGV	3.1.006	Employee Counseling Records	Notes, memoranda, or reports relating to the counseling of employee for work related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC	3			AC= Termination of counseling.		If paper records are imaged, paper may be destroyed after 18 months.	
94 UTRGV	3.1.011	Employee Insurance Records	Agency copies of information relating to the selection by employees of life, disability, health and other types of insurance offered by the State of Texas to its employees.	AC				AC= Until superseded or termination of employment.		**CAUTION**: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for Item Number 3.2.001.	
95 UTRGV	3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of openings, promotions, training programs, or opportunities of overtime.		2						29 CFR 1602.49 (a)
96a UTRGV	3.1.013	Employment Contracts	a)Executed, renewed, or amended on or after September1, 2015.	AC	7			AC= Expiration or termination of the contract according to its terms.		X= Vital.	Government Code 441.1855
96b UTRGV	3.1.013	Employment Contracts	b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC= Expiration or termination of the contract according to its terms.		X= Vital.	Government Code 441.1855
97 UTRGV	3.1.014	Employment Selection Records	Includes notes of interviews with candidates, questions of applicants, audio and videotapes of job interviews; record and previous injury check; pre-employment physical examinations, pre-employment drug screening test results, and all other records that document the selection process.		2					X= Vital **CAUTION:** does not include criminal history checks. SEE: Item Number 3.1.026.	29 CFR 1602.49 (a)
98 UTRGV	3.1.018	Grievance Records	Records relating to the review of employee grievances against personnel, policies, working conditions, etc.	AC	2			AC= Final decision on the grievance.		X= Vital **CAUTION:** Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) or the U.S. Department of Labor. SEE: Item Number 1.1.048.	
99 UTRGV	3.1.019	Performance Appraisals			2					Copies kept at a supervisory level. Official appraisal kept in the personnel records.	29 CFR 1620.32©
100 UTRGV	3.1.020	Personnel Corrective Action Documentation	Corrective actions are those actions which do not affect status, or tenure and are imposed to correct or improve employees job performance.	AC	5			AC= Termination of corrective action.		CAUTION: If during the retention period of this record series, any part of this series is used to document and support personnel disciplinary action under Item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum period described by Item number 3.1.021. These records should remain with the supervisor unless they become a part of a disciplinary action or the individual leaves the employ of the University and they should then be moved to the Personnel Services Office where they should be retained for AC+5.	
101 UTRGV	3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those actions which may affect status, or tenure. They are imposed to discipline an employee whose conduct is harmful to best interest of the state, the agency or the employee work force, and for failure to improve performance or conduct following imposition of action. May include cause for demotion, suspension, or dismissal and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable or unfavorable communications.	AC	5			AC= Termination of employment.		X= Vital.	29 CFR 1602.31 (a)
102 UTRGV	3.1.022	Personnel Information or Action Forms	Forms or similar records, used to create/change records of an employee including pay position classification, employee number, evaluation data, and termination of employment.		2			AC= Termination of employment.			29 CFR 1602.49 (a)
103 UTRGV	3.1.023	Position/Job Descriptions	Job descriptions, including all associated tasks or skill statements, for position in an agency.	AC	4			AC= Until superseded or job eliminated.			40 TAC 815.106 (i)
104 UTRGV	3.1.024	Physical Examinations/Medical Reports	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health is required for their job.	AC	2			AC= Until superseded or termination of employment.		**CAUTION**: does not include pre-employment physical examinations SEE: Item Number 3.1.014	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
105 UTRGV	3.1.026	Criminal History Checks	Criminal history record information on job applicants or employees obtained from the Department of Public Safety.	AC				AC= The criminal history record has served the immediate purpose for which it was obtained.		**CAUTION:** An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411. Government Code for appropriate retention and use of this information.	
106 UTRGV	3.1.027	Training and Education Achievement Records (Individual)	Certificates of completion, transcripts test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC	5			AC= Termination of employment.		If paper records are imaged, paper may be destroyed after 18 months.	
107 UTRGV	3.1.029	Employment Eligibility, Documentation or Verification	Federal Reporting Forms (INS I9).	AC	1			AC= Termination of employment.		X=Vital CAUTION: Federal regulation requires that INS I9 forms be retained for 3 years from data of hire or 1 year after separation of the employee, whichever is later. Agencies should make certain that the INS I9 forms for employees who terminate from agency less than 3 years from data of hire are kept for the 3 years retention period.	8 CFR 274a.2 (b) (2) (i) (A) and (c) (2).
108 UTRGV	3.1	Employee Benefits - Other Than Insurance	Agency copies of information relating to the selection of available benefits options other than insurance.	AC	2			AC= Until superseded or termination of employment.		X= Vital**, CAUTION**: Documentation that serves as payroll deduction authorizations must be maintained for the retention period prescribed for Item Number3.2.001.	
109 UTRGV	3.1.034	Resumes - Unsolicited	Retention period applies if an agency replies to the sender of a resume that will be kept on file should future job occur.	AV						SEE item number 3.1.014 Employee Selection Records for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
110 UTRGV	3.1.035	Performance Bonds	Bonds posted by employees and individuals or entities contracted with an agency for the performance of the duties of the position or the terms of a contract with the agency. Executed, renewed, or amended on or after September 1, 2015 Executed, renewed, or amended on or before August 31, 2015	AC	7			AC= Expiration or termination of the bond according to its terms.		X=Vital, **CAUTION**: Does not include construction or architectural surety bonds. SEE: Item Number 5.2.028.	Government Code, 441.1855
111 UTRGV	3.1.038	Public Access Option Form	Form completed and signed by employees, former employees, and officials, electing to keep home address, home telephone number, social security number and family information open or confidential under the Public Information Act, Government Code §552.024.	US						X=Vital, SEE: Item Number 3.3.011.	
112 UTRGV	3.1.039	Ombudsman Records	Consultation records, notes, letters, memos, emails, reports, and other documentation.	AC				AC= Final decision or matter closed.		CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. SEE: 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021.	
113 UTRGV		Immigration and Department of Labor	Records to be kept by every H-1B employer and made available to the Wage and Hours Division upon request: name, address, occupation, and social security number for all H-1B workers and any other worker employed by the employer in the same occupation at the place of employment; (Confidential and Sensitive information like COPIES of immigration documents - passports, visas, I-94's S, i-797 approval notices, permanent residency cards, etc.) Rate of pay, hours worked (if hourly or part-time), gross pay, deductions, and net pay for all H-1B workers and any other worker employed by the employer in the same occupation at the place of employment; Benefit Plans(s) offered and provided; Labor Condition Application (LCA) (Form ETA 9035and/or ETA 9035E); Prevailing wage rate and its sources; Method used to establish the actual wage; Documentation that the notice requirement was satisfied; In the event of corporate change: A.-Sworn statement by successor entity accepting all liabilities of predecessor entity; B - List of H-1B workers transferred to successor entity; C - affected LCA number(s) and effective entity's actual wage system; and E. - Successor entity's employer identification number.	AC	3			AC= After termination of employment.		See 12.1.006 International Scholars Records - Nonimmigrant Visa Public Inspection Files.	20 CFR 655.760©
114 UTRGV		Employee Tuition Assistance Program	Employee Tuition Assistance Program Includes program application, copies of transcript(s), request for course substitution form for faculty and staff employees who apply for the tuition assistance scholarship award offered by the Office of Human Resources.		3						

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
Section 3.2			**Personnel Records - Payroll**								
115 UTRGV	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC= After termination of employment or after amendment, or termination of authorization, whichever is sooner.		X= Vital.	
116 UTRGV	3.2.002	Employee Earning Records			4					X= Vital.	40 TAC 815.106(i)
117 UTRGV	3.2.003	Federal Tax Records	Includes 1099, W2, FICA and other tax records.	AC	4			AC= Tax due date, date the claim is filed, or date tax is paid whichever is later		X=Vital.	26 CFR 31.6001 -1(e) (2)
118 UTRGV	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		2					X= Vital.	29 CFR 516.6 (c)
119 UTRGV	3.2.005	W-4 Forms	Employer's copy of "Employee Withholding Exemption Certificate".	AC	4			AC= Until superseded , obsolete, or upon separation of employment.		X=Vital.	29 CFR 31.6001 - (e) (2).
120 UTRGV	3.2.006	Wage Rate Tables			2						29 CFR 516.6 (a) (2)
121 UTRGV	3.2.007	Unemployment Compensation Records		AC	5			AC= Settled			40 TAC 815.106
122 UTRGV	3.2.008	Direct Deposit Application Authorizations		US						X= Vital.	
123 UTRGV	3.2.009	State Deferred Compensation Records		AC	5			AC= All accounts with a vendor or vendor for individual participant have been closed.		X= Vital, For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see Issued by the Employees Retirement System of Texas.	
124 UTRGV	3.2	Human Resources Information System (HRIS)	HRIS Data Transactions/Exception Reports from Texas State Comptroller.	AC	4			AC= After reconciliation of entries and acceptance of reports		Maintained by Payroll.	
125 UTRGV		Backup Documentation for Federal Income	Tax Return - Form 990 -T Unrelated Business Income Tax.	FE	3					The actual Federal Income Tax Return - Form 990 -T is filed by the UT System Office.	
126 UTRGV		Human Resources System	This records series includes but not limited to all reports generated by the Human Resources System for payroll process Payroll Reports, Employer's Quarterly Report and Employee deduction/benefit.	FE	3						
Section 3.3			**Records - Personnel Administration**								
127 UTRGV		Time and Effort Report	Required per General Provisions and Assurances of Texas Education Agency (TEA) grant agreements, Time and Effort documentation serves as a receipt for payroll expenditures. Series includes records and documentation for personnel whose salaries (either partially or completely) are charged to a federal program or used as a match for a federal program, unless the employee falls into one of the exception categories.		7					NOTE: For federally funded personnel, the General Provisions and Assurances further specify that the records must meet requirements defined in the applicable Office of Management and Budget (OMB) circular.	
128 UTRGV	3.3.001	Affirmative Action Plans	Affirmative action plans for both regular employees and apprenticeship programs.		5						Employees - 29 CFR 30.12(d), Apprenticeships - 41 CFR 60-1.12(a). 29 CFR 30.8 (e) for apprenticeship plans.
129 UTRGV	3.3.004	Benefit Plans	Employment benefits plans such as pension, life, health and disability insurance, deferred compensation, etc., including amendments.	US	1						29 CFR 1627.3 (b) (2)
130 UTRGV	3.3.010	Labor Statistics Reports	Reports providing statistical information on the labor force.		3						
131 UTRGV	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC	75			AC= Termination of employment.		X= Vital, SEE item 3.1.038 from the RRS.	
132 UTRGV	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3						
133 UTRGV	3.3.020	Work Schedules/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.		1					If paper records are imaged, paper may be destroyed after 12 months.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
134 UTRGV	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
135 UTRGV	3.3.023	Reimbursable Activities, Requests and Authorizations to Engage In	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work related activities for which the expenses of the employee are defrayed or reimbursed.	FE	3						
136 UTRGV	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3						
137 UTRGV	3.3.025	Job Procedure Records	Any documents detailing the procedural duties and responsibilities of agency position by position basis. Job Descriptions.	US	3						
138 UTRGV	3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listing of all staff by program or name, hired during a month or detailed listings of employees within organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US	3						
139 UTRGV	3.3.027	Aptitude and Skills Tests	Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US	2					**CAUTION:** One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated. (if paper records are imaged, paper may be destroyed after 18 months).	29 CFR1602.49
140 UTRGV	3.3.028	Aptitude and Skills Tests (Test Papers)	Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.		2					If paper records are imaged, paper may be destroyed after 18 months.	29 CFR1602.49
141 UTRGV	3.3	Aptitude and Skills Tests (Validation Records)	Records of the validation of aptitude and skills tests.	AC	2			AC= As long as the test is used by an agency.		If paper records are imaged, paper may be destroyed after 18 months.	29 CFR1602.49 State Universities
142 UTRGV	3.3.030	Training Administration Records	Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's program, services, or projects.	US	2					**CAUTION**: Does not include hazardous material training records. If paper records are imaged, paper may be destroyed after 18 months. SEE item number 5.4.007.	
143 UTRGV	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO reports.		3						29CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50
144 UTRGV	3.3.032	Equal Pay Records	Reports, studies, aggregated or summary data, and similar documentation compiled with the Federal Equal Pay Act.		3					X= Vital.	29 CFR 1620.32(c).
145 UTRGV		Human Resources System - Payroll Reports	All reports generated by the Human Resources System for payroll process.	FE	3						
146 UTRGV		Texas Workforce Commission - Employer's Quarterly Report	Reports to the Agency from TWC or its predecessor pertaining to employees.	FE	3						
147 UTRGV		Backup Documentation for Employee deduction/benefit	Wire transfers - Payroll Expenditure Vouchers.	FE	3						
Section 3.4			**Records - Time and Leave**								
148 UTRGV	3.4.001	Accumulative Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on accumulation, and to close out leave accounts on separated employees.	FE	3						
149 UTRGV	3.4.002	Leave Status Reports	Cumulative report is issued each accrual cycle and provides employee leave status information for each position.	FE	3					X= Vital.	
150 UTRGV	3.4	Less Than Full -Time Worked Reports	Dates and hours.		4						40 TAC 815.106 (i)
151 UTRGV	3.4.004	Overtime Authorizations and Schedules			2					See Time Cards and Time Sheets 3.4.006.	
152 UTRGV	3.4.006	Time Cards and Time Sheets			4						40 TAC 815.106 (i)
153 UTRGV	3.4.007	Time Off and/or Sick Leave Requests		FE	3					If paper records are imaged, paper may be destroyed after 18 months.	Government Code, Section 661.152(d); 29 CFR 825.500(b).

STATE OF TEXAS
Records Retention Schedule

TEXAS STATE LIBRARY ARCHIVES COMMISSION

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
154 UTRGV	3.4.008	Sick Leave Pool Documentation	Requests submitted, approval, number of hours transferred in/out.	FE	3						
155 UTRGV		Tuition and Fee Charges (Proposals) - Not Approved	This series includes documentation of non-approvals from Executives and UT System Board of Regents of Tuition and Fee charges initiated or changes made.	FE	3						
156 UTRGV		Tuition and Fee Charges (Proposals) - Approved	This series includes documentation of approvals from Executives and UT System Board of Regents of Tuition and Fee charges initiated or changes made.	PM					I	Must be Archived.	
157 UTRGV		Tuition and Fee Charges - Terminated	This records series includes documentation terminated approvals from Executives and UT System Board of Regents of Tuition and Fee charges initiated or changes made.	AC	3			AC= After last date of attendance			
Section 4.1			**Records - Worksheet Detail Information on Financial Event or Transaction**								
158 UTRGV		Forged Endorsement - Check Fraud Cases	This record is an affidavit provided by the bank and completed by the University. A case is initiated when a student claims that a check was not received and the check cleared the bank. The information in the affidavit includes a description of the fraudulent item (the check), the Claimant's name (UTRGV), the Endorser's name (the Student), and a description of the circumstances of the fraudulent activity. A police report is filed and attached to the forms. The original affidavit is notarized and mailed out to the bank. It takes up to three months for the bank to investigate the case. When the case is resolved the bank sends an e-mail to the University communicating the results of the case.	FE	3						
159 UTRGV	4.1.001	Accounts Payable Information		FE	3						
160 UTRGV	4.1	Billing Detail		FE	3					CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.	
161 UTRGV	4.1	Canceled Checks/Stubs/Warrants/ Drafts/Checks Registers		FE	3						
162 UTRGV	4.9	Encumbrance Detail		FE	3						
163 UTRGV	4.7	Inventory and Other Cost Files	Production, job, labor, quotes, pricing, specifications, etc.	FE	3						
164 UTRGV	4.1.006	Investment Transaction Files		FE	5						
165 UTRGV	4.9	Transfer or Budget Revisions	Transfer or adjustments to budgets.	FE	3						
166 UTRGV	4.8	Electronic Fund Transfers	Direct Deposit Registers.	FE	3						
Section 4.2			**Fiscal Records - Documents of Original Entry**								
167 UTRGV	4.1	Cash Deposit Vouchers	This series may include but is not limited to: statistical data; working papers; and related documentation and correspondence.	FE	3						
168 UTRGV	4.1	Cash Receipts	Includes receipts for fees (permits, licenses, renewals, etc.)	FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
169 UTRGV	4.1	Daily Cash Receipts Logs/Reports		FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
170 UTRGV	4.9	Encumbrance Documentation	Orders, statements, charge orders, vouchers, etc.	FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
171 UTRGV	4.1	Purchase Vouchers	Requisitions, orders, receiving reports (packing slips), invoices, or statements, change orders, best value determinations, etc.	FE	3						
172 UTRGV	4.1	General Journal Vouchers		FE	3						
173 UTRGV	4.1	Expenditure Vouchers	Travel, Payroll, etc.	FE	3						
Section 4.3			**Fiscal Records - Journal or Registers**								
174 UTRGV	4.1	Sales Journal or Registers		FE	3						
175 UTRGV	4.1	Receipts Journals or Registers		FE	3						

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
176 UTRGV	4.1	Expenditures Journals or Registers		FE	3						
	Section 4.4		**Fiscal records - Ledgers**								
177 UTRGV	4.1	General and Subsidiary Ledgers		FE	3					X= Vital.	
178 UTRGV	4.1	Accounts Receivable Ledgers		FE	3					X= Vital.	
179 UTRGV	4.1	Accounts Payable Ledgers		FE	3						
180 UTRGV	4.1	Employee Savings Bond Ledgers		FE	3					X= Vital.	
	Section 4.5		**Fiscal Records - Reports**								
181 UTRGV	4.5	Annual Financial Reports- Work Papers	Includes 13th month post-closing reports.	FE	3						
182 UTRGV	4.5	Worksheets for Preparing Fiscal Reports		FE	5					If paper records are imaged, paper may be destroyed after 18 months.	
183 UTRGV	4.5.002	Internal Fiscal Management Reports	Includes agency monthly budget reports.	FE	5					X= Vital.	
184 UTRGV	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day Report).	AC	6			AC= September 1st of odd-numbered calendar years.		CAUTION: if an agency does not produce a biennial or annual narrative report as described Item Number 1.1.066, then these annual financial reports must be marked with Archival Code I. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
185 UTRGV	4.5	External Fiscal Reports	Special purpose - i.e. federal financial reports, salary reports, etc. Includes the reports required for Financial Aid, Payroll, etc. Includes HUB Reports.	FE	5					If paper records are imaged, paper may be destroyed after 18 months.	
186 UTRGV	4.1.001	Annual Operating Budgets	Required by the General Appropriations Act.	FE	3						
187 UTRGV	4.5.007	USAS (Uniform Statewide Accounting System) Reports - Daily/Monthly		AC				AC= Receipt and Reconciliation of annual report.			
189 UTRGV	4.5.009	USAS (Uniform Statewide Accounting System) Reports - Annually		FE	3						
190 UTRGV		State Appropriations/USAS (Uniform Statewide Accounting System) Reporting		FE	3						
	Section 4.6		**Fiscal Records - Documents Showing Compliance with System of Internal Control**								
191 UTRGV	4.1	Balancing Records		FE	3						
192 UTRGV	4.1	Reconciliations		FE	3					SEE: Backup documentation for the reconciliation process. If paper records are imaged, paper may be destroyed after 18 months.	
193 UTRGV	4.1	Cash Counts		FE	3						
	Section 4.7		**Fiscal Records - Other Fiscal**								
194 UTRGV		Bond Destruction Certificates		PM							
195 UTRGV	4.7.001	Accounting Policies and Procedures Manual		US	3					X= Vital.	
196 UTRGV	4.8	Bank Statements		FE	3						
197 UTRGV	4.7.003	Returned Check/Warrant/Drafts (uncollectible)		AC	3			AC= After deemed uncollectible.			
198 UTRGV	4.7.004	Capital Asset Records		LA	3						
199 UTRGV	4.7.005	Claim Files		AC	3			AC = Resolution of claim.			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746			2. Agency Name: University of Texas Rio Grande Valley								
3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
200 UTRGV	4.9	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	FE	3						
201 UTRGV	4.7.008	Grant Records	This series documents state, private, local and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	AC	7			AC= Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government (the Common Rule).		X= Vital, **CAUTION:** Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
202 UTRGV	4.7	Fixed Assets Sequential Number Logs		US	3						
203 UTRGV	4.7.010	Long-Term Liability Records	Bond Records.	AC	3			AC= Retirement of debt.		X=Vital.	
204 UTRGV	4.1	Texas Facilities Commission Statements (TFC)	Charge or bill statements received by agencies from the Texas Facilities Commission for services provided.	FE	3						
205 UTRGV	4.7.012	Signature Authorizations - Information System/Data Owner	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	4			AC= US+FE		Also superseded when owner transfers or terminates or authorizations are renewed.	
206 UTRGV		Research Grant Records - Final Research Report	These records relate to final research reports given to a granting agency or sponsor for grant-funded or sponsored research projects.	AC	7			AC = Expiration or termination of the grant or agreement according to its terms.	O	X= Vital, **CAUTION**: Grants may have individual guidelines for retention. Records must be retained in accordance with guidelines of grant or contract. See URRS 17.3.013 Research Grant Records - Final Research Report.	
207 UTRGV	17.3.014	Research Grant Records - Working Files	These records relate to funded research grant proposals, and research activity associated with sponsored or grant-funded projects.	AC	7			AC = Close of grant		CAUTION: Grants and Sponsors may have individual guidelines for retention. Records must be retained in accordance with guidelines of grant or contract. Federal grant records should comply with uniform administrative requirements for grants and cooperative agreement to state and local governments. Universities should ensure that they are following all university policies as well as sponsor/grant requirements when deciding what kinds of records should be included in this series and when considering intellectual property agreements for these records.	45 CFR 46.115(b); NIH Guidelines; OMB Circular A: 110-.53
208 UTRGV		Unclaimed Property	This record includes any property that has been abandoned by the owner. Examples are Payroll and Accounts Payable checks. Payroll are considered unclaimed property if they have not been cashed for a year. Accounts payable checks are considered unclaimed property if they have not been cashed for three years. An unclaimed property report is sent to the Texas Comptroller of the Public Accounts once a year.	CE	10						
209 UTRGV		Cash Handling Records		FE	3						
Section 5.1			**Support Services Records - General**								
210a UTRGV	5.1.001	Contracts and Leases	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC= Expiration of the instrument according to its terms.		X= Vital - SEE: related Item numbers 3.1035 Performance Bonds and 5.3.007 Bid Documentation. See item number 5.2.028 for building construction contracts and Item Number 5.1.017 for contract logs.	Government Code, 441.1855
210b UTRGV	5.1.001	Contracts and Leases	b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC= Expiration of the instrument according to its terms.		X= Vital.	Government Code, 441.1855
211 UTRGV	5.1.003	Delivery Reports			2						
212 UTRGV	5.1.004	Mail and Telecommunications Listings	Any mailing addresses, telephone or fax numbers, or e-mail address records maintained by an agency on its own users or on entities or persons it services.	US						If paper records are imaged, paper may be destroyed after 6 months.	
213 UTRGV	5.1.005	Postage Records	Records and reports of postage expensed, including postal meter usage.	FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
214 UTRGV	5.1.007	Requisitions for In-Agency/Inter-Agency Copy/Printing Services	Includes word processing and data processing.	AV						If paper records are imaged, paper may be destroyed after 6 months.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
215 UTRGV	5.1.010	Licenses and Permits for Non-Vehicles	Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC	2			AC= Expiration date of license or permit.		X= Vital.	
216 UTRGV	5.1.011	Photocopies and Telefax Use Logs & Reports	Includes trouble/repair calls for copiers.	AV						If paper records are imaged, paper may be destroyed after 6 months.	
217 UTRGV	5.1.012	Charge Schedules/Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3					If paper records are imaged, paper may be destroyed after 18 months.	
218a UTRGV	5.1.013	Insurance Policies	For Vehicles, equipment, etc. **a)** Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC= Expiration or termination of the policy according to its terms.		X= Vital if paper records are imaged, paper may be destroyed after 18 months.	Government Code, 441.1855
218b UTRGV	5.1.013	Insurance Policies	For Vehicles, equipment, etc. b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC= Expiration or termination of the policy according to its terms.		X= Vital if paper records are imaged, paper may be destroyed after 18 months.	Government Code, 441.1855
219 UTRGV	5.1.014	Office Procedures	Any internally distributed manuals, guidelines, or similar document that establishes standard office procedures for an agency. Example, agency style manuals, telephone protocols, mailroom procedures, print shop and photocopy ordering instructions.	US	1					If paper records are imaged, paper may be destroyed after 12 months.	
220 UTRGV	5.1.015	Correspondence Tracking Records	Any record created by an agency to track any type of incoming and outgoing correspondence or package by U.S. Postal Service or by private couriers.		1					If paper records are imaged, paper may be destroyed after 12 months.	
221 UTRGV	5.1.017	Contract Log	List of agency contracts, leases, and agreements including general obligation, land lease, utilities and construction contracts.	FE	3						
222 UTRGV		Access Request/Authorization Records	Authorizations and specification of the access and privileges assigned to employee and contract users of university information systems.	AC	3			AC= Separation of employee, contractor, or other affiliate.		Records are attached to and retained with exit processing records.	
223 UTRGV		Exam Log - Optical Scanner Data	Acknowledgement of release of Exam report.	FE	1					Kept Electronically.	
224 UTRGV		IT Exit Clearance	Completed and processed forms plus attachments documenting the removal of access to University Information Resources.	AC	3			AC= Date of separation of employee, contractor or other type of affiliate.		If paper records are imaged, paper may be destroyed immediately.	
Section 5.2			**Support Services Records - Facility Management**								
225 UTRGV	5.2.001	Appraisals - Building or Property		AV					O	X= Vital.	
226 UTRGV	5.2.002	Building Construction Project Files	Planning design and construction records: accepted/rejected bids, correspondence, etc.	AC	10			AC= Completion of Project	O	X= Vital, SEE ALSO Item Numbers 5.2.003 and 5.2.028.	
227 UTRGV	5.2.003a	Building Plans and Specifications - State Owned	Includes architectural and engineering drawings, profiles, blueprints.	LA					O	X= Vital. ARCHIVES NOTE: Archival review designation is for state-owned buildings only. SEE ALSO item numbers 5.2.002 and 5.2.028.	
228 UTRGV	5.2.003b	Building Plans and Specifications - Leased Buildings	Includes architectural and engineering drawings, profiles, blueprints.	AC	2			AC= For Leased Buildings: Terminating or cancellation of lease.		X= Vital. NOTE: Archival Review designation is for state owned buildings only. SEE ALSO item numbers 5.2.002 and 5.2.028.	
229 UTRGV	5.2.004	Building Space Requests			1						
230 UTRGV	5.2.005	Calibration Records (Equipment or Instrument)			10					If paper records are imaged, TSLAC recommends keeping record for same retention period.	
231 UTRGV	5.2.006	Certificates of Property Destruction		FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
232 UTRGV	5.2	Damage Reports	Reports of damage to state property.	FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
233 UTRGV	5.2.008	Equipment History File	Includes requests for installation, moves, services, etc. and service/repair log books, etc.	LA	3					For service agreements or contracts related to equipment repairs and services, retain in accordance with Item Number 5.1.001.	
234 UTRGV	5.2	Equipment Inventory Detail Report Forms	Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
235 UTRGV	5.2.010	Equipment Manuals		LA						If paper records are imaged, TSLAC recommends keeping record for same retention period.	
236 UTRGV	5.2.011	Equipment Warranties		AC	1			AC= Expiration of warranty.		If paper records are imaged, paper may be destroyed after 18 months.	
237 UTRGV	5.2.012	Estimate Files	Supply and Repair Estimates.		1					If paper records are imaged, paper may be destroyed after 12 months.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746			2. Agency Name: University of Texas Rio Grande Valley								
3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
238 UTRGV	5.2	Inventory- Annual Physical	Property, equipment, supply verification.	FE	3					Each department maintains a copy of its inventory while Assets Management maintains an official copy of the entries inventory of the University. If paper records are imaged, paper may be destroyed after 18 months.	
239 UTRGV	5.2	Inventory, Notices of Equipment Removed from University		FE	3						
240 UTRGV	5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				AC = Transfer of information into annual listing.			
241 UTRGV	5.2	Lost and Stolen Property Reports	Lost item property card, Found item property cards, and Surplus/Return to owner.	FE	3						
242 UTRGV	5.2.018	Quality Control Reports			2					If paper records are imaged, paper may be destroyed after 18 months.	
243 UTRGV	5.2.019	Services Orders	Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service labor, parts and remarks.		1					If paper records are imaged, paper may be destroyed after 12 months.	
244 UTRGV	5.2	Supply Usage Records	Office, maintenance, other supplies tracked by departments.	FE	1					If paper records are imaged, paper may be destroyed after 12 months.	
245 UTRGV	5.2	Surplus Property Sale Reports		FE	3						
246 UTRGV	5.2.022	Utility Usage Reports		AV						Does not include maintenance records related to hazardous materials.	
247 UTRGV	5.2	Year-to-Date Activity (Inventory Listing)	Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE	3						
248 UTRGV	5.2.024	Material Specifications		AC	2			AC= Materials no longer in the agency.		If paper records are imaged, paper may be destroyed after 18 months.	
249 UTRGV	5.2	Equipment Descriptions and Specifications		AC	2			AC= Date equipment no longer utilized.		If paper records are imaged, paper may be destroyed after 18 months.	
250 UTRGV	5.2.026	Facilities Reservations Logs	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.		2					If paper records are imaged, paper may be destroyed after 18 months.	
251 UTRGV	5.2.027	Space Utilization Reports		AV						If paper records are imaged, paper may be destroyed after 18 months.	
252 UTRGV	5.2.028	Building Construction Contract and Inspection Records	Building construction contracts, Job Order Contracting (JOC), Inspections, surety bonds and records.	LA	10				O	X= Vital, SEE ALSO Item Numbers 5.2.002 and 5.2.028.	
253 UTRGV		Building Construction Submittals	In response to RFI - Request for Information, RFB - Request for Bids, RFQ- Request for Qualifications, RFP - Requests for Proposals.	LA					I	X= Vital - Retain one set of selected vendor for Life of Asset.	
254 UTRGV		Building Design Development Manuals & Construction Drawings		AC	10			AC= After Completion		Design-Build development and construction. Intermediate and superseded materials. Does not include "as built" drawings.	
255 UTRGV		Building Contraction Submittals	Plumbing, HVAC, Fire Alarm, Sprinkler system, Electrical, IT, Paint to include all other construction project submittals and Close -Out Manuals.	LA					O	Purge and properly update records when building is renovated.	
256 UTRGV		Material Construction Specification Manual		LA					O	X= Vital.	
257 UTRGV		Work Orders	TMA (The Maintenance Authority) includes preventive maintenance on vehicles and buildings - routine repairs, service calls and all corresponding attachments. Schedules of prices charged by an agency for services to public or other agencies, including any documentation used to determine the charges.	US	3						
Section 5.3			**Support Services Records - Purchasing**								
258 UTRGV	5.3	Freight Bills Paid		FE	3						
259 UTRGV	5.3.003	Freight Claims		AC	2			AC= Resolution of claim.			
260 UTRGV	5.3.004	Order - Acknowledgements		AV						If paper records are imaged, paper may be destroyed after 18 months.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
261 UTRGV	5.3	Packing Slips		AV						If paper records are imaged, paper may be destroyed after 18 months.	
262a UTRGV	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids and bid tabulation/evaluations. a) Associated with a contract executed, renewed, or amended on our after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			SB20 (84th Leg.)
262b UTRGV	5.3.007	Bid Documentation	b) Executed, renewed, or amended on or before August 31, 2015.	FE	3						SB20 (84th Leg.)
262c UTRGV	5.3.007	Bid Documentation	c) Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc..)	AC	2			AC= Date of notification of denial or date of withdrawal, as applicable.			
263 UTRGV	5.3.008	Purchasing Logs	Logs, register, etc. providing a records of purchase orders issued, orders received, and similar data on procurement status.	FE	3					If paper records are imaged, paper may be destroyed after 18 months.	
264 UTRGV	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods and services by direct purchase or bid. Includes Requests for Qualifications.	AC				AC= Decision not to proceed with the procurement.		**CAUTION**: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with Item Number 5.3.007.	
Section 5.4			**Support Services Records - Risk Management**								
265 UTRGV	5.4.001	Accident Reports & Associated Documentation	Accident or occupational disease reports (by supervisor, employees) and other associated reports required to be submitted to the Division of Workers Compensation of the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE	5					X= Vital, Insurance retains copies of the reports submitted to it for 50 years. If paper records are imaged, paper may be destroyed after 18 months .	29 CFR 1904.33
266 UTRGV	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							
267 UTRGV	5.4.003	Inspection Records	Fire, safety, and other inspection records of agency facilities and equipment.	AC	3			AC= Inspection or date of the correction of the deficiency if the inspection report reveals a deficiency.		**CAUTION:** Does not include inspection reports of building construction. SEE item number 5.2.028. (If paper records are imaged, paper may be destroyed after 18 months).	
268 UTRGV	5.4	Fire Orders	Orders issued by Fire Marshall to correct deficiencies in compliance with the fire code.	AC	3			AC= Deficiency corrected.		If paper records are imaged, paper may be destroyed after 18 months.	
269 UTRGV	5.4.007	Hazardous Materials Training Records	Records of training given employees in an agency hazard communications program.		5					If paper records are imaged, paper may be destroyed after 18 months.	Health and Safety Code, Section 502.009 (g)
270 UTRGV	5.4.008	Hazard Communication Plans		US	5					X= Vital	Health and Safety Code, Section 502.009 (g)
271 UTRGV	5.4.009	Workplace Chemical Lists			30					If paper records are imaged, TSLAC recommends keeping paper record for same retention period.	Health and Safety Code, Section 502.005 (d)
272 UTRGV	5.4.010	Material Safety Data Sheets		AC				AC= After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		If paper records are imaged, paper may be destroyed after 18 months.	29 CFR 1910.1020(d)(1)(ii)(B).
273 UTRGV	5.4.011	Visitor Control Registers	Logs. Registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3					If paper records are imaged, paper may be destroyed after 18 months.	
274 UTRGV	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC	2			AC= Until superseded, date of expiration, or date of termination, whichever is sooner.		X= Vital.	
275 UTRGV	5.4.013	Disaster Preparedness and Recovery Plans		US						X=Vital.	
276 UTRGV		Safety Records	Records of employee exposure to asbestos, termite, anthophyllite, actinolite, and other hazardous materials.		30					If paper records imaged, TSLAC recommends keeping paper records same as retention period.	29 CFR 1910.1020(d)(1)(ii)
277 UTRGV		Waste Disposal Records		PM						If paper records are imaged, TSLAC recommends keeping paper record for same retention period.	40 CFR 264.73(b)
278 UTRGV		Petroleum Storage Tank Records		LA						LA= Life of Asset , If paper records are imaged, TSLAC recommends keeping paper record for same retention period.	
279 UTRGV		Environmental Release (Air) Records		FE	5					If paper records are imaged, paper may be destroyed after 18 months.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746			2. Agency Name: University of Texas Rio Grande Valley									
3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
280 UTRGV		Environmental Release (Water) Records		FE	5					If paper records are imaged, paper may be destroyed after 18 months.	
281 UTRGV		Institutional Compliance High Risk Area Binders (A&B)	Data collected for quarterly compliance reports for high risk areas (risk analysis and definition, training plan and activity, monitoring/reporting plan and activity, action plan if any, achievements if any).		2				I		
282 UTRGV	16.1.020	Laboratory Inspection Records - Calibration Records	This series documents in-house inspections of laboratory equipment on a quarterly basis. This series comprises calibration records.		3						25 TAC 289.202 (nn) (1) for Radiation Control Records 42 CFR 493.1105 for Laboratory Records.
283 UTRGV	16.1.009	HIPAA (Health Insurance Portability and Accountability Act) Related Documentation.	This records series documents disclosure of Protected Health Information (PHI) in accordance with the Health Information Portability and Accountability Act compliance regulations.	FE	6					Documentation of the release of medical information as required by HIPAA. If paper records are imaged, paper may be destroyed after 18 months.	
284 UTRGV		Physical Plant Maintenance Records - Outside Contractor	This series directs and coordinates the operations and actives of the Physical Plant maintenance, including but not limited to: facilities engineering administration, layout, design, and construction: equipment maintenance; utilities operations and maintenance; building and grounds maintenance; facilities protection and security; departmental safety and environmental compliance.		7					Does not include maintenance records related to hazardous materials.	
285 UTRGV		Physical Plant Maintenance Records - In-House Contractor	This series directs and coordinates the operations and actives of the Physical Plant maintenance, including but not limited to: facilities engineering administration, layout, design, and construction: equipment maintenance; utilities operations and maintenance; building and grounds maintenance; facilities protection and security; departmental safety and environmental compliance.		7					Does not include maintenance records related to hazardous materials.	
Section 5.5			**Support Services Records - Telecommunications**								
286 UTRGV	5.5	Billing Detail - Telecommunications (Other than TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					SEE: Item Number 5.5.006 for TEX-AN billing detail.	
287 UTRGV	5.5.002	Long Distance Telephone Logs	Long distance logs created by agencies for internal documentation purpose. Includes any similar logs created - long distance fax or electronic transmissions.	AV						If paper records are imaged, paper may be destroyed after 18 months.	
288 UTRGV	5.5	Station Activity Reports	Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV						If paper records are imaged, paper may be destroyed after 18 months.	
289 UTRGV	5.5	System Activity Reports	Internal listing of incoming/outgoing agency telephones.	AV						If paper records are imaged, paper may be destroyed after 18 months.	
290 UTRGV	5.5	Billing Detail - Telecommunications (TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					CAUTION: Does not include long distance telephone billing detail. SEE Item Numbers 5.5.001, 5.5.006, and 5.5.007. The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone services without call detail records . For these bill summaries . SEE: Item Number 4.7.011.	
291 UTRGV	5.5.007	Disputed Call Documentations	Documentation relating to disputed long distance calls, including documents evidencing repayment by employees personal long distance use.	FE	3						
292 UTRGV	16.3.049	Surveillance Videos	Video surveillance for, but not limited to, security of property and persons.	AV						CAUTION: If the surveillance video is needed as part of an investigation it should be retained with the investigation case file. The disposal or overwriting of surveillance videos need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010).	
Section 5.6			**Support Services Records - Vehicles**								
293 UTRGV	5.6.003	Inspection Repair and Maintenance Records - Vehicles		LA	1					Does not include maintenance records related to hazardous materials.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
294 UTRGV	5.6.004	License and Driving Record Check		AC				AC= Until superseded or until termination of employment.			
295 UTRGV	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3						
296 UTRGV	5.6.007	Vehicle Titles & Registrations		LA	1					X= Vital - Life of the asset. Titles are maintained for the life of the asset. Registrations are kept until superseded.	
297 UTRGV	5.6.009	Parking Permits or Assignments		US							
298 UTRGV		Temporary Handicap Parking Permits		FE						Office of Records - Student Health.	
Section 5.7			**Support Services Records - Police Reports**								
299 UTRGV	16.3.039	Agreements - Parking Violations	Forms used by Parking and Transportation Services to make payment on citations issued when a Student/Staff/Faculty can't pay the full amount at once.	AC	3			AC= After citation is paid in full.			
300 UTRGV		Parking Citations Appeals		FE	3						
301 UTRGV		Monthly Count of Temporary Permits	Used for monthly report of temporary parking permits.	FE	1						
302 UTRGV		Lost Parking Permit or Key Reports	Used to declare lost parking permits or lost keys.	FE	3						
303 UTRGV		Request to Appeal Traffic Citation	Used to appeal traffic citations.	FE	3						
304 UTRGV		Refund Form	Used for parking permit refunds for Faculty/Staff and Students.	FE	3						
305 UTRGV		Citation Dismissal Form	Used by Students/Staff/Faculty and Visitors to have the first citation issued dismissed.	AC	5			AC= Date of Submission.			
306 UTRGV	16.3.027	Incident Reports - Police	Reports concerning suspicious incidents or complaints that, after investigation, did not appear to have involved the commission of a crime. Records may include: incident reports containing names, dates, case numbers, dollar values, locations, descriptions of incident, and personnel taking report; identification cards created when reports of suspicious behavior are made to the office; warnings records; notes; and related documentation. Information may be exempt from public disclosure.		3						20 U.S.C. 1092 (f)
307 UTRGV		Police Case Reports	Original offense report along with supplemental investigation reports relative to that offense (includes suspects and arrests).		75						
308 UTRGV		Personnel Background Information for Police - Hired	This records series documents all routine information gathered during the employment process for prospective police officers. May include but is not limited to: personal history statements, conditional offer of employment, departmental inspection forms, oath of office, evidence organized background investigation forms, summary of background investigation.	AC	5			AC = After termination of employment.			
309 UTRGV		Personnel Background Information for Police - Not Hired	This records series documents all routine information gathered during the employment process for prospective police officers. May include but is not limited to: personal history statements, conditional offer of employment, departmental inspection forms, oath of office, evidence organized background investigation forms, summary of background investigation.		2						
310 UTRGV		Police Disaster Recovery Plan		US						Paper or Electronic.	
311 UTRGV		Police -Offense Investigation Records Case - Not Cleared	Documents offenses that occur on the university campus that violate state law and regulations. This records series may contain but is not limited to case number, type of report, date, time, complainant or victim, address and details of report.	AC				AC= Statute of limitations has run out.		Reference: Local schedule PS - Retention Schedule for Records of Public Safety Agencies. PS4125-05a.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
312 UTRGV	16.3.035	Police - Offense Records - Class A and B Misdemeanors and State Jail Felonies	Cases cleared by the conviction or acquittal of the person arrested or cited, by the dismissal of charges against the person, or by the entry on the record of a court by a prosecuting attorney of a nolle prosequi. Includes offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations; affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance.		2					Reference: See PS 4125-05b(2) Local schedule PS - Retention Schedule for Records of Public Safety Agencies. CAUTION: Records of cases not cleared must be retained until the statute of limitations has expired. NOTE: Records may be destroyed upon the death of the individual, if known. b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable.	
313 UTRGV	16.3.036	Offense Records - Class C Misdemeanors	Arrest reports and citations for Class C misdemeanors and unclassified violations of state law or local ordinance punishable by fine only, such as Minor in Possession (MIP), Minor in Consumption, and possession of drug paraphernalia.			6				Reference: See PS 4125-05b(1) Local schedule PS - Retention Schedule for Records of Public Safety Agencies. b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable.	
314 UTRGV	16.3.037	Police- Offense Investigation Records - First Degree and Capital Felonies	Documents offenses that occur on the university campus that violate state law and regulations. This records series may contain but is not limited to case number, type of report, date, time, complainant or victim, address and details of report. Includes offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations; affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance.	AC	50			AC= Cases Cleared.		Reference: Local schedule PS - Retention Schedule for Records of Public Safety Agencies. PS4125-05b(4). **CAUTION**: Records of cases not cleared must be retained until the statute of limitations has expired. b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable.	
315 UTRGV	16.3.038	Police - Offense Investigation Records - Second and Third Degree Felonies	Documents offenses that occur on the university campus that violate state law and regulations. This records series may contain but is not limited to case number, type of report, date, time, complainant or victim, address and details of report. Includes offense and supplemental offense reports; investigation reports and notes; witness statements; latent fingerprints; results of chemical analysis and polygraph tests; crime scene, mug shot, and other photographs; laboratory reports; citations; affidavits; criminal process; victim impact statements; and other records relating and customary to the investigation of criminal offenses or other violations of state law or local ordinance, plus DWIs.	AC	10			AC= Cases Cleared.		Reference: Local schedule PS - Retention Schedule for Records of Public Safety Agencies. PS4125-05b(3). **CAUTION:** Records of cases not cleared must be retained until the statute of limitations has expired. b) Copies of documents in offense investigation records, the originals of which are maintained by, filed with, or returned to a court or another state or local law enforcement agency, need be retained only as long as administratively valuable.	
316 UTRGV		Uniform Crime Reports (UCR) System Police Reports - Annual	Official data on crime in the United States, published by the Federal Bureau of Investigation (FBI), Uniform Crime Reports (UCR) is a nationwide, cooperative statistical effort of nearly 18,000 city, university, college, country, state, tribal, and federal law enforcement agencies voluntarily reporting data on crime brought to their attention.	PM							
317 UTRGV		Cadet Entrance Exams	The entrance exam for police officers measures the basic skills necessary to perform successfully as a police officer. The test covers four areas: math skills, reading comprehension skills, language skills, and writing skills.	FE	3						
318 UTRGV	16.3.039	Juvenile Case Reports	Locally maintained juvenile information database containing the information required by family code, § 58.304.	AC	5					PS4225-16.	
319 UTRGV		Motorist Assist Forms	This form provides information to the university police department to determine what kind of assistance campus students are in need of, battery jump, inflate tires, even a ride to gas station, all services are provided free of charge.	FE							
320 UTRGV		EMS Refusal Service	Refusal of Emergency Medical Services - Student or Staff/Faculty sign this when they refuse EMS.		2					Treatment refused PS4450-02b.	
321 UTRGV		Uniform & Equipment Request Form	Used to issue out equipment such as belts, holster, handcuff case, flashlight, jackets, raincoats and badges to police officers and public safety officers.	AC	3			AC= Termination of employment.			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
322 UTRGV	16.3	Traffic Citation Form	This series documents the regulation of on-campus parking. This series may include but is not limited to: citations; appeal petitions; and related documentation and correspondence.	AC	3			AC = Resolution of Citation.		These forms are numbered and issued and signed numerically. These forms are in triplicates, the White copy goes to the Edinburg Municipal Court, Yellow copy goes to the violator and the Pink copy is PD's copy.	
323 UTRGV		Request for Service Form	Used to request services for security personnel at events and/or locking /unlocking entry to buildings and/or classrooms.	AC	1			AC= After Completed.			
324 UTRGV		Request for Gate Access Form	Used by Parking and Transportation Services to request access to the gate located in front of the COAS Building.	AC	2			AC= After Completed.			
325 UTRGV		Information Release From	Used to release case information to the victim and/or insured.	AC	5			AC= Once case is closed, terminated, completed, settled.			
326 UTRGV		Pre-Employment Polygraph Authorization Questionnaire	An 18 page pre-test questionnaire and a authorization form are used to request an examination of the polygraph when a prospective applicant is being considered for a position with the Police Department. This is the 6th part of the pre-employment conditional offer.		2						
327 UTRGV		Policy on the Use of Firearms	This series is to insure commissioned system police officers are sufficiently trained and provides guidance to ensure that proper safety protocols are followed in the care and use of firearms.	US	1						
328 UTRGV		Inspect of Data (DP#17)	A form used to inspect and account for # of UT residence halls/apartments under university police jurisdiction in comparison to number of police personnel.		3						
329 UTRGV		Field Training/Cadet Program	This records series is used to rate/evaluate probationary Public Safety Officer (PSO) and probationary officer on knowledge, appearance, attitude and driving performance, by his Field Training Officer (FTO).		5						
Section 5.8			**Support Services Records - Medical/Patient Records**								
***330 UTRGV**		Immunization (Bacterial Meningitis) Records	Personal Data Information Forms.	AC	10			AC = Date Submitted		If paper records are imaged, paper may be destroyed after 18 months.	
331 UTRGV	18.2.024	Student Athletes Medical Records	This series documents the medical history of each athlete before and during his/her attendance at the institution. This series may include but is not limited to: annual health appraisals; authorization to release information forms; treatment consent forms; assumption of risk forms; accident reports; X-rays and X-ray reports; prescription records; off campus treatment source records; insurance questionnaires; psychological counseling records; and related documentation and correspondence.	AC	7			AC= Last date on which service was given or until the patient's 21st birthday, whichever is later.			22TAC 165.1(b)
332 UTRGV		Deceased Student Files	This records series refers to all information of a specific student enroll at the University at the time of his/her death.	AC	7			AC = Day of Notification of Death.		If paper records are imaged, paper records may be destroyed after 18 months.	
333 UTRGV		Human Subjects Research	Individual research study protocols and corresponding documents for human subject's research submitted to and approved by the Institutional Review Board at UTRGV. Each file contains an IRB application submitted for IRB approval, supporting research documents, (recruitment materials, consent forms, trainings, and data collection materials), requests for initial approval, all correspondence pertaining to the research project, and all approvals. (Initial approval, modification approval, and continuation approval). Federal regulations requires each institution to maintain research records for a minimum of 3 years.	AC	3			AC = Date study closed, expired, or terminated.		"(b)" The records required by this policy shall be retained for a least 3 years, and records relating to research which is conducted shall be retained for at least 3 years after completion of the research.	45 CFR 46
334 UTRGV	16.1.034	Psychological and Psychiatric Case Records	This series documents all clients who are provided psychological and psychiatric services by the institution's counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. The psychiatric consultant provides psychiatric care to some student clients. Records may include: extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each client; referral letters; release of information agreements; letters to agencies or other concerning the clients; and related documentation.	AC	7			AC = Last contact with client.		CAUTION: For patients less than 18 years of age when last treated, the records must be retained until the patient reaches age 21 or for seven years from the date of last treatment, whichever is longer. For Counseling Case Records.	Health and Safety Section 241.103 22 TAC 165.1(b) for Patient Records Licensed Psychologists 22 TAC Part 21 - TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS Sec. 465.22(d):

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
335 UTRGV	16.1.038	Source Data - Medical	This series includes health information stored in any original media. Examples of Source Data include, but not limited to , paper diagnostic tests or tools, x-rays, videotapes, ultrasounds, fetal monitor strips, photographs, (either conventional photos, or digital images), EKG strips, and ancillary or supporting system (e.g. Pharmacy information systems and radiation oncology information systems) The medical record must contain a written interpretation of all Source Data. Sources Data is distinct from the written interpretations of significant clinical information that has been forwarded to the medical record.	AC	7			AC= Last date of treatment. If patient was younger than 18 at date of last treatment, records must be maintained until patient is 21 or for seven years after last date of treatment, whichever is longer.		CAUTION: Some source data, such as fetal monitoring strips or mammography images, may need to be kept longer. Please verify retention requirements for these special kinds of source data.	22 TAC 165.1(b), 42 CFR 482.26(d) (2)
336 UTRGV	16.1.041	Surgical Instrument Sterilization Records	This series documents the sterilization of surgical instruments used by the health institution. This series may include but is not limited to: autoclave recording charts and log sheets indicating data; load number; items sterilized; and temperature/time settings.		3						
337 UTRGV	16.1.031	Pharmacy - Drug Administration Records	Inventory and other records of the purchase, acquisition, disposal, or dispensation of drugs as required by federal law and regulation, state law, and the rules of the Texas State Board of Pharmacy.	AC	2			AC= The later of the date that the record was required to be created, the records was actually created, or the prescription was later filled.		**CAUTION:** Refer to UTRGV 353 for prescription records. By federal regulation, inventories and records of all controlled substances must be maintained separately from all other records of the pharmacy.	21 CFR 1304.04(a) Health and Safety Code, Section 481.067 (c),; 37 TAC 13.207
338 UTRGV	16.1.032	Pharmacy - Prescription File	Paper prescription slips or electronic prescription records for controlled substances maintained in accordance with federal law and regulations, state law, and the rules of the Texas State Board of Pharmacy.	AC	2			AC= The later of the date that the record was required to be created, the record was actually created, or the prescription was last filled.		**CAUTION:** Some source data, such as fetal monitoring strips or mammography images, may need to be kept longer. Please verify retention requirements for these special kinds of source data. CAUTION: Refer to UTRGV 352 for inventory and other drug administration records.	21 CFR 1304.04, Health and Safety Code, Section 481.075(i) (2), Health and Safety Code, Section 483.023, 37 TAC 13.207.
339 UTRGV	16.1.024	Medical Logs	This series is used to log in patients who visit the health institution (both in-patients and out-patients) . It may also be used to create annual census reports and 3-year census comparisons. Log information may include but is not limited to: the date and time that the patient came in ; appointment; admission; transport; dispatch; the physician assigned; diagnosis; discharged; patient photo; patient service; length of stay; equipment freezer; master schedule sheets; expired drug disposal; and remarks.		3						
340 UTRGV	16.1.026	Medical Records - Student Health Clinic	This series documents the medical services history provided for students treated by the student health center. This series may include but is not limited to: appointment request slips, summary sheets; bacteriology test results; diagnosis sheets; health history/screening sheets; initial evaluation/assessment sheets; referral sheets; health center billing statements; personal health history sheets; dental examination sheets and X-rays; laboratory test results; physical therapy notes. S-ray release forms; X-ray requisitions with narrative or radiologist; notes; memoranda; and related correspondence.	AC	7			AC= Date of last service. Or, retain until patient reaches age 21 whichever is longer.		CAUTION: For psychological and psychiatric case records, refer to 16.1.034. For counseling case records, see URRS 16.1.008. For medical source data, see URRS 16.1.038.	22 TAC 165.1 (b)
341 UTRGV	16.1.021	Licensure Records for Health Personnel and Facilities	This series documents the professional and regulatory issuance of credentials to individuals and facilities providing services within the health institution. This series may include but is not limited to: license applications; College of American Pathologist comparative test results for laboratory licensing; Pharmacy Board Retail Drug Outlet/Controlled Substance Registration (license) and inspection reports; individual employee professional licenses; and related correspondence.	US						CAUTION: Institutions should ensure that they are keeping licenses for as long as required by the organization issuing the license.	
342 UTRGV	16.1.006	Communicable Disease Records	This records series fulfills the public health requirement of reporting the discovery of communicable disease. This series may include but is not limited to: laboratory test results; name and address of patient; date; and person making referral. Information is transferred to the county health department, but the log is maintained by the laboratory.		3						
343 UTRGV	16.1.001	Abuse and Neglect Records	This records series documents abuse and/or neglect findings observed during patient care. The findings may be evidence of child, domestic, elder, or other kinds of abuse. This series may include but is not limited to: incident/variance reports submitted to the proper authorities and related correspondence.	AC	10			AC= Report date.		Note: If the patient is a minor, the record retention period is extended until ten years after the minor reaches the age of majority.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
344 UTRGV	16.1.002	Adverse Drug Event Records	Records related to adverse drug events or medical occurrences in patients and others served by the institution, excluding events taking place in the course of a research study.		5						
345 UTRGV	16.1.015	Forensic Autopsy Supporting Documents	This records series consists of copies of hospital, nursing home, ambulance, or police homicide records used as reference materials for medical examiner investigations, for use in court cases or wrongful death, or a medical/legal case. These records, or portions of them are used as factual foundation in concert with autopsy findings in the formation of cause-of-death opinions. This series may contain but is not limited to: cause of death worksheet, interview notes, and a duplicate of the Death Certificate, the original certificate is filed with the Bureau of Vital Statistics.	AC	25			AC= Date of death.		NOTE: Death Certificates are confidential under Texas Law for 25 years for the date of the event. If the death was less than 25 years ago, the certified copies can only be obtained by qualified applicants. A qualified applicant is defined as the registrant or immediate family member either by blood or marriage, his or her guardian, or his or her legal representative.	25 TAC §181.11 Request for Personal Data
346 UTRGV	16.1.004	Blood Bank and Transfusion Records	Documentation of all significant steps in the collection, processing, compatibility testing, storage and distribution of each unit of blood and blood components.	AC				AC= 10 years after the records of processing have been completed or 6 months after the latest expiration date for the individual product, whichever later.		**CAUTION:** When there is no expiration date, records must be retained PERMANENTLY. Standards for blood banks and transfusion services AABB, Standards for blood bank and transfusion services.	28th Edition; BB/TS Standards 6.2a21 CFR 606.160
347 UTRGV	16.1.005	Brachytherapy Patient Monitoring	This records series contains records of radiation area surveys performed on patients treated with radioactive materials in order to document compliance with state and federal regulations.	PM							25 Texas Administrative Code §289
348 UTRGV	16.1.009	Disclosure of Protected Health Information	This records series documents disclosure of Protected Health Information (PHI) in accordance with the Health Insurance Portability and Accountability Act compliance regulations.	FE	6						
349 UTRGV	16.1.010	Donor Records - Medical	Records that document the final disposition of the donated/willed body to the program and to transfer the donated body and /or specimen to a facility, may include but is not limited to: completed bequeathal forms and cadaver information for people who have donated their bodies to the institution, death certificated. State Anatomical Board Form B, that is attached to all death certificates, copies of SAB Form B, signed receipt from the providing institution or facility tracking from and Morgue Control Sheet that identifies the acceptance of the body, date, and time of receipt, and all transfer and return shipment documentation of body and/or specimen requests and transfers for delivery to another facility, department, etc. documentation relating to the final disposition of the body, and any relating correspondence.	PM							
350 UTRGV	16.1.011	Medical Assistance Applications	This records series contains applications submitted on behalf of a patient to a drug company's or medical institution's assistance program. The series may include, but not limited to: program application forms, validation letters and forms for reapplying, and any paperwork that may be included with the medications when they are sent to the department and subsequently dispensed to the patient.	AC	1			AC= Until superseded or discontinued.			
351 UTRGV	16.1.012	Drug Recall Notices	Food and Drug Administration (FDA) and manufacturer recalls on drugs. This records series may include but not limited to: reportable occurrences of drug use, recalls through the manufacturer and responses by departments.	AC				AC= 5 years after the records of manufacture have been completed or six months after the latest expiration date for the individual product, whichever later.			21 CFR 600.12, 21 CFR 7.49
352 UTRGV	16.1.013	Final Laboratory Test Reports - Pathology	This records series consists of the legally reproduced copies of each test result and preliminary reports on pathology testing. Documentation includes all the information recorded on the test requisition plus the specimen's accession number, the date and time the lab received the specimen, the condition which do not meet the lab's acceptance standards, the records and dates of performance of each step in the patient testing leading to and including the final report. This series is specific to pathology, histology, and cytology records.		10						42 CFR 493.1101
353 UTRGV	16.1.016	Health Assessment	This records series documents provision of health-related services, for example: cholesterol screening, blood pressure testing, etc. This series may include but is not limited to: tests; goals and objectives; diagnostic reports; questionnaires; permission to forward the information to the patient's primary care physician and related data.		2						

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
354 UTRGV	16.1.018	Immunization Record and Consent Forms	Signed consent forms and records noting the type of immunization performed which are not included in the patient's medical records.	AC				AC= 21st birthday or 10 years following end of calendar year in which the consent form was signed, whichever is later.		CAUTION: For immunization reports required by the Texas Education Code and the Texas Health and Safety Code, please follow RRS 1.1.067.	
355 UTRGV	16.1.019	Indefinite Deferral List	This records series consists of lists of potential donors who have been deferred indefinitely due to abnormal test results.	PM						Standards for Blood Banks and Transfusion Services.	Reference standard 6.2a.
356 UTRGV	16.1.022	Medicaid Provider Records	All records necessary to fully disclose the services provided, including financial records relating to program services.	AC	5			AC= Date of services or until all audit questions, appeal hearings, investigations, or court cases are resolved.			By regulation - 1 TAC 354.1004 and Texas Medicaid Provider Procedures Manual,
357 UTRGV	16.1.023	Medical Device Recall Notices and Responses	Food and Drug Administration (FDA), Safety Medical Device Act (SMDA) and manufacturer recalls on all medical, food and drug devices. This records series may include but not limited to: reportable occurrences on devices, recalls through the institutional departments.	AC				AC= 15 years or the expected life of device, whichever is longer.			21 CFR 806.20(c)21 CFR 821.60.
358 UTRGV	16.1.027	Medical Rotation Records/Non-Affiliated Medical Students, Residents and Fellows	This records series documents medical students, residency physicians, or fellows not affiliated with this university, but are accepted to practice medicine under the supervision of a licensed physician at this hospital as part of elective not offered at their hospital. Records may include but are not limited to: CV, criminal background check, drug test, permit to practice medicine, evaluations, and related correspondence.	AC	5			AC= Completion of training or date of last attendance.		NOTE: Records for affiliated residents/fellows are kept with residency records.	
359 UTRGV	16.1.028	Medical Treatment Plans/Teaching Files	Medical and dental treatment plans used primarily for teaching purposes. Records may include but are not limited to: copies of patient work-up forms. Diagnosis, treatment and management plan for each patient that is seen over a 2 week period. Patient demographics, medication list, patient needs risk assessment, and insurance information may also be included.	AC	5			AC= After term in which the course is taught.			
360 UTRGV	16.1.030	Patient Valuable Inventory	This records series documents the inventory of patients' valuables.	CE	10					**CAUTION:** If the inventory is kept as a log then the retention period begins when the log is full.	Texas Property Code 74.103
361 UTRGV	16.1.037	Residents/Fellows Training Records	Provides a comprehensive records of accepted physician in training. Used to verify completion of residency education requirements. May include summative evaluations, letters of recommendation, contact renewals for training and employment, Certification of Residency, Completion of Resident Program, related correspondence, etc.	AC	50			AC= Completion of training.		Note: This series is not for regular Continuing Medical Education or employee training records, but is instead specific to the training requirements for medical residents and fellows.	
362 UTRGV	16.1.033	Poison Center Case Sheets	This records series consists of a records of calls made to the Poison Control Center documenting individual poisoning or suspected poisoning incidents. Information may include date/time called, location of call, case number, name of individual, ingestion, treatment and medical outcome.		21						
363 UTRGV	16.1.035	Quality Assurance Records/Health Services	This records series documents the setting of measurable standards and procedures for health systems and professional quality by professionals on staff. This series may include but is not limits to: documentation of equipment monitoring, checks of quality control items. and any necessary corrections; reports by the staff; quality assurance committee notices; Morbidity & Mortality (M&M) conferences for residents, staff reviews and related correspondence.	FE	3						
364 UTRGV	16.1.036	Resident Physician Formative Evaluation	Created during the periods of training. Evaluations are completed by attending physicians, peer physicians, supervision physicians, residents, or medical students. Includes raw data and questionnaires used to provide an evaluation record for resident physicians, evaluative comments regarding clinical knowledge, skills, interpersonal relationships, and personal/professional characteristics.	AC				AC= After resident has graduated or until any dispute involving the resident has been resolved, whichever occurs later.			
365 UTRGV	16.1.007	Continuing Medical Education (CME) Class Records	This records series documents the administration or and participation in Continuing Medical Education (CME), Continuing Dental Education (CDE), and Continuing Nursing Education (CNE) training courses or programs and may include but not limited to: course agendas, descriptions, and syllabi; course outlines and materials; enrollment and attendance records, training requests and authorizations, certificates of completing; and related documentation and correspondence.		6					The Accreditation Council for Continuing Medical Education (ACCME) requires records be kept on file for a minimum of 6 years.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
366 UTRGV	16.1.025	Medical Records	This records series consists of original patient care documents for every patient seeking care or service from university's health institution(s). The Medical Records is designed to contain written interpretations of all significant clinical information gathered for a given patient, whether as an inpatient, outpatient, or emergency care patient. The Medical Record may include but is not limited to: reason for the encounter and relevant history, physical examination findings and prior diagnostic test results; an assessment, clinical impression, or diagnosis; plan for care (including discharged plan id appropriate); the date and legible identity of the observer; past and present diagnoses; the rationale for and results of diagnostic and other ancillary services; the patient's progress, including response to treatment, change in diagnosis, and patient's non-compliance; relevant risk factors; written consents for treatment or surgery requested from the patient/family by the physician; salient records received from another physician or health care provider involved in the care or treatment of the patient; written interpretations of source data; and a written plan for care. Should include when appropriate: treatments and medications (prescriptions and samples) specifying amount, frequency, number of refills, and dosage; any referrals and consultations; patient/family education; and specific instructions for follow up.	AC	7			AC-= Date of last service. Or, retain until patient reaches age 21 whichever is longer.		**CAUTION:** For psychological and psychiatric case records, refer to UTRGV 334, For counseling case records, refer to UTRGV 370, For medical records at a student health clinic, refer to UTRGV 340, For Source Data - Medical , refer to UTRGV 335. **CAUTION**: For psychological and psychiatric case records, refer to 16.1.034. For counseling case records, see URRS 16.1.008. For medical records at a student health center, see URRS 16.1.026. For medical source data, see URRS 16.1.038.	22 TAC 165.1(b)
367 UTRGV	16.1.017	Health Related Services/Denied or Not Seen	This records series documents instances where outpatients are referred to the institution by non-institutional practitioners who are denied health-related services or who are not seen by the institution.	AV							
368 UTRGV	16.1.029	Non- Forensic Autopsy Records	Records relating to non-forensic autopsies, including reports and slides.		10					CAP and CLIA Recommendation.	
369 UTRGV	16.1.014	Forensic Autopsy Records	Records related to forensic autopsies, including but not limited to reports, slides, photographs/negatives, and accession logs.	PM						CAP and CLIA Recommendation NOTE: this series applies only to inquests into a death occurring in a county that does not have a medical examiner's office or that is not part of a medical examiner's district.	
370 UTRGV	16.1.008	Counseling Case Records	This records series documents all clients who are provided counselling services by the institution's counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. Records may include: extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each client; referral letter; release of information agreements; letter to agencies or other concerning the clients; and related documentation.	AC	5			AC= Last contact with client.		CAUTION: Please refer to UTRGV 334 for Psychological or Psychiatric Case Records. Records held by a licensee shall be kept for a minimum of five years from the date of the last contact with the client.	22TAC Part 30 - TEXAS STATE BOARD OF EXAMINERS OF PROFESSIONAL COUNSELORS Sec. 681.41 (r):
371 UTRGV		Speech and Hearing Client Records	This records series consist of records/documentation regarding the clients (i.e. patients) that receive speech and/or hearing services (treatment/assessment/screenings) here at the speech and hearing center. Records/documentation includes but is not limited to assessment reports, treatment notes, testing and therapeutic documentation, requested medical records, etc.	AC	7			AC= Date of last treatment, or for patients less than 18 years of age when last treated. The patient's 14th birthday (so the record is kept at least until the patient's 21st birthday) or the date that the patient was last treated whichever date is later.			Texas Board of Medical Examiners, 22 Texas Administrative Code Section 165.1(b) and (c)
372 UTRGV	16.1.032	Controlled Substance Registration		AC	2			AC = The later of the date that the record was required to be created, the record was actually created, or the prescription was last filled.		CAUTION: By federal regulation, paper prescriptions for Schedule II controlled substances shall be maintained in a separate prescription file. Paper prescriptions for Schedules III, IV, and V controlled substances shall be maintained either in a separate prescription file for Schedules III, IV, and V controlled substances only or in such form that they are readily retrievable from the other prescription records of the pharmacy. Electronic records must be readily retrievable at the registered location if requested by the Drug Enforcement Administration (DEA) or other law enforcement agent. An electronic application storing prescription data must be capable of printing out or transferring the records in a format that is readily understandable to a DEA or other law enforcement agent at the registered location. Electronic copies of prescription records must be sortable by prescriber name, patient name, drug dispensed, and date filled.	21 CFR 1304.04Health and Safety Code, Section 481.075(i)(2)Health and Safety Code, Section 483.02337 TAC 13.207, Texas Controlled Substance Act 481.067 (a) A

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
Section 6.0			**Student Records - Admissions Data/Documents For Applicants who do not enter whether accepted**								
373 UTRGV	18.2	Athletic Compliance Records	Includes NCAA (National Collegiate Athletic Association) Student Athlete Statement and NCAA Drug Testing Forms.	AC	7			AC= Last year of eligibility or last date of attendance.			
***374 UTRGV**	15.1.002	Admissions Records - Not Enrolled/Denied	This records series documents the application process for individuals seeking admission to the institution. Records may include but are not limited to: acceptance letters, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, residency classification forms, transcripts from other colleges, transcripts from high school, and related correspondence.	AC	3			AC = End of application term.		CAUTION: International student academic records must be retained at least 1 year after final notice to Immigration and Naturalization Service. CAUTION: Refer to URRS 12.1.002 and URRS 12.1.004 for additional retention requirements for International student records.	
***375 UTRGV**	15.2.003	No Credit Approvals	Transfer credit evaluations, national or state standardized test scores and reports (e.g., CLEP, AP, Departmental, IB, SAT II), credit by examination authorizations and reports, military course documentation (e.g., DSST, USAFI) and evaluations, non-traditional transcripts and credentials, life experience records, requests for advanced credit, and similar documentation used by a university to evaluate and determine award of credit by advanced placement.	AC	3			AC= End of Academic Year in which decision made.			
376 UTRGV		Original Foreign Transcripts - Enrolled or Not Enrolled		PM							
Section 6.1			**Student Records - Admissions Data/Documents For Applicants who enter**								
377 UTRGV		Graduate Student Files	Applications for Graduate School admission, correspondence, transcripts, evaluations, translations.	PM							
***378 UTRGV**	15.1.001	Admissions Records - Enrolled/Accepted	This records series documents the application process for individuals seeking admission to the institution. Records may include but are not limited to: acceptance letters, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, residency classification forms, transcripts from other colleges, transcripts from high school, and related correspondence. International student admissions records are included in this series.	AC	10			AC = Date Submitted.		**CAUTION**: International student academic records must be retained at least 1 year after final notice to Immigration and Naturalization Service. **CAUTION**: See URRS 12.1.002 and URRS 12.1.004 for additional retention requirements for International student records.	8 CFR 214.3(g)
379 UTRGV	151.003	International Student Records - Enrolled/Accepted.	This records series documents nonacademic institution assistance to international students who have been admitted to academic programs. These records primarily concern institution admissions, immigration issues, and other nonacademic matters. These records series include but not limited to applications for Mexican Tuition Waiver and supporting documentation evidencing the grant of tuition exemption or remissions.	AC	3			AC= After graduation or date of last attendance.		Office of Records - Office of International Students. International student academic records must be retained at least 1 year after final notice to Immigration and Naturalization Service. **CAUTION** : Refer to URRRS-58 and URRS-59 for additional retention requirements for International student records.	8 CFR 214.3(g)
***380 UTRGV**	15.2.002	Credit Approvals	Transfer credit evaluations, national or state standardized test scores and reports (e.g., CLEP, AP, Departmental, IB, SAT II), credit by examination authorizations and reports, military course documentation (e.g., DSST, USAFI) and evaluations, non-traditional transcripts and credentials, life experience records, requests for advanced credit, and similar documentation used by a university to evaluate and determine award of credit by advanced placement.	AC	10			AC = Date Submitted.			
381 UTRGV		Speech and Hearing Student Records	This records series consists of records/documentation regarding university students enrolled in the Communication Science and Disorder Graduate Program who accrue clinical hours towards their Master's Degree. These records include but is not limited to identifying information, short records, trainings certificates, signed acknowledgements, proof of accurate clinical hours.	PM						Paper and/or Electronic.	
382 UTRGV	15.1.006	Testing Records	Services rendered to clients by administering tests required of students seeking admission to various programs or seeking to substitute already acquired knowledge for formal college courses. Tests administered include Scholastic Aptitude (SAT); American College (ACT); Graduate Record Examination (GRE); Medical School Admission (MCAT); Pharmacy School Admission (PCAT); Business School Admission (GMAT); National Teacher Education (NTE); Veterinary College Admission Test (VCAT); and Test of English as a Foreign Language (TOEFL). Records may include but are not limited to: testing rules and regulations; rosters of test takers; seating charts; supervisors' reports; and vouchers for payment of testing. This series does not include test score.	FE	3						

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
Section 6.2			**Student - Registration Data/Documents**								
383 UTRGV	15.1.001	Applications for Admission or Readmission to a Special Program of the University	This records series documents the application process for individuals seeking admission to the institution. Records may include but are not limited to: acceptance letters, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, residency classification forms, transcripts from other colleges, transcripts from high school, and related correspondence. International student admissions records are included in this series.	AC	3			AC = Graduation or date of last attendance.		**CAUTION:** International student academic records must be retained at least 1 year after final notice to Immigration and Naturalization Service. **CAUTION:** Refer to URRS 12.1.0028 and URRS 12.1.004 for additional retention requirements for International student records.	
***384 UTRGV**		Determination of Residency Status	This record series form includes but not limited Student name, Student ID #, DOB and Age, Signed/Dated by the student, witnessed and stamped and signed/dated by a Notary Public and kept permanently by the Admissions department.	PM						Signed affidavits, acquired by public or independent institutions of higher education in keeping with Section 21.25(a)(1)(b) of (the administrative Code, Chapter 21. Student services Subchapter B. Determination of Residents Status 21.30 Special Procedures for Documenting compliance.) With this chapter must be retained in a paper or electronic format permanently by the institution or until the students (current and former)	
385 UTRGV	17.1.009	Course Syllabus	This records series provides a record of departmental course offerings and individual course contents. This series may include but is not limited to: syllabi; course descriptions; course outlines; course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; bibliographies; reading lists; course announcements; handout materials; and related documentation and correspondence.	AC	2			AC = End of semester in which course is taught.		O=Paper and Electronic, HOP (ADM 06-106) New Requirements for Web Site publication will have current copies within 3 clicks of the UTRGV home page on a continuous basis.	Texas Education Code 51.974.
386 UTRGV	15.2.029	Student Coursework	This series documents student subject mastery in institution courses. This series may include but is not limited to: examinations and answers; quizzes and answers; homework assignments; PowerPoint presentations; course papers; term papers; and essay assignments.	AC	1			AC = After close of semester.		AC = End of academic term. CAUTION: Coursework under dispute may not be destroyed until the resolution of the dispute. See URRS 15.2.009 for graduate student qualifying examinations.	
387 UTRGV	17.1.018	Course/Professor Evaluations by Students	This series documents students' evaluations of non-tenure track teaching personnel and is used to help determine faculty promotion, merit increases and/or to review instructional courses and programs. These records provide students' opinions on faculty members' familiarity with current literature of the discipline, preparation, assignments, examinations, lecture styles, willingness to engage in dialogue, and availability. Records include: bubble forms (input documents); course reaction inventory printouts; statistical tabulations; summary reports; and related documentation and correspondence.	AC	3			AC = After course is completed for non-tenure faculty.			
388 UTRGV	15.2.020	Academic Records Working Papers	This records series documents departmental approval for students to enroll in independent study courses. Records may include but are not limited to: permission sheets with students' names; course names; number of credits; and faculty signatures.	AC	2			AC = Student separation from the department or institution.			
389 UTRGV	18.2.018	Athletic Recruiting Records	This records series documents the recruitment of athletes into the institution's intercollegiate athletics program. The series also provides a record of the recruitment process for prospective players created by the institution to comply with NCAA, NAIA and conference rules and regulations. This series may include but is not limited to: the institution's football questionnaire forms with personal, scholastic, football, general, and transcript release information; information request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance (with By-Law 5-1-j forms, number 40-c); letters of intent; copies of admissions forms and materials; performance reports; telephone and conversation notes; mailing lists; and related documentation and correspondence.	AC	5			AC= End of eligibility.			
390 UTRGV		Curriculum Committee Minutes	This record series documents the reviews the curriculum change requests and to make appropriate recommendations to the Vice President for Academic and Student Affairs. The committee seeks consensus on curriculum changes that best serve student interest in accordance with the College District mission statement and that meet the requirements of relevant accrediting bodies.	PM					I	Maintained by the Associate Vice President for Academic Affairs.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
391 UTRGV		Graduate Council Minutes	This record series documents and reviews all curricular requests pertaining to the graduate and professional academic programs, shall be responsible for the quality and development of the graduate instruction and program and shall advise the Associate Provost for Graduate Studies on all graduate program matters.	PM					I	Maintained by the Associate Vice President for Academic Affairs.	
392 UTRGV	16.5.002	Career Placement Records	Used to assist students in planning career goals and objectives. This series also provides prospective employers with a record of students' scholastic and personal data. This series may include but is not limited to: career goals; academic credentials; personal data; work experience; honors; distinctions; consent forms for release of information; records regarding graduation or last date of attendance; and related information.	AC	5			AC= Date of Graduation or last date of attendance.			
393 UTRGV		Texas Success Initiative (TSI) Related Records	Records used to advice and counsel students.	AC	3			AC= After application term.		Under Texas Education Code, §51.344, the Board is authorized to adopt rules to implement the provisions of Texas Education Code, Chapter 51, Subchapter F-1, Texas Success Initiative.	Texas Education Code, §51.403(e), authorizes the Board to establish guidelines and reporting requirements.
394 UTRGV	15.5.007	Student Disciplinary Action Records	Student code of conduct violations that result in sanctions of suspension, expulsion, denial or revocation of degree, and/or withdrawal of diploma.	PM						NOTE: Records are confidential and are to be maintained in the Dean of Students Office - SEE: Regents' Rules and Regulations Rule 50101 Part 2, Section 8.	
395 UTRGV	15.5.007	Student Disciplinary Dishonest Action Records	Student violations of code of conduct deemed scholastic dishonesty and others where the penalty assessed does not require records to be permanent.	AC	5			AC = Graduation or date of last attendance.		SEE: also Records Series UTRGV 410, 412 and Regents' Rules and Regulations Rule 50101 Part 2, Section 8.	
396 UTRGV	15.5.007	Student Disciplinary Penalty Action Records	Student code of conduct violations where penalty assessed does not require records to be permanent and the violations must be reported in the campus safety and security report.	AC	5			AC= Graduation of date or last attendance.			
397 UTRGV		Federal Perkins, Federal Nursing and Institutional Loan Documentation	Including (to the extent applicable to specific programs): applications; financial aid need analysis and eligibility forms; financial aid transcripts; selective service registration compliance statements and any supporting documentation; statements of educational purpose; anti-drug abuse statements; Student Aid Report (SAR) or Institutional Student Information Report (ISIR); authorization and award forms; copies of documents submitted by students or parents for verification of student aid application information; and similar records relating to the application for and award of grants, scholarships, loans, veterans education benefits, or opportunities to participate in work-study programs. Includes records of recipients of Income Contingent Loan (ICL), Perkins Loan, Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs.	AC	5			AC= Date of repayment, cancellation, or re-assignment to Department of Education.		See URRS - RSIN 15.3.022, 15.3.023 & 15.3.006.	34 CFR 19, 34 CFR 668.24, 34 CFR 674.19(e)(3), 34 CFR 675.19(b)(1), 34 CFR 676.19(b).
398 UTRGV	15.5.009	Requests for Formal Review/Litigation	If student is under litigation or this series documents grievance brought forward by students against the institutions which do not result in litigation. Grievances may pertain to academic issues; housing; affirmative action and equal opportunity; student conduct; and other issues. This series may include but is not limited to: notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; settlement agreements; appeals documentation; and related records. Portions of these records may be exempt from public disclosure.	AC	5			AC= Academic Year.		See URRS 15.5.008 for Reference. If paper records are imaged, paper may be destroyed after 18 months. Recommended by NCAA.	
399 UTRGV	15.3.026	Perkins Original Promissory Notes	This records series consists of the promissory notes for student loans negotiated for the current academic year.	AC				AC= Until loan is satisfied or documents are needed to enforce obligation.		These documents are then transferred to the Financial Aid Accounting Office. SEE: UTRGV 412.	34 CFR 674.19(e)(4)
400 UTRGV		Gear Up Federal Grant Financial Records	This records series includes but not limited to documentation of federal monies, students, parents and teachers surveys, meetings records, student records and other documentation to meet grant objectives.	FE	7						
401 UTRGV	15.4.003	Written Consent Disclosures	Written consents for information disclosure from the eligible student or student's parents.	AC				AC = As long as disclosed record is maintained.		If paper records are imaged, paper may be destroyed after 18 months.	34 CFR 99.32(a)(2).

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
402 UTRGV		Tracking for Honors Program Students	This records series documents the application process for individuals seeking admission to the Honors College. Records may include but are not limited to: acceptance or denial letters, students applications for admission, entrance exam report, letters of recommendation, recruitment materials, test scores, transcripts from other colleges, transcripts from high school, and related correspondences. International student admissions records are included in this series.	AC	5			AC= After Graduation or last date of attendance.			
403 UTRGV	15.1.007	Mexican Tuition Waivers	Applications for and supporting documentation evidencing the grant of tuition exemptions or remissions. This series may include but is not limited to: authorizations; reconciled lists; account summaries; and related documentation.	AC	6			AC= Date of Submission.			Texas Education Code , Section 54.052.
404 UTRGV	17.1.017	Student Study Abroad Files-Complete	Undergraduate and Graduate - individual student files containing copies of travel applications, passports, and all other pertinent paperwork associated with the file.		7					Note Depending on the students can be more files or less files from Study Abroad Files complete.	
405 UTRGV	17.7.017	Student Study Abroad Files-Incomplete	Undergraduate and Graduate - individual student files containing copies of travel applications, passports, and all other pertinent paperwork associated with the file.		7					Note Depending on the students can be more files or less files from Study Abroad Files Incomplete.	
406 UTRGV		Change of Information (Students)	Including Social Security changes, name changes, biographical, demographical, and major course of study.	AC	1			AC = After change is made.		For other personal data update records (change of address forms, race/ethnicity questionnaires, and requests and authorizations to change other demographic data), see URRS - RSIN 15.2.025 & 15.2.023.	
***407 UTRGV**	15.2.002	Credit By Examination Forms, Advance Placement Records	Transfer credit evaluations, national or state standardized test scores and reports (e.g., CLEP, AP, Departmental, IB, SAT II), credit by examination authorizations and reports, military course documentation (e.g., DSST, USAFI) and evaluations, non-traditional transcripts and credentials, life experience records, requests for advanced credit, and similar documentation used by a university to evaluate and determine award of credit by advanced placement.	AC	10			AC = Date Submitted.			
408 UTRGV	18.2.001	NCAA Records of Student Athletes	Academic progress reports used to provide a record of verification by intercollegiate athletics of student athletes' academic progress to the National Collegiate Athletic Association (NCAA) or National Association of Intercollegiate Athletics (NAIA).	AC	10			AC= Student separation from the department or university.			
409 UTRGV	17.1.002	Schedule of Classes	This records series documents the formulation of class schedules by academic departments for inclusion in the published schedule of classes. This series includes the final edition of the schedule of classes.	PM					I		
410 UTRGV	15.2.002	Change of Grade Forms (Update)	This series documents grade changes submitted by instructors through the academic departments to the Registrar.	PM					I	**CAUTION**: Records Management Officers should ascertain university policy on contesting grades when establishing a plan for the destruction of departmental copies.	
411 UTRGV	15.5.003	Class List (Original Grade Sheets)	This records series provides instructional units with an official record of students enrolled in courses taught. The series is used to cross-check students who have enrolled against those who have registered as well as in the generation of statistical reports. Information in the series includes: student names; social security numbers or other student identification numbers; term; and enrollment/registration status.	AC				AC = When the list of students who have enrolled has been cross-checked with the list of students who have registered.	O	Must be Archived, **CAUTION:** Class lists often have long-term value in the generation of statistical and other reports. They should be reviewed before disposal, as some of these records may merit long-term or permanent retention.	
412 UTRGV	15.2.007	Change of Course (ADD/DROP)	Reinstatement cards/withdrawal authorizations.	AC	3			AC= After application term/submitted.			
413 UTRGV	15.2.014	Applications for Graduation	Student Records (Not graduated).	AC	2			AC= Graduation or last date of attendance.			
414 UTRGV	15.2.014	Degree Applications for Graduation	Student Records (Degreed Students).	AC	2			AC= After graduation.			
415 UTRGV	15.4.006	Student Requests for Nondisclosure of Directory Information	Student request to opt out of directory information disclosure.	AC	1			AC = Until termination of nondisclosure request.			34 CFR 99.37(b)

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746			2. Agency Name: University of Texas Rio Grande Valley								
3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
416 UTRGV	17.1.004	Commencement Programs	This records series documents commencement program planning and implementation at the institution. Records may include but are not limited to: commencement attendance forms; planning records created by commencement committees or other planning groups; and related documentation and correspondence.	AC	4			AC = After commencement events.	O		
417 UTRGV	15.2.031	Transcript Requests	Students.	AC	1			AC= Date request fulfilled/denied.			
418 UTRGV	16.1.040	Student Health Insurance Records	University copies of information relating to the selection by students of health insurance offered to students through the university.	AC				AC= Until superseded or date of last attendance.			
419 UTRGV	16.1.039	Student Health History Forms	This record series documents a student's medical history. The series contains student medical history forms for students who have never visited a institution student health center and therefore do not have a medical record on file. These forms are a prerequisite for enrollment at most institutions.	AC	3			AC= Graduation or date of last attendance.			
420 UTRGV		Student Files -(Undergraduate)	Individual student files that contain degree plans, official/unofficial transcripts. Letter of acceptance, application for admission to the Education Program, Change of Grade, course substitution for, etc.	AC	5			AC= After graduation or date of last attendance.		See URRS - RSIN 15.1.001 or 15.2.009 for Reference. Record copy of transcripts are kept at (The Registrar's Office).	
421 UTRGV		Student Files - (Graduate)	Individual student files that contain degree plans, official/unofficial transcripts. Letter of acceptance, application for admission to the Education Program, Petition, Appeals, Graduation Applications, Certification of Completion of Thesis, etc.	AC	5			AC= After graduation or date of last attendance.		Record copy of transcripts are kept at (The Registrar's Office).	
Section 6.3			**Student Records - Certification Data Documents**								
422 UTRGV	15.2.015	Graduation - Degree Audit and Authorizations	This record series documents student completion of degree requirements, including authorizations certifying completion of degree requirements. The series may include official graduation audit forms that list students' names; colleges; majors; degrees; minors; the breakdown of institutional degree requirements and how the applicants have fulfilled them; grade point averages; deans' recommendations/comments and signatures; and comprehensive examinations.	AC	3			AC= Graduation or date of last attendance.			
423 UTRGV	15.3.002	Financial Aid Application and Award Records - All Local Grant, Scholarship, Loan, or Work-Study Programs	Including (to the extent applicable to specific programs): applications; financial aid need analysis and eligibility forms; financial aid transcripts; selective service registration compliance statements and any supporting documentation; statements of educational purpose; anti-drug abuse statements; Student Aid Report (SAR) or Institutional Student Information Report (ISIR); authorization and award forms; copies of documents submitted by students or parents for verification of student aid application information; and similar records relating to the application for and award of grants, scholarships, loans, veterans education benefits, or opportunities to participate in work-study programs.	AC	3			AC= End of the award period.		If paper records are imaged, paper may be destroyed after 18 months. Recommended by NCAA.	
424 UTRGV		Veterans Administration Certification (Students)	This records series includes but not limited to Degree Plans, VA Once Certifications, VA Once Amendments, Adjustments, Terminations, Students Unofficial Transcript (must show transfer credit if applied and current grades), Tuition and Fees Payment Ledger/Tuition and Fee Bill (must show payments and refunds), Adds/Drops, Prior Credit Evaluations, Evidence of Remedial Training (test scores to determine status), Schedule of Tuition and Fees, Copies of all previous postsecondary education including Military Transcripts, Parent Institution Letters (if applicable) and One Copy of all Catalogs that cover the review period and Schedule of Classes.	AC	3			AC= After Graduation or date of last attendance.		See URRS 15.3.010 or 15.3.016 for Reference. Office of Record - Veterans Administration Office.	38 CFR 21.4209(f).
425 UTRGV	15.5.003	Enrollment Verifications	This records provides instructional units with an official record of students enrolled in courses taught. The series is used to cross-check students who have enrolled against those who have registered as well as in the generation of statistical reports. Information in the series includes: student names; social security numbers or other student identification numbers; term; and enrollment/registration status. Provides educational record verification such as student degree, diploma and enrollment verification while maintaining the confidentiality and privacy of records in full compliance with the Family Educational Rights and Privacy Act (FERPA).	AC	1			AC= After Verification.		CAUTION: Class lists often have long-term value in the generation of statistical and other reports. They should be reviewed before disposal, as some of these records may merit long-term or permanent retention.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
Section 6.4			**Publications, Statistical Data/Documents and Institutional Reports**								
426 UTRGV	17.1.010	Catalogs - Student Records Institutional	This records series documents requests for changes to be made to the institutional catalog and schedule of classes. The forms include: course numbers; course titles; locations; grading modes; course descriptions; designators; fees; and credit hours.	PM					O	I= Internal Archives , One copy to be retained. CAUTION: Not to be confused with withdrawal records. Refer to URRS-134. See also URRS 17.1.002.	
427 UTRGV	15.5.006	Enrollment Statistics - Students	Annual statistical reports related to academic subjects, such as admissions reports, enrollment statistics, grades, graduates/degree statistics, racial/ethnic composition, and other education-related matters submitted to the governing body, state or federal agencies, or accrediting organizations.	PM					O	For raw data or working files used to create these reports, refer to RRS 1.1.065 (Reports and Studies (Non-fiscal) – Raw Data). Must be Archived.	
428 UTRGV	15.5.006	Degree Statistics	Annual statistical reports related to academic subjects, such as admissions reports, enrollment statistics, grades, graduates/degree statistics, racial/ethnic composition, and other education-related matters submitted to the governing body, state or federal agencies, or accrediting organizations.	PM					I		
429 UTRGV		**UTRGV** (University of Texas Rio Grande Valley) Student Transcript	Requesting of original transcripts.	PM						O = Paper or Electronic.	
Section 6.5			**Student Records - FERPA (Family Educational Rights and Privacy Act) Data/Documents**								
430 UTRGV	15.2.019	Hold or Encumbrance Authorizations	Documents used to place and remove holds on registration, student services, or the release of transcripts or other academic data until the subject of the hold/encumbrance takes a specific action.	AC				AC= Date of release.		If paper records are imaged, paper may be destroyed after 18 months.	
431 UTRGV	15.4.003	**FERPA** (Family Educational Rights and Privacy Act)	Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student: documentation of requests from and disclosures to any party other than the student, an official of the district for what the district has determined are legitimate educational interests, a party with or without written consent from the student, or a party seeking directory information.	AC				AC= Life of Affected Records.		If paper records are imaged, paper may be destroyed after 18 months.	34 CFR 99.32(a)(2)
432 UTRGV	15.4.004	Protest of Record Statements	Statements by students commenting on contested information in a student record, or stating why he or she disagrees with a university's decision not to amend a record, or both. Requests from students to amend student records, notices by an institution of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.	AC	2			AC = Life of the record containing the contested information.		If paper records are imaged, paper may be destroyed after 18 months.	34 CFR 99.21(c)(1)
433 UTRGV	15.4.005	Record Amendment Requests	Requests from students to amend student records, notices by an institution of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.		2					If paper records are imaged, paper may be destroyed after 18 months.	
New Section			**Amendments Series Titles**								
434 UTRGV	15.1.003	International Student Records - Incomplete	This records series documents nonacademic institution assistance to international students who have been admitted but did not enroll to academic programs. These records primarily concern institution admissions, immigration issues, and other nonacademic matters.	AC	3			AC = After application term		See URRS 17.1.006	8 CFR 214.3(g).
435 UTRGV		Continuing Education Student Records	Applications for Continuing Education Courses, correspondence, evaluations, and individual student files that contains personal/financial information.	FE	2						
436 UTRGV	15.1.006	Continuing Education Prep Course Testing Records	Prep Courses Services of tests rendered to clients for students seeking admission to various programs or seeking to substitute already acquired knowledge for formal college courses. Prep test scores Include Scholastic Aptitude (SAT), American College ACT), Graduate Records Examination (GRE), Medical School Admission (MCAT), Pharmacy School Admission (PCAT), Business School Admission (GMAT), and Law School Admission Test (LSAT). Records may include but are not limited to: pre-course pre test scores, testing rules and regulations; rosters of test takers, seating charts, supervision reports, and vouchers for payment of testing.	FE	3					See URRS 17.1.005 & 17.1.006 for Reference.	

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746 | 2. Agency Name: University of Texas Rio Grande Valley

3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
437 UTRGV	17.1.006	Continuation Education (CE) Course Records	This records series documents the administration or and participation in Continuing Education (CE) training courses or programs and may include but not limited to: course agendas, descriptions, and syllabi; course outlines and materials; enrollment and attendance records, training requests and authorization, certificates of completion; and related documentation correspondence, record of departmental course offerings and individual course contents. This series may include but is not limited to: curriculum approval lists; lists of classes by term; bibliographies; reading lists; course announcements; handout materials; and related documentation.		5					**CAUTION:** Some of these records may affect accreditation and should be kept long enough to meet accreditation cycle requirement.	
438 UTRGV	12.1.004	Application for Permanent Employment through Labor Certification	This Records has authorized the return of transcripts have been satisfied as a permitted exception against the alienation of state records.	AC	5			AC = Date of filing ETA 9089		Date of filing ETA 9089 The Director and Librarian of the Texas State Library and Archives Commission, by authority of Texas Government Code, Section 441.191.	20 CFR 656.10(f) 29 CFR 1602.49(a), 29 CFR 1602.49(a), 29 CFR 1602.49.
439 UTRGV		Degree Proposals		PM						See URRS 17.1.011 & 17.1.012 for Reference.	
440 UTRGV	1.1	Surveys, Reports, Questionnaires Mandated		AC	5			AC = Purpose of the record has been fulfilled.			
441 UTRGV	1.1	Surveys, Reports, Questionnaires Voluntary		AC	5			AC = Purpose of the record has been fulfilled.			
442 UTRGV	3.1	International Exchange Visitors Information Worksheets		AC	10			AC = Termination of Employment, but no less than 3 Years.		See URRS 12.1.006 for Reference.	8 CFR 274. a(b)(i)(A)and(2).
443 UTRGV		Apprenticeship Records			5						29 CFR 30.8(e).
444 UTRGV		Employee Recognition Records	Awards, incentives, tenure, etc.	AC	5			AC = Termination of Employment .		See URRS - RSIN 3.1.037 for Reference.	
445 UTRGV		Billing Records		FE	3					CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.Also see 4.1.002.	
446 UTRGV	15.1.001	Acceptance Letters	This series may include but is not limited to: acceptance letters; applications for admission; entrance exam reports; letters of recommendation; medical records; admission forms; residency classification forms; transcripts from other colleges; transcripts from high school; and related correspondence.	AC	5			AC = Graduation or date of last attendance.			
447 UTRGV		Test Scores	This series may include but is not limited to: test grades, grade reports, exams, grade records, evaluations, midterms, and finals, etc.	AC	3			AC = Graduation or date of last attendance.			
448 UTRGV	15.2.001	Transcripts - Other Colleges	Requests for transcripts to be provided to student or sent to other institutions.	AC	5			AC = Graduation or date of last attendance.		See URRS - RSIN 15.2.031 or 15.2.032 for Reference.	
449 UTRGV		Academic Action Authorization Dismissals Etc.	This Records Series includes but not limited to the end result of a pattern of multiple semesters of grades below the university's standards for Good Standing (2.00 or higher GPA). Academic Dismissal only occurs after the student has been warned about his/her academic performance through being placed on Academic Probation.	PM						See Note 6 on Supplemental Page 5 of Students Records	
450 UTRGV	15.2.028	Academic Records - Narrative Evaluations Competency Assessments, Etc.	This series documents the preparation of students earning degrees and/or certification for licenses or certificates to enter a profession (e.g., teaching certificates) and forms the basis of the initial certification by external entities for various professions. This series may include but is not limited to: applications for admission to a program; registration for practicum hours and evidence of the completion of the practicum; transcripts; narrative evaluations on practicum; notice of completion of hours required for certification; recommendations and evaluations; and related correspondence.	PM							
451 UTRGV	15.2.015	Degree Audit Requirements		AC	5			AC = Graduation or date of last attendance.			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746			2. Agency Name: University of Texas Rio Grande Valley								
3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
452 UTRGV	15.3	Financial Aid Documents	Including (to the extent applicable to specific programs): applications; financial aid need analysis and eligibility forms; financial aid transcripts; selective service registration compliance statements and any supporting documentation; statements of educational purpose; anti-drug abuse statements; student aid report (SAR) or institutional student information report (SIR); authorization and award forms; copies of documents submitted by students or parents for verification of student aid application information; and similar records relating to the application for award of grants, scholarships, loans, veterans education benefits, or opportunities to participate in work-study programs. include records of recipients of all local grants, scholarships, loans or work-study.	AC	5			AC = After Final Audit.		Acceptance by Dept. of Education. See URRS 15.3 Section for Reference.	
453 UTRGV		Foreign Student Forms		AC	5			AC = Graduation or date of last attendance. SEE Note 7 Supplemental Notes to Student Records.			
454 UTRGV		Graduation List		PM							
455 UTRGV	16.1.008	Counselor Notes and Documentation		AC	5			AC = Graduation or Date of Last Attendance.			22 TAC 681.41(r).
456 UTRGV	16.4	Residence Life and Campus Housing - Student Records	The records series contains student's information, housing contracts, Housing deposit receipts, RCR forms (room condition reports), room change, room lockout, equipment and Key replacement, Acknowledgement of receipt handbook and overnight guest forms.	AC	4			AC = Last day of Residency.		If paper records are imaged, paper may be destroyed after 18 months.	TGC §441.1855
457 UTRGV	16.3	Annual Clery, Security & Fire Safety Report.		AC	7			AC = Publication of Report.		Multiple University units contribute to this report. All documentation pertaining to this combined report's reporting and notifications, including working papers, need to be kept for the duration of the retention period.	
458 UTRGV		Official University Travel Charge Card Records and Reports.	Documentation of state travel charge cards issued to selected employees, reports from card administrator's electronic/paper system regarding expenditures and used for management purposes.	FE	3						
459 UTRGV	18.2.002	Athletic Scholarship and Grant-In-Aid Award Records – National Collegiate Athletic Association (NCAA) Records	This series is used to provide athletic departments with information pertaining to player eligibility and receipt of financial aid in the form of scholarships including grant-in-aid scholarships, to monitor accounts, and to assist in complying with NCAA, and conference rules and regulations. These records include: squad lists which furnish summary information; conference eligibility reports; team roster update sheets; scholarship count sheets showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; and related documentation and correspondence.		10			AC = End of student's occupancy or, for contracts, expiration of contract.			
460 UTRGV	18.2.003	Athletic Scholarship and Grant-In-Aid Award Records - All Records Except NCAA	This series is used to provide athletic departments with information pertaining to player eligibility and receipt of financial aid in the form of scholarships including grant-in-aid scholarships, to monitor accounts, and to assist in complying with NAIA and conference rules and regulations. These records include: squad lists which furnish summary information; conference eligibility reports; team roster update sheets; scholarship count sheets showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; and related documentation and correspondence.		5			AC = Student separation from department or university.			

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code:746			2. Agency Name: University of Texas Rio Grande Valley								
3. Agency	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
461 UTRGV	11.1.011	Photographs, Audiovisual Recordings, and Other Non-Textual Media	This series provides photographic and/or audiovisual documentation of institution activities, events, students, faculty, and staff. This series includes photographs, digital images, photographic scrapbooks, negatives, slide formats, sound recordings, videotapes, posters, and other non-textual media that document institutional history and activities, *except* such records noted elsewhere in this schedule.	AV					O	ARCHIVES NOTE: Archivists should apply archival selection criteria in the appraisal of these items. Selection criteria may include level of identification. Archivists may arrange with digital asset managers or similar personnel to identify historical photographs prior to transfer to the archives. See RRS 1.1.057 for classification of those images that are weeded out (as unusable, almost-duplicates, etc.)	
462 UTRGV	5.4.018	Annual Audit Plan	Includes working papers and agency risk assessment used to develop the plan, per Texas Internal Auditing Act requirement.	AC	7			AC = After final plan has been issued.		See RSIN 1.1.002 for individual Audit records not related to the development of the Audit Plan.	Government Code 2102.013
463 UTRGV	4.1.009	Accounts Receivable Information	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, reconciliations, general journal vouchers, special vouchers, and similar records that serve to document money owed to or received by state agency and its collection or receipt.	FE	3						