STATE OF TEXAS
Records Retention Schedule

TEXAS STATE LIBRARY ARCHIVES COMMISSION

SLR 105
Rev. 2017-07

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

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<u>Retention Codes (field 7)</u>
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US – Until Superseded

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

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02.101.10	2.1.002	Master Files	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		Caution: Be certain before assigning the retention period of AC to automated processing files that the files do not fall under records series listed elsewhere.	
02.102.10	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program listing/source code, etc.	AC				AC = Until electronic records are transferred to and made usable in a new software environment, or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.

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					Years	Months	Days				
02.103.10	2.1.008	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.

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02.104.10	2.1.009	Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.

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

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02.202.10	2.2.004	Computer Job Schedules and Reports	Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.			3					
02.203.10	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system backup, etc.	US	3					CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See item number 2.1.009.	
02.204.10	2.2.011	Batch Data Entry Control Records	Forms and logs used to reconcile batches submitted for procession against batches received and processed.	AC				AC = When reconciliation confirmed.			
02.205.10	2.2.012	Output Records for Computer Production (Mini and Mainframe)	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV							

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

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