



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

SLR 105  
 Rev. 2017-07

Retention Codes (field 7)

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 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist  
 R/O – Review by State/University Archivist

1. Agency Code: 710			2. Agency Name: Texas A&M System Office (TAMUS)								
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
05.802.20		Mineral Management Records	Mineral deeds, oil and gas leases, proposed drilling programs, general land office statements, production statements, royalty payment records, pooling agreements, mineral lease assignments, division orders, minute orders, seismic permit records, well logs, notices of auction, bid forms, and related mineral documents and correspondence.	AC	5			AC=For so long as the mineral asset is owned.			
05.803.10		Environmental Assessments, Title Policies, and Opinions of Title.		PM							
06.100.10		Applicants Who Do Not Enter		AC	1			AC=Application term		Includes transcripts, acceptance letters, advanced placement records, applications for admission, correspondence, entrance examination reports, letters of recommendation, medical records, placement scores, readmission forms, test scores.	



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06.100.20		Documents for Applicants Who Enter		AC	5			AC=Graduation or date of last attendance		Includes transcripts, acceptance letters, advanced placement records, applications for admission & readmission, correspondence, entrance examination reports, medical records, placement scores, residency classification forms, test scores.	
06.101.10		Letters of Recommendation		AC				AC=After student (applicants who enter) is admitted		Waivers of rights of access filed with letters of recommendation should be retained as long as the file is retained.	
06.102.10		Recruitment Materials	Applicants who enter.	AC				AC=After enrollment of student			
06.102.20		Recruitment Materials for Veterans			3					VA Regulations	
06.103.10		Scholarship Applications		AC	1			AC=Date of award			



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06.200.10		Miscellaneous Academic Records		PM						Applicable to academic records not covered by other items and/or determined by the institution to have historical value.	
06.201.10		Academic Action Authorizations	Dismissal, etc.	AC	5			AC=Graduation or date of last attendance			
06.202.10		Advanced Placement Records		AC	5			AC=Graduation or date of last attendance.			
06.203.10		Applications for Graduation		AC	1			AC=Graduation or date of last attendance			
06.204.10		Duplicate Diploma Requests		AC	1			AC=Date submitted			
06.205.10		Applications for Admission or Readmission (Accepted)		AC	5			AC=Graduation or date of last attendance			
06.206.10		Academic Progress Audit Authorizations		AC	1			AC = Date submitted			
06.207.10		Changes of Course (add/drop)		AC	1			AC=end of academic term			
06.208.10		Change of Grade Forms (update documents)		AC	1			AC=Date submitted.			



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06.209.10		Class Lists (original grade sheets)		AC	1			AC=Closed			
06.210.10		Class Schedules (students)		AC	1			AC=Graduation or date of last attendance			
06.211.10		Correspondence, Relevant to Students' Registration and Data Documents		AC	5			AC=Graduation or date of last attendance			
06.212.10		Course Inventory Data File			5						
06.213.10		Credit by Examination Forms		AC	5			AC=end of term credit is awarded or denied.			
06.214.10		Credit/No Credit Approvals		AC	1			AC=Date submitted			
06.215.10		Curriculum Change Authorizations		AC	5			AC=Graduation or date of last attendance			
06.216.10		Degree Audit Records		AC	5			AC=Graduation or date of last attendance			
06.217.10		Degree Audit Request Forms		AV							
06.218.10		Disciplinary Action Documents	Routine and advance disciplinary actions including dismissal, suspension, blocked from reenrollment, etc.	AC	5			AC=Graduation or date of last attendance			



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06.219.10		Fee Assessment Forms		AC	5			AC=Graduation or date of last attendance			
06.220.10		Financial Aid Audit Documents		AC	3			AC= After annual audit accepted by Department of Education			
06.221.10		Foreign Student Forms	I-20, etc.	AC	5			AC=Graduation or date of last attendance			
06.222.10		Grade Reports	Registrar's copies.	AC	1			AC=Distribution			
06.223.20		Graduation Lists		PM					I	Master microfilm copy stored in archives	
06.224.10		Graduation Authorizations		AC	5			AC=Graduation or date of last attendance			
06.225.10		Hold or Encumbrance Authorizations		AV							
06.226.10		Student Medical Records		AC	7			AC=Date of last visit			
06.227.10		Name Change Authorizations		AC	5			AC=Graduation or date of last attendance.			
06.228.10		Pass/Fail Requests		AC	1			AC=Date submitted			
06.229.10		Personal Data Information Forms		AC	1			AC=Graduation or date of last attendance			
06.230.10		Placement/Career Planning Records		AC	5			AC=Graduation or date of last attendance			
06.231.10		Registration Forms		AC	1			AC=Date submitted			



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06.232.10		Transcript Requests		AC	1			AC=Date submitted			
06.233.10		Transfer Credit Evaluations		AC	5			AC=Graduation or date of last attendance			
06.234.10		Tuition and Fee Charges		AC	5			AC=Graduation or date of last attendance			
06.235.10		Withdrawal Authorizations		AC	5			AC= date of last attendance			
06.236.10		Correspondence/Extension Class Records			7						
06.237.10		Incomplete Grade Contracts		AC				AC=Settled			
06.300.10		Class Rolls - Certification		FE	5						
06.302.10		Enrollment Verifications		AC	1			AC=Verification			
06.303.10		Financial Aid Program Records		AC	5			AC=Graduation or date of last attendance or repayment of loan			
06.304.10		Social Security Certifications		AC	1			AC=Certification			
06.305.10		Teacher Certifications		AC	1			AC=Certification			
06.306.10		Veterans Administration Certification		AC	3			AC=Graduation or date of last attendance			



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06.400.10		Catalogs		PM							
06.401.10		Commencement Program		PM							
06.402.10		Degree Statistics		PM					I		
06.403.10		Enrollment Statistics		PM					I		
06.404.10		Grade Statistics		PM					I		
06.405.10		Racial/Ethnic Statistics		PM					I		
06.406.10		Schedule of Classes	Institutional	PM							
06.500.10		Requests for Formal Hearings		AC				AC=Terminate at same time as pertinent student record			
06.501.10		Requests and Disclosures of Personally Identifiable Information		AC				AC=Terminate at same time as pertinent student record			
06.502.10		Student Requests for Nondisclosure of Directory Information		AC	1			AC=Date submitted			



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06.503.10		Student Statements on Content of Records Regarding Hearing Panel Decisions		AC				AC=Terminate at same time as pertinent student record			
06.504.10		Student's Written Consent for Records Disclosure		AC				AC=Until terminated by the student, or terminate at same time as pertinent student record			
06.505.10		Waivers for Rights of Access		AC				AC=Until terminated by the student, or terminate at same time as pertinent student record			
06.506.10		Written Decisions of Hearing Panels		AC				AC=Terminate at same time as pertinent student record			
06.600.10		Student Counseling Records - Academic		AC	5			AC=Completed			
06.600.20		Student Counseling Records - Personal		AC	7			AC=Date of last contact with client; if client is a minor, AC=age of majority			22 Tex. Admin. Code 465.22(d)(2).
06.601.10		Alumni Records		PM							
06.602.10		Library Holdings	Card or automated catalogs, shelf lists, etc.	US						Holdings are not state records, but finding aids are.	





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06.603.10		Student Activities and Organizations		US	1						
06.604.10		Intercollegiate Athletics Records		AC				AC=Retain the longer of applicable NCAA, state or TAMUS requirements.			
06.605.10		Instructional Materials		US							
06.606.10		Field Trips and Sponsored Trips		AV							
07.100.10		Forest Resource Development		FE	5						
07.101.10		Research Proposals - Denied	Not Funded.		3						
07.101.20		Research Files	Funded Projects. Proposals, agreements (grants, cooperative agreements, contracts), technical reports, sub-agreements, and related records	AC	7			AC=Completion of the project or longer as required by the agreement, or applicable federal or state law or regulation.		Research data should be retained in accordance with Agency Item # 07.101.30.	Tex. Gov't Code 441.1855.
07.101.30		Research Data		AC				AC=Longest of the following: Completion of the project, as required by the agreement or applicable federal or state law or regulation, or administrative value.		Clinical laboratory records should be retained in accordance with Agency Item # 07.200.30.	