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Records Management Procedures

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A1: Purpose of Records Management Procedures

To comply with:

- Texas Local Government Records Act as codified in Title 6 (Records), Chapters 201-205
- Texas Administrative Code Title 13, Chapter 7, Bulletin B
- Texas State Library and Archives Commission Records Retention Schedules
- South Texas College Policy #2500 – Records Management
- Saves departments time and space (improves the overall utilization of resources)
- Improves the ability to locate and retrieve records when required
- Reduces litigation risks
- Compliance with statutory and regulatory recordkeeping requirements

A2: Texas State Library and Archives Commission

Local Government Retention Schedules **GR** and **JC** apply to South Texas College and indicate the minimum length of time listed records must be retained before destruction or archival preservation. They can be found at the following link along with further information regarding Records Management:

<https://www.tsl.texas.gov/slr/recordspubs/localretention.html>

A3: Records Management Officer/Records Custodians/Records Liaisons

Everyone who creates records is responsible for managing those records while they are using them and adhering to all pertinent laws/guidelines.

Records Management Officer (VP-FAS)

- Assists in establishing and developing policies and procedures for a records management program
- Administers the Records Management Program and provides assistance to Custodians for the purposes of reducing the costs and improving the efficiency of recordkeeping
- In cooperation with the custodians of the records:
 - Prepares and files with the (TSLAC) Director and Librarian the Records Control Schedules and amended schedules
 - Prepares/directs requests for authorization to destroy records not on an approved control schedule, requests to destroy the originals of permanent records that have been microfilmed, and electronic storage authorization requests
- In cooperation with Custodians, identifies and takes adequate steps to preserve records that are of permanent value
- In cooperation with Custodians, identifies and takes adequate steps to protect essential records
- In cooperation with Custodians, ensures that the maintenance, preservation, microfilming, destruction, or other disposition of records is carried out in accordance with the policies and procedures of the Records Management Program

- Disseminates to the governing body and Custodians information concerning state laws, administrative rules, and the policies of the College relating to records
- In cooperation with Custodians, establishes procedures to ensure that the handling of records in any context of the records management program by the records management officer or those under the Officer's authority is carried out with due regard for:
 - The duties and responsibilities of Custodians that may be imposed by law
 - The confidentiality of information in records to which access is restricted by law

Records Custodians (Vice Presidents/Directors/Deans/Program Chairs/FMs)

- Cooperates with the Records Management Officer in carrying out the policies and procedures established by the College for the efficient and economical management of records
- Adequately documents the transaction of College business and the services, programs, and duties for which the Custodian's staff are responsible
- Maintains the records in the Custodian's care and carries out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the College's Records Management Program

Records Liaisons (Department Staff)

- Directs people in his/her department to use the South Texas College Records Management Procedures.
- Prevents the accidental, unwarranted or unscheduled destruction or removal of records within his/her department.
- Responds to records disposal notices in a timely manner.

A4. Records Management Office

The Risk Management Officer delegates authority to Risk Management to serve as the Records Management Office for South Texas College. Risk Management's role is to:

- Manage the process of records retention and destruction
- Establish and develop policies and procedures related to Records Management
- Provide assistance to Custodians for the purposes of reducing the costs and improving efficiency
- Assist with the retrieval of records from the Records Retention Center.

A5. Definition of a Record

A record is anything containing information reflecting College educational and business transactions regardless of format (paper, digital, photographic, etc.) Typical records include official publications, fiscal data, incoming/outgoing correspondence including e-mail, minutes of meetings, reports, and student files.

A6. Definition of a Records Retention Schedule

A records retention schedule is the cornerstone of an effective records management program. It is a document that defines an organization's legal and compliance recordkeeping requirements. South Texas College implements a records retention schedule in order to ensure that its records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner. The records retention schedule is intended to ensure that employees adhere to approved recordkeeping requirements, and that they do so consistently.

A7. Litigation and Open Records Requests

Records currently being retained by each Department need to comply with Texas State Library and Archives Commission Records Retention Schedules. A state record whose retention period has expired during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed or sent to the Retention Center until the completion of the action and the resolution of all issues that arise from it. Should a document(s) need to be retrieved for any of the causes above, please contact Risk Management (refer to Document Retrieval Section, pg. 7).

A8. Current Process – Processing of Records

Please review Appendix B - Records Management Process.

- All South Texas College departments must review files on a yearly basis. Risk Management recommends that departments keep 1 – 2 years of documents in their respective areas. Anything older should be boxed up and sent for processing.
- Risk Management will coordinate the process and answer any questions.
- Contact Risk Management and indicate how many boxes are needed. Risk Management will initiate a request on Banner Workflow and order the boxes for you.
- Shipping and Receiving will deliver empty boxes to you.
- Departments will box up their files and label the boxes (place the labels on each of the small ends of the box).
- Use Banner Workflow to schedule a pickup date for your boxes.
- Risk Management will review and approve the Banner Workflow request.
- Risk Management will coordinate with Shipping and Receiving.
- Shipping and Receiving will pick up your boxes and transport them to the Retention Center.
- The records retention vendor will process your documents and determine the retention period and date of destruction. The vendor handles all destruction in a secure manner.

For assistance with Banner Workflow, please contact Risk Management at 872-6747. For Banner Workflow access, please contact the IT Help Desk.

A9. E-mail

E-mail is not a record, it is a format. Official records should not be kept in e-mail. The content in an e-mail determines its retention period. E-mail that has information that should be retained according to the TSLAC retention schedules should be printed and filed as would any other paper record. Even though e-mail is backed-up for business continuity purposes, it is not kept as a system of record. Each e-mail user is responsible for retaining e-mail containing important information. The files embedded in your account are not permanent storage and should not be used for permanent or long-term storage solutions.

Source: Barnard College Record Retention & Disposal Memorandum

See Appendix A – Is This A Record?

A10. Preparing Records for Transfer to the Retention Center

When filling boxes, keep similar files together. Use separate boxes for different file types (Do not group multiple file types into one box. For example, RFPs in the same box as contracts). Boxes sent to the Retention Center are expected to be properly labeled (no acronyms or abbreviations) and in proper boxes. Improper use of boxes and/or labeling by department will result in documents not being picked up and processed.



Example of a proper box to use (these are requested through Banner Workflow)



Example of a box that should NOT be used

South Texas College Record Retention	
Department Name:	Finance & Administrative Services/Risk Management
Date:	September 1, 2015 - August 31, 2016
Content:	Property Insurance - Student Insurance Files
Fiscal Year:	FY 2016
Item #	Request for Proposals
Box:	1 of 3

Example of a properly filled out label (contact Risk Management for labels to be sent to you)

A11. Additional Information

- Do not place personal effects (mugs, pictures, 3-ring binders, miscellaneous items) within boxes sent to the Retention Area. Only include documents and files.
- Official labels will be provided by Risk Management. Label your boxes using the labels provided to you. Do not include long itemized document types on the label. Instead, try to keep similar files together in each box and label using broad categories such as "Employee Files" which may include leave forms, travel, time adjustments, etc.
- Do not proceed to destroy documents/files. Instead, use the records retention process as it ensures that the College is in compliance with TSLAC retention requirements, reduces liability for the College and provides a paper trail which is useful during audits and/or document retrieval.

A12. Permanent Files

Permanent files will be housed in the Retention Center. Should a department wish to retain a box permanently (deviating from the Records Retention Schedules), please contact Risk Management to process the request through the Texas State Library and Archives Commission.

A13. Document Retrieval

Should a department wish to view a document contained in a box sent for processing, please contact Risk Management for retrieval. Risk Management will verify if the box has been destroyed. If the box has not yet been destroyed, Risk Management will obtain a copy of the desired document(s) for the requesting party. Only Risk Management personnel will have access to the Retention Center. Any individual needing to access the Retention Center will be accompanied by a member of Risk Management.

A14. Not All Records Must Be Retained

Not all records must be retained. The list below describes items in a typical office that are not classified as records and do not need to be categorized or maintained. These materials may be destroyed at any time if they are no longer needed by the office holding them. These items will not appear on a retention schedule.

- Large quantities of duplicate materials and duplicates of “official copies”
- Published reports produced by other entities
- Blank letterhead or other blank forms
- Catalogues, journals or other printed matter used for informational purposes
- Notices or memoranda that give only “timely information” such as a change of venue for a meeting
- Non-South Texas College published magazines and newspapers
- Purchased data from other sources
- Routing slips or telephone messages
- Routine letters of transmittal and “for your information” notes
- Notes or working papers once a project is completed, unless they provide more complete information than the final report

A15. Disposal and Destruction of Records

- Not all records must be retained. Refer to retention schedule contained herein to verify retention period. Contact Risk Management to confirm the disposing of records not located in retention schedule.
- Records containing sensitive and/or confidential information not located in the retention schedule or determined not to be the original record are to be disposed in Maverick shred bins or shredded by department. Maverick bins can be found at the following locations:
 - **Pecan Campus**
 - Building K – 1st Floor Office 1.300
 - Building K – 1st Floor Office 1.900
 - Building K – 2nd Floor VP Office 2.308
 - Building K – 2nd Floor Office 2.608
 - Building K – Student Financial Services (2)
 - Building K – Comprehensive Advising (2)
 - Building K – P.A.S.S. Department
 - Building M – 2nd Floor Office #256
 - Building N – Office #106 (2)
 - Building N – Office of Accountability, Risk & Compliance
 - Building X – 2nd Floor VP Office X-209
 - Building X – 2nd Floor VP Office X-230
 - Building X – 2nd Floor President’s Office
 - **Pecan Plaza**
 - Human Resources
 - **Mid-Valley Campus**
 - Dual 2 Degree
 - Outreach Departments – Dual 2 Degree
 - **Starr County Campus**
 - Student Financial Services
 - Dual 2 Degree
 - **Nursing & Allied Health Campus**
 - East Wing
 - West Wing
- Records retained by departments longer than designated retention period need to be processed and transported to the South Texas College Records Retention Center.
- Contact Ken Lyons, Risk Manager or Irma Sierra, Risk Management Assistant to coordinate the processing of records to the South Texas College Records Retention Center.

A16. Contact Information

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Retention Schedule (Local Schedule GR Revised 5th Edition)

B1. Administrative Records – Records of Governing Bodies

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Agendas	Open Meetings – If the minutes describe each matter considered by the governing body and reference to reference to an agenda is not required	2 years	PERMANENT
Agendas	Open Meetings – If the minutes do not describe each matter considered by the governing body and reference to an agenda is required	PERMANENT	
Agendas	Certified agendas of closed meetings	2 years	PERMANENT
Dedications		PERMANENT	
Minutes	Written minutes	PERMANENT	
Minutes	Notes taken during meetings from which written minutes are prepared	90 days after approval of minutes by the governing body	PERMANENT
Minutes	Audiovisual recordings of open meetings	PERMANENT	
Minutes	Audiovisual recordings of workshop sessions of governing bodies in which votes are not made and written minutes are not required by law to be taken.	2 years	PERMANENT
Minutes	Audiovisual recordings of open meetings for which written minutes are prepared	90 days after approval of minutes by the governing body	PERMANENT
Minutes	Certified audiovisual recordings of closed meetings	2 years	PERMANENT
Minutes	Supporting documentation – 1 copy of each document of any type submitted to a meeting of a governing body for consideration, approval or other action; if such action is reflected in the minutes of the meeting	2 years	PERMANENT
Open Meeting Notices		2 years	PERMANENT
Ordinances, Orders and Resolutions		PERMANENT	
Petitions	Petitions from the public to the governing body or subsidiary boards or commissions of a local government	Final action on the petition + 2 years	PERMANENT
Proclamations		2 years	PERMANENT

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Speeches, Papers and Presentations – Elected Officials	Notes of text of speeches, papers, presentations or reports delivered in conjunction with government work by elected officials	End of term in office or termination of service in that position	
Public Comment Forms	Public comment forms, citizen comment forms, registration cards, or other similar documents filled out by members of the public wishing to speak at an open meeting	2 years	PERMANENT

B2. Administrative Records – General Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Accident Reports	Reports of accidents to adults	3 years from report date if no claim filed; 3 years after settlement/denial of the claim if a claim is filed, whichever is applicable	
Accident Reports	Reports of accidents to minors	Date minor reaches majority age +3 years, if no claim is filed; 3 years after settlement or denial of claim if a claim is filed, whichever is applicable	
Affidavits of Pub.	Publication of municipal ordinances	PERMANENT	
Affidavits of Pub.	Election notices – in an election involving a federal office	Election day +22 mo.	
Affidavits of Pub.	Election notices – in an election not involving a federal office	Election day + 6 mo.	
Affidavits of Pub.	All other published legal notices	2 years	
Annexation, Disannexation, Abolition, and Other Jurisdictional Records	Records relating to the annexation or disannexation of territory to or from a local government, to its abolition, or to other actions which affect its territorial jurisdiction or service area, including reports, correspondence, records of public hearings, agreements and similar records	PERMANENT	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Charters	Charters, Articles of Incorporation, Orders of Incorporation, Orders of Change, or other similar documents used to establish or modify the administration of a local government	PERMANENT	
Complaints	Complaints received from the public by a governing body or any officer or employee of a local government relating to government employees, policies, etc.	Resolution or dismissal of complaint + 2 years	
Contracts, Leases and Agreements	Contracts, leases and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination, except construction contracts	4 years after the expiration or termination of the instrument according to its terms	
Correspondence, Internal Memoranda and Subject Files	Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics	4 years	
Correspondence, Internal Memoranda and Subject Files	General – Incoming/outgoing and internal correspondence pertaining to the regular operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics	2 years	
Correspondence, Internal Memoranda and Subject Files	Routine – Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics	As long as administratively valuable	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Deeds	Deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and similar records evidencing public ownership of real property	PERMANENT	
Easements	Documentation relating to easements and rights-of-way for public works or other local government purposes, including releases	PERMANENT	
Insurance Policies	Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel including supporting documentation relevant to the implementation, modification, renewal or replacement of policies	4 years after expiration or termination of the policy according to its terms and all rights granted under it	
Legal Opinions	Formal legal opinions rendered by counsel or the Attorney General for a local government, including any written requests for opinions concerning the governance and administration of a local government	PERMANENT	
Litigation Case Files		As long as administratively valuable after decision of a local government to file a lawsuit or decision that a lawsuit will not be filed against it; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or court on appeal, if applicable) in a lawsuit	
Minutes (Staff)	Minutes of internal staff meetings	As long as administratively valuable	
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 years	
Public Information Act Requests	Non-exempted records and withdrawn requests	Date request for records fulfilled or withdrawn + 1 year	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Public Information Act Requests	Exempted records	Date of notification that records requested are exempt from disclosure + 2 years	
Organizational Charts		Until superseded	
Permits and Licenses	Records documenting the application for and the issuance of permits and licenses (including certificates of liability and other required documentation) by a local government for sales, solicitation, facility usage, and similar activities. Does not include permits and licenses issued for the construction of or alterations to real property, for those relating to health and sanitation, or for those issued by police or fire departments listed in other commission schedules.	Expiration, cancellation, revocation, or denial + 2 years	
Photographs, Images, Recordings and Other Non-Textual Media	Photographs, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of a local government or any of its departments, programs, or projects except such records noted elsewhere in this or other commission schedules.	As long as administratively valuable	
Policy and Procedure Documentation	Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules and regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services or projects	Until superseded, expired or discontinued + 5 years	
Publications	Pamphlets, reports, studies, proposals, and similar material printed by or for a local government or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution	One copy of each PERMANENT	
Records Management Records	Records control schedules (including all successive versions of and amendments to schedules)	Until superseded	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Records Management Records	Records documenting the disposition of records under records control schedules, including requests submitted to the Texas State Library and Archives Commission for authorization to destroy unscheduled records or the originals of permanent records that have been microfilmed.	PERMANENT	
Records Management Records	Lists or inventories of the active and inactive records created or received by a local government	Until superseded, expired, or discontinued	
Records Management Records	Plans and similar documents establishing the policies and procedures under which a records management program operates	Until superseded, expired, or discontinued + 5 years	
Records Management Records	Records transmittal forms or similar records documenting transfer of records to or from a records storage facility	Date of disposition or return of records from storage, whichever sooner, + 2 years	
Reports and Studies (Non-Fiscal)	(1) Annual reports	PERMANENT	
Reports and Studies (Non-Fiscal)	(2) Special reports or studies prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state agency or a court	PERMANENT	
Reports and Studies (Non-Fiscal)	(3) Special reports or studies prepared by order or request of the chief administrative officer	5 years	
Reports and Studies (Non-Fiscal)	(4) Monthly, bimonthly, quarterly, or semi-annual reports	3 years	
Reports and Studies (Non-Fiscal)	Working papers and raw data used to create any report for (1) and (2) above	3 years	
Reports and Studies (Non-Fiscal)	Working papers and raw data used to create any report for (3) and (4) above	1 year	
Reports and Studies (Non-Fiscal)	Activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc., except reports of similar types notes in this or other commission schedules	1 year	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Waivers of Liability	Waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.	3 years from date of cessation of activity for which the waiver was signed	
Conflicts Disclosure Statements and Conflict of Interest Questionnaires	Conflicts disclosure statements and conflict of interest questionnaires submitted by local government officers or vendors and other persons filing with a local government in accordance with the requirements of Chapter 176, Local Government Code	Date of filing + 3 years	
Local Government Officers, Lists Of	Lists of local government officers prepared and made available to the public by the local government officer with whom conflicts disclosure statements and conflict of interest questionnaires are filed in accordance with the requirements of Chapter 176, Local Government Code	Until superseded + 1 year	
Calendars, Appointment and Itinerary Records	Calendars, appointment books or programs, and scheduling or itinerary records, purchased with local government funds or maintained by staff during business hours that document appointments, itineraries and other activities or agency officials or employees	Calendar year end + 1 year	
Insurance Claims	Claims related to liability, theft, fire, health, life, automobile, and other insurance policies	Settlement or denial of claim + 3 years	
Customer Surveys	Surveys returned by the customers or clients of a local government, and the statistical data maintained rating a government's performance	Issuance of report on results of the survey + 3 years	
Transitory Information	Drafts and working papers, routine messages, telephone message notifications, internal meeting notices, routing slips, incoming letters, or memoranda of transmittal that add nothing of substance to enclosures and similar routine information used for communication, but not for the documentation of a specific government transaction	As long as administratively valuable	
Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with government work by staff of a local government	End of event, Until superseded or discontinued + 2 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Subpoenas	Subpoenas for production of evidence produced for litigation in which the local government is not a party	As long as administratively valuable after fulfilled	
Release of Records Documents	Records that document the release of records or information through any method other than a Public Information Act request or subpoena (including employment verification).	2 years	
Committee Records	Records of committees, councils, boards, or commissions which are not subject to the Texas Open Meetings Act. Records may include, but are not limited to, member lists, officer election records, agendas, meeting minutes, and related documentation and correspondence	2 years	
Lobbyist Registration Documentation	Forms, reports or other similar documents submitted to local governments documenting lobbying activities as required by local regulations	Date of filing + 3 years	

B3. Financial Records – Fiscal Administration and Reporting Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Fiscal Audit Records	(a) Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government	PERMANENT	
Fiscal Audit Records	Annual, biennial, or other periodic audit of a department, program, fund, or account if included in a cumulative audit under (a)	2 years	
Fiscal Audit Records	Annual, biennial, or other periodic audit of a department, program, fund or account if not included in a cumulative audit under (a)	PERMANENT	
Fiscal Audit Records	Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency	PERMANENT	
Fiscal Audit Records	Working papers, summaries, and similar records created for the purposes of conducting an audit	3 years after all questions arising from the audit have been resolved	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Bank Security Records	Records documenting the pledging of bonds or securities by banks serving as depositories for public funds including depository contracts, security pledges and statements, surety bonds, and similar records	4 years after termination, expiration, or release of contractual obligations	
Bond Records	Bond administrative records consisting of preliminary studies, proposals and prospectuses, authorizations and certifications for issuance or cancellation, and related policy correspondence	PERMANENT	
Bond Records	Bond certificates and redeemed coupons	1 year after payment	
Bond Records	Bond registers	PERMANENT	
Bond Records	Records relating to the exchange, conversion, or replacement of bonds by bondholders	1 year if information is contained in a bond register; PERMANENT if information is not contained in a bond register	
Budgets and Budget Documentation	Annual budgets (including amendments)	PERMANENT	
Budgets and Budget Documentation	Special budgets (includes budgets for capital improvement projects, grant-funded projects, or other projects prepared on a special or emergency basis and not included in an annual budget)	PERMANENT	
Budgets and Budget Documentation	Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents	3 years	
Budgets and Budget Documentation	Encumbrance and expenditure reports (status reports showing expenditures and encumbrances against a budget)	2 years	
Budgets and Budget Documentation	Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests	2 years	
Capital Assets Records	Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of	Fiscal year end of date of disposal + 5 years	PERMANENT

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Capital Assets Records	Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes	Fiscal year end + 5 years	PERMANENT
Capital Assets Records	Equipment or property inventories (including sequential number property logs)	Until superseded + 3 years	PERMANENT
Capital Assets Records	Property sale, auction, or disposal records of government-owned equipment or property	1 year	PERMANENT
Federal Revenue Sharing Records	Records containing the use of federal revenue sharing funds by a local government, including revenue and expenditure summaries; status, budget, and audit reports; and other reports or documentation required by federal law or regulation	As long as administratively valuable	
Financial Reports	Monthly, bimonthly, quarterly, or semi-annual reports	Fiscal year end + 3 years	
Financial Reports	Annual reports	PERMANENT	
Financial Reports	Long range fiscal planning reports	PERMANENT	
Financial Reports	Capital improvement reports	PERMANENT	
Grant Development and Administrative Records	(a) Successful grant applications and proposals and any documentation that modifies the terms of a grant	Fiscal year end + 5 years	7 years
Grant Development and Administrative Records	(b) Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies	Fiscal year end + 5 years	7 years
Grant Development and Administrative Records	Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals	3 years	7 years
Grant Development and Administrative Records	Any records of the type noted in (a) or (b) relating to unsuccessful grant proposals	As long as administratively valuable	7 years
Investment Transaction Records	Documentation relating to the investment of public funds (e.g. certificates of deposit) that evidences the investment of funds, the performance or return of investments, the cancellation or withdrawal of investments, and similar activity	Fiscal year end + 5 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Investment Transaction Records	Documentation related to the calculation of arbitrage rebate amounts, if any, on proceeds from the sale of tax-exempt bonds	Retirement of the last obligation of the bond issue + 6 years	
Charge Schedules / Price Lists	Schedules of prices charges by a local government for services to the public or other governments, including any documentation used to determine the charges	Until superseded + 3 years	

B4. Financial Records – Accounting Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Accounting Policies and Procedures Documentation	Policy and procedure directives and similar records documenting accounting methodology	Until superseded, expired, or discontinued + 5 years	
Accounts Payable and Disbursement Records	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses	Fiscal year end of date of final payment + 5 years	PERMANENT
Accounts Payable and Disbursement Records	Accounts payable records sufficient to document the purchase costs of capital equipment or other fixed assets	Fiscal year end of disposal + 5 years	PERMANENT
Accounts Payable and Disbursement Records	Reports accompanying the transmittal of funds to federal, state, or other local government agencies (e.g. sales tax to the State Comptroller of Public Accounts); to retirement systems, or to other entities if the funds are collected, in whole or in part, on behalf of other agencies or individuals (e.g. retirement deductions of employees)	Fiscal year end of period covered by report + 3 years	PERMANENT
Accounts Payable and Disbursement Records	Accounts payable records for bond-funded projects	Fiscal year end of date of last bond payment + 5 years	PERMANENT

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Accounts Receivable Records	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a local government and its collection or receipt	Fiscal year end of date of receipt + 5 years	
Accounts Receivable Records	Accounts receivable records documenting the receipt of any monies by any local government that are remittable to the State Comptroller of Public Accounts (e.g. court costs in criminal cases, sales tax)	Remittance due date + 5 years	
Accounts Receivable Records	Account card or similar records documenting payments to a local government in which the government holds a property lien until the debt is satisfied (e.g. liens arising from demolition, lot cleaning), including original liens and lien releases	Fiscal year end of date of final payment and release of lien + 3 years	
Accounts Receivable Records	Account card or similar records relating to the receipt of cash deposits as sureties for the delivery of services (e.g. water and wastewater)	Fiscal year end of termination of service or refund of deposit + 3 years	
Accounts Receivable Records	Records of accounts deemed uncollectable, including write-off authorizations	Fiscal year end of write-off date + 5 years	
Banking Records	Bank statements, credit card statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	Fiscal year end + 5 years	
Cost Allocation and Distribution Records	Records created to document the allocation of costs among accounts and funds of a local government, including records relating to chargebacks and other interdepartmental or interfund accounting transactions	Fiscal year end + 5 years	
Ledgers, Journals and Entry Documentation	For fiscal years for which an annual financial audit report exists	Fiscal year end + 5 years	
Ledgers, Journals and Entry Documentation	For fiscal years for which an annual financial audit report does not exist	PERMANENT	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Ledgers, Journals and Entry Documentation	Subsidiary ledgers	Fiscal year end + 5 years	
Ledgers, Journals and Entry Documentation	Receipt, disbursement, general or subsidiary journals	Fiscal year end + 5 years	
Ledgers, Journals and Entry Documentation	Journal vouchers and entries or similar posting control forms (including supporting documentation such as correspondence and auditor adjustments that evidence journal entries and amendments)	Fiscal year end + 5 years	
Ledgers, Journals and Entry Documentation	Perpetual care fund registers of government-owned cemeteries	PERMANENT	
Transaction Summaries	Daily	30 days	
Transaction Summaries	Weekly	90 days	
Transaction Summaries	Monthly, bimonthly, quarterly, or semi-annual	2 years	
Transaction Summaries	Annual	Fiscal year end + 5 years	
Unclaimed Property Documentation	Any form of record sufficient to verify information on unclaimed property previously reported to the State Treasurer showing the name and last known address of the apparent owner of reportable unclaimed property, a brief description of the property, and the balance of each unclaimed account, if appropriate	Date on which property is reportable + 10 years	

B5. Personnel and Payroll Records – Personnel Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Affirmative Action Plans	Reports, analyses, and statistical data compiled from source documentation used to develop, implement, and monitor affirmative action plans	5 years	
Affirmative Action Plans	Affirmative action plans	Until superseded + 5 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Aptitude and Skills Test Records	(a) Validation studies	Life of test + 2 years	
Aptitude and Skills Test Records	(b) Tests	Until superseded + 2 years	
Aptitude and Skills Test Records	(c) Test papers or results of persons taking tests	Date of creation or personnel action involved, whichever later + 2 years	
Aptitude and Skills Test Records	Records, other than those noted (a)-(c), relating to the planning and administration of tests	3 years	
Awards and Commendations	Individual award, honor or commendation bestowed on an employee	Date of separation + 5 years	
Certificates & Licenses	Certificates, licenses, or permits required of employees to qualify for or remain eligible to hold a position requiring certification or licensing.	Until superseded or separation of employee + 5 years	PERMANENT
Conflict of Interest Affidavits		5 years after leaving position for which the affidavit was filed	
Counseling Program Records	Reports of interviews, analyses, and similar records relating to the counseling of an employee for work-related, personal, or substance abuse problems, including any warnings associated with the counseling. Usually maintained at the supervisory level by HR departments	3 years after termination of counseling	
Counseling Program Records	Records relating to the planning, coordination, implementation, direction, and evaluation of an employee counseling program	3 years	
Disciplinary and Adverse Action Records	Records created by civil service boards or by personnel or supervisory officers in considering, or reconsidering on appeal, an adverse action (e.g. demotion, probation, termination, suspension, leave without pay) against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings, and decisions and judgments	2 years after case closed or action taken, as applicable	PERMANENT
Employee Pension and Benefits Records	Employee benefit plans such as pension; life, health, and disability insurance; seniority and merit systems; and deferred compensation plans, including amendments	Termination of plan + 1 year	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Employee Pension and Benefits Records	Enrollment forms providing personal identifying data, beneficiary information, option selection, acknowledgment forms and similar information – if the record is maintained by the retirement system of which the local government is a member or by the service provider	As long as administratively valuable	Date of Separation + 1 Year
Employee Pension and Benefits Records	Enrollment forms providing personal identifying data, beneficiary information, option selection, acknowledgment forms and similar information – If the official record is maintained by the local government (a) Pension and deferred compensation (b) Life, health, accidental death and disability insurance (c) Any benefit other than those notes in (a) or (b)	(a) Date of separation + 75 years (b) Termination of coverage + 4 years (c) Until superseded or separation + 2 years, as applicable	Date of Separation + 1 Year
Employee Pension and Benefits Records	Annual reports from a pension system or fund	PERMANENT	
Employee Recognition Records	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs	2 years	
Employee Security Records	Records created to control and monitor the issuance of keys, identification cards, passes, or similar instruments of identification and access	Until superseded, date of expiration, or date of separation + 2 years, as applicable	
Employee Security Records	Records relating to the issuance of parking permits	Until superseded	
Employee Selection Records	Notes of interviews with candidates; audio and videotapes of job interviews; applicant rosters; eligibility lists; test ranking sheets; justification statements for violating eligibility or ranking sequence; and previous injury checks; offers of employment letters; and similar records documenting the filling of a vacant position	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Employee Service Records	Summary employment history record for each employee maintained on 1 or more forms, containing the following minimum information: name; sex; date of birth; social security number; positions held with dates of hire, promotion, transfer, or demotion; dates of leaves of absence or suspension that affect computation of length or service; wage or salary rate for each position held, including step or merit increases within grades; most recent public access option form; and date of separation	Date of separation + 75 years	
Employment Advertisements or Announcements	Advertisements or postings relating to job openings, promotions, training programs, or overtime opportunities, including jobs orders submitted to employment agencies	2 years	
Employment Applications	Applications, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions (both hired and not hired) or for promotion, transfer, or training opportunity (both selected and not selected) is required on the application form, by application procedures, or in the employment advertisement	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later	
Employment Applications	Samples of publications, artwork, or other products of prior achievement not returned to applicants	As long as administratively valuable	
Employment Applications	Transcripts of persons hired if state or federal law or regulation mandates a level of education needed to qualify for employment (e.g. school district professional and paraprofessional personnel)	Date of separation + 5 years	PERMANENT
Employment Contract / Collective Bargaining Records	Contracts and agreements, including collective bargaining agreements, between a local government and an employee or a group of employees, including written acceptances of such contracts	Last effective date of contract + 4 years	AC+7 Executed, renewed, or amended on or after 09/01/15
Employment Contract / Collective Bargaining Records	Records relating to the negotiation of collective bargaining agreements or similar group contracts, including reports; correspondence; mediation or arbitration agreements; the proceedings, findings, and awards of arbitration boards; and similar records	Last effective date of contract + 4 years or, if no agreement or contract results, 4 years	AC+4 Executed, renewed, or amended on or before 08/31/15

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Equal Employment Opportunity Records and Reports	Reports, analyses, or statistical data compiled from source documentation used to complete EEO reports	3 years	
Equal Employment Opportunity Records and Reports	EEO-1, EEO-4, EEO-5, and EEO-6 reports	3 years	
Equal Employment Opportunity Records and Reports	Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments	Resolution of case + 3 years	
Equal Pay Records	Reports, studies, aggregated or summarized data, and similar documentation compiled to monitor and demonstrate compliance with the Equal Pay Act.	2 years	
Fidelity Bonds		Effective life of bond + 5 years	
Fingerprint Cards		Date of separation + 5 years	
Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	Final decision on the grievance + 2 years	
Job Evaluations	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of employees	Until superseded + 2 years or date of separation + 2 years, whichever sooner	PERMANENT
Medical and Exposure Reports	Health, physical or psychological examination reports or certificates of all job applicants if physical or psychological condition is a factor in hiring decisions, including the promotion, transfer, or selection for training of current personnel	2 years from the date of creation or personnel action involved, whichever is later	
Medical and Exposure Reports	For employees exposed in the course of their work to toxic substances, harmful physical agents, or blood borne pathogens	Date of separation + 30 years	PERMANENT
Medical and Exposure Reports	For all other employees	Until superseded + 2 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Medical and Exposure Reports	Environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports	30 years	
Medical and Exposure Reports	Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater; records of driver verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; driver evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; copy of each annual calendar year summary required by 49 CFR 382.403	5 years	
Medical and Exposure Reports	Records related to the alcohol and controlled substances collection process	2 years	
Medical and Exposure Reports	Records of negative and cancelled controlled substances test results and alcohol test results with a concentration of less than 0.02	1 year	
Oaths of Office	Any oaths or affirmations required of local government employees or officers. Includes the Statement of Elected Officer (Secretary of State Form 2201)	Until superseded + 5 years or 5 years after leaving position for which oath required, whichever is applicable	PERMANENT
Personnel Action or Information Notices	Documents used by personnel officers to create or change information in the personnel records of individual employees concerning hiring, termination, transfer, pay grade, position or job title, leaves of absence, name changes, and similar personnel actions except those noted elsewhere in this part	2 years from the date of creation or the personnel action involved, whichever is later	PERMANENT for all items listed EXCEPT Leaves of Absence: Separation + 1 year
Personnel Studies and Surveys	Studies, statistical reports, surveys, cost analyses and projections, and similar records, except those noted elsewhere in this part, on any aspect of the personnel management or administration of a local government	3 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Position Description, Classification, and Staff Monitoring Records	Job descriptions, including any associated task or skill statements. Also includes documentation concerning the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines; selection criteria; determination of classification appeals; etc.	Until superseded or position abolished + 4 years	PERMANENT
Position Description, Classification, and Staff Monitoring Records	Position staffing and vacancy reports	Until superseded	Fiscal Year End
Position Description, Classification, and Staff Monitoring Records	Personnel requisitions	2 years	As long as administratively valuable
Position Description, Classification, and Staff Monitoring Records	Reduction in force plans and any related documentation	Until superseded or if implemented, 2 years from date of last reduction in force action under the plan	
Training and Educational Achievement Records	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee if such training or testing is required for the position held or if the educational or skill attainment or enhancement affects or could affect career advancement in the local government or, in the case of licensed or certified personnel (e.g. school professionals, firefighters, police officers, health care professionals) in other governments or the private sector	Date of separation + 5 years	PERMANENT
Training and Educational Achievement Records	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs	2 years	
Training and Educational Achievement Records	Training manuals, syllabuses, course outlines, and similar training aids used in in-house training programs	Until superseded or discontinued + 2 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Training and Educational Achievement Records	Skill or achievement measurement records of a training group or class as a whole (e.g. rosters with scores)	2 years	
Unemployment Compensation Claims Records	Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases	After closed + 5 years	
Verifications of Employment Eligibility (Form I-9)		3 years from hire or 1 year after separation, whichever later	
Work Schedules	Work, duty, shift, crew, case schedules, rosters, or assignments	1 year	
Workers Compensation Claim Records	Initial and supplemental incident forms, reports or logs	Calendar year end + 5 years	PERMANENT
Workers Compensation Claim Records	Records of workers compensation claims filed by employees, including any reports or investigations used to determine eligibility	Calendar year end + 5 years	PERMANENT
Financial Disclosure Statements	Financial disclosure statements of officers and/or employees of a local government required by Local Government Code Section 145.007(c) or 159.007(c)	Date of separation + 2 years	
Public Access Option Forms	Forms completed and signed by employee or official, or former employee or official, 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	Until superseded	PERMANENT
Employee Exit Interviews	Records of interviews and other supporting documentation conducted at time of employee termination	Date of separation + 2 years	
Criminal History Checks	Used for condition of or in conjunction with employment application	End of employee's probationary period or after immediate purpose has been fulfilled, as applicable	After immediate purpose has been fulfilled
Employee Acknowledgment Forms	Employee acknowledgment forms or other documentation that show proof of receipt and awareness of local government policies and procedures	Until superseded or date of separation + 2 years, as applicable	PERMANENT

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Unsolicited Resumes	Unsolicited resumes received by local governments not used in the employment selection process	As long as administratively valuable	
Volunteer Service Files	Information about individual volunteers and duties they perform	Until superseded or date of separation + 3 years	
Applications for Permanent Employment Certification (ETA Form 9089)	Includes applications and supporting documentation, including employment applications, summaries of recruitment efforts, job postings, newspaper advertisements, job orders with the Texas Workforce Commission, and correspondence with the US Dept. of Labor and attorneys	Date of filing of application + 5 years	
Outside / Secondary Employment Authorizations	Personnel forms requesting permission to perform a job outside of the local government	Date of separation or until superseded + 2 years, as applicable	PERMANENT
License and Driving Record Checks		Until superseded or date of separation	
Labor Statistics Reports	Reports providing statistical information on labor force	3 years	
Americans with Disabilities Act (ADA) Documentation	Self evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act	3 years	Date of separation + 1 year

B6. Personnel and Payroll Records – Payroll Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments	4 years after separation or 4 years after amendment, expiration, or termination of authorization, whichever sooner	As long as employee is active. Date of separation + 1 year
Direct Deposit Applications / Authorizations		Until superseded or date of separation, as applicable	PERMANENT

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Earnings and Deduction Records	(a) Individual employee earnings card or record that shows earnings and deductions for each pay period; Master payroll register which shows earnings and deductions for each pay period	5 years	10 years
Earnings and Deduction Records	(b) Individual employee earnings card or record; Employee Service Record if it contains the prescribed pension and deferred compensation deduction data; Master payroll register, or the final year-to-date register of each calendar year, if the register shows all persons employed during the year from whose wages, pension, and deferred compensation deductions were made; Pension and deferred compensation deduction register, or the final year-to-date pension deduction register of each calendar year, if the register lists all persons employed during the year from whose wages pension and deferred compensation deductions were made; Copies of annual or other periodic statements furnished to each employee detailing the deductions and contributions to a pension or deferred compensation plan during the past year or period	Date of separation + 75 years	10 years
Earnings and Deduction Records	Master payroll register, including year-to-date registers, if not used to satisfy either of the retention requirements set in (a) or (b)	Fiscal year end + 5	10 years
Earnings and Deduction Records	Subsidiary payroll registers if not used to satisfy either of the retention requirements set in (a) or (b) (1) If data contained in the subsidiary payroll register is not contained in the master payroll register (2) If data contained in the subsidiary payroll register is contained in the master payroll register	(1) Fiscal year end + 5 years (2) As long as administratively valuable	10 years
Earnings and Deductions Records	Copies of annual or other periodic statements furnished to each employee detailing the deductions and contributions to a pension or deferred compensation plan during the past year or period, if not used to satisfy retention requirement in (b)	2 years	10 years

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Earnings and Deductions Records	Payroll adjustment records, including transaction registers, authorizations, and similar records authorizing and detailing adjustments to payroll records because of overpayment, underpayment, etc.	Fiscal year end + 5 years	PERMANENT
Federal and State Tax Forms and Reports	Forms used to determine withholding from wages and salaries for payroll tax purposes (W-4 Forms)	4 years after separation or 4 years after form amended, whichever sooner	PERMANENT
Federal and State Tax Forms and Reports	Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes (W-2, 1099)	4 years after tax due date or date tax paid, whichever later	PERMANENT
Leave Records	(a) A record containing a record of the unused accumulated sick leave of each employee if (1) all or a percentage of accumulated sick leave is used to calculate length of service and/or (2) accumulated sick leave is creditable to an employee if rehired	Date of separation + 75 years	
Leave Records	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation	Fiscal year end + 5 years	
Leave Records	Copies of periodic time summary or leave status reports furnished to each employee containing information on vacation, sick, compensatory, or other leave earned and used, including the final report of separated employees if they are not used to satisfy the retention requirement set in (a)	2 years	
Payroll Action or Information Notices	Documents concerning hiring, termination, transfer, pay grade, position or job title, name changes, etc.	2 years from date of creation or personnel action involved, whichever is later	PERMANENT
Payroll Action or Information Notices	Documents concerning adjustments to payroll and leave status	Fiscal year end + 3 years	PERMANENT
Time and Attendance Reports	Time cards or sheets, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules	4 years	10 years

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Time Change Records	Requests and authorizations for overtime, time trading, and other actions that affect normal work time except leave requests	2 years	10 years
Reimbursable Activities, Requests and Authorizations to Engage In	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other bona fide work-related activities in which the expenses of an employee are defrayed or reimbursed	Fiscal year end + 5 years	
Wage and Salary Rate Tables	If wage or salary rate for each position listed on an Employee Service Record is expressed in dollars	2 years after last effective date	
Wage and Salary Rate Tables	If wage or salary rate for each position listed on an Employee Service Record is indicated by grade or step number only	Date of separation + 75 years	PERMANENT

B7. Support Services Records – Purchasing Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Bids and Bid Documentation	Successful bids and requests for proposals, including invitations to bid, bid bonds, and affidavits, bid sheets, and similar supporting documentation	Fiscal year end of award + 5 years	Fiscal year end of award + 7 years
Bids and Bid Documentation	Unsuccessful bids	2 years	5 years
Bids and Bid Documentation	Requests for informal bid estimates, quotes, or responses from providers for the procurement of goods or services for which state law or local policy does not require the formal letting of bids	1 year	5 years
Bids and Bid Documentation	Requests for Information (RFI) preliminary to the procurement of goods or services by direct purchase or bid	As long as administratively valuable after date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable	1 year
Parts and Supplies Inventory Records	Inventories of parts and supplies	1 year	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Purchase Order and Receipt Records	Purchase orders, requisitions, and receiving reports	Fiscal year end + 5 years	5 years
Purchase Order and Receipt Records	Purchasing log, register, or similar record providing a chronological record of purchase orders issued, orders received, and similar data on procurement status	Fiscal year end + 3 years	5 years
Purchase Order and Receipt Records	Packing slips and order acknowledgments	As long as administratively valuable	5 years
Purchase Order and Receipt Records	Vendor and commodity lists	Until superseded	PERMANENT
Purchase Order and Receipt Records	W-9 Form used to request a taxpayer identification number (TIN) for reporting information to IRS. This includes W-9 forms received by local governments from vendors	Date account is opened or date instrument purchased + 3 years	PERMANENT

B8. Support Services Records – Facility, Vehicle, and Equipment Management Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Accident and Damage Reports (Property)	Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved	3 years	
Construction Project Records	Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, infrastructure (i.e. electrical lines, underground water lines), and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation	Life of asset + 10 years	PERMANENT
Construction Project Records	Records relating to the construction of prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural recreational facilities such as baseball diamonds and tennis courts, and similar structures and facilities	Completion of the project + 10 years	PERMANENT

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Construction Project Records	Records relating to construction projects that are transitory or of ephemeral relevance, and are not required for maintaining, modifying, and repurposing the building or structure. Records may include but are not limited to, records of architectural and engineering draft design plans and specifications that precede the signed and sealed versions, delivery tickets for expendable products, daily work reports, etc.	5 years	PERMANENT
Construction Project Records	Line Locate Requests, Call Before You Dig records, or other similar records documenting requests for information regarding locations of the underground cable or utility lines	Completion of the project requiring the locate request + 2 years	PERMANENT
Lost and Stolen Property Reports		Fiscal year end + 3 years	
Maintenance, Repair and Inspection Records	Vehicles and equipment: (1) Routine inspection records (2) Maintenance and repair records	(1) 1 year (2) Life of asset	
Maintenance, Repair and Inspection Records	Facilities: (1) Routine cleaning, janitorial, and inspection work (2) All other facility maintenance, repair and inspection records (including those relating to plumbing, electrical, fire suppression, and other infrastructural systems)	(1) 1 year (2) 5 years	
Service Requests / Work Orders	Requests or work order for repairs or maintenance to facilities, vehicles, or equipment	2 years	
Usage Reports	(a) Any type of usage report (e.g. mileage, fuel consumption, copies run) if such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc.	Fiscal year end + 5 years	
Usage Reports	(b) Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies	2 years	
Usage Reports	Usage reports compiled for purposes other than those noted in (a) or (b)	1 year	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Vehicle or Equipment Assignment Records	Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles or equipment by employees	After return or reassignment + 2 years	
Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas	3 years	
Vehicle and Equipment Warranties	Warranties for vehicles and equipment	Expiration of warranty + 1 year	
Vehicle Titles and Registrations	Vehicle titles and registrations of government-owned vehicles	Life of asset	
Surveillance Videos	Video surveillance for, but not limited to, security of property and persons	As long as administratively valuable	
Equipment Manuals	Equipment manuals, owner's manuals, instructional manuals, or other similar documentation for government-owned equip.	Life of asset	

B9. Support Services Records – Communications Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Postal and Delivery Service Records	Meter and permit usage records	1 year	
Postal and Delivery Service Records	Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies	1 year	
Telephone Logs or Activity Reports	If the log, report, or similar record is used for cost allocation purposes	Fiscal year end + 5 years	
Telephone Logs or Activity Reports	If the log, report, or similar record is used for internal control purposes other than cost allocation	1 year	
E-Rate Records	All records related to E-Rate (Schools and Libraries Program of the Universal Service Fund that provides discounts to schools and libraries for telecommunications and Internet access)	Fiscal year end + 10 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Directory Information	Mailing addresses, telephone or fax numbers, or email addresses, or other contact information maintained by a local government on its employees or persons it serves	Until superseded, expired, or discontinued	

B10. Support Services Records – Workplace Safety Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Bloodborne Pathogen Training Records	Records of training given to employees with exposure to bloodborne pathogens showing the dates of training sessions, contents or summaries of the sessions, names and job titles of those who received training, and names and qualifications of instructors	3 years	
Facility Chemical Lists	Copies of tier 2 forms containing information of hazardous chemicals present in local government facilities submitted to the fire chief of the fire department having jurisdiction over the facilities and to the Texas Dept. of State Health Services as required by Health and Safety Code, Section 506.006	30 years	
Hazard Communication Plans	Plans describing how criteria of the Hazard Communications Act (Chapter 502, Health and Safety Code) with regard to the education and training of employees will be met	Until superseded + 5 years	
Hazardous Materials Training Records	Records of training given to employees in a hazard communications program showing the date of each training session, subjects covered during the session, rosters of employees who attended, and the names of the instructors.	5 years	
Material Safety Data Sheets (MSDS)	Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals	As long as administratively valuable after receipt of updated sheet or the hazardous chemical is no longer present in the local government, as applicable	
Workplace Chemical Lists	Lists of hazardous chemicals, including superseded lists, compiled and maintained by local governments in accordance with the Health and Safety Code, Section 502.005	30 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Disaster Preparedness and Recovery Plans	Disaster preparedness, continuity of operations, business continuity, or other plans used to prepare for or respond to emergencies or disasters	Until superseded	

B11. Information Technology Records – Records of Automated Applications

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Audit Trail Records	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of online updates to application files or security logs	Until audit requirements met	
Finding Aids, Indexes, and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records	Until the related hard copy or electronic records have been destroyed	
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	Until electronic records are transferred to and made useable in a new hardware environment, or there are no electronic records being retained to meet an approved retention period that requires the hardware to be retrieved and read	
Information System / Database Records	Relatively long-lived computer files, including databases, containing organized and consistent sets of complete and accurate electronic records	Until electronic records are transferred to and made useable in a new system environment, or the files have met a retention period established in this or other commission scheduled, whichever is sooner	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Processing Records	Electronic files used to produce or modify an information system or database, including, but not limited to, work files, maintenance and test files, print files, and intermediate input/output records	Until electronic records are transferred to and made useable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner	
Software Programs	Automated software applications and operating system files including job control language, etc.	Until electronic records are transferred to and made useable in a new software environment, or there are no electronic records being retained to meet an approved retention period that requires the software to be retrieved and read	
Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition. Includes documentation describing how a system operates and which is 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.	Until electronic records are transferred and made useable in a new hardware or software environment with new documentation, or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read	
Automated Program Listing / Source Code	Automated program code and builds which generate the machine-language instructions used to operate software programs	Until superseded or software program no longer used, whichever sooner	

B12. Information Technology Records – Computer Operations and Tech Support Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
System Security Records	Records created for security purposes to control or monitor individual access to a system and its data, including but not limited to user account records, security login information, and password files	Until superseded, date of expiration, or date of separation + 2 years, as applicable	
System Security Records	Records used to control and monitor the security of a system and its data, including vulnerability scans, intrusion tests, malicious code detection tests, threat and risk assessments, technical security reviews, patch management logs, intrusion detection logs, firewall logs, and related records. Records documenting incidents and investigations, involving unauthorized attempted entry, probes and/or attacks on information systems or networks	As long as administratively valuable	
Batch Data Entry Control Records	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	As long as administratively valuable after reconciliation confirmed	
Chargeback Records to Data Processing Services Users	Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes	Fiscal year end + 5 years	
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	90 days	
Data Processing Planning Records	Reports, studies, analyses, projections, and similar records concerning the creation, development, or modification of data processing systems and services	5 years	
Electronic Media Library System Records	Records used to control the location, maintenance, and disposition of media in an electronic media library except for record destruction documentation that is maintained permanently	Until related records or media are destroyed or withdrawn from the library	
Data Entry Documents	Records or forms designed and used solely for data input and control except for data entry documents noted elsewhere in this schedule or other schedules adopted by the commission	Until all data has been entered into the system and, if required, verified	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Network Circuits Inventories	Records containing information on network circuits used by the government including circuit number, vendor, type of connection, terminal series, software, contact person, and other relevant information about the circuit	Until superseded	
Network Implementation Records	Records used to implement a computer network including reports, diagrams of network, and wiring schematics	Until superseded	
Operating System and Hardware Conversion Plans	Records related to the replacement of equipment or computer operating systems not included elsewhere in this schedule	2 years after completion of conversion	
Output Records for Computer Production	Reports showing transactions that were accepted, rejected, suspended, and/or processed	As long as administratively valuable	
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	Until no longer needed as an audit trail	
Project Records	Project management records, design documentation, feasibility studies, justifications, user requirements, etc.	3 years after completion of project	
Project Records	Routine status reports, memos and correspondence	As long as administratively valuable	
System Activity Monitoring Records	Records or logs that monitor and report levels and patterns of individual and organizational usage of system hardware, software application, and internet resources, including but not limited to log in files, system usage files, application usage files, application usage files, data entry logs, print spool logs, and records of individual computer usage. May also include levels of storage and network/bandwidth traffic and other documentation related to activities for monitoring and ensuring optimal efficiency of system resource use.	As long as administratively valuable	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
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.	As long as administratively valuable	
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 user's progress	As long as administratively valuable	
Software Registrations, Warranties, and License Agreements		Life of asset	

Retention Schedule (Local Schedule JC 2nd Edition)

C1. Records of Public Junior Colleges – Admission and Assessment Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Admission and Assessment Records	Transcripts or other admission or assessment documentation received during an admission period that cannot be matched with an application for admission	1 year after application term	
Admission and Assessment Records	Records of students denied admission or who were admitted but did not register	1 year after application term	
Admission and Assessment Records	Records of students admitted who did register	1 year after application term	

C2. Records of Public Junior Colleges – Academic Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Academic Action Notifications	Copies of documentation notifying students of dismissal, academic probation, etc.	Termination of enrollment + 3 years	
Advanced Placement and Credit Records	If credit awarded	5 years after graduation or date of last attendance	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Advanced Placement and Credit Records	If credit not awarded	End of academic year in which decision made + 1 year	
Continuing Education Records (Non-Funded Courses)	Registration forms, class lists, and similar records associated with preparation and registration for courses in continuing education that because of lack of enrollment or other circumstances were not offered during an academic term	End of the academic term in which the course was to be offered + 90 days	
Course Registration and Status Records	Registration forms, class rosters, and similar records providing information on which courses students are registered for at the beginning of an academic term, including documentation evidencing the conditions under which courses are undertaken (e.g. audit, pass/fail, and credit/no credit authorizations or approvals) or evidencing changes to registration status during the term (e.g. add/drop forms by student or instructor)	End of academic term + 1 year	
Degree Plans	Also includes change of major/degree forms filled out by student	As long as administratively valuable after termination of enrollment	
Grade and Course Credit Records	Grade sheets submitted by instructors, advanced credit posting authorizations, and grade rolls or similar input documentation used in posting grades or credit data to transcripts	End of academic year in which data posted to transcripts + 5 years	
Grade and Course Credit Records	Faculty grade books	End of academic term + 1 year	
Grade and Course Credit Records	Copies of grade reports provided to students	End of academic term + 1 year	
Grade and Course Credit Records	Grade appeals or change requests	1 year after decision on change request	
Grade and Course Credit Records	Change of grade forms (update documents)	PERMANENT	
Graduation Applications and Authorizations	Applications for graduation and authorizations certifying completion of degree requirements	5 years after graduation or date of last attendance	
Graduation Lists	Lists of students graduating with associate degrees or earning certifications in district sponsored non-degree programs	PERMANENT	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Holds and Encumbrances	Documents used to place (and remove) holds on the release of transcripts, or other academic data	Until released	
Personal Data Update Records	Change of address forms, name change authorizations, and similar source documentation used to update personal data information on transcripts or other student records	As long as administratively valuable after student record updated	
Transcripts		PERMANENT	
Workforce Continuing Education Transcripts		Date of award + 7 years	
Withdrawal Authorizations	Authorizations for a student to withdraw from classes after calendar deadlines without academic penalty for reasons acceptable to a district	End of academic term in which enrollment terminated + 3 years	
Transcript Requests (Student)		Date of request + 1 year	

C3. Records of Public Junior Colleges – Financial Aid Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Financial Aid Application and Award Records	Income Contingent Loan (ICL), Perkins Loan, Federal Work Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs	Submission of annual report for the award year + 5 years	
Financial Aid Application and Award Records	Pell Grant Program	End of award year + 5 years	
Financial Aid Application and Award Records	Stafford (formerly Guaranteed Student Loan) and PLUS Programs	End of the period for which the loan was intended + 5 years	
Financial Aid Application and Award Records	Health profession and nursing student loan programs [including the Health Education Assistance Loan (HEAL) Program]	Termination of enrollment as a full-time student + 5 years	
Financial Aid Application and Award Records	Veterans Administration educational assistance allowances	Termination of enrollment + 3 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Financial Aid Application and Award Records	All other federal or state grant, scholarship, and work-study programs	End of award year + 5 years	
Financial Aid Application and Award Records	All local grant, scholarship, loan, or work study programs	End of award period + 3 years	
Financial Aid Disbursement and Repayment Records	Income Contingent Loan (ICL) and Perkins Loan Programs	Date of final repayment or cancellation + 5 years	
Financial Aid Disbursement and Repayment Records	Federal Work-Study (FWS) and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs	Submission of annual report for the award year + 5 years	
Financial Aid Disbursement and Repayment Records	Pell Grant Program	End of award year + 5 years	
Financial Aid Disbursement and Repayment Records	Stafford (formerly Guaranteed Student Loan) and PLUS Programs	End of the period for which the loan was intended + 5 years	
Financial Aid Disbursement and Repayment Records	Health profession and nursing student loan programs [excluding the Health Education Assistance Loan (HEAL) Program]	Date of retirement of loan + 5 years	
Financial Aid Disbursement and Repayment Records	Health Education Assistance Loan (HEAL)	Termination of enrollment as a full-time student + 5 years	
Financial Aid Disbursement and Repayment Records	Veterans Administration educational assistance allowances	Termination of enrollment + 3 years	
Financial Aid Disbursement and Repayment Records	All other federal or state grant, scholarship, or work-study programs	End of award year + 5 years	
Financial Aid Disbursement and Repayment Records	Local grant, scholarship, or work-study programs	End of award year + 3 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Financial Aid Disbursement and Repayment Records	All other federal or state loan programs whose funds are administered by a district	Date of final repayment or cancellation + 5 years	
Financial Aid Disbursement and Repayment Records	Local loan programs	Date of final repayment or cancellation + 3 years	
Financial Aid Disbursement and Repayment Records	All other federal or state local loan programs whose funds are administered by agencies other than a district	End of the period for which the loan was intended + 5 years	
Tuition Exempt Records	Applications for and supporting documentation evidencing the grant of tuition exemptions or remissions	Fiscal year end + 3 years	

C4. Records of Public Junior Colleges – Family Educational Rights and Privacy Act Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Access Policies	Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act	Until superseded	
Access to Information, Records of	(a) Documentation of requests from and disclosures to the student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the student, or to a party seeking directory information	2 years	
Access to Information, Records of	Documentation of requests from and disclosures to any party not included in (a)	PERMANENT	
Access to Information, Records of	Written consents from the student for information disclosure	PERMANENT	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Access to Information, Records of	Written refusals from the student to the disclosure of directory information (1) If requests are valid as long as the student is enrolled (2) If requests must be renewed each academic year or each academic term	(1) As long as administratively valuable after termination of enrollment (2) Until superseded or as long as administratively valuable after termination of employment, as applicable	
Access Waiver Records	Waivers of access by students to confidential letters and confidential statements of recommendation and revocations of such waivers	For as long as the record to which access waiver documentation applies is maintained	
Protest of Record Statements	Statements by students commenting on contested information in a student record, or stating why he or she disagrees with a district's decision not to amend a record, or both	For as long as the record containing the contested information is maintained	
Record Amendment Requests and Related Documentation	Requests from students to amend student records, notices by a district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners	2 years	

C5. Records of Public Junior Colleges – Accreditation Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Accreditation Reports	Final self-study evaluation reports and investigative and final accreditation reports from accrediting agencies relating to the accreditation status of a junior college	PERMANENT	
Planning Records	Preliminary self-studies; planning documents used to establish goals and indicators; achievement reports; documentation evidencing community, staff, and student involvement in the establishment of performance objectives; and similar records created in districts to plan for and monitor progress during interims between visits from accrediting agencies	As long as administratively valuable after subsequent accreditation	

C6. Records of Public Junior Colleges – Financial Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Fee Assessment and Collection Records	Records evidencing the assessment and collection of tuition and fees charged to and collected from each student	Termination of enrollment + 3 years	
Financial Aid Fund Accounting Records	Income Contingent Loan (ICL), Perkins Loan, Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs	Submission of annual report for the award year + 5 years	
Financial Aid Fund Accounting Records	Pell Grants	End of award year + 5 years	
Financial Aid Fund Accounting Records	Health profession and nursing student loan programs	Submission of periodic report + 3 years	
Financial Aid Fund Accounting Records	All other federal or state grant, scholarship, loan, and work-study programs whose funds are administered by a district	Submission of annual report for the award year + 5 years; or if no report required, end of award year + 5 years	
Financial Aid Fund Accounting Records	Local grant, scholarship, loan, and work-study programs	Fiscal year end + 3 years	

C7. Records of Public Junior Colleges – Personnel Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Academic Grievance Records	Records concerning the review of complaints and grievances of students against faculty members or district staff	Closure of review of complaint + 2 years	
Faculty Activity and Assignment Records	Reports and similar records documenting teaching, student advisory, committee, administrative, and committee assignments of faculty members	3 years	
Faculty Development Leave Records	Applications for faculty development leaves of absence, evaluations of and recommendations on leave requests, and associated records documenting a faculty development leave program	Approval or denial of application + 3 years	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Faculty Grant Records	Records providing an accounting of grants received by faculty while on authorized development leave as provided by Section 51.105(b), Education Code, and similar records of grants received from any source by faculty in residence if the terms of the grant or district policy require that an accounting of faculty grants be submitted to the governing body or district administrative officers	Receipt of grant + 3 years	7 years
Subminimal Wage Records	Full-time students	3 years	
Subminimal Wage Records	Student learners	Last date of employment of student learner + 3 years	
Promotion and Tenure Records	Evaluations, recommendations, and similar documentation relating to the review process for promotion or tenure for all faculty or staff in tenure track positions	2 years from date of grant or denial of promotion in the tenure track	3 years

C8. Records of Public Junior Colleges – General Education Development (GED) Testing Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Answer Sheets		30 days after posting to test score reports	
Applications for Testing and Result Documentation	Applications to take the GED test and applications for GED certificates	Fiscal year end + 3 years	
Test Booklet Inventory Logs	Inventory logs or similar records of test booklets or other testing instruments over which control is necessary to the security and integrity of the test	2 years	
Test Scores	Records created after January 1, 2002	1 year after administered test	
Test Scores	Includes records created before January 1, 2002, which have not been entered into centralized scoring database at the University of Texas at Austin	PERMANENT	

C9. Records of Public Junior Colleges – Miscellaneous Records and Reports

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Curriculum Development Files	Reports, studies, and similar records documenting the development of new courses and programs	5 years	
Disciplinary Records	Records relating to violations that result in expulsion	3 years	PERMANENT
Disciplinary Records	Records relating to all other disciplinary action and those concerning investigations that do not result in disciplinary action	As long as administratively valuable from the end of the academic term to which the records relate	7 years after last action
Enrollment Census Reports	Attendance reports prepared by faculty on class census day and used as source documentation for enrollment reports submitted to the Texas Higher Education Coordinating Board	Fiscal year end + 3 years	
Parking Decal and Permit Records	(a) If parking is free and applications are used to determine eligibility and allocation of space and for control purposes only	As long as administratively valuable after termination of employment or enrollment or expiration of instrument	
Parking Decal and Permit Records	If a fee is levied for parking	The retention period in (a) or fiscal year end + 3 years, whichever later	
Recruitment Records	Advertisement tear sheets, direct mail pieces, promotional literature, and similar material used to recruit students, including any training materials or manuals used to instruct recruitment representatives of a junior college	1 copy of each for 3 years	
Room Scheduling Records		As long as administratively valuable	
Statistical Reports	Annual statistical reports of enrollment, grades, graduates, racial/ethnic composition, student-instructor ratios, and other education-related matters submitted to the governing body, state or federal agencies, or accrediting organizations	PERMANENT	

C10. Records of Public Junior Colleges – Library and Museum Records

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Accession / Deaccession Records	Records used to update library catalogs or inventory records of the accession through purchase or gift or the deaccession through loss or withdrawal of library and museum materials	As long as administratively valuable	
Borrower Registration Records	Records documenting the registration of borrowers	As long as administratively valuable	
Circulation Records	Records documenting the circulation of library materials to individual borrowers	As long as administratively valuable	
Interlibrary Loan Records	Records relating to the lending and borrowing of library materials through interlibrary loan	As long as administratively valuable	
Inventory Records	Shelf lists or equivalent records showing current library and museum holdings	Until superseded	
Library Catalogs		Until superseded	

C11. Records of Public Junior Colleges – Campus Security Records

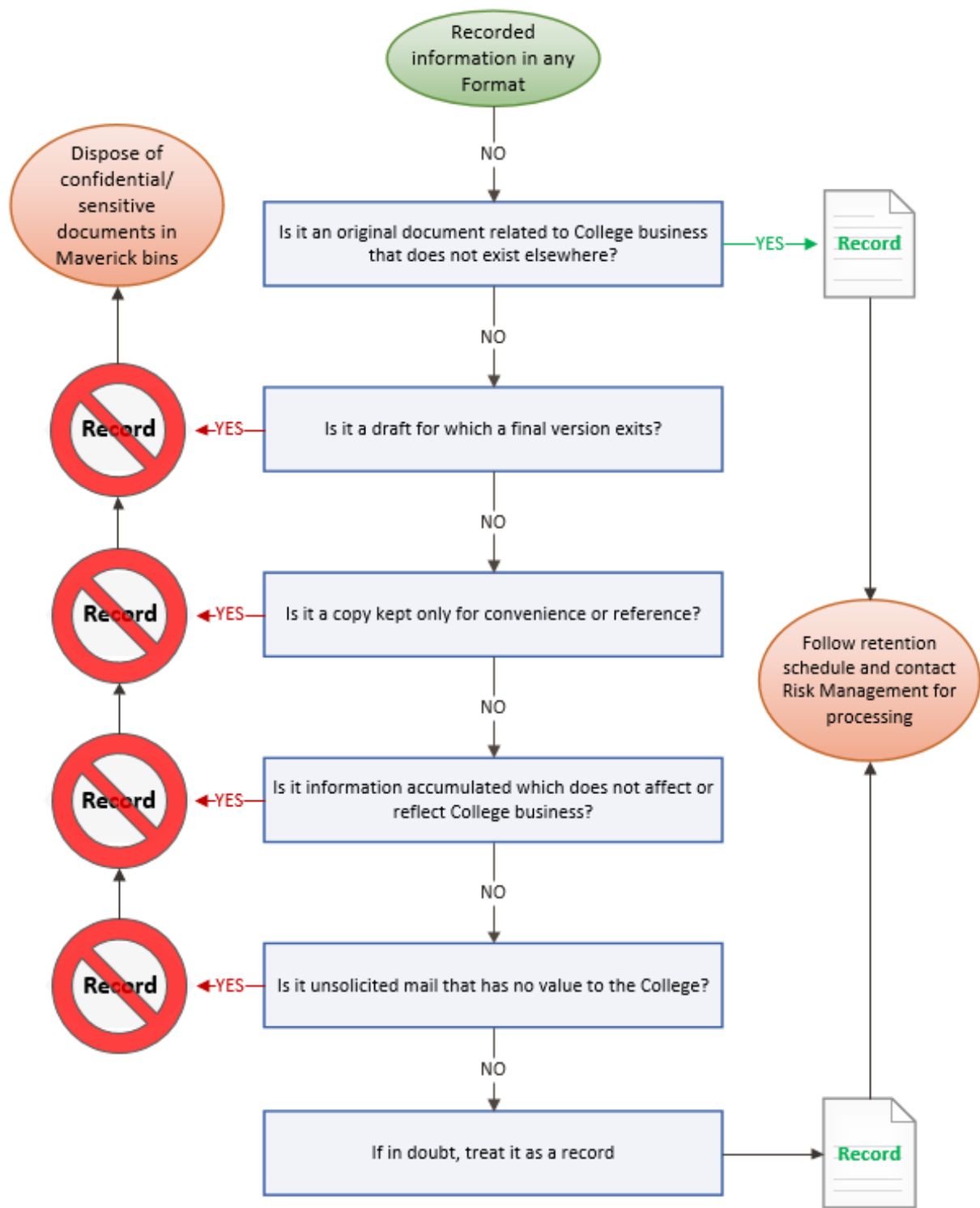
Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Annual Security Report		PERMANENT	
Crime Statistics	Statistics on criminal homicide; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; and arrests for liquor law violations, drug law violations and illegal weapons possession	3 years	
Crime Log	A written, easily understood crime log that records the nature, date, time, general location, and disposition of the complaint (if known) of crimes investigated by campus police	7 years	
Emergency Response and Evacuation Procedures	Policies developed to provide warning to students and employees of crimes representing a threat to safety	Until superseded + 5 years	
Annual Fire Safety Report		PERMANENT	

Record Title	Record Description	TSLAC Retention Period	STC Retention Period
Fire Statistics	Statistics on the number of fires, the number of persons who received fire-related injuries, the number of deaths related to fire, and the property damage caused by fire for each on-campus student housing facility	3 years	
Fire Log	A written, easily understood fire log that records the nature, date, time and general location of fires occurring in on-campus student housing facilities	7 years	

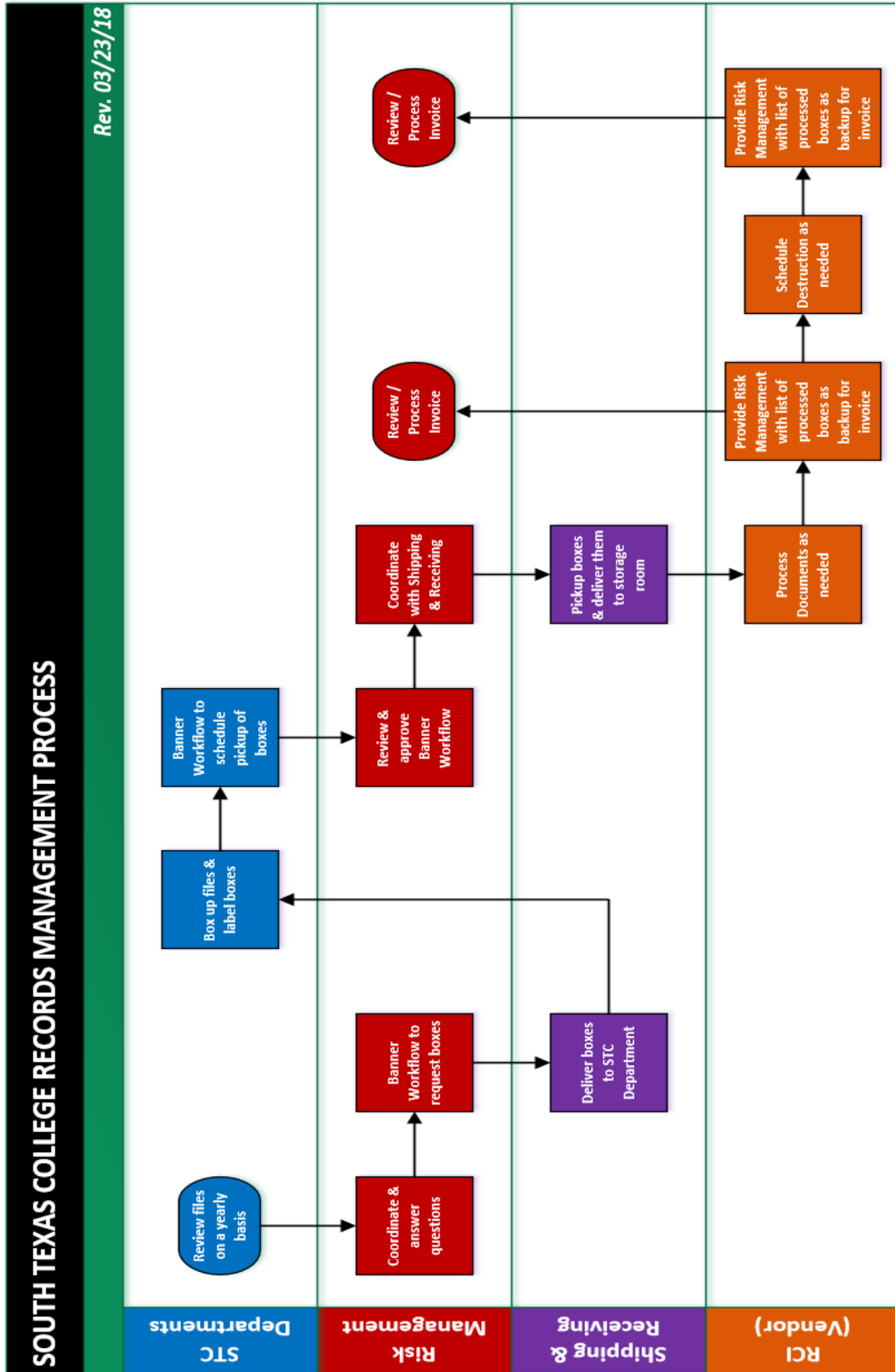
Review / Revision History

Action	Date
Reviewed by President's Cabinet	12/04/16
Reviewed by VP-FAS	10/16/17

Appendix A – Is This a Record?



Appendix B – Records Management Process



Appendix C – Common Types of Records at South Texas College

RECORD	CUSTODIAN
Budget Transfer Form	Business Office
Manual NOEs	Human Resources
Manual Requisitions	Purchasing
New Account (Org) Setup Form	Business Office
Hiring Packet / Proposal	Human Resources
Job Descriptions	Human Resources

Board Governance Policy 2500 – Records Management

Legal Authority	Approval of the Board of Trustees
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 18, 2004

It is the policy of South Texas College to establish, promote, and support an active and continuing program for the efficient, economical, and effective management and control over the use and disposition of its records consistent with the requirements of the Texas Local Government Records Act, Title 6, Subtitle C, Local Government Code.

1. Records Management Program

College records, as hereafter defined, shall be created, maintained, and disposed of in accord with the provisions of this Records Management Program and in no other manner.

- a. “College Records” means documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the State, created or received by South Texas College or any of its officers or employees pursuant to law or in the transaction of public business.
- b. “Department head” means the officer who by administrative policy is in charge of an office of South Texas College that creates or receives records.
- c. “Essential record” means any record of South Texas College necessary to the resumption or continuation of operations of South Texas College in an emergency or disaster, to the recreation of the legal and financial status of South Texas College, or to the protection and fulfillment of obligations to the people of the State.
- d. “Permanent record” means any record of South Texas College for which the retention period of a records control schedule is given as permanent.
- e. “Records control schedule” means a document prepared by or under the authority of the Records Management Officer listing the records maintained by South Texas College, their retention periods, and other records disposition information that the records management program may require.
- f. “Records management” means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, the control over the creation and distribution of forms,

reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

- g. "Records Management Officer" means the person designated in the Records Management Policy.
- h. "Records management plan" means the plan developed under this policy.
- i. "Retention period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record before it is eligible for destruction.

2. College Records Declared Public Property

All College records as defined in paragraph (1a) of this policy are declared to be the property of South Texas College. No employee has, by virtue of status or position, any personal or property right to such records even though said employee may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

3. Designation of Records Management Office

The Vice President for Finance and Administrative Services, and the successive holders of said office, shall serve as the Records Management Officer for the College. As provided by State law each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty (30) days of the initial designation or appointment to the office, as applicable.

4. Administration of the Records Management Program

The Records Management Program shall be administered under the direction of the Records Management Officer subject to the supervision and control of the President of South Texas College.

5. Authority of the Records Management Officer

The Records Management Officer, with the advice and consent of the President of South Texas College, is authorized and directed to take such steps and institute such rules, procedures, and regulations as may be necessary to implement the Records Management Program in accord with the Act. In addition, the Records Management Officer, with the advice and consent of the President of South Texas College, is authorized to modify and amend the Records Management Program as may be necessary or desirable to comply with the terms and provisions of the Texas Local Government Records Act and the rules, regulations, and procedures established by the State officers or agencies authorized by law to administer the Texas Local Government Records Act.

6. Development, Approval, and Authority of Records Management Plan

- a. The Records Management Officer shall develop and maintain a Records Management Plan for South Texas College for submission to the President for approval. The Plan contains policies and procedures designed to promote cost-effective and efficient recordkeeping, to adequately protect the essential records of the College, and to properly preserve those records that are of historical value. The Plan contains policies and procedures designed to enable the Records Management Officer to carry out the duties prescribed by State law and this policy effectively.
- b. Once approved by the President, the Records Management Plan is binding on all departments of South Texas College and records are created, maintained, stored, microfilmed, or destroyed, as appropriate.
- c. State law relating to the duties, other responsibilities, or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's

care from the application of this Policy and the records management plan developed and approved by the President and may not be used by the department head as a basis for refusal to participate in the records management program of South Texas College.

7. Duties of Records Management Officer

In addition to other duties assigned in the policy, the Records Management Officer shall:

- a. Administer the Records Management Program and provide assistance to department heads in its implementation.
- b. Establish a retention period for each College record.
- c. Plan, formulate, and prescribe records disposition policies, systems, standards, and procedures.
- d. In cooperation with department heads, identify essential records and establish a disaster plan for each South Texas College office and department to ensure maximum availability of the records in order to reestablish operations quickly and with minimum disruption and expense.
- e. Develop procedures to ensure the permanent preservation of the historically valuable records of South Texas College.
- f. Provide records management advice and assistance to all South Texas College departments.
- g. Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the College's records control schedules are in compliance with State regulations.
- h. Disseminate to the President and department heads information concerning State laws and administrative rules relating to local government records.
- i. Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of South Texas College records is carried out in accordance with the policies and procedures of the Records Management Program and the requirements of State law.
- j. Maintain records on the volume of records destroyed under approved records control schedules and the volume of records microfilmed or stored electronically.

8. Duties and Responsibilities of Department Heads

Each department head shall be the Records Liaison Officer for the department and,

- a. Assist the Records Management Officer in carrying out the policies and procedures established at South Texas College for the efficient and economical management of records and in carrying out the requirements of this policy.
- b. Adequately document the transaction of College business and the services, programs, and duties for which the department head and the department head's staff are responsible.
- c. Maintain the department's records and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the Records Management Program of South Texas College and the requirements of this policy.

9. Development, Approval, and Filing with the State the Records Control Schedules

- a. The Records Management Officer, in cooperation with department heads, shall prepare records control schedules on a department-by-department basis listing all records created or received by the department and the retention period for each record type. These schedules shall be submitted through administrative channels to the Records Management Committee and shall require final approval by the President. Records control schedules shall also contain such other information regarding the disposition of the College records and the records management plan may require.

- b. Each records control schedule shall be monitored and recommended for amendment as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the State and that it continues to reflect the recordkeeping procedures and needs of the department and the Records Management Program of South Texas College.
- c. A records control schedule or amended schedule for a department must be submitted through administrative channels to the Records Management Officer and shall require final approval by the President.
- d. Each record control schedule must be submitted to and accepted for filing by the director and librarian as provided by State law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the director and librarian.

10. Implementation of Records Control Schedules

A records control schedule for a department that has been approved shall be implemented by department heads according to the policies and procedures of the Records Management Plan.

11. Destruction of Records Under Schedule

- a. A record for which the retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending lawsuit, or the department head requests in writing of the Records Management Officer that the record be retained for an additional period.
- b. Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the Records Management Officer from the President.

12. Destruction of Unscheduled Records

A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director and librarian an approved destruction authorization request.

13. Micrographics

Microfilming of records falls under the direct supervision of each department head. The Records Management Plan will establish procedures for the microfilming of College records, including procedure to ensure that all microfilming is done in accordance with standards and procedures for the microfilming of local government records established in the rules of the Texas State Library and Archives Commission and subject to periodic review by the Records Management Officer.