



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code		768		3. Agency Name							Texas Tech University System	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total							

Category 6: TTU Records Section 6.1 - Police Records									
	258	<b>Police - Accident Records</b>	3		3		Lubbock Municipal Records Manual Item 10.08.		
	259	<b>Police - Arrest/Criminal History Records (Adults)</b>	AV		AV		AV= Retention depending on arrest classification.  Lubbock Municipal Records Manual Item 10.1.		
	260	<b>Police - Arrest/Criminal History Records (Juvenile)</b>	AV		AV		AV=Until court ordered expunction or the 25th birthday of the individual. Lubbock Municipal Records Manual Item 10.2.		
	261	<b>Police - Communication Logs/Tapes</b>	30 days		30 days		Lubbock Municipal Records Manual Item 10.09.		
	262	<b>Police - Complaint Cards</b>	1		1		Lubbock Municipal Records Manual Item 10.10.		
	263	<b>Police - Criminal Offense Records</b>	AC + 10		AC + 10		AC = Solved cases- 10 years after final disposition of case. Unsolved cases- until the statute of limitations. Lubbock Municipal Records Manual Item 10.05.		
	264	<b>Police - Field Interrogation Cards</b>	1		1		Lubbock Municipal Records Manual Item 10.07.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 768		3. Agency Name Texas Tech University System								
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			Agency	Storage	Total					

	265	<b>Police - Gun Check In Records</b>	AV		AV				
	266	<b>Police - Incident Reports</b>	5		5		Lubbock Municipal Records Manual Item 10.06.		
	267	<b>Police - Officer Call Activity Reports</b>	1		1		Lubbock Municipal Records Manual Item 10.17.		
	268	<b>Police - Property Records (Lost and Found)</b>	AC + 3		AC + 3		AC = Return or disposal of property. Lubbock Municipal Records Manual Item 10.24.		
	269	<b>Police - Statistical Reports Files- Annual</b>	PM		PM				
	270	<b>Police - Statistical Reports Files- Monthly</b>	AV		AV				
	271	<b>Police - Tickets</b>	5		5				
		<b>Category 6: TTU Records Section 6.2 - Archives, Libraries and Museum</b>							
	6	<b>Accession Records - Archives, Library &amp; Museum</b>	PM		PM	O			
	49	<b>Bindery Lists</b>	FE + 3		FE + 3				
	195	<b>Library - Circulation Records</b>	US		US				
	196	<b>Library - Interlibrary Loan Lending (ILL) Request</b>	AC + 3		AC + 3		AC = Approval or denial of request.		
	198	<b>Library - Interlibrary Loan Lending (ILL) Search Requests</b>	FE + 3		FE + 3				
	199	<b>Library Course Materials</b>	US		US				

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2. Agency Code 768		3. Agency Name Texas Tech University System								
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			Agency	Storage	Total					

Category 6: TTU Records Section 6.3 - Academic and Miscellaneous TTU Records									
	1	Academic Calendars	5		5	O			
	12	Accreditation Records	FE + 10		FE + 10	O	Records kept according to accrediting organization's requirement.		
	13	Accreditation Records (State)	PM		PM	O			
	23	Alumni files	AV		AV	O			
	32	Athletics - Conference Records	10		10	I	Agency policy.		
	33	Athletics - Game Films	AV		AV	O			
	39	Audio/Visual Storage List	US		US				
	40	Audio/Visual Software List	US		US				
	56	Broadcast / Program Logs	FE + 3		FE + 3				
	76	Class Roll Summary	5		5				
	77	Class Rolls and Rosters	5		5				
	78	Classes - Schedule Change Requests	AV		AV				
	79	Classes - Course Information and Descriptions	US		US	I			
	84	Consent/Release Forms	AV		AV				
	87	Copyright Information	US		US				
	88	Copyright Records	PM		PM				
	92	Curriculum Records	AV		AV	I			

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2. Agency Code 768		3. Agency Name Texas Tech University System								
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			Agency	Storage	Total					
	95	<b>Dean of Students - Student Information Files</b>	5		5					
	96	<b>Dean of Students - Student Retention Reports and Information</b>	AV		AV					
	97	<b>Death Certificates</b>	PM		PM					
	98	<b>Deceased Student Files</b>	AC + 9		AC + 9		AC = Date of notification of death.			
	102	<b>Departmental Grants, Financial Assistance, and Stipends</b> Funds provided by a department to cover travel and research costs.	AC + 5		AC + 5		AC = Date of award.			
	134	<b>Exam Signup Sheets</b>	US + 1		US + 1					
	139	<b>Faculty Handbooks</b>	US		US	O				
	140	<b>Faculty Search Committee Records</b>	AC + 3		AC + 3		AC = Selection. 29CFR1602.49(a).			
	141	<b>Faculty Teaching/Workload Reports</b>	5		5					
	142	<b>Faculty Tenure Files</b> Evaluations, recommendations, and similar documentation relating to the review process for promotion and tenure for all faculty or staff in the tenure track.	AC + 5		AC + 5	O	AC = Termination of employment. Not to exceed 20 years.			
	150	<b>Fundraising Revenues/Planning</b>	FE + 3		FE + 3					
	153	<b>Gift Income Records</b>	PM		PM					
	163	<b>Housing - Lodging Requests</b>	1		1					
	165	<b>Human Sciences - Volunteer Registration Forms</b>	AV		AV					

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**Archival Codes (Field 8)**

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



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## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **5** of **17**

2. Agency Code 768		3. Agency Name Texas Tech University System								
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			Agency	Storage	Total					

	166	<b>Human Sciences - Volunteer Station Memoranda of Understanding (contracts)</b>	AC + 3		AC + 3		AC = Termination of employment [contract].		
	167	<b>Human Sciences - Volunteer and Volunteer Stations Information (database)</b>	AV		AV				
	180	<b>Junction Campus - Public Education Information Management System (PEIMS Forms)</b>	AV		AV				
	181	<b>KTXT-TV Digital Transition (DT) Files</b>	AC + 10		AC + 10		AC = Life of grant.		
	182	<b>KTXT-TV Tower Analysis/Maintenance</b>	LA		LA				
	183	<b>KTXT-TV Premiums Inventory</b>	AC		AC		AC = When items [promotional] are mailed out.		
	184	<b>KTXT-TV Public Inspection Files</b>	AC		AC		AC = Keep until FCC has notified otherwise.		
	185	<b>KTXT-TV Record and Dub Requests</b>	1		1				
	186	<b>KTXT-TV Telecourse Records</b>	FE + 3		FE + 3				
	193	<b>Letters of Reference/Recommendations</b>	1		1		CAUTION: Letters of reference/recommendation related to tenure fall under Faculty Tenure Files, which have a retention time of AC + 5.		
	194	<b>Liability Release Forms/Records</b>	PM		PM		Opinion, TTU General Counsel (8/1992).		
	208	<b>Mass Add/Drop Changes</b>	AC + 1		AC + 1		AC = Changes made. Buckley Amendment, confidential record.		
	211	<b>Medical - Charge, Payment, Refund Batch Documents</b>	7		7		Medicaid minimum is 5 years, Texas Family Code 231.006.		

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2. Agency Code 768		3. Agency Name Texas Tech University System								
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			Agency	Storage	Total					
	214	<b>Medical - Medicaid/Medicare Records</b>	AC + 5		AC + 5		AC = Cost report filed with Medicare intermediary.  Hospital manual, HIM-10 & Texas Medical Record Association.			
	215	<b>Medical - Patient Files/Medical Records</b>	AC + 10		AC + 10		AC = Research purposes/goals fulfilled. Indefinite retention of discharge summaries and pathology reports. Any litigation must be concluded before final disposition. Texas Medical Record Assn. & Texas Department of Health. Filmed after 5 years and hardcopy destroyed.  Caution: Any litigation must be concluded before final disposal. Texas Medical Record Assn. and TDH Hospital Licensing STD filmed after 5 years and hardcopy destroyed.			
	217	<b>Medical - Reports- Laboratory</b>	AV		AV					
	218	<b>Medical - Reports- X-ray</b>	7		7					
	226	<b>Northwest Texas Small Business Development Center - Client Files</b>	FE + 3	2	FE + 5		Office of origin is responsible for arranging storage.			
	234	<b>Organizational Memberships</b>	1		1					
	235	<b>Orientation Material</b>	US + 1		US + 1		Office of origin retains record copy.			

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## Records Retention Schedule

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1. Page **7** of **17**

2. Agency Code 768		3. Agency Name Texas Tech University System								
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			Agency	Storage	Total					
	237	<b>Outreach and Distance Education [IDEAL Program] - Enrollment records non-credit programs for k-12 children</b>	3		3					
	238	<b>Outreach and Distance Education [IDEAL Program] - Marketing Record Book</b>	5		5					
	239	<b>Outreach and Distance Education [IDEAL Program] - Scholarships for K-12 non-credit activities</b>	5		5					
	279	<b>Professional Organizations - Non-Texas Tech</b> Includes handouts, newsletters, brochures, meeting programs and agendas, subscriptions, membership information, etc.	AV		AV		Caution: These materials are disposable when no longer needed and should not be sent to the University Archives.			
	280	<b>Professional Organizations - Texas Tech</b> Includes handouts, newsletters, brochures, meeting programs and agendas, subscriptions, membership information, etc.	AV		AV	O				
	290	<b>Questionnaires and Surveys</b> To include all campus-wide questionnaires and surveys	AV		AV					
	302	<b>Registration Logs and Rosters</b> Logs or sign-in sheets for meetings, conferences and special events.	AV		AV					
	318	<b>Safety Reports</b>	3		3					

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2. Agency Code	768	3. Agency Name	Texas Tech University System							
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			Agency	Storage	Total					

	335	<b>Student Affairs - Student Services Fees Request</b>	FE + 3		FE + 3					
	415	<b>Surveillance/Security Tapes</b>	AC + 6 months		AC + 6 months		AC = After date recorded.			
	417	<b>Tape, Audio - Music Performance Recordings</b>	AV		AV	O				
	418	<b>Tape, Audio - Presentation, Recruitment, etc.</b>	AV		AV	O				
	419	<b>Tape, Video - Broadcasts and Teleconferencing</b>	AV		AV	O				
	420	<b>Tape, Video - Presentation, Recruitment, etc.</b>	AV		AV	O				
	421	<b>Tape, Video - Teleconferencing Files</b>	AV		AV	O				
	422	<b>Teleconference Information</b>	AV		AV					
	444	<b>Vice-President for Research - Federal Initiatives (Redbook)</b> Information compiled for use for legislative initiatives.	AV		AV					
	425	<b>Textbook Adoption Records</b>	3		3					
		<b>Category 6: TTU Records Section 6.4 - Research and Patent Records</b>								
	24	<b>Animals - Research/Laboratory Records</b>	AC + 3		AC + 3		AC = End of project. Animal Welfare Act of 1966, P.L. 89-544.			
	125	<b>Equipment and Dyeing Formulas - International Textile Center</b>	PM		PM					
	244	<b>Patents, Trademarks, Copyrights and Documents, Research Records, and Records Reflecting Usage</b>	AC + 20		AC + 20		AC = After receipt of copyright, patent, and registration of trademark.			

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## Records Retention Schedule

**SLR 105**

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2. Agency Code	768	3. Agency Name	Texas Tech University System							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
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	281	<b>Project Information and Contracts-International Textile Center</b>	AC + 7		AC + 7		AC = Project completion.			
	312	<b>Research Applications</b>	AC + 3		AC + 3	O	AC = Approval or rejection of application.			
	313	<b>Research Data</b>	PM		PM		Confidential until published.			
	314	<b>Research Data - Raw</b>	AC + 3		AC + 3		AC = Completion of project.			
	315	<b>Research Services Dept. - Human Test Subjects</b>	AC + 3		AC + 3		AC = Completion of project.			
	316	<b>Research Specimens - Non-Animal Research/Laboratory Records</b>	AC + 3		AC + 3		AC = Completion of project.			
		<b>Category 6: TTU Records Section 6.5 - Student Records</b>								
	2	<b>Academic Testing Services - ACCUPLACER Applications and Scores (Master copies)</b>	PM		PM		Buckley Amendment, Confidential record.			
	3	<b>Academic Testing Services - American College Test (ACT) Residual Applications and Scores - Master copy</b>	PM		PM					
	4	<b>Academic Testing Services - College-Level Examination Program (CLEP) Score Rosters [Master copies]</b>	PM		PM		Buckley Amendment, Confidential record.			

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2. Agency Code 768		3. Agency Name Texas Tech University System								
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	5	<b>Academic Testing Services - Student Exam Scores and Reports (Internal) for Admission and Placement</b> Applies to exams, applications for exam and related materials administered and monitored by Academic Testing Services. Includes CLEP, correspondence applications, ACT Residual Applications and Scores, and Quick TASP/Quick THEA Applications	AC + 5		AC + 5		AC = Selections. Buckley Amendment, Confidential record.		
	343	<b>Students - Applications for Admissions - Enrolled/Accepted</b>	AC + 5		AC + 5		AC = Beginning of semester of application. Buckley Amendment, Confidential record. (Students may have access to admissions comments).		
	344	<b>Students - Applications for Admissions - Not Enrolled and/or Rejected</b> Includes letters of recommendation	AC + 1		AC + 1		AC = Beginning of semester of application. Buckley Amendment, Confidential record. (Students may have access to admissions comments).		
	345	<b>Students - Applications for Admissions - Not Enrolled and/or Rejected - Texas Tech University Health Sciences Center (TTUHSC)</b>	AC + 3		AC + 3		AC = Beginning of semester of application. Buckley Amendment, Confidential record. (Students may have access to admissions comments).		
	397	<b>Students - Scores and Reports (External), Admission</b>	AC + 5		AC + 5		AC = Selections. Buckley Amendment, Confidential record.		

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2. Agency Code 768		3. Agency Name Texas Tech University System								
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			Agency	Storage	Total					
	404	Students - Transcript Request	AC + 1		AC + 1		AC = Date submitted. Buckley Amendment, Confidential record.			
	405	Students - Transcripts	PM		PM		Buckley Amendment, Confidential record. Retention period based on TACRAO guidelines for academic records.			
	406	Students - Transcripts [Applicants Who Did Not Attend and/or Get Accepted]	AC + 1		AC + 1		AC = Date received. Buckley Amendment, Confidential record.			
	74	Clark Scholars Program - Application Forms	PM		PM					
	75	Clark Scholars Program - High School Transcripts	PM		PM					
	320	Scholarships - Awarded, Donor Files, etc. - Departmental	AC + 3		AC + 3		AC = Selection.			
	321	Scholarships - Awarded, Donor Files, etc. - Federal	AC + 5		AC + 5		AC = Selection. Federal Register, 1-19-81, Part 3, Dept. of Education, Vol. 46, no. 12, 672.19, P3C.			
	336	Students - 4th and 12th Class Day Reports	5		5		Buckley Amendment, Confidential record..			
	337	Students - Academic Progress Records	AC + 5		AC + 5		AC = Graduation or date of last attendance. Buckley Amendment, Confidential record.			
	338	Students - Academic Records	PM		PM		Buckley Amendment, Confidential record.			
	339	Students - Academic Status Report	PM		PM		Buckley Amendment, Confidential record.			
	340	Students - Academic Suspension Waiver	AV		AV		Buckley Amendment, Confidential record.			

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	341	<b>Students - Add/Drop Class Records</b>	AC + 5		AC + 5		AC = Graduation or date of last attendance. Buckley Amendment, Confidential record.		
	342	<b>Students - Advisement</b>	AC + 5		AC + 5		AC = Graduation or date of last attendance.		
	347	<b>Students - Athletic Eligibility Records</b>	AV		AV		Buckley Amendment, Confidential record. See Note 1.		
	348	<b>Students - Athletic File</b>	AC + 3		AC + 3	O	AC = Graduation or last day of attendance.		
	349	<b>Students - Attendance Records</b>	1	4	5		Buckley Amendment, Confidential record. Office of origin is responsible for arranging storage.		
	350	<b>Students - Authority to Inspect Records</b>	AV		AV				
	351	<b>Students - Change of Status Forms</b>	AC + 5		AC + 5		AC = Graduation or date of last attendance.		
	352	<b>Students - Class Roll Summary</b>	1	4	5		Office of origin is responsible for arranging storage.		
	353	<b>Students - Class Schedules: Preparation Records</b>	1	4	5		Office of origin is responsible for arranging storage.		
	354	<b>Students - Comprehensive Exams</b>	AV		AV				
	355	<b>Students - Counseling Notes</b>	AC + 10		AC + 10		AC = After last session attended.		
	356	<b>Students - Course Equivalencies</b>	US + 1		US + 1				
	357	<b>Students - Course Outlines and Descriptions</b>	FE + 1	6	FE + 7		Office of origin is responsible for arranging storage.		
	358	<b>Students - Course Proposal Files</b>	AV		AV				
	359	<b>Students - Curriculum Change Records</b>	AV		AV				

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	360	<b>Students - Data Sheets</b>	AC		AC		AC = Graduation or date of last attendance.		
	361	<b>Students - Degree Application</b>	AC + 1		AC + 1		AC = Graduation or date of last attendance. Buckley Amendment, Confidential record.		
	362	<b>Students - Degree Plans</b>	PM		PM		Buckley Amendment, Confidential record. Retention period based on Texas Association of College Registrars and Admissions Officers (TACRAO) guidelines for academic records.		
	363	<b>Students - Disciplinary Records</b>	AC + 7		AC + 7		AC = Graduation or withdrawal. Buckley Amendment, Confidential record.		
	364	<b>Students-Students - Enrollment Statistics</b>	PM		PM	I	Retention period based on TACRAO guidelines for statistical reports.		
	365	<b>Students - Enrollment Verification</b>	AC + 1		AC + 1		AC = Verification. Buckley Amendment, Confidential record. However, student directory information which includes names, on-campus address, D.O.B. and major is public information.		
	366	<b>Students - Evaluations of Course Instructor</b>	3		3				
	367	<b>Students - Evaluations of Course Instructor Reports</b>	6		6				
	368	<b>Students - Exam Make Up Request</b>	2		2				
	369	<b>Students - Exam Scantrons &amp; Reports</b>	1		1				
	370	<b>Students - Excused Absence Requests</b>	1		1				

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**Archival Codes (Field 8)**

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## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **14** of **17**

2. Agency Code 768		3. Agency Name Texas Tech University System								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
	371	<b>Students - Financial Aid Records</b>	AC	5	AC + 5		AC = Graduation or withdrawal.  All audit requirements will be met prior to disposal. Buckley Amendment, Confidential record. Federal Register, 1-19-81, Part 3, Dept. of Education, Vol. 46, No. 12, 676.19, PC3, PG.5292.  Office of origin is responsible for arranging storage.			
	372	<b>Students - Grade Appeals</b>	AC + 3		AC + 3		AC = After appeal denied or approved.			
	373	<b>Students - Grade Books</b>	AC + 4		AC + 4		AC = End of Semester. Policy set by Academic Deans. Retention period based on TACRAO guidelines for academic records.			
	374	<b>Students - Grade Changes</b>	PM		PM		Buckley Amendment, Confidential record. Retention period based on TACRAO guidelines for change of grade forms.			
	375	<b>Students - Grade Reports Sent to Students</b>	1		1		Buckley Amendment, Confidential record.			
	376	<b>Students - Grade Sheets (Original)</b>	PM		PM		Buckley Amendment, Confidential record. Retention period based on TACRAO guidelines for class lists (original grade sheets).			

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page **15** of **17**

2. Agency Code	768	3. Agency Name <p style="text-align: center;">Texas Tech University System</p>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

	377	<b>Students - Graduation Status and Ranking</b>	PM		PM		Buckley Amendment, Confidential record. Retention period based on TACRAO guidelines.		
	378	<b>Students - Housing Records</b>	FE + 5		FE + 5		All audit requirements will be met prior to disposal. Retention based upon Federal requirements for Pell Grant and other campus based programs. 34 CFR 676.19(c).		
	379	<b>Students - ID Request</b>	AC + 1		AC + 1		AC = Request received. Buckley Amendment, Confidential record.		
	380	<b>Students - ID System [University]</b> Includes name, ID number, meal plan, Techexpress plans, classification, address, access privileges both building and student access to facilities such as rec., student health, ethnicity, gender, etc.	AC + 4		AC + 4		AC = After last enrollment.		
	381	<b>Students - Immigration Records</b>	AC + 5		AC + 5		AC = Graduation or withdrawal. Buckley Amendment, Confidential record.		
	382	<b>Students - Military Training, Credit for</b>	AV		AV		Buckley Amendment, Confidential record.		
	383	<b>Students - Name Change Request</b>	AC + 5		AC + 5		AC = Request received. Buckley Amendment, Confidential record.		
	384	<b>Students - Nondisclosure of Information</b>	CE + 1		CE + 1		Buckley Amendment, Confidential record.		
	385	<b>Students - Pass/Fail Records</b>	AC + 1		AC + 1		AC = Graduation or withdrawal. Buckley Amendment, Confidential record.		

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page **16** of **17**

2. Agency Code 768		3. Agency Name Texas Tech University System								
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			Agency	Storage	Total					
	386	<b>Students - Permits for Admission to Register</b>	AV		AV		Buckley Amendment, Confidential record.			
	387	<b>Students - Placement and Career Counseling</b>	AC + 5		AC + 5		AC = Termination of counseling. Buckley Amendment, Confidential record.			
	388	<b>Students - Probation/Suspension</b>	AV		AV		Buckley Amendment, Confidential record.			
	389	<b>Students - Promissory Notes, Financial Aid</b>	AC		AC		AC = Graduation or withdrawal.			
	390	<b>Students - Recognition (Awards, etc.)</b>	AC + 3		AC + 3	O	AC = Issuance of award or recognition.			
	391	<b>Students - Recruitment Records</b>	AC + 1		AC + 1		AC = After application term. Buckley Amendment, Confidential record.			
	392	<b>Students - Reports</b>	5		5		Buckley Amendment, Confidential record.			
	393	<b>Students - Residency Questionnaire</b>	AV		AV		Buckley Amendment, Confidential record.			
	394	<b>Students - Scholarship Applications (Rejected)</b>	AC + 1		AC + 1		AC = Selections. See also Students - Financial Aid Records. Buckley Amendment, Confidential record.			
	395	<b>Students - Scholarship Records (Departmental)</b>	AC + 3		AC + 3		AC = Selections. Buckley Amendment, Confidential record.			
	396	<b>Students - Scholarship Records (Federal)</b>	AC + 5		AC + 5		AC = Selections. Federal Register, 1-19-81, Part 3, Dept. of Education, Vol. 46, No. 12, 672.19, P3C. Buckley Amendment, Confidential record.			
1.1.067	398	<b>Students - Statistics</b> Historical information gathered on the student make up of the university, including degrees given and racial/ethnic information	PM		PM					

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## Records Retention Schedule

**SLR 105**

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

	399	<b>Students - Stipend Acceptance Forms</b>	10		10				
	400	<b>Students - Student Organizations</b>	AV		AV	O			
	401	<b>Students - Student Teaching</b>	AC + 10		AC + 10		AC = Completion of teaching.		
	402	<b>Students - Test Materials (External)</b>	US		US				
	403	<b>Students - Tests, Student Academic</b>	AC + 1		AC + 1		AC = After test administered. Buckley Amendment, Confidential record.		
	407	<b>Students - Veterans Affairs Records</b>	AV		AV				
	408	<b>Students - Waiver Records</b>	AC + 2		AC + 2		AC = Date received. Buckley Amendment, Confidential record.		
	409	<b>Students - Withdrawal/Reinstatement</b>	AV		AV		Buckley Amendment, Confidential record.		
	410	<b>Students - Work-Study: Certificates of Payment</b>	FE + 5		FE + 5		Retention based upon Federal requirements for Pell Grant and other campus based programs. 34 CFR 676.19(c). All audit requirements will be met prior to final disposal.		

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