

STEPHEN F. AUSTIN STATE UNIVERSITY

RECORDS RETENTION SCHEDULE

Effective July 2007
Updated December 2007

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

Inquiries and comments regarding this schedule should be directed to:

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INTRODUCTION

The Stephen F. Austin State University Retention Schedule (RRS) is adopted as an administrative rule of the Texas State Library and Archives Commission and supersedes the schedule of January 25, 2000.

The retention schedule indicates the minimum length of time listed records series must be retained by a state agency before destruction or archival preservation. The retention periods given in the RRS are required minimums. The commission also recommends them as appropriate maximum retention periods.

Some records in this schedule must be transferred to the East Texas Research Center for archival preservation after they are no longer needed in the agency; other records in this schedule are subject to archival review for historical value by staff in the East Texas Research Center before disposal.

If a federal or state statute or regulation specifies a longer retention period for any records series received, created or maintained by SFASU, the statute or regulations overrides this schedule.

Contact Linda Reynolds 468-1562 or lreynold@sfasu.edu for help or for more information.

EXPLANATION OF FIELDS BY FIELD NUMBER:

- 1. PAGE**—Gives the number of pages the schedule has and the page number you are currently viewing.
- 2. AGENCY CODE**—The number assigned to SFA by the State and Local Records Management Division of the Texas State Library and Archives Commission
- 3. AGENCY**—This is the name of the agency the retention schedule is for.
- 4. RECORDS SERIES ITEM NUMBER**—These are assigned by the State and Local Records Management Division of the Texas State Library and Archives Commission
- 5. AGENCY ITEM NUMBER**—These are specific to SFA.
- 6. RECORD SERIES TITLE**—The most general titles possible have been chosen. Explanations are provided for those titles which are not self-explanatory.
- 7. RETENTION PERIOD**—Retention is expressed in years unless otherwise noted. The total column is the total retention period for that record series.

8. ARCHIVAL—Archival value of the record. It is either Transfer to the University Archives(I), to be reviewed by the University Archivist (O) or there is no archival code and does not need to be sent to or viewed by the University Archivist.
9. REMARKS—This column contains citations to applicable federal or state laws or regulations or other information regarding records retention requirements.
10. 106 No.—Administrative use by SFA’s Records Retention Manager
11. TSLAC ONLY Amend. No—Administrative use by Texas State Library and Archives Commission

EXPLANATION OF CODES

ARCHIVAL CODES:

- I Transfer to the University Archives, call 468-4100
- O Records need to be reviewed by the university archivist, call 468-4100

RETENTION CODES: All numbers used with retention periods are expressed in years unless otherwise indicated.

AC After Closed (or terminated, completed, expired or settled); The record is related to a function or activity with a finite closure date.

AV As Long as Administratively Valuable: The immediate purpose for which the record was created has been fulfilled and any subsequent need for the record to conduct the operations of the agency, if any, has been satisfied.

CE Calendar Year End: December 31

FE Fiscal Year End: August 31

LA Life of Asset: The record is retained until the disposal of the asset.

MO Months

PM Permanent: A record that possesses enduring legal, fiscal or administrative value and must be preserved permanently by the agency.

US Until Superseded: The record is replaced by an updated version. If a record subject to this retention period is discontinued or is no longer required by law, the date of supersession is the date the decision to discontinue the record is made or the law takes effect. If the record relates to an employee, the date of supersession is the date of termination or the last date the record is needed with reference to the employee, as applicable.

EXPLANATION OF TERMS

ARCHIVES NOTE—Emphasizes the need for action/attention by agency to ensure records with archival value are properly maintained/retained.

CFR—*Code of Federal Regulations*. Regulations of federal agencies adopted under authority of laws enacted by the U.S. Congress.

RECORD COPY—The documentation which is kept on file as an original or official record for the total retention period. It is distinct from a “working” or “convenience” copy, which is a duplicate used for reference purposes

RECORD SERIES—A group of identical or related records with the same function and the same retention period that is evaluated as a unit for the retention scheduling purposes.

RETENTION PERIOD—The amount of time a records series must be retained before destruction or archival preservation.

STATE PUBLICATION—Information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed. The term does not include information the distribution of which is solely limited to contractors with or grantees of the agency, staff persons within the agency or within other

government agencies, or members of the public under a request made under the Public Information Act, Government code, Chapter 552. The term includes but is not limited to: a publication distributed in print; on microform; as audiovisual material; as interactive media or on electronic external storage device; as an on-line publication; which is an index to another on-line publications; as one or more text, graphic, or other digital files; or as a user interface to a computer database.

TAC—*Texas Administrative Code*. Regulations of state agencies adopted under authority of laws enacted by the Texas Legislature.