



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL003	1.1.002	Audits	Audit reports and associated documentation of external audits of the institution, unit, or department; includes final reports of audit peer reviews of the University of Texas at Austin.	AC	7			AC = Publication or release of final audit findings		Refer to IA004 for internal audits of university departments, centers, or units.		update	Correct: Add "to" in "Refer to IA004" in remarks.
AALL014	13.2.002	Fundraising Records	This series documents university efforts to raise funds to support college, school, department, or program functions and facilities. This series may include but is not limited to: potential donor lists; gift and donor lists and histories used for planning; requests for funds; corporate, foundation, and agency partnership proposals; campaign records; pledges; and related documentation and correspondence.		7					Refer to AALL016 or DEV001 for donor records of realized or planned gifts and to AALL425.1-3 for fundraising events. CAUTION: The name or other identifying information about a donor may be withheld from public disclosure under the Public Information Act.	TGC 552.1235	update	Formatting: Update referral from AALL425 to AALL425.1-3 in remarks.
AALL016	13.2.000	Donor Records – Departmentally Held	This series documents donor names and information for realized or planned gifts to colleges, schools, departments, or programs where the master gift record is transferred to the University Development Office (UDO) for retention, and any additional departmental documentation and correspondence, including correspondence between recipients and the donor.		4					CAUTION: Departments must ensure that donor records are stored with or transferred to UDO or its systems as required. Refer to the DEV001 Donor Records or to UDO staff for more information. CAUTION: The name or other identifying information about a donor may be withheld from public disclosure under the Public Information Act. Refer to AALL014 for unrealized partnership proposals, potential donor lists, and other fundraising records. Refer to AALL425.1-3 for donor recognition or celebration events. Departments may request archival review for records they believe are of historical value as part of the disposition process.	TGC 552.1235	update	Formatting: Update referral from AALL425 to AALL425.1-3 in remarks.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL019	17.1.001	Administrative Records – Academic Program Records	This series documents the administration of the academic programs of a college, school, or department. This series may include but is not limited to: registration reports; add-drop analyses and reports; course enrollment summaries by class; enrollment census reports; admissions and graduation reports; majors by class level; international activities; cooperative ventures; placement information; convenience copies of reports from admissions, registrar, and other offices; memoranda; faculty teaching load reports; working papers; and related documentation and correspondence.		5				O	CAUTION: Refer to AALL020 for administrative records of non-academic processes of the college, school, or department and to AALL022 for administration records of major divisions and departments. Refer also to AALL427 and AALL428 for non-university-student program administration records.		update	Change title from "Administrative Records – Academic Reports and Procedures" to "Administrative Records – Academic Program Records."
AALL025	1.1.008	General Correspondence – Departmental Operations	Correspondence, requests, and documentation pertaining to or arising from the routine operations of a department, unit, or program. Records may include facility and space scheduling requests and logs (including conference rooms and classrooms), office supply requests and logs, department organization charts, general departmental communications and emails, and similar documents.		2					CAUTION: This series does not include correspondence that is directly related to programs, services, or projects. Refer to AALL020 for administrative correspondence and documentation related to programs, services, or projects of the department.		update	Update description to remove "space access requests and notifications" and add "office" before "supply requests and logs." Use AALL700 Security Access Records for space access requests.
AALL029	1.1.063	Departmental or Unit Meeting Minutes and Notes	Minutes or notes and supporting documentation taken at routine departmental or unit team meetings.		1					Refer to AALL030 for university committee meetings; to AALL032 for advisory councils, boards, or support organizations meetings; and to AALL073 for external committee meetings. Refer also to AALL085 for open meetings (certified). NOTE: If a recorded meeting is transcribed into minutes or is used to take meeting notes, the minutes or notes are kept as the record and the recording may be deleted as transitory information, without a request to dispose of records.		update	Add information about transcribed recordings. Remove CAUTION label due to non-standard usage.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL033	1.1.013	Calendars, Appointment Books, and Other Daily Planning Records	Calendars, appointment books, scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of university employees.	CE	1					CAUTION: Records of the President and senior leadership require archival transfer or review; refer to AALL021 and AALL022, respectively.		update	Formatting: Capitalize "Other" in title.
AALL036	1.1.014	Legal Opinions and Advice	From the institution legal counsel or the Attorney General, including any requests eliciting the opinions.	AV					O	ARCHIVES NOTE: Only opinions and advice that set legal precedent or exhibit historical value must be evaluated by the university archivist for archival preservation. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation; refer to AALL079 for litigation files.		update	Correct "cases" to "opinions and advice" in remarks.
AALL056	3.1.042	ADA Accommodation Requests	Employee requests for reasonable accommodation under the Americans with Disabilities Act.	AC	3			AC = Last date of employment or appointment		Refer to AALL194 for ADA accommodation requests made by applicants for employment.	29 CFR 1602.49; Texas Labor Code 21.128	update	Correct citation from 29 CFR 1602.31 (agencies) 29 CFR 1602.49 (higher ed institutions); correct referral to AALL194 from HR199 in remarks.
AALL091	1.1.065	Reports and Studies (Non-Fiscal) Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV						CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule, e.g., refer to AALL097. Refer to AALL176 for statistical data. NOTE: After an authorization to dispose of records is received, disposition of these data includes either destroying the data or de-identifying the data for research and analysis purposes. De-identifying the data comprises removing personally identifiable information.		update	Add "After an authorization to dispose of records is received," to note about deidentifying data in remarks.
AALL097	1.1.064	Institution Performance Measures Documentation	Any records of the institution needed for the documentation of output, outcome, efficiency, and explanatory measures in the university's appropriations request or strategic plan, and for performance measures used to manage the institution.	FE	3					CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of institution performance measures. Refer to AALL098 for reports compiled from this documentation.		update	Correct "agency" to "institution" in remarks.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL112	1.2.006	Records Transmittal Documentation	Records documenting transfer of custody of records to the State Records Center or any other approved third-party vendor. Transfer documentation is kept until the records meet retention and are authorized for destruction, or when the records are permanently returned to the custody of the university.	AC	2			AC = Date of authorization for destruction or return		The State Records Center is the preferred offsite storage location for paper and microform records and may be the most cost effective. Departments may store records in another offsite records center but should notify and receive approval from the Records Management Officer before doing so. Departments should retain their working papers and copies of information entered into TexLinx and any correspondence relating to the transfer of records to and from the State Records Center as part of this series.	UT Austin HBP 20.4.3; UT Austin HOP 3-1410	update	Remove "State Records Center" from title, add info about SRC being preferred location in remarks.
AALL120	1.2.012	Records Inventories	A document listing the records created and used in a department and information about how they are managed. The records inventory must include the University of Texas Records Retention Schedule (UTRRS) series for each record type.	US	1					The records inventory is the primary document of the Records Management Plan (AALL121).	UT Austin HBP 20.4.3; UT Austin HOP 3-1410	update	Match State RRS title for "Records Inventories" instead of "Records Inventory Worksheets."
AALL128	17.3.008	Intellectual Property Records	License agreements, know-how agreements, and other contractual agreements resulting from the licensing of technology.	AC	7			AC = Completion of all terms and extensions	O	Refer to AALL126, AALL127, and AALL129 for patent records.	OMB Circular A-110.53 authorized by 31 USC 503; 31 USC 1111; 41 USC 405; Executive Order 11541	update	Formatting: Lowercase "know" in description; remove comma in AC definition.
AALL135	1.1.019	Public Education and Outreach Program Records	This series documents the public education and outreach programs at the university. Records may include but are not limited to: historical information about the program; promotional materials including websites, magazines, newsletters, fliers, brochures, posters, social media postings, and other publications; radio or television scripts, transcripts, and recordings; scrapbooks; photographs; press releases; clippings; and related documentation and correspondence that documents programs, activities, and events.		4				O	Refer to AALL425.1-3 for event records, to AALL426 for youth participation records, and to AALL427 and AALL428 for non-university-student program administration records. Refer also to AALL124 for state publications.		update	Formatting: Update referral from AALL425 to AALL425.1-3 in remarks.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL168	11.1.010	Permits and Licenses Issued to External Entities	Records documenting permits and licenses issued by the university to external entities for sales, solicitation, facility usage, and similar activities.	AC	2			AC = Expiration, cancellation, revocation, or denial of permit or license		CAUTION: Does not include garage and parking permits; refer to PTS727. Refer to AALL169 for licenses and permits obtained from external agencies and to AALL570 for contracts, leases, purchase orders, and agreements with external entities.		new	NEW. Add series from URRS, in conjunction with adding AALL169.
AALL169	5.1.010	Permits and Licenses from External Agencies	Licenses and permits obtained from external agencies or organizations in order to perform operations. Includes Alcoholic Beverage Control Records.	AC	3			AC = Expiration date of license or permit		Refer to AALL179 for software license agreements and to AALL725 for permits related to research equipment. For information about alcohol beverage control records, review URRS 16.4.001. For permits and licenses issued to external entities, refer to AALL168.		new	NEW. Add series from SRRS, in conjunction with adding AALL168.
AALL175	1.1.000	Internal University Agreements	This series documents Service Level Agreements (SLA), Operational Level Agreements (OLA), Memoranda of Understanding (MOU), and other internal agreements between departments or between departments and internal university customers of its services.	AC	3			AC = Until superseded, or fulfillment or termination of the agreement		Refer to AALL570 for agreements with external entities and AALL202 for employment contracts with individuals. Agreements specific to another records series may be retained with that series, e.g., AALL184 for IT service SLAs and AALL158 for museum, archival, or library collection loans.		update	Add "internal university" to describe customers in description; update referral text to AALL184 and add referral to AALL158 in remarks.
AALL176	1.1.065	Statistical Data	Data with longstanding institutional value for statistical analysis that is no longer tied to active records.	AV						NOTE: After an authorization to dispose of records is received, disposition of these data includes either destroying the data or de-identifying the data for research and analysis purposes. De-identifying the data comprises removing personally identifiable information.		update	Update state item from 2.1.000 to raw data state item 1.1.065. Add note about deidentifying data, re AALL091 raw data.
AALL181	2.2.014	Internet Cookies, History, and Temporary Files	A record of web pages visited during an internet session, including data files of user-specific information created by the web server, that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV						CAUTION: Administrators are advised to be able to demonstrate consistent practices for management of this data. Disposal does not need to be documented through request to dispose of records procedure.		update	Formatting: Add "CAUTION" label to remarks.
AALL191	3.1.001	Applications for Employment (Not Hired)	This series may include applications, resumes, transcripts, letters of interest, letters of reference, vitae, writing samples, portfolios, and similar documents or materials that candidates are required to submit as part of the application process.		2					Refer to AALL205 (staff) or AALL206 (faculty) selection records. Refer to AALL194 for ADA accommodation requests made by applicants for employment. Documents created prior to or external to Workday must be retained by the department or uploaded to Workday for retention.	29 CFR 1602.49(a)	update	Updated referral for AALL194



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL193	3.1.002	Applications for Employment (Hired)	This series may include applications, resumes, transcripts, letters of interest, letters of reference, vitae, writing samples, portfolios, and similar documents or materials that candidates are required to submit as part of the application process.	AC	5			AC = Last date of employment		Refer to AALL205 (staff) or AALL206 (faculty) selection records. Refer to AALL194 for ADA accommodation requests made by applicants for employment. Documents created prior to or external to Workday must be retained by the department or uploaded to Workday for retention. These application materials may be retained as part of the employee folder, AALL207 (staff) or AALL209 (faculty).	29 CFR 1602.49(a)	update	Updated referral for AALL194
AALL194	3.1.042	ADA Accommodation Requests – Job Applicants	Job applicant requests for reasonable accommodation under the Americans with Disabilities Act.	AC	3			AC = Date of application		Refer to AALL056 for employee workplace accommodations.	29 CFR 1602.49; Texas Labor Code 21.128	update	Move to AALL194 from HR199 for all departments to use. Update title and remarks to make series for all job applicant accommodation requests, not only applicants not selected. Correct citation from state agencies to higher ed institutions.
AALL195	12.1.000	Visiting Scholars, Researchers, and Postdoctoral Fellows	Includes application and employment records held in the department for scholars, researchers, and postdoctoral fellows, and related documentation and correspondence. Records in this series must include records that are not held in Workday or by Texas Global or the Provost, and may include records listed elsewhere in this schedule with the same or shorter retention requirements.	AC	5			AC = Last date of appointment		CAUTION: You must be able to produce non-medical employee records separately from employee medical records or information. All employee records must be secured to protect privacy of the employee. Refer to AALL191 for applications for scholars, researchers, and postdoctoral fellows who apply but are not appointed. If university employment continues after appointment, these records are retained as part of AALL207 departmental employee folder or AALL209 faculty files.		update	Add medical caution to remarks.
AALL199	3.3.000	Reduction in Force Records	These records document assessments and decisions about the need for a reduction in force. May include but not limited to budget justification documentation and associated correspondence.	AC	1			AC = Date the reduction goes into effect or the decision is made that the reduction will not be required.		Notification to an individual employee is retained as part of the department personnel folder, AALL207.		update	Added a description. Update AC definition.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL202	3.1.013	Employment Contracts	This series documents executed, renewed, or amended employment contracts, including written offer letters, signed agreements, and performance bonds.	AC	7			AC = Fulfillment, expiration, or termination of the instrument according to its terms		The Office of the Executive Vice President and Provost retains faculty contracts as part of EVP201 faculty files. CAUTION: Employee contracts that are not retained in Workday or by the Provost are retained by the department according to retention requirements in this series. If contracts are retained as part of department personnel records, AALL207 (staff) or AALL209 (faculty), the entire employee file must be retained for 7 years rather than 5 after the last day of employment.	TGC 441.1855	update	Remove "for staff" from description; this is applicable to all employee contracts.
AALL207	3.1.000	Departmental Employee Folder – Staff	This series documents records for employees held in the department. Records in this series must include personnel records that are not in Workday, and may include records listed elsewhere in this schedule with the same or shorter retention requirements.	AC	5			AC = Last date of employment		CAUTION: You must be able to produce non-medical employee records separately from employee medical records or information. All employee records must be secured to protect privacy of the employee. Refer to AALL209 for faculty employment records and to AALL195 for visiting scholar, researcher, and postdoctoral fellow records. Student employment records may be retained here or as part of AALL358. Refer to AALL208 for biographical information and refer to AALL230 for background check release forms and reports. NOTE: Records listed elsewhere in this schedule with the same retention (e.g., AALL193 applications for employment - hired) or shorter retention (e.g., AALL214 performance evaluations) may be retained here or as part of the appropriate series. Records with longer retention (e.g., AALL202 employee contracts) or that require archival review or transfer (e.g., AALL208 biographical information) must be held in accordance with the correct series.	29 CFR 1602.49(a); UT Austin HOP 5-9995	update	Update medical caution and add referral to AALL230 for background check release forms and reports in remarks.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL208	11.1.014	Biographical Information – Faculty and Staff	This series documents university faculty and staff biographical information that may be used to respond to media enquiries or to capture records of historical importance to the university about its members. Records in this series may include but are not limited to: newspaper clippings, photographs, pamphlets, ephemera, published and unpublished biographical sketches, vitae, areas of expertise, photographs, personal history data sheets, newspaper clippings, retirement notices, funeral programs, obituaries, and related documentation and correspondence.	AV					O	CAUTION: This does not refer to biographical information in Workday.		update	Formatting: Add CAUTION label to remarks.
AALL209	12.1.001	Faculty Files	This series documents employment and appointment records for faculty and emeriti. Records may include but are not limited to: hiring and selection documents; appointment and compensation information; leave records; teaching, research, and administrative assignments; curriculum vitae (CV); reports and documentation relating to: advising, service, teaching, research, awards, and publications; faculty activity reports; records of imposed disciplinary actions; and similar documentation and related correspondence, including materials gathered to support faculty promotion and tenure records.	AC	5			AC = Last date of appointment		CAUTION: You must be able to produce non-medical employee records separately from employee medical records or information. All employee records must be secured to protect privacy of the employee. Refer to AALL195 for visiting scholar, researcher, or postdoctoral fellow records and AALL207 for staff files. Refer to AALL208 for faculty biographical information. Records in this series must include personnel records that are not in Workday and may include copies of records held by the Office of the Executive Vice President and Provost that are administratively valuable to the department. NOTE: Records listed elsewhere in this schedule with the same or shorter retention may be retained here. Records with longer retention or that require archival review or transfer must be held in accordance with the correct series.	29 CFR 1602.49; 29 CFR 1602.49(a)	update	Update medical caution in remarks.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL210	16.5.000	Volunteer Records	Provides a record of volunteers who donate their time to work for the university. Records include applications, agreements, and records that demonstrate the time a volunteer or unpaid intern spent participating in and contributing to a university activity, project, or event, including the time and date for when an individual is on university property. Records may be timesheets listing the dates, hours, and locations worked; an in/out log for the department; or other tracking mechanism which suits the needs of the department and meets these requirements.	AC	4			AC = Last date of volunteer activity for a specific activity, project, or event		CAUTION: You must be able to produce non-medical employee records separately from employee medical records or information. All employee records must be secured to protect privacy of the employee. Refer to AALL426 for volunteers with UT-sponsored youth camps and programs and to UCD007 for volunteers with the child development center. Refer to AALL230 for background check release forms and reports.	TGC 2109; Texas Education Code 51.937; Attorney General Opinion No. DM-457 (1997); Civil Practices and Remedies Code 104.001(1), (5)	update	Add medical caution and referral to AALL230 for background check release forms and reports in remarks.
AALL228	11.1.000	Non-Affiliate Background Check Release Forms and Reports	Release forms and reports for non-affiliate background checks conducted for non-employment purposes such as visitor access to controlled locations.	AC				AC = After the information is used for its authorized purpose		CAUTION: This does not include employees, volunteers, interns, employees of contractors, or other university affiliates; refer to AALL230. Refer to AALL406 and AALL407 for student housing applicant background checks. NOTE: Non-affiliate DPS criminal history reports do not require destruction by the UT Police Department.		new	NEW. Create to accommodate federally funded areas that require background checks for visitor access (non-affiliate).
AALL230	3.1.000	Background Check Release Forms and Reports	This series documents background check release forms and background checks and criminal history reports for job applicants, current employees, and university affiliates as 1) required by university policy and state and federal law, including criminal history reports from law enforcement agencies and third-party background check vendors, and 2) as requested by departments, including employment and education verification reports.		2					Refer to AALL228 for background checks for non-affiliates. Retain license and driving record checks as AALL723. CAUTION: Per state law, all DPS criminal history reports for employment must be transferred to the UT Police Department for secure destruction; contact HRSC for instructions. CAUTION: If an applicant was not hired or an employee was terminated or disciplined as the result of a background check, the release form, completed background check, and supporting documentation must be retained for 5 years; refer to HR231 for more information. Proof of a background check conducted for employment is retained by HR as part of HR101.	Fair and Accurate Credit Transactions Act of 2003 (FACTA Public Law 108-159); TGC 411.094; UT Austin HOP 5-1140	update	Update title and description to include reports; update remarks to reflect record-keeping practices in HR.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL231	3.3.000	Professional Development Funds and Grant Records	This series documents university programs for criteria-based faculty, staff, and graduate students professional development grants and funds, e.g. faculty travel grants.	AC	5			AC = Funds granted		Refer to AALL235 for merit-based grants and awards and AAL325 and AALL326 for research-related grants. Refer to AALL279 to manage payment documentation. NOTE: A record of an individual receiving a grant should also be retained as part of the student (AALL358), faculty (AALL209), or staff (AALL207) record.		update	Update state item category from 3.1.000 to 3.3.000. Updated description to remove "conference attendance, training funds, etc.".
AALL232	3.1.027	Training, Certifications, Licenses, and Educational Achievement Records	Records in this series include compliance training, certificates of completion, conference attendance records, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee.	AC	5			AC = Until superseded, obsolete, or last date of employment or appointment		CAUTION: Training and educational achievement records that are not created in or added to UTLearn must be retained by the department. These records may be retained as part of the employment files for staff (AALL207) or faculty (AALL209) or as part of the departmental student record (AALL358). CAUTION: Licensure and certifications required as a condition of employment may have different retention requirements and should be retained with the appropriate records series in this schedule, if one exists.		update	Add "Certifications" and "Licenses" to title for clarity, update AC definition. Add CAUTION label to remarks.
AALL235	11.1.003	Recognition Program and History Records	This series documents university programs for selecting individuals or groups to receive awards, scholarships, fellowships, endowed positions, assistantships, honors, commendations, and grants based on merit or achievement. Records in this series include: award description and history of the award program, eligibility terms and selection criteria, information on funding sources, copies of award notifications sent to awardees, summary lists of awardees, biographical information about awardees, and related correspondence.	AC	5			AC = Termination of recognition program	O	ARCHIVES NOTE: Only institutional award programs require archival review. NOTE: Use this series in conjunction with award administration AALL236 and award selection AALL237 records. Records of endowment awardees and funds dispersed must be transferred to the University Development Office; refer to AALL015 gift records for more information.		update	Update description to broaden scope of series to accommodate programs that award to non-university affiliates by replacing "university faculty, staff, students, and alumni" with "individuals or groups."



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL237	11.1.004	Recognition Program Selection Records	This series documents the process of selecting individuals or groups to receive awards, scholarships, fellowships, endowed positions, assistantships, honors, commendations, and grants based on merit or achievement. The series may include but is not limited to: lists of all applicants, including those selected or not selected; applications; nomination letters; recommendations; transcripts; letters of award notification or denial; letters accepting or declining awards; demonstration of need documentation; vote tallies; ranking sheets; and related documentation and correspondence.		2					Use this series in conjunction with AALL235 for award program and history records and with AALL236 for award administration records. NOTE: Retain information about candidates considered but not selected under this series. NOTE: A record of student, staff, faculty, or alumni receiving an award, honor, or recognition should be retained as part of the recognition series for students (AALL399), faculty (AALL233), staff (AALL234), or departmental alumni (AALL375).		update	Update description to broaden scope of series to accommodate programs that award to non-university affiliates by replacing "university faculty, staff, students, and alumni" with "individuals or groups." Formatting: Standardized referrals in remarks.
AALL245	3.1.000	University Charity Programs – Departmental Coordination Records	Coordination of departmental activities related to Hearts of Texas, Longhorn Halloween, Orange Santa, and other UT Austin charity programs.	AC	1			AC = After close of event				delete	DELETE. Not needed. Departments will use AALL025 General Correspondence – Departmental Operations. HR will use AALL290 Human Resource Program Records for their efforts overseeing the university charity programs.
AALL294	3.3.030	Training Materials and Training Administration Records	Instructional materials and other records associated with training university members and affiliates on policies, procedures, and rules that govern the institution's programs, services, or projects. Includes records documenting the planning, development, implementation, scheduling, and evaluation of in-house training programs including but not limited to scheduling plans and training matrices; presentations, user guides, training manuals, syllabi, course outlines, and similar training materials; and course registration, class rosters, instructors, and sign-in sheets.	AC	2			AC = Close of training session, after training materials superseded, or termination of training program, as applicable		CAUTION: Training materials that are not created in or added to UTLearn must be retained by the department. Refer to AALL232 for individual staff training records, AALL077 for public-facing guides, AALL587 for office procedures, and AALL683 for hazardous material training records.		update	Update description and update retention to AC + 2 from US + 2 and add AC definition, based on SRRS 5th revision changes. Add CAUTION to remarks.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL306.1	3.4.006	Time Cards and Timesheets	Time and attendance records documenting individual employee's hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours (i.e., overtime or less-than-full-time worked) for those employees working on fixed schedules.		4					Timesheets created prior to or external to Workday or UT Direct Time Reports must be retained and disposed by the department. Refer to AALL308 Leave Management Records for time-off requests or correspondence (e.g., emails, texts, chats, etc.) requesting, documenting, or authorizing time off.	40 TAC 815.106(i)	update	Update "time sheets" to "timesheets" in title and remarks to follow UT spelling; add description from SRRS 5th edition; and update remarks, including referral to ALL308.
AALL306.2	12.3.001	Time Cards and Timesheets – Work-Study Students	This series documents hours worked by work-study student employees. The series is used for payroll purposes and to meet federal requirements for documenting time worked by work-study students. This series may include but is not limited to: Work-Study Time Certificates and referrals, time cards, and timesheets.	AC	3			AC = End of award year for which the aid was awarded and disbursed		Refer to AALL306.1 for all other time cards and timesheets, including those of non-work-study student employees.	34 CFR 668.24(e)(1); 34 CFR 675.19(b)	update	Update "time sheets" to "timesheets" in title, description, and remarks to follow UT spelling.
AALL307	3.1.000	Requests for Outside Employment	This series documents Requests for Outside Employment forms created outside the UT System Outside Activity Portal, and conflict of interest, conflict of commitment, and outside activities documentation held by university departments.		4					For conflicts of interest related to research, refer to AALL327.	Regents' Rules and Regulations, Section 30104; UT Austin HOP 2-2220 and 5-2011	update	Update state item from 3.1.041 to 3.1.000 category; update description; change retention (was AC + 5, now 4 years) and update HOP policies in legal citations to match changes in HOP.
AALL308	3.4.007	Leave Management Records	Employee requests and supervisor authorizations or denials for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), sick pool leave, and other types of authorized leave. Includes supporting departmental documentation, related reports, and correspondence.		4					Emails, texts, or chats requesting and authorizing time off are considered transitory once the timesheet is signed. Denied requests should be kept for the duration of the retention period. Use AALL306.1 or AALL306.2 for timesheets. CAUTION: You must be able to produce non-medical employee records separately from employee medical records or information. All employee records must be secured to protect privacy of the employee.	UT Austin HOP Leave Policies; TGC 661; 29 CFR 825.500(b)	update	Update description and citations to match SRRS 5th edition (with addition of UT Austin HOP reference); add remarks. Use for the deleted HR304 for FMLA leave (which is deleted based on HR's record-keeping practices). The state does not require longer retention for FMLA leave requests and responses.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL315	15.5.008	Student Grievance Records	This series documents grievances brought forward by students against the institution that do not result in litigation. Grievances may pertain to academic issues, housing, affirmative action and equal opportunity, student conduct, and other issues. Records may include but are not limited to: notices of grievance; informal discussion notes; grievance responses; formal hearing notes, including audio tapes; final summary statements; settlement agreements; appeals documentation; and related documents and correspondence.	AC	5			AC = Graduation or last date of attendance		If subject to litigation, refer to AALL079; if mediated informally, refer to OMB001. Portions of these records may be exempt from public disclosure. NOTE: These records may be retained as part of AALL358 departmental student records.	University General Information Catalog: Student Grievance Procedures	update	Add standard referral to AALL358 in remarks.
AALL322	5.4.000	Transportation of Hazardous Materials (other than Hazardous Waste)		AC	2			AC = Hazardous Material accepted by initial carrier		CAUTION: Shipping papers for hazardous waste must be retained for 3 years after acceptance by carrier; refer to AALL323.	49 CFR 172.201(e)	update	Formatting: Lowercase "refer" in remarks.
AALL352	17.1.009	Course Records	This series provides a record of departmental course offerings and individual course contents. This series may include but is not limited to: syllabi, teaching plans, course descriptions, course outlines, course summaries, course requests and proposals, curriculum approval lists, lists of classes by term, bibliographies, reading lists, watch lists, course announcements, examinations, course assignments and quizzes, course discussions, handout materials, and related documentation and correspondence.	AC	5			AC = End of semester in which course is taught		Refer to AALL350 for coursework that is not returned to or picked up by the student. Course records held in Canvas are maintained in accordance with this series. Refer to AALL353 for class lecture recordings. CAUTION: Online syllabi must remain available to the public for 2 years after initially posted.	Texas Education Code 51.974(c)	update	Remove "digital files" and "videos" from description. Add "watch lists" to description. Add referral to new series AALL353 for class lecture recordings.
AALL353	17.1.000	Class Lecture Recordings	Recordings of class lectures.	AV						Refer to AALL352 for course records. NOTE: Retain class lecture recordings according to academic policies.		new	NEW. Create to manage classroom lecture recordings created in Zoom, Microsoft Teams, or other systems, where course records and student assignment records are captured in other series.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL356.1	15.2.002	Advanced Placement and Credit Records – Awarded	Departmental records of course credit and credit by exam (CBE) authorizations and reports, transfer credit evaluations, national or state standardized test scores and reports, non-traditional transcripts and credentials, requests for advanced credit, and similar documentation used to evaluate and determine award of credit by advanced placement for credits awarded.	AC	5			AC = Graduation or last date of attendance		Refer to REG001 for permanent updates to the student record. NOTE: These records may be retained as part of AALL358 departmental student records.		update	Formatting: Standardize referral to AALL358 in remarks.
AALL362	15.2.014	Graduation Applications	Student applications for graduation.	AC	1			AC = Graduation or last date of attendance		NOTE: These records may be retained as part of AALL358 departmental student records, but the department is not required to do so.		update	Add note about AALL358 in remarks; graduation applications may be retained longer than required to make managing the records easier.
AALL365	15.2.026	Academic Advising and Student Success Records	This series documents academic advising of prospective and current students and students' participation in student success initiatives. This series includes advisors' notes, advising checklists, advisors' report sheets showing progress towards academic degree, academic evaluations, program planning sheets, advising system files, records of a student's participation in student success initiatives such as first-year interest groups or university leadership networks, and related correspondence. Copies of grade reports and transcripts used for advising should be maintained with the records in this series.	AC	5			AC = Graduation or last date of attendance		Refer to AALL404 Student Recruitment Records for advising records of prospective students who do not matriculate. NOTE: These records may be retained as part of AALL358 departmental student records.		update	Formatting: Add "NOTE" label to remarks and update capitalization to standardize referral to AALL358.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL366	16.5.002	Career Advising and Placement Records	This series documents the records of university career service providers that assist students and graduates in planning career goals and objectives. These records include information that may be shared with prospective employers or institutions that is a record of students' scholastic and personal data. Information may include, but is not limited to: consent forms for release of information, career goals, academic credentials, personal data, work experience, honors and distinctions, records regarding graduation or last date of attendance, case files, resumes, and related information. Copies of grade reports and transcripts used for advising should be maintained with the records in this series.	AC	5			AC = Graduation or last date of attendance, or date of last contact for alumni		Refer to AALL368 for employer and recruiter records. CAUTION: Records may be in paper, email, software application, or cloud-based system; retention applies to all formats. NOTE: These records may be retained as part of AALL358 departmental student records.		update	Add standard referral to AALL358 in remarks.
AALL392	15.2.027	Student Certification Records – Academic	This series documents student completion of certificate programs offered by university academic programs.	AC	5			AC = Graduation or last date of attendance		NOTE: Transcript notes regarding academic certifications awarded are maintained permanently by the Office of the Registrar. Refer to AALL393 for student professional certification records. NOTE: These records may be retained as part of AALL358 departmental student records.		update	Formatting: Add "NOTE" label and standardize referral to AALL358 in remarks.
AALL394	17.2.002	Institutional and Program Accreditation and Assessment Reports	This series documents the accreditation process for colleges, schools, units, and programs. The series provides a record of materials compiled for inclusion in a report packet sent to the appropriate professional accreditation board for the specific program or service, and may include: self-assessment reports, on-site inspection reports, final reports sent to accreditation organization, accreditation organization evaluation report, and related documentation and correspondence.	PM					I	ARCHIVES NOTE: These are permanent records of the university. These records may be transferred to the University Archives for preservation following the disposition process, or they must be retained permanently by the department.		update	Add archives note.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL397	15.2.015	Degree Audit Requirements – Departmental Records	This series documents records held in a department for students' completion of degree requirements. The series may include graduation audit forms that list students' names, colleges, majors, degrees, minors, and grade point averages; the breakdown of institutional degree requirements and how the applicants have fulfilled them; deans' recommendations, comments, and signatures; and comprehensive examinations.	AC	5			AC = Graduation or last date of attendance		The Office of the Registrar holds the administrative master record for authorizations certifying completion of degree requirements. NOTE: These records may be retained as part of AALL358 departmental student records.		update	Standardize referral to AALL358 in remarks.
AALL399	15.2.009	Student Recognition and Award Records	Records of a student receiving an award, scholarship, fellowship, assistantship, honor, commendation, grant, or other recognition from the institution, college, school, or unit or from an external organization as a result of their scholarship, work, or activities at the institution.	AC	5			AC = Graduation or last date of attendance		Refer to AALL235 for award program records and to AALL236 to manage payment documentation. Refer to AALL237 for award selection records, including for those not selected. NOTE: These records may be retained as part of AALL358 departmental student records.		update	Add standard referral to AALL358 in remarks.
AALL400	15.3.028	Tuition Rebate and Supporting Documentation	Includes tuition rebate form and any supporting documentation pertaining to college tuition rebate program under Texas Education Code Sec. 54.0065.	AC	5			AC = Graduation or last date of attendance		NOTE: These records may be retained as part of AALL358 departmental student records.	Texas Education Code 54.0065	update	Add standard referral to AALL358 in remarks.
AALL407	16.4.003	Student Housing Applications That Do Not Result in Occupancy	This series includes applications and selection decision documentation for applications that do not result in occupancy. Records in this series may also include consumer reports and authorization forms to obtain credit information.	AC	1			AC = End of application term		For applications that do result in occupancy, refer to AALL406. If an applicant was not selected as the result of a background check, the release form, completed background check, and supporting documentation must be retained for 5 years.	Fair and Accurate Credit Transactions (FACT) Act of 2003	update	Update retention to AC + 1 instead of AC + 2 (return to 7.4 retention).
AALL423	11.1.009	Lectures and Lecture Series	Special lectures and continuing lectureships devoted to a variety of topics and disciplines sponsored by the institution. This series may include but is not limited to: information on funding; financial support and honoraria records; patron information; and related documentation and correspondence.		5				O	Refer to AALL425.1-3 for university event records.		update	Formatting: Update referral from AALL425 to AALL425.1-3 in remarks.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL425.1	11.1.007	University Events – Special Event and Program Records	This series documents the efforts of a university department or program to host or provide informative sessions, short-courses, workshops, training and orientation programs, excursions, conferences, and celebratory and recognition events for students, faculty, staff, and members of the public. This series may include but is not limited to: materials on planning and arrangements, planning committee records, reports, promotional and publicity materials, press releases and news clippings, photographs, presentation materials and handouts, schedules of speakers and activities, registration and attendance lists, and related documentation and correspondence.	AC	4			AC = Completion of the event or session	O	Use this record series in conjunction with AALL570 for contracts, leases, and agreements; AALL425.2 for facilities and service accommodations; and AALL425.3 for financial documents. Refer also to AALL423 for lecture series, to AALL424 for university anniversary events, to AALL426 for youth participation records, and to AALL525 for ticket sales.		update	Correct: Update referral from AALL409 to AALL423.
AALL446	4.1.000	Merchandising Records	This series documents the sale of merchandise at gift shops, visitor's center, and other stores operated by the institution. Records may include: inventory and cost files, sales reports, merchandise comment sheets, and related correspondence.	FE	3					Refer to ICA012 for Sports Merchandise Records.		update	Correct: Remove incorrect legal citations.
AALL467	5.1.001a	Purchase Vouchers	VP1 Purchase Order Payment Request. Includes: Requisitions, Receiving Reports, Invoices or Statements, Change Orders, Best Value Determinations, etc.	AC	7			AC = Fulfillment, expiration, or termination of the purchase order according to its terms		Use this series for purchase vouchers related to AALL570 Contracts, Leases, Purchase Orders, and Other Agreements, AALL325 and OSP552 grants and sponsored projects agreement records, and AALL596 Building Construction Contract and Inspection Records. Departments must maintain any documentation that is required to support the purchase voucher but that is not submitted for imaging.	TGC 441.1855	update	Correct referral from AALL572 to AALL570.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL474	4.1.000	Contracted Professional Service Payments	Documentation supporting payment of honorariums, employee and non-employee travel, and exempted services. Paid by voucher, purchase order, or contract.	FE	3					Can be used to dispose of discontinued Authorization for Professional Service (APS) forms. NOTE: The Non-Employee Travel Authorization Form, Exempted Services Authorization, or Revised Travel Cash Authorization Form are required as support for a voucher payment. The payment voucher in the Image Retrieval System is the master record and the department copy is a convenience copy.		update	Update state item from 1.1.000 to 4.1.000, administrative to fiscal category.
AALL542	4.8.001	Banking Records	Bank statements, credit card statements, voided checks, check registers, deposit slips, debit and credit notices, reconciliations, and other banking related records.	FE	3							update	Add voided checks to description; remove cancelled checks, which are included in AALL441.
AALL598	5.2.003a	University Owned Building Plans and Specifications	Includes but not limited to architectural and engineering drawings, profiles, and blueprints, and project closeout files.	LA					O			update	Update state item to add "a" qualifier to match SRRS 5th revision.
AALL599	5.2.003b	Leased Building Plans and Specifications		AC	2			AC = Termination of lease				update	Update state item to add "b" qualifier to match SRRS 5th revision.
AALL600	4.5.010	Unclaimed and Abandoned Property – Financial Assets (Escheatment Records)	Unclaimed property report containing the name, social security number, if known, and the last known address of each person who, from the records of the holder of the property, appears to be the owner of the property; the name and last known mailing or e-mail address of any representative for notice designated under section 72.1021 or 73.103 of the Texas Property code; a brief description of the property, including the identification number, if any; and the balance of each account, if appropriate.	AC	10			AC = Date on which the property is reportable		Unclaimed property can be any financial asset that has been abandoned by the owner for periods of time ranging from one to 15 years. Refer to AALL601 for unclaimed and abandoned personal items (lost and found); to AALL605 for certificates of property destruction; to AALL618 for lost and stolen property reports; and to AALL642 for surplus property sale reports.	Texas Property Code 74.103(b)	update	Correct referral in remarks from AALL662, which was deleted in 8.0, to AALL618 for inventory records.
AALL633	5.2.019	Service Orders and Related Records	Requests or work orders for repairs or maintenance to facilities, vehicles, or equipment completed by internal agency personnel or external service providers.		1					Refer to AALL636 for machinist-related work orders.		update	Correct referral from AALL635 to AALL636.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
AALL667	5.4.001	Occupational Accident Reports and Associated Documentation	Departmental documentation of on-the-job accidents.	CE	5					Refer to AALL668.1-2 for accidents that are not work-related, to UPD789 for incident reports, and to HR666 or HR667 for workers' compensation records. Documentation that is not submitted to Human Resources must be retained by the department.	29 CFR 1904.33; 28 TAC 120.1(c)	update	Standardize referral to AALL668 set of series.
AALL669.2	5.4.016b	Hazardous Materials – Periodic Monitoring	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required concerning toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	US	2					HR uses HR669 Employee Occupational Medical and Exposure Records.	29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii)	update	Update referral text for HR to use HR669.
AALL672	5.4.003	Fire and Safety Inspection Records		AC	7			AC = Date of inspection, or date of correction of deficiency, if revealed in report		Refer to AALL790 for fire and safety reports and information related to Clery reporting and to UCDO04 for childcare center fire and safety records.		update	Update AC definition to match state definition.
AALL673	5.4.003	Facility and Equipment Inspection Records		AC	7			AC = Date of inspection, or date of correction of deficiency, if revealed in report		Refer to AALL790 for fire and safety reports and information related to Clery reporting and to UCDO04 for childcare center fire and safety records.		update	Update AC definition to match state definition.
AALL701	5.4.012	Security Access Records – Master Key Assignments	Master record retained by the Locks and Keys division of Facilities Services.	LA								update	Change retention from PM to LA, per request from Locks & Keys.
AALL789	11.1.000	Minor Incident Reports Not Investigated by University Police Department		AC	3			AC = After investigated by department and closed				update	Update state item category from 15.5.000 to 11.1.000.
ACC027	4.7.000	Requests for New Accounts		FE	3							update	Update state item from 1.1.008 to 4.7.000 category to change from general correspondence series to fiscal category.
ACC565	4.7.012	Signature Authorization Records	Records establishing authority of a university employee to initiate or authorize financial transactions on behalf of the university.	AC	4			AC = Until superseded, date of expiration, or termination of employee, whichever is sooner				update	Correct: Add "is" to AC definition.
ADM322	15.1.001	Application Records – Accepted/Enrolled	Includes undergraduate and graduate students. Includes high school and college transcripts, letters of recommendation, and all other supplemental information	AC	3			AC = Graduation or last date attended		After 12th day of class the application records for an enrolled student are transferred to the student record.		update	Formatting: Add period at end of description.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
ADM395	15.2.003	Transfer Credit Evaluations Not Awarded		AC	1			AC = End of academic year in which the decision is made				update	Formatting: Update capitalization in title.
CREO002	5.2.003	Deeds	Records documenting ownership of University of Texas property.	AC	10			AC = Ownership of asset		Master record of property held by the University of Texas Board of Regents is retained at the UT System Office. Additional dual master copies may be held in project and building files under series AALL595 and AALL598		update	Correct UT Item code by adding zero ("0"). "CREO002" not "CREO02"
DEV001	13.2.001	Donor Records	This series documents donor information for donors of planned or realized gifts to colleges, schools, departments, programs, or the institution, including trusts and wills. Records include donor names and information and related documentation and correspondence.	PM					I	Refer to AALL425.1-3 for donor recognition or celebration events or ceremonies. Refer to AALL014 for potential or prospective donor information. ARCHIVES NOTE: Donor records in this series are permanent records of the university. These records may be transferred to the University Archives for preservation using the disposition process, or they must be held permanently by University Development Office (UDO). CAUTION: The name or other identifying information about a donor may be withheld from public disclosure under the Public Information Act.	TGC 552.1235	update	Formatting: Update referral from AALL425 to AALL425.1-3 in remarks.
DEV002	13.2.000	Gift Records	This series documents pledged, planned, or realized gifts to colleges, schools, departments, programs, or the university. Types of giving records include individual gifts; corporate, foundation, or public agency funding and partnerships; endowments; planned gifts, including trusts and wills; pledges; and gifts given to the institution by graduating or alumni classes. This series may include but is not limited to: gift histories and lists; gift placement arrangements; building or naming records; copies of letters and agreements of gifts, bequest instruments and wills from individuals or estates, and memoranda of understanding; award guidelines and records of funds disbursed; records of endowed position holders and their biographical information; and documentation and correspondence.	PM					I	Refer to AALL425.1-3 for gift recognition or celebration events and ceremonies. ARCHIVES NOTE: Gift records in this series are permanent records of the university. These records may be transferred to the University Archives for preservation using the disposition process, or they must be held permanently by University Development Office (UDO). CAUTION: The name or other identifying information about a donor may be withheld from public disclosure under the Public Information Act.	TGC 552.1235	update	Formatting: Update referral from AALL425 to AALL425.1-3 in remarks.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
DEV003	17.1.004	University-Wide Events and Celebrations	This series documents university-wide events and celebrations to honor, memorialize, or recognize members of the university and the communities it serves, such as Fall and Spring Commencements, Explore UT, State of the University, and other university-wide memorial, recognition, or celebratory events managed by University Events. This series may include but is not limited to: materials on planning and arrangements; planning committee records; reports; promotional and publicity materials; press releases and news clippings; photographs and other media; presentation materials and handouts; schedules of speakers and activities; registration and attendance lists; and related documentation and correspondence.	AC	4			AC = Completion of the event, or when there is no further administrative value in retaining the records	I	Use this record series in conjunction with AALL570 for contracts, leases, and agreements; AALL425.2 for event facilities and service accommodation; and AALL425.3 for event financial documentation. NOTE: Departments that participate in university-wide events and celebrations should use AALL425.1-3 for departmental event records not transferred to University Events. ARCHIVES NOTE: University-wide event and celebration records preserve the history of UT. These records may be held indefinitely by the department but, when they have met retention and no longer have administrative value for the department, they must be transferred to the University Archives for historical preservation using the disposition process.		update	Formatting: Update referral from AALL425 to AALL425.1-3 in remarks.
DSO377	15.5.000	Deceased Student Files		AC	7			AC = Date of notification of death				update	Update state item category from 18.1.000 to 15.5.000.
EVP201	3.1.000	Faculty Files	This series documents employment and appointment records for faculty and emeriti. Records may include but are not limited to: hiring and selection documents; appointment and compensation information; leave records; teaching, research, and administrative assignments; curriculum vitae (CV); reports and documentation relating to: advising, service, teaching, research, awards, and publications; faculty activity reports; and similar documentation and related correspondence.	AC	10			AC = Last date of appointment		CAUTION: You must be able to produce non-medical employee records separately from employee medical records or information. All employee records must be secured to protect privacy of the employee. Refer also to EVP202 Faculty Files - Promotion and Tenure Dossier. Refer to AALL208 for biographical information. Records in this series must include personnel records that are not in Workday, and may include records listed elsewhere in this schedule with the same or shorter retention requirements.	29 CFR 1602.49(a)	update	Update medical caution to remarks.
EXT350	15.2.029	University Extension Student Coursework	Records in this series include academic integrity acknowledgements, examinations and answers, quizzes and answers, answer sheets, homework assignments, course papers, term papers, essays, and other coursework that is not returned to or picked up by the student.	AC	1			AC = End of semester in which course is taught		CAUTION: These records cannot be destroyed until disputes about the grade have been resolved.	University General Information Catalog: Availability of Classwork to Students	update	Formatting: Add "CAUTION" label to remarks.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
EXT351	15.2.011	University Extension Instructor Grade Book	Records of students taking a course and record of the work they have completed. Includes computer- and non-computer-generated grade sheets, and other such materials that permit a reconstruction of a student's graded performance in a course.	AC	1			AC = End of semester in which course is taught		CAUTION: These records cannot be destroyed until disputes about the grade have been resolved.	University General Information Catalog: Availability of Classwork to Students	update	Formatting: Add "CAUTION" label to remarks.
EXT352	17.1.009	University Extension Course Records	This series documents for-credit and not-for-credit courses and individual course contents offered by University Extension. This series may include but is not limited to: syllabi, teaching plans, course descriptions, course outlines, course summaries, course requests and proposals, curriculum approval lists, lists of classes by term, bibliographies, reading lists, watch lists, course announcements, examinations, course assignments and quizzes, course discussions, handout materials, and related documentation and correspondence.	AC	3			AC = End of calendar year in which course is taught		CAUTION: Some of these records may affect accreditation, and should be kept long enough to meet accreditation cycle requirement.		update	Remove "digital files" and "videos" from description (added in 8.0). Add "watch lists" to description.
HFMH552	11.1.000	Hogg Foundation Grant Program – Administrative and Historical Files	Includes but not limited to: Request for Proposals, Guidelines for Grant Applications, and Project Charters.	PM					I			update	Update state item from 17.1.005 to 11.1.000 administrative category. Update title to match HFMH553 and HFMH554.
HFMH553	11.1.000	Hogg Foundation Grant Program – Granted	May include documentation from application to completed project report. Includes project proposals, signed Division of Diversity and Community Engagement memo, Award/Release of Funds Letter, Statement of Agreement, Budget and Fiscal Reports, Narrative Report, Closing Letter, and any other project specific materials.	PM					I			update	Update state item from 17.1.005 to 11.1.000 administrative category. Update title to match HFMH552 and HFMH554.
HFMH554	11.1.000	Hogg Foundation Grant Program – Not Granted	Application for support that the Hogg Foundation declines to fund.	AC	5			AC = Date of notification				update	Update state item from 17.1.006 to 11.1.000 administrative category.
HR101	3.1.000	UT Employee and Retiree Records	Data and updates to university employee and retiree data held by HR that cannot be classified as another HR series. Includes employee and retiree personal information, correspondence, and supporting documentation that must be kept as evidence of a change.	AC	10			AC = Last date of employment or termination of benefits by retiree		For employee benefits records, refer to HR198 or HR240. Use AALL207 Departmental Employee Folder – Staff for HR department employee records.		new	NEW. Create to facilitate HR record-keeping practices for personnel records held by HR that do not fit into another category.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
HR194	3.1.011	Retiree Insurance Selection Records	Information relating to the selection by retirees of life, disability, health, and other types of insurance offered by UT Austin to its retirees.	AC	10			AC = Until superseded or termination of insurance by retiree		Documents that serve as payroll deduction authorizations must be retained in accordance with AALL250. Refer to HR290 for employee retirement program administration records.		delete	DELETE. Combine retiree insurance selection records with HR198 to make one series for employees and retirees, to reflect HR record-keeping practices.
HR198	3.1.011	Employee or Retiree Benefit Selection Records – Insurance	Information relating to the selection by employees or retirees of life, disability, health, dental, vision, and other types of insurance offered by UT Austin to its employees and retirees.	AC	10			AC = Until superseded or last date of employment, or termination of insurance by retiree		Documents that serve as payroll deduction authorizations must be retained in accordance with AALL250. For non-insurance benefits, refer to HR240 Employee or Retiree Benefit Selection Records – Benefits Other Than Insurance.		update	Include retiree insurance from deleted HR194 to make one series for employees and retirees, to reflect HR record-keeping practices.
HR229	3.1.000	Background Checks and Reports	This series documents background checks for applicants for employment, current employees, and university affiliates as 1) required by university policy and state and federal law, including criminal history reports from law enforcement agencies and third-party background check vendors, and 2) as requested by departments including employment and education verification reports.		2					CAUTION: Per state law, all DPS criminal history reports for employment must be transferred to the UT Police Department for secure destruction. CAUTION: If an applicant was not hired or an employee was terminated or disciplined as the result of a background check, the completed background check and supporting documentation must be retained as part of HR231. Driving check records are retained as part of AALL723 License and Driving Records.	Fair and Accurate Credit Transactions Act of 2003 (FACTA Public Law 108-159); TGC 411.094; UT Austin HOP 5-1140	update	Update remarks for clarity for secure destruction of records. Add referral to AALL723.
HR231	3.1.000	Fair Credit Reporting Act Adverse Employment Action Notifications	Records in this series are held if an applicant was not hired or an employee was terminated or disciplined as the result of a background check. The records include: applicant's resume and employment application; applicant's or employee's background check release form; the completed background check; any communication relating to the background check and hiring decision; any adverse action notices provided to the applicant; and any communication relating to any applicant dispute of information contained in the background check.	AC	5			AC = Date of hiring or decision affecting employment status		CAUTION: If the applicant or employee files a charge of discrimination, the records must be maintained until the case is concluded or the decision not to bring suit is made. When litigation ensues, records must also satisfy retention requirements for AALL079 Litigation Files.	15 USC 1681b(b)(3)(A)(i) and (ii); 15 USC 1681p; Fair and Accurate Credit Transactions Act of 2003 (FACTA Public Law 108-159)	update	Update AC definition and remarks for clarity. Add FACTA citation specifically.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
HR238	3.1.029	Form I-9, Employment Eligibility Verification Form and Documentation (Hired)	The records in this series include the federal reporting employment eligibility verification form (INS I-9), any copy or electronic image of a document presented by an individual solely for the purpose of complying with the verification requirements, and documentation of any corrections to the INS I-9 form for hired employees.	AC	3			AC = Last date of employment		CAUTION: Departments MUST NOT retain any copy of the INS I-9 form or supporting documentation, including copies on desktops, file shares, or UT Box folders. Completed forms and supporting documentation must be uploaded to the HRIS System of Record (currently Workday) in accordance with HR's guidance on federal I-9 record-keeping policy. CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever is later.	8 CFR 274a.2(b)(2)(i)(A) and (c)(2)	update	Replace "modifications" with "corrections" in description to use term from the CFR code. Update remarks to reflect HR record-keeping practices and to correct typo.
HR239	3.1.000	Form I-9, Employment Eligibility Verification Form and Documentation (Not Hired/Did Not Start)	The records in this series include the federal reporting employment eligibility verification form (INS I-9), any copy or electronic image of a document presented by an individual solely for the purpose of complying with the verification requirements, and documentation of any corrections to the INS I-9 form for individuals not hired or individuals who were hired but did not start.	AC				AC = Date of application		CAUTION: Departments MUST NOT retain any copy of the INS I-9 form or supporting documentation, including copies on desktops, file shares, or UT Box folders. Completed forms and supporting documentation must be uploaded to the HRIS System of Record (currently Workday) in accordance with HR's guidance on federal I-9 record-keeping policy.	8 CFR 274a.2(b)(2)(i)(A) and (c)(2)	update	Replace "modifications" with "corrections" in description to use term from the CFR code. Update remarks to reflect HR record-keeping practices.
HR240	3.1.011	Employee or Retiree Benefit Selection Records – Benefits Other Than Insurance	Information relating to the selection of available benefit options other than insurance, e.g., Lifecare, Staff Tuition Assistance, etc.	AC	3			AC = Until superseded or last date of employment, or termination of insurance by retiree		Documents that serve as payroll deduction authorizations must be retained in accordance with AALL250. For insurance benefits, refer to HR198 Employee or Retiree Benefit Selection Records – Insurance.		update	Update title and description to include retiree non-insurance benefit selection records to reflect HR record-keeping practices. Add referral to HR198 for insurance selection records for both employees and retirees.
HR304	3.4.000	Family Medical Leave Act (FMLA) Requests and Responses	This series documents employee requests, records of authorizations or denials of requests, and related documentation and correspondence for leave requested under FMLA.	AC	5			AC = Last date of employment		These records must be held separately from the employee personnel file.	UT Austin HOP 5-4310; Family and Medical Leave Act of 1993; TGC 661.912	delete	DELETE. State only requires 4 years for all leave requests, including FMLA. Deleted to reflect HR record-keeping practices; HR records team uses AALL308 Leave Management Records.
HR670	3.1.024	Physical Examinations/Medical Reports	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC	2			AC = Until superseded or termination of employment		CAUTION: Does not include pre-employment physical examinations. Refer to AALL205.		delete	HR will use HR669 Employee Occupational Medical and Exposure Records.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
IR201	17.1.000	Surveys and Survey Analysis Records	The administration and analysis of surveys sponsored by the Office of the Executive Vice President and Provost or provided to UT departments to support their research projects and the evaluation of their department-based initiatives.	AC	3			AC = Final disposition of summary report		CAUTION: Surveys conducted as part of a research project may require retention of all survey data and longer retention for all survey records. Ensure that records are retained in accordance with the terms of the sponsoring agency. Refer to AALL394 or AALL395 for surveys conducted as part of university accreditation or assessments.		update	Update state item category from 15.5.000 (student records) to 17.1.000 (academic affairs).
K12015	16.5.000	Tests and Academic Measurement Reports	Reports of results of TAAS, TEAMS, TABS, TAKS, STAAR, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	AC	1			AC = Grade recorded on the academic achievement or cumulative record either manually or by affixing labels		CAUTION: If the grade is not so recorded the results must be retained PERMANENTLY for grades 9-12 and until the date of withdrawal + 5 years for all other grades.		update	Formatting: Remove period in AC definition.
LIB008	4.1.009	Library Fine Payments and Appeals		FE	3							update	Update state item from 4.1.000 to 4.1.009.
NUR001	16.1.018	Immunization Records		AC	10			AC = Last appointment		NOTE: For minors, retention is 21st birthday or 10 years following end of calendar year in which consent form was signed, whichever is later; If records of several family members are located in the same file, retention period is based upon age of youngest family member.		update	Update retention to add 10 years to correct error from 8.0 recertification.
PTS434	4.1.009	Citations / Permits – Refunds		FE	3							update	Update state item from 4.1.000 to 4.1.009.
PUR006	4.1.001	Texas Facilities Commission Statements		FE	3							update	Correct: Update state item from 15.4.004 to 4.1.001.
REG051	15.5.000	Student Signature Documents	Documentation accepted as a record of the official student signature retained permanently for verification purpose.	PM								update	Update state item category from 15.1.000 to 15.5.000.
REG054	15.2.000	Contents of Student Record Jacket		PM						Refer to REG366; Historical student records. No longer adding records in this series.		update	Update state item category from 15.1.000 to 15.2.000.
REG064	18.2.001	Student-Athlete Eligibility Records – Registrar	Academic progress reports and forms used to provide a record of verification by intercollegiate athletics of student-athletes' academic progress to the NCAA.	AC	10			AC = Last semester enrolled				update	Add decimal point to state item (certified as 18.2001).
REG354	15.2.024	Study Abroad Grade and Grade Update		PM								update	Update state item from 17.1.016 to 15.2.024.
REG362	15.2.024	Extension and Correspondence Course Program – Grade Sheets and Grade Sheet Updates		PM								update	Update state item from 17.1.005 to 15.2.024.



UT Item	State Item	Record Series Title	Description	Ret. Code	Years	Months	Days	AC Definition	Archival	Remarks	Legal Citations	Type of Change	Change Notes
UHS621	16.1.035	Medical Supply Inventory Records		FE	3							update	Update state item from 5.2.006 to 16.1.035; medical supply inventories are not part of asset inventory management system.
VPR129	17.3.016	Research Misconduct Files	Any institutional record relevant to research misconduct proceedings. Includes correspondence (email) and other documentation required for an investigation and hearing as well as the inquiry report and final documents, documentation of a decision not to investigate when applicable, the investigation report, final documents produced in the course of preparing the investigation report including recordings or transcriptions of interviews, and the complete record of any institutional appeal.	AC	7			AC = Completion of internal or Public Health Services (PHS) proceeding involving the research misconduct allegation. Unless custody of the records has been transferred to Health and Human Services (HHS) or Office of Research Integrity (ORI) has advised that the records no longer need to be retained.			42 CFR 93.317(b)	update	Update title to replace "Scientific" with "Research."
VPS370	16.3.000	Emergency Medical Information Form for Students		AC	3			AC = Graduation or date of last attendance		NOTE: Refer to AALL385 for Student Housing Emergency Contact Information related to Clery Act requirements.		update	Update state item from 16.3.012 to 16.3.000 category; this information is not part of Clery Act reporting. Add "related to Clery Act requirements" to referral in remarks for clarification.
VPS403	1.1.078	Student Waiver Form for Liability		AC	4			AC = Graduation or date of last attendance				update	Update state item from 18.1.000 to 1.1.078.
VPS404	11.1.008	Permission for Student Financial Services Staff to Participate on Boards of Professional Organizations		AC	2			AC = End of term				update	Update state item from 16.5.000 (other university services category) to 11.1.008 (external committee records).