



Welcome to the UTRRS Guidebook

The UTRRS Guidebook provides information and instructions for using the University of Texas at Austin Records Retention Schedule (UTRRS).

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This document and the UTRRS are available for download from the UTRRS Resources page, <https://records.utexas.edu/utrrs>.



Using the UTRRS

The UTRRS provides detailed guidance on the retention requirements for records created, received, used, and stored by or on behalf of the university.

Access the current local version of the **UTRRS as a PDF** via the [UTRRS Resources](#) page. The UTRRS PDF contains:

- **Introduction** – information about the UTRRS
- **References & Resources** – links to resources, tools, and guides (like this guide)
- **UTRRS Notes** – important points about the UTRRS and records retention at the university
- **UTRRS** – the most recent version of the certified schedule

Download a copy of the **UTRRS as an Excel workbook** via the [UTRRS Resources](#) page to be able to sort and filter the records series on the UTRRS tab.

The [authoritative copy of the UTRRS \(PDF\)](#) is available on TSLAC's website. Any discrepancies with local copies of the UTRRS will be resolved in favor of the authoritative copy.

Use sections in this guidebook to understand the various components of the UTRRS:

- [UTRRS Fields](#) – definitions and explanations for each column in the UTRRS
- [Retention Codes](#) – definitions for each retention code in use in the UTRRS
- [UT Item Codes](#) – information on how to select the correct UT Item code for records held in your department
- [UT Item Code Prefixes](#) – a list of UT Item code prefixes and which departments may use them
- [State Retention Schedule Categories](#) – a list of State Item categories

CAUTION

A record may not be destroyed if there is any action pending against it.

Even if a record meets retention requirements it may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated until the completion of the action and the resolution of all issues that arise from it.



Managing Records with the UTRRS

The University of Texas at Austin Records Retention Schedule (UTRRS) is used by departments to classify records held in their departments. To manage records, departmental records management contacts (DRMCs) will:

- 1. Research the [UTRRS](#) to find the record series that corresponds to the type of records held in your department.**
 - a. Use the record series titles, descriptions, and remarks to help you identify and classify records held in your department.
 - i. Refer to [UTRRS Fields](#) in this guidebook for definitions and explanations for each column in the UTRRS.
 - b. Refer to the corresponding state records series for additional help determining which record series to use when two UT records series are similar.
 - i. View the state record series with state items numbers 1.1 through 5.6 at [State of Texas Records Retention Schedule \(State RRS\)](#).
 - ii. View the state record series with state items numbers 11.1 through 18.3 at [State of Texas University Records Retention Schedule \(URRS\)](#).
 - iii. For state item numbers ending in “000,” refer to for a list of [State Retention Schedule Categories](#) in this guidebook.
- 2. Identify the UT Item Code for the correct record series that best describes your records.**
 - a. Refer to [UT Item Codes](#) in this guidebook for information on how to select the correct UT Item code for records held in your department.
 - b. Refer to [UT Item Code Prefixes](#) in this guidebook for a list of code prefixes and which departments may use them.
 - c. If you cannot find a record series that matches your records, reach out to RIMS for help with the classification.
- 3. Document the classification in your department's [Records Inventory](#).**
- 4. Retain the records according to the retention requirements specified in the UTRRS.**
 - a. Be certain to follow any additional retention requirements found in the record series’ remarks in the UTRRS.
- 5. When your records have met the retention requirements and are eligible for disposition, submit a [Request to Dispose of Records](#) form to begin the disposition process.**
 - a. Units must submit a Request to Dispose of Records form and receive authorization from the records management officer (RMO) before disposing of university records.
 - b. In order to dispose of any [university record](#) you must reference an entry within the UTRRS. If there is not an entry that describes the records you have, reach out to RIMS at rims@austin.utexas.edu.



UTRRS Fields

State Item	Each record series in the UTRRS corresponds to a state item number from the State of Texas Records Retention Schedule (State RRS) or the State of Texas University Records Retention Schedule (URRS) or, if a corresponding state record series does not exist, the record series has been assigned a state category number. Use the state schedules – State RRS and URRS – to look up the state item number to view the state record series on which a UT Item is based. For state item numbers ending in “000,” refer to the State Retention Schedule Categories in this guidebook.
UT Item	The UT Item code is a unique alphanumeric code assigned by the university's records management officer (RMO) to each record series in the retention schedule. The UT Item code has a prefix that refers to the department or departments that are authorized to use the records series; refer to the UT Item Codes and UT Item Code Prefixes sections in this guidebook for information on how to select the correct UT Item code and a list of department-prefix codes.
Record Series Title	The title for the type of records for which retention requirements are being set. A broad or general title generally is chosen to include records with similar functions that have the same retention requirements.
Description	A description of the type of records for which retention requirements are being set.
Retention Code	A retention code may be used alone or in addition to years, months, or days to further define a retention period. Refer to the Retention Codes section on the next page for more information; the key to retention codes also is displayed at the bottom of each page in the UTRRS.
Retention Period	The length of time a record must be retained before destruction or archival preservation. This may be expressed as years, months, or days, and may be used in conjunction with a retention code, e.g., FE + 3 is fiscal year end (Aug. 31) plus three years.
AC Definition	When the AC retention code is listed in the Retention Code field, the exact parameters for that event or trigger will be defined in the AC definition field, e.g., "AC = Graduation or last date of attendance," "AC = Last date of employment," or "AC = Date of notification."
Archival	Records that have historical value may have archival requirements listed in the Archival field. Record series marked with archival review code "I" must be transferred to university archives when the records have met retention requirements and are no longer needed in the department. Records series marked with "O" must be evaluated by the university archivist for archival preservation and some or all of the records may be transferred to the archives. The key to Archival Codes is displayed at the bottom of each page in the UTRRS.
Remarks	The Remarks field contains information about the record series that may be critical in making determinations about classifying records. This field contains information about archival requirements, references to similar retention series to use or consider, and caution notes about additional retention requirements.
Legal Citations	This field cites applicable federal or state laws or regulations or university policies that set retention requirements.



Retention Codes

The retention code signifies that the record's retention is related to a function, activity, or event with an end date; the end date is the trigger for when retention begins. Retention for a record series with a retention code is referred to as "event-based retention." Retention for a record series without a retention code is referred to as "time-based retention."

AC = After Closed (or terminated, completed, expired, or settled)

- The record is related to a function, activity, or event with an end date that is defined in the AC definition field.

AV = Administratively Valuable

- Records are retained as long as they are determined to be administratively valuable to the department or university, i.e., the immediate purpose for which the record was created has been fulfilled and any subsequent need for the record has been satisfied.

CE = Calendar Year End

- December 31

FE = Fiscal Year End

- August 31

LA = Life of Asset

- The point when the asset is removed from university inventories and is no longer in possession of the university.

PM = Permanent

- A record that possesses enduring legal, fiscal, or administrative value and must be preserved permanently by the university.

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 or student, the date of supersession is the last date of employment or attendance, or the last date the record is needed with reference to the employee or student, as applicable.



UT Item Codes

A UT Item code is a unique identifier for a record series in The University of Texas Records Retention Schedule (UTRRS).

- The UT Item code is an alphanumeric code assigned by the university's records management officer (RMO) to each record series in the UTRRS.
- The UT Item code has a 2-, 3-, or 4-character prefix that refers to the department that is authorized to use the records series:
 - AALL** The prefix AALL indicates the record series is for use by all departments.
 - Non-AALL** Non-AALL prefix codes are department codes for use by the department(s) for which the code was created.
- Following the prefix, the UT Item code has a set of numbers that makes it a unique identifier, e.g. AALL025, REG329, etc.

Which Codes to Use

Records created through common administrative and operational functions of the university are grouped with the prefix AALL, which indicates they are for use by all departments. Departments that have records unique to their business operations may have a department prefix and record series created for their explicit use. Find a list of department codes and the departments which are authorized to use them on the next page.

If your department has a department-specific prefix

- Use your department-prefix series before using a similar AALL-prefix series.
- If there is no department-specific code, use an AALL-prefix series to classify your records.
- If another department's code better matches your records, contact RIMS to discuss using the specialized code.
- If you cannot find a records series that matches your records, contact RIMS for assistance finding the correct series to use.

If your department DOES NOT have a department-specific prefix

- Use an AALL-prefix series to classify your records.
- If you cannot find an AALL-prefix series that matches your records but there is a department-prefix series that applies to your records, contact RIMS to discuss using the specialized code.
- If you cannot find a record series that matches your records, contact RIMS for assistance finding the correct series to use.

A UT Item is required for Legally Defensible Disposition

- The only legal way university records may be destroyed or transferred to archives is that they are classified with a UTRRS UT Item code
- Records must be authorized for disposition by the records management officer (RMO) via an approved Request to Dispose of Records
 - Records that cannot be classified as a record series in the UTRRS cannot be authorized to be disposed.
 - When a department creates or receives records that cannot be classified as a record series in the UTRRS, the department must contact RIMS and work with the RMO to develop a record series so that the records may be authorized for disposition.
- Records management disposition procedures provide the only legally defensible disposition of records at the university.



UT Item Code Prefixes

AALL	For use by all university departments	NUR	School of Nursing
ACC	Accounting and Financial Management	OCS	University Compliance Services
ADM	Office of Admissions	OMB	University Ombuds Offices
BUD	Budget Office	OP	Office of the President
CMH	Counseling and Mental Health Center (CMHC)	ORS	Office of Research Support and Compliance (RSC)
CREO	Campus Real Estate Office	OSFA	Office of Scholarships and Financial Aid
DELL	Dell Medical School	OSP	Office of Sponsored Projects
DEV	University Development Office; University Events	PAY	Payroll Services
DSO	Office of the Dean of Students (DOS)	PHA	University Pharmacies
EDO	College of Education	PTS	Parking and Transportation Services
EHS	Environmental Health & Safety	PUR	Purchasing Office
EOS	Office for Inclusion and Equity	REG	Office of the Registrar
EVP	Office of the Executive Vice President and Provost	RIMS	Records and Information Management Services
EXT	Texas Extended Campus	SAR	Student Accounts Receivable
GFO	Office of the General Faculty	SFP	Office of the Registrar, Office of Scholarships and Financial Aid, Student Accounts Receivable (SAR), Texas One Stop
GS	Graduate School	SSD	Services for Students with Disabilities
HFMH	Hogg Foundation for Mental Health	SWO	Steve Hicks School of Social Work
HR	Human Resources	TES	Testing and Evaluation Services
IA	Office of Internal Audits	UCD	Child Development Center
ICA	Intercollegiate Athletics	UHS	University Health Services
IO	Texas Global	UIL	University Interscholastic League
IR	IRRIS (Institutional Reporting, Research, and Information Systems)	UPD	UT Police Department (UTPD)
IT	Information Technology Services, Information Security Office	VPR	Office of the Vice President for Research
K12	University K-12 Schools ¹	VPS	Vice President for Student Affairs
KUT	KUT and KUTX Radio		
LIB	UT Libraries		
MCD	McDonald Observatory		
NEL	Nuclear Engineering Teaching Lab		

¹ Please review AALL427, AALL428, and AALL429 before using the K12 series



State Retention Schedule Categories

Each record series in the UTRRS corresponds to a state item number from the State of Texas Records Retention Schedule (State RRS) or the State of Texas University Records Retention Schedule (URRS) or, if a corresponding state record series does not exist, the record series has been assigned a state category number. Use the [State RRS](#) and [URRS](#) to look up the state item number to view the state record series on which a UT Item is based. For state item numbers ending in “000,” refer to the categories below.

State RRS

Category 1: Administrative Records

- 1.1 General
- 1.2 Records Management
- 1.3 State Publications

Category 2: Information Technology Records

- 2.1 Automated Applications
- 2.2 Computer Operations and Technical Support

Category 3: Personnel Records

- 3.1 Employee
- 3.2 Payroll
- 3.3 Personnel Administration
- 3.4 Time and Leave

Category 4: Fiscal Records

- 4.1 General Accounting Records
- 4.5 Fiscal and Financial Reports
- 4.7 Other Fiscal
- 4.8 Banking Records
- 4.9 Budgeting

Category 5: Support Services Records

- 5.1 General
- 5.2 Facility Management
- 5.3 Purchasing
- 5.4 Risk Management
- 5.5 Telecommunications
- 5.6 Vehicles

Categories 4.2, 4.3, 4.4, and 4.6 are withdrawn

<https://www.tsl.texas.gov/sirm/rrs>

URRS

Category 11: University Administrative Records

- 11.1 General University Administrative Records

Category 12: University Personnel Records

- 12.1 Employee Records
- 12.2 Personnel Administration
- 12.3 Time and Leave

Category 13: University Fiscal Records

- 13.1 Worksheets, Detail Information on Financial Event or Transaction
- 13.2 Other Fiscal

Category 14: University Support Services Records

- 14.1 Risk Management

Category 15: Student Records

- 15.1 Admissions and Assessment
- 15.2 Academic Records
- 15.3 Financial Aid and Scholarship Records
- 15.4 Student Privacy Records
- 15.5 Other Records and Reports

Category 16: University Services Records

- 16.1 Health and Counseling Records
- 16.2 Library, Archives, and Museum
- 16.3 Campus Security
- 16.4 Housing and Dining
- 16.5 Other University Services

Category 17: Academic Affairs

- 17.1 General Academic Affairs
- 17.2 Accreditation
- 17.3 Research

Category 18: Campus Life

- 18.1 Student Activities
- 18.2 Intercollegiate Athletics
- 18.3 Faculty and Staff Organizations

<https://www.tsl.texas.gov/sirm/urrs>



References & Resources

State of Texas Retention Schedules	State of Texas Records Retention Schedule (State RRS) State of Texas University Records Retention Schedule (State URRS)
University Policies & Procedures	Handbook of Business Procedures (HBP) Part 20. Records and Information Management Handbook of Operating Procedures 3-1410 Records and Information Management Services (RIMS) Website
Records Management Tools	UTRRS Resources <ul style="list-style-type: none">• UTRRS (PDF)• UTRRS (Excel)• UTRRS Guidebook (PDF) (this document) Records Management Plan Imaging Departmental Records Records Inventory Request to Dispose of Records Retention Period Calculations for Requests to Dispose (Wiki - EID required)
Training & Consultations	Records Management Training Classes rims@austin.utexas.edu