



**THE TEXAS A&M UNIVERSITY SYSTEM**  
**Records Retention Schedule**

**Retention Codes (Field 7)**

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

FE – Fiscal Year end  
 LA – Life of Asset  
 PM – Permanent  
 US – Until Superseded

**Archival Codes (Field 10)**

A/I – Transfer to State/University Archivist  
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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
05.909.10	16.5.007	Child-Care Center Records - Medication Administration	Medication logs, instructions, and other records related to the administration of medication to children in the child-care facility's care.	AC		3		AC = Administration of medication.		See RSIN 16.5.004 for health-care professional recommendations or orders for specialized medical assistance.	40 TAC 746.603(a)(9) and (b)(1).
05.910.10	16.5.008	Identification Card Administration Records	Images, application forms, or similar records documenting the issuance of identification cards to university students, staff, or faculty.	AC				AC = Until superseded or expired.		See RSIN 5.4.012 for records documenting the issuance of keys, identification cards, or similar instruments of access to university facilities.	
06.005.10	17.2.002	Professional Accreditation Reports	Final accreditation report issued by a professional accreditation board for the institution, colleges, units, and related programs. May include but not limited to: final self-evaluation submitted to accreditation board; final accreditation report issued by accreditation board, and any supporting documentation needed to provide context for accreditation report.	PM					O	Formerly AIN 01.400.10	



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06.006.10	17.1.00 1	Academic Program Administrative Records	Records documenting the administration of academic programs, special academic programs, or non-institution student programs of a department or college. May include but not limited to: registration reports; add-drop analyses and reports; course enrollment summaries by class; graduation summaries; majors by class level; international activities; cooperative ventures; summer term classes and enrollment reports; placement information; and working papers.	AC	5				O		
06.010.10	17.2.00 1	Professional Accreditation Records - Working Files	Accreditation working files for the institution, colleges, units, and related programs. May include but not limited to: materials compiled for inclusion in a report packet sent to professional accreditation boards; materials prepared for onsite accreditation inspections; and evaluation reports received preliminarily to final accreditation approvals, renewals, or revocations.	AC				AC = End of 2 accreditation cycles.		Formerly AIN 01.400.20	



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06.015.10	15.2.013	Student Coursework and Grade Reports	Student coursework (e.g., examinations, quizzes, papers) in custody of institution that is needed as supporting documentation for grade books and grade report cards distributed to students.	AC	1			AC = Course completion.		Formerly AIN 01.401.10 CAUTION: Coursework under dispute may not be destroyed until the resolution of the dispute. See RSIN 15.2.009 for graduate student qualifying examinations. See RSIN 15.2.011 for grade book. See RSIN 15.2.030 for theses and dissertations.	
06.020.10	17.1.009	Course Records	Records of departmental course offerings and individual course contents. May include but not limited to: syllabi; course descriptions; course outlines; course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; bibliographies; reading lists; course announcements; and handout materials.	AC	2			AC = End of semester in which course is taught.		Formerly AIN 01.401.20 See RSIN 17.1.018 and 17.1.019 for course evaluations.	Texas Education Code, 51.974.



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06.021.10	17.1.01 2	Degree and Special Academic Program Proposal, Development and Review Records	Records documenting planning and discussions relating to the implementation of new undergraduate advanced degree, and special academic programs and any major reorganization or changes to established programs. May include but not limited to: final reports; curriculum committee meeting minutes; curriculum proposals; reviews of individual degree programs by campus and off-campus sources; letters of support; review agendas; and related documentation.	AC				AC = Termination of degree program.	O		
06.025.10	17.1.00 9	Curriculum Files, Including Revisions, Central Administrative	Records of curriculum approved for university degree programs.	AC	2			AC = End of semester in which course is taught.	O	Formerly AIN 01.403.10. Review before disposal as some may merit permanent retention for historical reasons.	
06.030.10	17.1.00 9	Curriculum Files, including Revisions, Departmental	Records of curriculum approved for degree programs offered by department.	AC	2			AC = End of semester in which course is taught.		Formerly AIN 01.404.10.	



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06.035.10	17.1.01 8	Student Faculty/Course Evaluation Records - Non-Tenure Track Faculty	Student evaluations of non-tenure track teaching personnel, which provide students' opinions on faculty members' familiarity with current literature of the discipline, preparation, assignments, examinations, lecture styles, willingness to engage in dialogue, and availability. May include but not limited to: bubble forms (input documents); course reaction inventory printouts; statistical tabulations; and summary reports.	AC	3			AC = After course is completed.		Formerly AIN 01.405.10 See RSIN 3.1.019 for employee performance appraisals.	
06.035.20	17.1.01 9	Student Faculty/Course Evaluation Records - Tenure Track Faculty	Student evaluations of tenure-track teaching personnel used to help determine faculty tenure, promotion, merit increases, and/or to review instructional courses and programs. These records provide students' opinions on faculty members' familiarity with current literature of the discipline, preparation, assignments, examinations, lecture styles, willingness to engage in dialogue, and availability. May include but not limited to: bubble forms (input documents); course reaction inventory printouts; statistical tabulations; and summary reports.		7					CAUTION: Retention period should be longer if a university's tenure review cycle is longer than 7 years. See RSIN 3.1.019 for employee performance appraisals.	



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06.040.10	15.2.01 1	Faculty Grade Book	Faculty grade books showing students' performance in the course and work completed. Includes grade sheets and other materials that permit a reconstruction of a student's graded performance in a course.	AC				AC = Expiration of grade appeal period.		Formerly 01.406.10 See RSIN 15.2.012 for official Registrar copies of grades.	
06.050.10	15.1.00 6	Standardized Test Administration Records	Records of the services rendered to clients for standardized tests and admissions exams for partner organizations, such as SAT, ACT, GRE, MCAT, PCAT, GMAT, NTE, VCAT, and TOEFL. May include but not limited to: testing rules and regulations; rosters of test takers; seating charts; and supervisors' reports.	AC	1			AC = End of testing period.		CAUTION: Testing centers must retain records of testing according to the procedures and requirements established by the contracting organization. CAUTION: This series does not include test scores. See RSIN 4.1.009 for testing payment vouchers.	
06.060.10	15.1.00 7	Residency Affidavits and Documentation	Affidavits and declarations filed by students regarding state residence status which is critical for determining tuition status.	AC	3			AC = Graduation, or date of last attendance.		See RSIN 15.1.002 for residency classification forms submitted by applicants who did not enroll.	Texas Education Code, 54.052.





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06.100.10	15.1.00 2	Admissions Records - Not Enrolled/Denied	Denied applications or applications that were approved but applicant did not enroll in institution or program (includes international applicants). May include but not limited to: acceptance letters; applications for admission; entrance exam reports; letters of recommendation; health history forms; readmission forms; recruitment materials; test scores; residency classification forms; transcripts from other colleges; and transcripts from high school.	AC	1			AC = End of application term.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS.	
06.100.20	15.1.00 1	Admissions Records - Enrolled/Accepted	Applications and supplemental materials submitted by individuals, including international students, seeking admission and enrolling in the institution or a university program. May include but not limited to: acceptance letters; applications for admission; entrance exam reports; letters of recommendation; health history forms; readmission forms; recruitment materials; test scores; residency classification forms; transcripts from other colleges; and transcripts from high school.	AC	3			AC = Graduation, date of last attendance, or separation from program, as applicable.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS.	8 CFR 214.3(g).



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06.102.10	15.5.005	Recruitment Records	Recruitment of students based upon disadvantaged status, academic performance, and other criteria. May include but not limited to: interview notes; conversation notes; personal information forms and resumes; test scores; photographs; and academic transcripts.	AC	1			AC = End of application term.		CAUTION: Does not include records of recruitment of athletes into the institution's intercollegiate athletics program. See RSIN 18.2.018. See RSIN 16.5.010 for external recruiting records.	
06.114.10	15.2.009	Departmental Student Information Files	Up-to-date departmental information on student's activity from point of enrollment to graduation or date of last attendance. May include but not limited to: personal data, graduate student qualifying examinations, placement tests, partial transcripts, and evidence of graduation or last date of attendance.	AC	3			AC = Student separation from the department or institution.		CAUTION: International student academic records must be retained at least 1 year after final notice to USCIS. See RSIN 15.2.026 for student advising records. See RSIN 15.5.007 for disciplinary action records.	
06.200.10	15.2.012	Original Grade Sheets and Grade Changes	Permanent record cards, grade cards, grade sheets, and grade change forms serving as the basis for students' official academic records. Grade sheets may include student names and social security numbers or ID numbers; course titles and numbers; sections; grades awarded; and instructors' signatures.	PM						CAUTION: This retention period applies to records of the Registrar. See RSIN 15.2.011 for departmental copies of grade sheets.	
06.201.10	15.2.001	Academic Action Authorizations	Authorizations for academic actions, such as academic probation, suspensions, dismissals, reinstatements, etc.	AC	3			AC = Graduation or date of last attendance.		See RSIN 15.5.007 for disciplinary action records.	





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06.202.10	15.2.00 2	Advanced Placement and Credit Records - Awarded	Transfer credit evaluations, national or state standardized test scores and reports (e.g., CLEP, AP, Departmental, IB, SAT II, DSST), credit by examination authorizations and reports, military course documentation (e.g., USAFI) and evaluations, non-traditional transcripts and credentials, life experience records, requests for advanced credit, and similar documentation used by a university to evaluate and determine award of credit by advanced placement.	AC	3			AC = Graduation or date of last attendance.			
06.202.20	15.2.00 3	Advanced Placement and Credit Records - Not Awarded	Denied requests for transfer credits and/or advanced placement.	AC	1			AC = End of academic year in which decision made.			
06.203.10	15.2.01 4	Graduation and Diploma Administration	Student applications for graduation, degree audit forms, graduation authorizations, and diploma distribution records.	AC	1			AC = Graduation or date of last attendance.			
06.204.10	1.1.077	Duplicate Diploma Requests		AC	1			AC = Date submitted.		TAMUS retention period meets or exceeds TSLAC's minimum retention period.	



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06.207.10	15.2.00 7	Course Registration and Status Records	Registration forms, class rosters, class schedules, and similar records providing information on which courses students are registered for at the beginning of an academic term, including documentation evidencing the conditions under which courses are undertaken (e.g., audit, pass/fail, and credit/no credit authorizations or approvals) or evidencing changes to registration status during the term (e.g., add/drop forms and withdrawal authorizations by student or instructor).	AV							
06.209.20	15.5.00 3	Class Lists	Official record of students enrolled in courses taught, used to cross-check students who have enrolled against those who have registered as well as in the generation of statistical reports.	AC				AC = When the list of students who have enrolled has been cross-checked with the list of students who have registered.		CAUTION: Class lists often have long-term value in the generation of statistical and other reports. They should be reviewed before disposal, as some of these records may merit long-term or permanent retention.	
06.215.10	15.2.00 8	Curriculum Change Authorizations	Student requests to change their field of major study, add or remove a simultaneous major, or add or change a minor.	AV							



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06.218.10	15.5.007	Student Conduct/Disciplinary Action Records	Academic dishonesty and conduct violations among students. May include but not limited to: incidents reports; final reports; evidence; notification of allegation; disciplinary reports; informal discussion notes; formal hearing notes; final summary statements; decision statements; and appeals documentation.	AC	5			AC = Graduation or date of last attendance.		CAUTION: For Title IX complaints, see RSIN 15.5.010.	
06.218.20	15.5.008	Student Grievance Records	Grievances brought forward by students against the institutions which do not result in litigation. Grievances may pertain to academic issues; housing; affirmative action and equal opportunity; student conduct; and other issues. May include but not limited to: notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; settlement agreements; and appeals documentation.	AC	5			AC = Graduation or date of last attendance.		CAUTION: If a grievance brought forward by students against the institution becomes part of litigation, it should be retained as a litigation record per RSIN 1.1.048. If the grievance goes to the university ombudsman, the record should be retained as an ombudsman record per RSIN 3.1.039. CAUTION: For Title IX complaints, see RSIN 15.5.010.	
06.219.10	4.1.001	Fee Assessment Forms	Records related to any fees assessed to a specific student.	AC	5			AC = Graduation or date of last attendance.			
06.220.10	1.1.002	Financial Aid Audit Documents		AC	7			AC = After annual audit accepted by Department of Education + 3 years or Publication or release of final audit + 7 years, whichever later.			



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06.223.20		Graduation Lists	Lists of students graduating each semester from each academic program.	PM					I	Master microfilm copy stored in archives.	
06.225.10	15.2.019	Holds and Encumbrances	Documents used to place and remove holds on registration, student services, or the release of transcripts or other academic data until the subject of the hold/encumbrance takes a specific action.	AC				AC = Date of release.			
06.227.10	15.2.023	Personal Data and Name Change Records	Student or applicant name changes, change of address forms, race/ethnicity questionnaires, and similar source documentation used to update personal data information on transcripts or other student records.	AV							
06.230.10	16.5.002	Career Counseling and Placement Records	Records used to assist students in planning career goals and connecting with prospective employers. May include but not limited to: career goals; academic credentials; personal data; work experience; honors; distinctions; and consent forms for release of information.	AC	5			AC = Graduation or date of last attendance.			
06.232.10	1.1.077	Transcript Requests	Records related to a request for the institution's release of a student or former student transcript.	AC				AC = Date submitted + 1 year, or Released, whichever longer.			



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06.232.20	15.2.03 2	Transcripts	Transcript, or a record equivalent in function, of the academic achievement of each enrolled student, documenting courses taken, credits granted, grades received, and any degrees or certifications awarded (including any narrative assessments or evaluations prepared in lieu of an assigned grade).	PM							
06.234.10	15.3.02 7	Tuition Exemption and Remission Records	Applications for and supporting documentation evidencing the grant of tuition exemptions or remissions. May include but not limited to: authorizations; reconciled lists; and account summaries.	AC	3			AC = End of award year.		See RSIN 15.2.017 for Hazlewood Act records.	
06.234.20	15.3.02 8	Tuition Rebate Documentation	Tuition rebate forms and any supporting documentation pertaining to a college tuition rebate program.	AC	5			AC = Graduation or date of last attendance.			Texas Education Code Sec. 54.0065.
06.235.10	15.2.03 5	Withdrawal Forms and Authorizations	Requests and authorizations for a student to withdraw from classes after calendar deadlines without academic penalty for reasons acceptable to a university such as health or family issues.	AV							



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06.236.10	17.1.007	Cooperative Program Records	Records documenting the institution's participation in cooperative and shared educational or research programs. Such programs may share research facilities and resources or instructional programs such as programs permitting student matriculation at member institutions. May include but not limited to: information on requirements and application procedures; committee minutes; meeting agendas; and memos of interpretation and understanding.	AC	7			AC = Termination of program or agreement.	O		
06.236.20	17.1.006	Continuing Education Course Records	For credit and not-for-credit course offerings and individual course contents as offered by Continuing Education (i.e., "extension" classes).	AC	2			AC = End of semester in which course is taught.		CAUTION: Some of these records may affect accreditation and should be kept long enough to meet accreditation cycle requirement. See RSIN 16.1.007 for medical continuing education records.	
06.300.10	15.2.010	Enrollment Census Reports (4th and 12th Class Day Rosters)	Attendance reports prepared by faculty on class census day and used as source documentation for enrollment reports submitted to the Texas Higher Education Coordinating Board (THECB).	FE	3						





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**Texas A&M System Records Retention Schedule (9th Recert., eff. 08/26/2024)**

1. Agency Code: 710		2. Agency Name: Texas A&M System Office									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
06.303.10	15.3.02 3	Financial Aid Programs	Documentation of the university's participation in financial aid programs, such as program participation agreements and required reports.	AC	3			AC = End of award year in which all reporting is finalized.			34 CFR 668.24(e)(1)(i), 34 CFR 674.19(e)(3)(i), 34 CFR 675.19(b)(1), 34 CFR 676.19(b), 34 CFR 690.82(a), 45 CFR 74.53(b)
06.303.20	15.3.00 2	Financial Aid Application, Award, and Disbursement Records - All Federal, State, Local, and Institutional Grants, Scholarships, and Work-Study Programs	Approved student applications and disbursement records for all local, state, federal, or institutional grants, scholarships, and work-study programs not covered elsewhere in schedule. May include but not limited to: financial aid need analysis and eligibility forms; financial aid transcripts; copies of documents submitted by students or parents for verification of student aid application information; receipts; account cards; copies of promissory notes; certifications of enrollment status or other data to grantors; work-study certifications and time reports; documentation of entrance and exit interviews; and correspondence. Includes Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and Pell Grant records.	AC	3			AC = End of the award period, or submission of annual report for the award year, whichever later.		See RSIN 15.3.010 for veterans' assistance programs.	34 CFR 668.24(e), 34 CFR 675.19(b)(1), 34 CFR 676.19(b), 34 CFR 690.82(a).



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					Years	Months	Days				
06.303.25	15.3.00 3	Financial Aid Application and Award Records - All Federal, State, Local, and Institutional Loan Programs	Financial aid applications for federal, state, local, or institutional loans not included elsewhere in schedule, including Income Contingent Loans (ICL), Perkins Loans, Federal Family Education Program Loans (Stafford Loans, Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Consolidation Loans) and Direct Loans (Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans). May include but not limited to: approved student applications; Student Aid Report (SAR) or institutional Student Information Record (ISIR) used to determine eligibility for Title IV, HEA program funds; documentation of each student's or parent borrower's eligibility; loan counseling; and data verification forms and reports.	AC	3			AC = End of the award period, or submission of annual report for the award year, whichever later.		See RSIN 15.3.005 for Health Profession and Nursing Student Loan program applications.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).
06.303.30	15.3.00 5	Financial Aid Application and Award Records - Health Profession and Nursing Student Loan Programs	Approved student applications; documentation of financial aid; financial aid transcript; student's name, address, academic standing, and period of attendance; and loan and tuition details.	AC	5			AC = Termination of enrollment.		CAUTION: May include obsolete Health Education Assistance Loans (HEAL).	42 CFR 57.215(b), 42 CFR 57.315(a)(2), 42 CFR 60.56(b).
06.303.35	15.3.00 7	Financial Aid Application and Award Records - Non-Awarded	Denied applications for financial aid.	AC	1			AC = End of academic period for which aid denied.			



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					Years	Months	Days				
06.303.40	15.3.010	Financial Aid Application, Award, and Disbursement Records - Veterans Administration Education Assistance Allowances	Approved student applications and disbursement records for Veterans Administration (VA) benefits. May include but not limited to: financial aid need analysis and eligibility forms; financial aid transcripts; copies of documents submitted by students for verification of student aid application information; receipts; account cards; copies of promissory notes; certifications of enrollment status or other data to grantors; and documentation of entrance and exit interviews.	AC	3			AC = Termination of enrollment.			38 CFR 21.4209(f).



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					Years	Months	Days				
06.303.45	15.3.01 1	Financial Aid Disbursement and Repayment Records - All Federal, State, Local, and Institutional Loan Programs	Disbursement and repayment records for loans not included elsewhere in schedule, including Income Contingent Loans (ICL), Perkins Loans, Federal Family Education Program Loans (Stafford Loans, Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Consolidation Loans) and Direct Loans (Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans). May include but not limited to: receipts; account cards documenting amount of loan, payment period, and loan period; calculations used to determine amount awarded; date and amount of each disbursement; copies of promissory notes; certifications of enrollment status or other data to grantors or lenders; cancellation, deferment, or payment extension documentation; amount, date, and basis of institution's calculation of any refunds or overpayments due if student withdraws; overpayments; documentation of entrance and exit interviews; records of contacts concerning overdue loans; and correspondence between the university and the borrower, collection agencies, and	AC	3			AC = Date of final repayment or cancellation.		See RSIN 15.3.018 for Health Profession and Nursing Student Loan program payments. See RSIN 15.3.026 for Perkins Original Promissory Notes.	34 CFR 668.24(e), 34 CFR 674.19(e)(3), 34 CFR 682.610(a)(2).



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					Years	Months	Days				
06.303.50	15.3.018	Financial Aid Disbursement and Repayment Records - Health Profession and Nursing Student Loan Programs	Disbursement and repayment records for Health Profession and Nursing Student loans. May include but not limited to: documentation of amount and date of each loan, payment dates, deferment documentation, and correspondence related to overdue and uncollectible loans.	AC	5			AC = Date of retirement of loan.		CAUTION: May include obsolete Health Education Assistance Loans (HEAL).	42 CFR 57.215(c), 42 CFR 57.315(a)(3).
06.303.55	15.3.026	Perkins Original Promissory Notes	Promissory notes for student loans negotiated for the current academic year.	AC				AC = Until loan is satisfied, or documents are needed to enforce obligation.		CAUTION: If original promissory notes are electronically signed, the signed master promissory note (MPN) must be kept 3 years after all the loans made on the MPN are satisfied.	34 CFR 674.19(e)(4).
06.306.10	15.2.033	Veterans Affairs Records	Certification of Enrollment reports required by the U.S. Department of Veterans Affairs (VA) and individual veteran student records that certify to the VA that the student is eligible for educational benefits, is currently enrolled at the institution in a qualifying curriculum and is maintaining standards required to receive entitlements.	AC	3			AC = Graduation, date of last attendance, or end of certification period, as applicable.		See RSIN 15.2.017 for Hazlewood Act documentation.	38 CFR 21.4209(f), US Department of Veterans Affairs School Certifying Official Handbook.
06.307.10	15.2.017	Hazlewood Act Documentation	Applications and student eligibility determinations to claim the Hazlewood exemption and institutional records to track benefit hours claimed.	AC	3			AC = Last date of attendance, or date application denied, as applicable.		See RSIN 15.2.033 for Veterans Affairs Records.	40 TAC 461.130.



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					Years	Months	Days				
06.308.10	15.2.020	Independent Study Records	Departmental approval for students to enroll in independent study courses. May include but not limited to: permission sheets with students' names; course names; number of credits; and faculty signatures.	AC	2			AC = Student separation from the department or institution.			
06.309.10	15.2.021	Internship Applications - Not Enrolled/Denied	Applications for internship programs for which student was denied or did not enroll.	AC	1			AC = End of academic term in which internship occurred.		See RSIN 15.2.022 for other internship program records.	
06.310.10	15.2.022	Internship Program Records	Administration of student internship, practicum, and cooperative education programs. May include but not limited to: applications for internships inside and external to the institution; agreements with departments; postings/notices; student resumes; and proposed institution listings.	AC	3			AC = End of academic term in which internship occurred.		See RSIN 15.2.021 for internship applications for which student was denied or did not enroll.	
06.400.10		Catalogs	Final published university catalogs describing undergraduate or graduate and professional academic programs and related information such as admissions, course offerings, and academic regulations and requirements.	PM							
06.400.20	17.1.002	Class Scheduling Records - Published Schedule of Classes	Final published schedule of classes.	PM					O		





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					Years	Months	Days				
06.400.30	17.1.003	Class Scheduling Records - Working Files	Formulation of class schedules by academic departments for inclusion in the published schedule of classes. May include but not limited to: requests from departments for class offerings; deviation from schedule forms; copies of course schedule maintenance forms; requests for class changes; and working papers.		1						
06.401.20	17.1.004	Commencement Records	Commencement program planning and implementation at the institution. May include but not limited to: commencement attendance forms; and planning records created by commencement committees or other planning groups.	AC	4			AC = After commencement events.	O		
06.407.10	15.2.030	Thesis and Dissertation Records	Final accepted copies of theses and dissertations presented to colleges in fulfillment of requirements for graduate degrees.	PM					I		
06.500.10	15.4.005	Record Amendment Requests	Requests from students to amend student records, notices by an institution of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.		2						



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					Years	Months	Days				
06.501.10	15.4.003	Disclosures	Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student under the Family Educational Rights and Privacy Act (FERPA): documentation of requests from and disclosures to any party other than the student, an official of the university for what the university has determined are legitimate educational interests, a party with or without written consent from the student, or a party seeking directory information.	AC				AC = As long as disclosed record is maintained.		See RSIN 1.1.077 for release of non-FERPA records.	34 CFR 99.32(a)(2).
06.502.10	15.4.006	Student Nondisclosure Requests	Student request to opt out of directory information disclosure.	AC				AC = Until termination of nondisclosure request.			34 CFR 99.37(b).
06.503.10	15.4.004	Protest of Record Statements	Statements by students commenting on contested information in a student record stating why he or she disagrees with a university's decision not to amend a record, or both.	AC				AC = Final disposition of record containing the contested information.			34 CFR 99.21(c)(1).
06.504.10	15.4.007	Written Consents	Written consents and waivers for information disclosure from the eligible student or student's parents.	AC				AC = Until termination of waiver.			
06.505.10	15.4.002	Access Waiver Records	Waivers completed by students to allow or revoke access to confidential letters and confidential statements of recommendation.	AC				AC = Final disposition of record to which waiver applies.			



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					Years	Months	Days				
06.600.10	15.2.02 6	Student Advising Records	Academic advising records, including advisors' notes, advising checklists, and unofficial or partial copies of grade reports.	AC	3			AC = Student separation from the department or institution.		See RSIN 18.2.005 for student athlete reporting requirements.	
06.601.10	11.1.00 2	Alumni Records	Alumni affair records. May include but not limited to: lists of alumni club members, degree recipients, or class officers, minutes, by-laws and directories of clubs, promotional materials concerning annual gatherings, homecoming, and alumni services.	AV					I	See RSIN 5.1.004 for alumni mailing list.	
06.602.10	16.2.00 1	Circulation Records	Records documenting the borrowing of circulating library materials or equipment by qualified patrons (including courtesy and guest borrowers). May include but not limited to: the name and identification of the borrower; material due dates; and overdue item notations.	AC				AC = Transaction is completed.		See RSIN 4.1.009 for fines. The disposal of circulation records need not be documented through destruction authorizations (RSIN 1.2.001), or in records disposition logs (RSIN 1.2.010).	
6.602.15	16.2.00 2	Archives Collection Control Records	Collection control records documenting accessioning, cataloging, preserving, and referencing. May include but not limited to: deeds of gift; appraisal reports (monetary or non-monetary); accession sheets and reports; archives transmittal lists; deaccessioning recommendations; and loss of archival materials.	PM						See RSIN 1.2.013 for archival finding aids.	



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06.602.20	16.2.003	Collection or Artifact Loan Records	Artifact and material loans contracted between units of the institution or between the institution and either other institutions or individuals. May include but not limited to: signed and legally binding agreements for incoming and outgoing loans between the collection administrators; receipts for loans and return of materials to the legal holder; and related forms, documentation, and correspondence.	AC	7			AC = Expiration or termination of the loan agreement according to its terms.		Upon the expiration of the retention period, repositories should consider transferring loan records to RSIN 16.2.002 if they possess continuing reference or administrative value.	
06.602.25	16.2.006	Exhibit Records	Exhibit records documenting the display and use of artifacts and materials. May include but not limited to: artifact labels or placards; photographs of exhibits; exhibit renderings; and exhibit assembly and presentation instructions.	AC				AC = Conclusion of exhibit.	O	ARCHIVES NOTE: For museums, archival review and selection may be performed by museum curatorial staff. Materials pertaining to major exhibits may possess long-term historical value and may be retained either in the institutional archives or the museum unit, as appropriate.	
06.602.30	16.2.007	Interlibrary Loan (ILL) Records	Interlibrary loan requests fulfilled by the university library system for materials from outside institutions for materials requested from outside library systems.	AC				AC = Transaction is completed.		See RSIN 4.1.001 for accounts payable records.	



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					Years	Months	Days				
06.602.35	16.2.008	Library Catalog	Catalog of bibliographic records used as a g	US						CAUTION: See RSIN 4.7.004 for records documenting purchase of library materials. The disposal or supersession of library catalog records need not be documented through destruction authorizations (RSIN 1.2.001), or in records disposition logs (RSIN 1.2.010).	
06.602.40	16.2.009	Library Materials Control Records	Records of the acquisition and cataloging of	AC				AC = Catalog updated.		See RSIN 16.2.008 for library catalog. See RSIN 4.7.004 for records documenting purchase of library materials. The disposal or supersession of library catalog records need not be documented through destruction authorizations (RSIN 1.2.001), or in records disposition logs (RSIN 1.2.010).	
06.602.45	16.2.010	Patron Registration Records	Patron registration forms filled out by archives users to gain access to the reading room to view archival materials. May also include photocopies of photo identification or other related materials.		4					See RSIN 5.4.011 for sign-in sheets, guest books, patron logs, and similar records documenting visitors to limited access or restricted areas of university facilities.	



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06.602.50	16.2.01 1	Permission History Files	Records of the repository granting/denying permission to reproduce images of items in the collection. Includes permission forms and correspondence requesting permission to publish images from archival collections.	AV							
06.602.55	16.2.01 2	Reference Request Records	This series documents requests for information about, or access to, items within the institution's collections. May include but is not limited to: reference request forms; disposition of or time spent fulfilling the requests; call slips (also called pull slips); and related documentation and correspondence.	AV						See RSIN 1.1.064 for performance measures documentation. See RSIN 1.1.069 for activity reports.	





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06.603.10	18.1.003	Student Organization Administrative Records	Records documenting the history, development, and policies of campus student organizations. This series may include but is not limited to: constitutions and bylaws; publications (websites, newsletters, fliers, brochures, posters, and other publications); annual review forms; annual reports; meeting minutes and supporting documentation; committee, subcommittee, and task-force records; Student Senate bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; press releases; clippings; social media accounts; and related documentation and correspondence that documents programs, activities, and events.	AV					O		



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06.604.10	18.2.005	NCAA and NAIA Reporting Requirements	Records required to be produced and reported to the National Collegiate Athletic Association (NCAA) and National Association of Intercollegiate Athletics (NAIA). May include but not limited to: documentation of admissions, financial aid, eligibility, academic performance, graduation success, assessments, insurance certifications, recruiting activities, training and practice schedules, game day totals and ticket sales, student athlete accommodations, drug testing consent forms, student athlete statements, injury and medical surveillance, reporting on individual athletes, and compliance with rules.		6					See RSIN 18.2.014 for individual athlete files.	
06.604.20	18.2.007	Student Athlete Drug Test Records - Negative Results	Negative results of drug testing done on student athletes, such as lab reports and interpretations.		1						
06.604.30	18.2.008	Student Athlete Drug Test Records - Positive Results	Positive results of drug testing done on student athletes, such as lab reports and interpretations.	AC	5			AC = End of eligibility.			



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**Texas A&M System Records Retention Schedule (9th Recert., eff. 08/26/2024)**

1. Agency Code: 710		2. Agency Name: Texas A&M System Office									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
06.604.40	18.2.01 1	Game Officials' Evaluation Forms	Head coach's evaluation of judging officials' performance at games. The series is also used to comply with NCAA, NAIA, and conference rules and regulations. Information on the individual forms includes: team names; site; game date; judging officials' names; evaluative scores; comments; and coach's signature.		1						
06.604.50	18.2.01 2	Game Records	Records documenting each game and the season for each sport by playing year. May include but not limited to: individual and seasonal game statistics; player statistics; attendance figures; player training charts; game schedules; game arrangements; special teams statistics; rankings; awards information; NAIA and NCAA game statistics; all-conference nominations; spring and fall camp depth charts; numerical rosters; narrative reports on games and scrimmages; final team statistics for each game; NAIA and NCAA official scoring summaries; play-by-play written reports.	AV					O	ARCHIVES NOTE: Certain game records, including statistics, may possess long-term historical value and may warrant permanent retention by the institutional archives.	



**THE TEXAS A&M UNIVERSITY SYSTEM**  
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**Retention Codes (Field 7)**

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

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06.604.60	18.2.01 4	Individual Athletes Records	Athletic history of each athlete who has competed at the institution. Frequently, this series is a continuation of the recruitment file and includes recruitment records if an athlete signs a letter of intent. May include but not limited to: academic major information, including performance reports, admissions verification reports, academic transcripts, financial aid information, recruitment information documents, medical and injury reports, media articles, photographs, release of information forms, personal data questionnaires, and records of awards.	AC	5			AC = Date of separation from the institution.	O	ARCHIVES NOTE: Only public profile records are subject to archival review. Confidential information should be removed or redacted upon archival transfer.	
06.604.70	18.2.01 6	Playbooks	Strategies and game plays for each game in the season.		5						



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06.604.80	18.2.018	Recruiting Records - Athletics	Recruitment of athletes into the institution's intercollegiate athletics program. The series also provides a record of the recruitment process for prospective players created by the institution to comply with NCAA, NAIA and conference rules and regulations. This series may include but is not limited to: the institution's football questionnaire forms with personal, scholastic, football, general, and transcript release information; information request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance; letters of intent; copies of admissions forms and materials; and ongoing performance and eligibility reports.	AC	5			AC = End of eligibility.			
06.604.90	18.2.019	Sports Merchandising Records	Administration of the sale of institutional and NCAA or NAIA-licensed merchandise at sporting events. May include but not limited to: sales reports; merchandise comment sheets; branding and promotion campaigns; and related correspondence. Merchandising working files.	FE	3					See RSIN 4.1.009 for accounts receivable records.	



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					Years	Months	Days				
06.607.10	15.2.02 7	Student Certification Records - Academic	Student completion of certificate programs offered by university academic programs.	AC	5			AC = Date of last attendance.		CAUTION: Transcript notes regarding academic certifications awarded are maintained permanently by the Registrar. See RSIN 15.2.028 for professional certification records (e.g., teacher certification records).	
06.608.10	15.2.02 8	Student Certification Records - Professional	Certification records for licenses or certificates to enter a profession (e.g., teaching certificates). May include but not limited to; applications for admission to a program; registration for practicum hours and evidence of the completion of the practicum; transcripts; narrative evaluations on practicum; notice of completion of hours required for certification; and recommendations and evaluations.	AC	1			AC = End of certification period.		CAUTION: Accrediting agencies may require longer retention periods for professional certification records. Refer to accrediting agency to determine the term of the certification period. See RSIN 15.2.027 for academic certifications.	





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06.609.10	15.5.00 1	Academic Standing Reports	Reports on student academic standing, including academic deficiency and the status changes of academically deficient students. May include but not limited to: reports containing student names; grade point averages (GPA's); grade point deficiencies; numbers of previous suspensions and probations; student petitions for re-evaluation; report of student progress toward academic readmission/removal of probation status at other institutions; academic honors and awards; and related documentation.		3						
06.610.10	15.5.00 2	Admissions/Enrollment Reports	Summary and statistical information relating to student admission programs which may be used for control, planning or review. May include but not limited to: Texas Higher Education Coordination Board (THECB) report: reports sent to administration; or beginning of semester enrollment reports sent to office of institutional research.	PM						For raw data or working files used to create these reports, see RSIN 1.1.065.	



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06.611.10	16.5.010	External Recruiters Records	This series provides a record of recruiter visits to the campus to participate in job fairs or conduct job interviews. May include but not limited to: scheduling calendars; recruiter schedules; recruiter information forms; lists of interviewees; and feedback forms from recruiters.		2						See RSIN 1.1.019 for marketing materials. See RSIN 11.1.006 and/or 11.1.007 for event planning records. See RSIN 15.5.005 for university student recruitment.	
06.611.40	16.1.040	Student Health Insurance Records	University copies of information relating to the selection by students of health insurance offered to students through the university.	AC				AC = Until superseded or date of last attendance.				
07.100.10		Forest Resource Development	Programmatic and operational records maintained by the Texas A&M Forest Service related to the agency's statutory forestry responsibilities.	FE	5				O		Texas Educ. Code ch. 88, subch. B.	
07.100.11		Apiary Inspection Service Program Records	Records maintained by the Chief Apiary Inspector, employed by Texas A&M AgriLife Research, related to the inspector's statutory responsibilities for functions such as permitting, inspections, registration, and disease control.	AV							Tex. Agric. Code ch. 131, 4 Tex. Admin. Code ch. 71.	
07.100.15	17.3.016	Scientific Misconduct Records	Accusations of research project-related misconduct brought forward by or against university personnel and affiliates.	AC	7			AC = Completion of proceeding involving the research misconduct allegation.			42 CFR 93.317(b).	