



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
Rev. 2017-07

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 US – Until Superseded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  
 R/O – Review by State/University Archivist

1. Agency Code: 710			2. Agency Name: Texas A&M System Office (TAMUS)								
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				
03.502.10		Payroll Records (H-1Bs and E-3s)			3					Retention period begins on date of record's creation unless an enforcement action is commenced, then records must be kept in accordance with federal regulations.	20 C.F.R. § 655.760(c)
03.503.10		Application for Permanent Employment Certification	Including all supporting documentation	AC	5			AC= date of filing.			20 C.F.R. § 656.10(f)
03.504.10		F-1 Optional Practical Training Records		AC	1			AC= termination of employment.			
03.505.10		O-1s, TNs, J-1s		AC	3			AC=date status ends.		Not including J-1 Student Intern Evaluations, see agency number 03.500.10.	
03.506.10		I-140 Immigration Petitions		AC	5			AC=date of acquiring permanent residence or termination.			
03.507.10		Application for Appointment as a Visiting Scholar		AC	5			AC= date application rejected or termination of appointment.			
04.100.10	4.1.001	Accounts Payable Information		FE	3						



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04.101.10	4.1.002	Billing Detail		FE	3					CAUTION: Does not include long distance telephone billing detail. See item numbers 5.5.001, 5.5.006, and 5.5.007.	
04.102.10	4.1.003	Cancelled Checks/Stubs/Warrants/Drafts		FE	3						
04.103.10	4.1.004	Encumbrance Detail		FE	3						
04.104.10	4.1.005	Inventory and Other Cost Files	Production, job labor quotes, pricing, specifications, etc.	FE	3						
04.105.10	4.1.006	Investment Transaction Files		FE	3						
04.106.10	4.1.007	Transfers or Budget Revisions	Transfers or adjustment to budgets	FE	3						
04.107.10	4.1.008	Electronic Fund Transfers - Direct Deposit Registers		FE	3						
04.108.10		Credit/Debit Card Merchant Receipt		AC				AC = expiration of dispute resolution period.			
04.200.10	4.2.001	Cash Deposit Vouchers	Including deposit slips	FE	3						
04.201.10	4.2.002	Cash Receipts	Includes receipts for fees (permits, licenses, renewals, etc.).	FE	3						
04.202.10	4.2.003	Daily Cash Receipts Log		FE	3						



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04.203.10	4.2.004	Encumbrance Vouchers	Orders, statements, change orders, etc.	FE	3						
04.204.10	4.2.005	Purchase Vouchers	Requisitions, receiving reports, invoices, or statements, change orders, best value determination etc.	FE	3						
04.205.10	4.2.006	General Journal Vouchers		FE	3						
04.206.10	4.2.007	Expenditure Vouchers	Includes travel expense reports, payroll, etc.	FE	3					Includes Credits	
04.300.10	4.3.001	Sales Journals or Registers		FE	3						
04.301.10	4.3.002	Receipts Journals or Registers		FE	3						
04.302.10	4.3.003	Expenditures Journals or Registers		FE	3						
04.400.10	4.4.001	General and Subsidiary Ledgers		FE	3						
04.401.10	4.4.002	Accounts Receivable Ledgers		FE	3						
04.402.10	4.4.003	Accounts Payable Ledgers		FE	3						
04.403.10	4.4.004	Employee Savings Bond Ledgers		FE	3						



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04.500.10	4.5.001	Worksheets for Preparing Fiscal Reports		FE	3						
04.501.10	4.5.002	Internal Fiscal Management Reports	Includes monthly budget reports.	FE	3						
04.502.10	4.5.003	Annual Financial Report	Required by General Appropriations Act.	AC	6			AC=September 1st of odd-numbered calendar years		Agency retains Record Copy and sends required number of copies to Publications Depository Program-TSL	
04.503.10	4.5.005	External Fiscal Reports - Special purpose	Federal financial reports, salary reports, etc. Includes HUB Reports.	FE	3						
04.504.10	4.5.006	Annual Operating Budget	Required by the General Appropriations Act	FE	3						
04.505.10	4.5.007	USAS Reports - Daily		AC				AC = Receipt and reconciliation of monthly report.			
04.506.10	4.5.008	USAS Reports - Monthly		AC				AC = Receipt and reconciliation of annual report.			
04.507.10	4.5.009	USAS Reports - Annual		FE	3						
04.600.10	4.6.001	Balancing Records		FE	3						
04.601.10	4.6.002	Reconciliations		FE	3						
04.602.10	4.6.003	Cash Counts		FE	3						



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04.700.10	4.7.001	Accounting Policies and Procedures Manual		US	3						
04.701.10	4.7.002	Bank Statements		FE	3						
04.702.10	4.7.003	Returned Checks/Warrants/Drafts (Uncollectible)		AC	3			AC=After deemed uncollectible			
04.703.10	4.7.004	Capital Asset Records		LA	3						
04.704.10	4.7.005	Claim Files		AC	3			AC = Resolution of Claim			
04.705.10	4.7.006	Comptroller Statements		FE	3						
04.706.10	4.7.007	Detail Chart of Accounts	One for all accounts in use for a year.	FE	3						
04.707.10	4.7.008	Grant Records	This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance and supporting information related to grants received or made by agencies.	AC	3			AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule)		For research agreements (grants, cooperative agreements, contracts), retain in accordance with Agency Item # 07.101.20. CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	



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04.708.10	4.7.009	Fixed Asset Sequential Number Log		US	3						
04.709.10	4.7.010	Long-Term Liability	Bonds, etc.	AC	3			AC=Retirement of debt			
04.711.10	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	3			AC = US + FE		Includes employee application for procurement/payment card, travel card or other similar methods of payment for goods and/or services.	