



# STATE OF TEXAS

## Records Retention Schedule CERTIFICATION

**SLR 105**

*Form SLR 105C must  
Accompany this form.*

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|                                   |                           |  |                            |         |       |                    |                    |                                  |
|-----------------------------------|---------------------------|--|----------------------------|---------|-------|--------------------|--------------------|----------------------------------|
| 2. Agency Code<br>753             |                           | 3. Agency Name<br>SAM HOUSTON STATE UNIVERSITY |                            |         |       |                    |                    |                                  |
| 4.<br><br>Records Series Item No. | 5.<br><br>Agency Item No. | 6.<br><br>Record Series Title                  | 7.<br><br>Retention Period |         |       | 8.<br><br>Archival | 10.<br><br>106 No. | 11.<br><br>TSLAC ONLY Amend. No. |
|                                   |                           |  | Agency                     | Storage | Total |                    |                    |                                  |

|         |    |                                     |      |  |      |  |  |  |
|---------|----|-------------------------------------|------|--|------|--|--|--|
| 1.1     | 41 | Class Roll Summary                  | FE+3 |  | FE+3 |  |  |  |
| 1.1     | 42 | Class Schedules                     | FE+3 |  | FE+3 |  |  |  |
| 1.1     | 43 | Classroom/ Course Materials         | US   |  | US   |  | Includes notes, transparencies, worksheets, etc.   |  |
| 4.7     | 44 | College Work-Study Program Payments | FE+5 |  | FE+5 |  | Fed. Reg. 675.19 (C)(2)  |  |
| 1.1.006 | 45 | Complaint File                      | AC+2 |  | AC+2 |  | AC=final disposition of complaint<br>Open unless clearly unwarranted invasion of personal privacy.<br><br>CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048. |  |

|  |                        |                    |                       |                                |  |
|--|------------------------|--------------------|-----------------------|--------------------------------|--|
| Retention Codes (Field 7)                                  |                        |                    |                       | Archival Codes (Field 8)       |  |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent        | A – Transfer to State Archives |  |
| AV – Administrative Value                                  | FE – Fiscal Year End   | MO – Months        | US – Until Superseded | R – Review by State Archivist  |  |