

LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE

Pursuant to Local Government Code § 203.041
Texas State Library and Archives Commission

SLR 500 (2/93)

ORIGINAL FILING AMENDED FILING
Date 9/6/95 Page 1 of 15

Government Trinity Valley Community College
Office (If Applicable) Records Management Officer
Department (If Applicable) -----
Address 500 South Prairieville Street
City Athens Texas Zip 75751 Telephone (903) 675-6306
Records Management Officer Dr Colette Hilliard

RECORD NUMBER	RECORD TITLE	RETENTION PERIOD		DISPOSITION
		OFFICE	TOTAL	
	(See Attached Printout)			

RECORDS CONTROL SCHEDULE TRINITY VALLEY COMM COLLEGE

ATHENS, TEXAS

ORIGINAL FILING X
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ITEM#	RECORD NAME	RETENTION
1000-01-a	BOARD AGENDA, OPEN MEETINGS	2 YEARS
1000-01-b	BOARD AGENDA, CLOSED MEETINGS	2 YEARS
1000-02	DEDICATIONS	PERMANENT
1000-03-a	BOARD MINUTES, WRITTEN	PERMANENT
1000-03-b	NOTES DURING BOARD MEETINGS	90 DAYS AFTER APPROVAL OF MINUTES BY THE GOVERNING BODY
1000-03-g	BOARD MINUTES SUPPORTING DOCUMENTS	2 YEARS
1000-04	OPEN MEETING NOTICES	2 YEARS
1000-05	RESOLUTIONS	PERMANENT
1000-06	PETITIONS	CONSIDERATION OF PETITION +2 YEARS
1000-07	PROCLAMATIONS	2 YEARS
1000-20-a	ACCIDENT REPORTS ON ADULTS	5 YEARS
1000-20-b	ACCIDENT REPORTS ON MINORS	5 YEARS OR 2 YEARS AFTER THE MINOR REACHES THE AGE OF 18, WHICHEVER LATER.
1000-21-a	PUB OF MUNICIPAL ORDINANCES	PERMANENT
1000-21-b1	ELECTION NOTICE NO FED OFFICE INVOLVED	60 DAYS AFTER ELECTION DAY
1000-21-c	ALL OTHER PUBLISHED LEGAL NOTICES	2 YEARS
1000-23	CHARTERS	PERMANENT
1000-24	COMPLAINTS	RESOLUTION OR DISMISSAL OF COMPLAINT + 2 YEARS
1000-25	CONTRACTS, LEASES AND AGREEMENTS	4 YRS AFTER THE EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
1000-26-a	POLICY AND PROGRAM DEVELOPMENT MATERIAL	5 YEARS
1000-26-b	ADMINISTRATIVE CORRESPONDENCE	2 YEARS
1000-26-c	ROUTINE ADMIN FILES, MEMOS, NOTES	AV
1000-27	DEEDS, PROPERTY	PERMANENT
1000-28	EASEMENTS	PERMANENT
1000-29	INSURANCE POLICIES	4 YRS AFTER THE EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.
1000-30	LEGAL OPINIONS	PERMANENT
1000-31	LITIGATION CASE FILES	AV AFTER FINAL DISPOSITION OF THE CASE
1000-33	NEWS RELEASES	AV
1000-34	OPEN RECORDS REQUESTS	1 YR AFTER FINAL DECISION ON REQUEST
1000-35	ORGANIZATIONAL CHARTS	US
1000-36	PERMITS AND LICENSES	EXPIRATION, CANCELLATION, REVOCATION, OR DENIAL + 2 YEARS
1000-37	PHOTOS, RECORDINGS & OTHER NON-TEXTUAL MEDIA	PERMANENT BUT SEE RETENTION NOTE
1000-38	POLICIES AND PROCEDURAL MATERIAL	US + 5 YEARS
1000-39	PUBLICATIONS	ONE COPY OF EACH PERMANENT
1000-40-a	RECORDS CONTROL SCHEDULES	PERMANENT

ABBREVIATIONS	
AV -- AS LONG AS ADMINISTRATIVELY VALUABLE	LA -- LIFE OF ASSET
FE -- FISCAL YEAR END	US -- UNTIL SUPERCEDED

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1000-40-b	RECORDS DESTRUCTION DOCUMENTS	PERMANENT
1000-40-c	RECORDS INVENTORIES	AV
1000-40-d	RECORDS MGMT PLANS AND POLICIES DOCUMENTS	US + 5 YEARS
1000-41-a1	ANNUAL REPORTS (NON-FISCAL)	PERMANENT
1000-41-a2	SPEC RPTS/STUDIES BY ORDER GOV BODIES	PERMANENT
1000-41-a3	SPEC RPTS BY ORDER OF CHIEF ADMIN OFFICER	5 YEARS
1000-41-a4	MON/BIMON/QTLY/SEMI ANNUAL REPORTS (NON-FISCAL)	3 YEARS
1000-41-b	ACTIVITY RPTS DAILY WORKLOAD/TIME/ETC	1 YEAR
1000-42	WAIVERS OF LIABILITY	3 YEARS FROM DATE OF CESSATION OF ACTIVITY FOR WHICH THE WAIVER WAS SIGNED
1025-01-a	ANN/BIENNIAL/CUMULATIVE AUDITS	PERMANENT
1025-01-b	AUDITS OF DEPT/PROGRAM/FUND IF IN CUMULATIVE AUDIT	2 YEARS
1025-01-c	AUDITS, ANN/BIENNIAL/PERIODIC, NOT IN CUM AUDIT	PERMANENT
1025-01-d	AUDIT, SPECIAL, ORDERED BY LOC GOV/COURT/FED/ST	PERMANENT
1025-01-e	AUDIT WORKING PAPERS OR SUMMARIES	3 YRS AFTER ALL QUESTIONS ARISING FROM THE AUDIT HAVE BEEN RESOLVED
1025-02	BANK SECURITY RECORDS	4 YRS AFTER TERMINATION, EXPIRATION OR RELEASE OF CONTRACTUAL OBLIGATIONS
1025-03-a	BOND ADMINISTRATIVE RECORDS	PERMANENT
1025-03-b	BOND CERTIFICATES OR COUPONS	1 YEAR AFTER PAYMENT
1025-03-c	BOND REGISTERS	PERMANENT
1025-03-d	BOND EXCHANGE, CONVERSION OR REPLACEMENT RCDS	IF INFORMATION IS CONTAINED IN A BOND REGISTER - 1 YEAR.
1025-04-a	BUDGETS (ANNUAL) AND AMENDMENTS	PERMANENT
1025-04-b	BUDGETS (SPECIAL) NOT IN ANNUAL BUDGET	PERMANENT
1025-04-c	BUDGET WORKING PAPERS	2 YEARS
1025-04-d	ENCUMBRANCE & EXPENDITURE REPORTS	2 YEARS
1025-04-e	BUDGET CHANGE DOCS, LINE ITEM/CONTINGENCY/RESERVE	2 YEARS
1025-05-a	EQUIPMENT OR PROPERTY CARDS	FE OF DATE OF DISPOSAL + 7 YEARS FOR SCHOOL DISTRICTS
1025-05-c	EQUIPMENT OR PROPERTY INVENTORY	US + 3 YEARS
1025-05-d	PROP SALE, AUCTION, DISPOSAL RCDS OF GOV PROPERTY	1 YEAR
1025-06	FEDERAL REVENUE SHARING RECORDS	3 YEARS
1025-07-a	MON/BIMON/QT/SEMI ANNUAL REPORTS	FE + 3 YEARS
1025-07-b	FINANCIAL REPORTS, ANNUAL	PERMANENT
1025-07-c	LONG RANGE FISCAL PLANNING REPORTS	PERMANENT
1025-07-d	CAPITAL IMPROVEMENTS FINANCIAL REPORTS	PERMANENT

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ITEM #	RECORD NAME	RETENTION
1025-08-a	GRANT APPLICATIONS, SUCCESSFUL	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-08-b	FINANCIAL PERFORMANCE COMPLIANCE REPORTS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-08-c	RPTS/MEMOS/PLAN/STUDIES IN SUCCESSFUL GRANTS	3 YEARS
1025-08-d	GRANT APPLICATIONS & RECORDS, UNSUCCESSFUL	AV
1025-09	INVESTMENT TRANSACTION DOCUMENTS	FE + 7 YEARS
1025-25	ACCOUNTING POLICIES AND PROCEDURES	US + 5 YEARS
1025-26	CLAIMS, INVOICES, COPIES OF CHECKS & PO'S	FE OF DATE PAYMENT + 7 YEARS FOR SCHOOL DISTRICTS
1025-26	EXPENDITURE AUTHORIZATIONS	FE OF DATE PAYMENT + 7 YEARS FOR SCHOOL DISTRICTS
1025-26	CLAIMS FOR EMPLOYEE TRAVEL	FE OF DATE PAYMENT + 7 YEARS FOR SCHOOL DISTRICTS
1025-26-a	ACCOUNT PAYABLE RECORDS FOR CAPITAL EQUIPMENT	FE OF DATE DISPOSAL + 7 YEARS FOR SCHOOL DISTRICTS
1025-26-b	FUND TRANSMITTAL RPTS TO FED, STATE OR LOCAL GOVT	FE OF PERIOD COVERED BY REPORT + 3 YEARS
1025-27	CASH RECEIPTS	FE OF DATE OF RECEIPT + 7 YEARS FOR SCHOOL DISTRICTS
1025-27	CASH DRAWER RECONCILIATIONS	FE OF DATE OF RECEIPT + 7 YEARS FOR SCHOOL DISTRICTS
1025-27	DAILY CASH TRANSFERS & DAILY REPORTS	FE OF DATE OF RECEIPT + 7 YEARS FOR SCHOOL DISTRICTS
1025-27-c	CASH DEPOSIT RECORDS FOR PENDING ORDERS	FE OF TERMINATION OF SERVICE OR REFUND OF DEPOSIT + 3 YEARS
1025-27-d	UNCOLLECTABLE/WRITE-OFF AUTHORIZATION	FE OF WRITE OFF DATE + 7 YEARS FOR SCHOOL DISTRICTS
1025-27	BILLING REGISTERS	FE OF DATE OF RECEIPT + 7 YEARS FOR SCHOOL DISTRICTS
1025-27	BILL COPIES, STUBS, STATEMENTS	FE OF DATE OF RECEIPT + 7 YEARS FOR SCHOOL DISTRICTS
1025-27	ACCOUNT CARDS, DEPOSIT WARRANTS	FE OF DATE OF RECEIPT + 7 YEARS FOR SCHOOL DISTRICTS
1025-27	CASH RECEIPTS, RECEIPT BOOKS	FE OF DATE OF RECEIPT + 7 YEARS FOR SCHOOL DISTRICTS
1025-27	DEPOSIT RECEIPTS	FE OF DATE OF RECEIPT + 7 YEARS FOR SCHOOL DISTRICTS
1025-28	BANK STATEMENTS, CANCELLED CHECKS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-28	CHECK REGISTERS, DEPOSIT SLIPS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-28	DEBIT/CREDIT NOTICES, RECONCILIATIONS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-28	INTEREST EARNED NOTICES	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-29	INTER DEPT CHARGE BACKS FUND TRANSACTION	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-30-a1	GENERAL LEDGER FOR AUDITED YEARS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-30-a1	GENERAL LEDGER FOR AUDITED YEARS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-30-a2	GENERAL LEDGER NOT INVOLVING AN AUDIT	PERMANENT
1025-30-c	SUBSIDIARY JOURNALS, RECPT/DISBURS/GEN	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-30-b	SUBSIDIARY LEDGERS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1025-30-d	JOURNAL VOUCHERS, ENTRY DOCUMENTATION	FE + 7 YEARS FOR SCHOOL DISTRICTS

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ITEM #	RECORD NAME	RETENTION
1025-31-a	TRANSACTIONS SUMMARY DAILY	30 DAYS
1025-31-b	TRANSACTIONS SUMMARY WEEKLY	90 DAYS
1025-31-c	TRANSACTIONS SUMS, MON/BIMON/QTRLY/SEMI-ANNUAL	2 YEARS
1025-31-d	TRANSACTIONS SUMMARY ANNUAL	FE + 7 YEARS FOR SCHOOL DISTRICTS
1050-01-a	REPORTS/ANALYSIS/STATISTICAL DATA	5 YEARS
1050-01-b	AFFIRMATIVE ACTION PLANS	US + 5 YEARS
1050-02-a	SKILL TESTS VALIDATION STUDIES	LIFE OF TEST + 2 YRS
1050-02-b	SKILL TESTS	US + 2 YEARS
1050-02-c	TEST TAKER PAPERS	2 YEARS
1050-02-d	RECORDS RELATIING TO PLANNING OR ADMIN OF TESTS	3 YEARS
1050-03	AWARDS AND COMMENDATIONS	DATE OF SEPARATION + 5 YEARS
1050-04	CERTIFICATES AND LICENSES	US OR SEPARATION OF EMPLOYEE + 5 YEARS
1050-05	CONFLICT OF INTEREST AFFIDAVITS	5 YEARS AFTER LEAVING POSITION FOR WHICH THE AFFIDAVIT WAS FILED
1050-07	DISCIPLINE/ADVERSE ACTION REPORTS	2 YEARS AFTER CASE CLOSED OR ACTION TAKEN, AS APPLICABLE
1050-08-a	EMPLOYEE BENEFIT PLANS	TERMINATION OF PLAN + 1 YEAR
1050-08-b1	ENROLLMENT/BENEFICIARY FORMS	AV, IF OFFICIAL RECORD MAINTAINED BY RETIREMENT SYSTEM
1050-08-b2A	ENROLLMENT FORMS FOR PENSION DEFERED COMP PLANS	PERMANENT, IF OFFICIAL RECORD MAINTAINED BY LOCAL GOVT
1050-08-b2B	ENROLLMENT FORMS FOR LIFE/HEALTH/DISABLE INSUR	TERMINATION OF COVERAGE + 4 YEARS
1050-08-c	PENSION SYSTEM OR FUND ANNUAL REPORTS	PERMANENT
1050-09	EMPLOYEE RECOGNITION/AWARDS RECORDS	2 YEARS
1050-10-a	KEYS/ID's/PASS ISSUE CONTROL RECORDS	US, DATE OF EXPIRATION, OR DATE OF SEPARATION + 2 YEARS, AS APPLICABLE
1050-10-b	PARKING PERMIT ISSUANCE RECORDS	US
1050-11	EMPLOYEE SELECT: NOTES, INTERVIEWS, MATERIALS ETC	2 YEARS FROM THE CREATION (OR RECEIPT) OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER LATER
1050-12	EMPLOYMENT HISTORY RECORD	PERMANENT
1050-13	EMPLOYMENT ANNOUNCEMENTS OR ADS	2 YEARS
1050-14	APPLICATIONS/TRANSCRIPTS/LETTERS ETC	2 YEARS FROM THE CREATION (OR RECEIPT) OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER LATER
1050-14-a	WORK SAMPLES NOT RETURNED TO APPLICANT	AV
1050-14-b	TRANSCRIPT OF PERSON HIRED	DATE OF SEPERATION + 5 YEARS
1050-15-a	EMPLOYEE CONTRACTS/COLLECTIVE BARGAINING AGREEMENT	LAST EFFECTIVE DATE OF CONTRACT + 4 YEARS
1050-16-a	EEO REPORTS/ANALYSIS/STATISTICAL DATA	3 YEARS
1050-16-b	EE0-1,4,5,6 REPORTS	3 YEARS
1050-16-c	EEO CASE FILES RELATING TO DISCRIM/COMPLAINTS	RESOLUTION OF CASE + 3 YEARS

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1050-17	EQUAL PAY COMPLIANCE RECORDS	2 YEARS
1050-18	FIDELITY BONDS	EFFECTIVE LIFE OF BOND + 5 YEARS
1050-19	FINGERPRINT CARDS	DATE OF SEPERATION + 5 YEARS
1050-20	GRIEVANCE RECORDS	2 YEARS
1050-21-a	PERFORMANCE APPRASIALS (school teachers)	PERMANENT
1050-21-b	EVALUATIONS OF OTHER GOVERNMENTAL EMPLOYEEES	US + 2 YEARS
1050-22-a	HEALTH/PHYSICAL EXAMS FOR JOB OR PROMOTION	2 YEARS
1050-23	OATHS OF OFFICE	US + 5 YEARS; OR, 5 YEARS AFTER LEAVING POSITION FOR WHICH OATH REQUIRED, WHICHEVER APPLICABLE
1050-24	EMPLOYEE RECORDS CHANGE DOCUMENTS	2 YEARS
1050-25	PERSONNEL STUDIES OR SURVEYS	3 YEARS
1050-26-a	JOB DESCRIPTIONS	US OR POSITION ABOLISHED + 4 YEARS
1050-26-b1	JOB DEVELOPMENT DOCS FOR SPECIFIC POSITION	DISPOSE WITH JOB DESCRIPTION UNDER 1050-26-1
1050-26-c	STAFFING AND VACANCY REPORTS	US
1050-26-d	PERSONNEL REQUISITIONS	2 YEARS
1050-26-b3	POSITION DOCS OTHER THAN REGULAR RPTS OR SPEC POS	4 YEARS
1050-28-a	CERTIF OF COMPLETION, TRANSCRIPTS, TEST SCORES	DATE OF SEPARATION + 5 YEARS
1050-28-b	TRAINING PROGRAM RECORDS, INHOUSE TRAINING	3 YEARS
1050-28-c	TRAINING MANUALS, SYLLABUSES ETC USED FOR INHOUSE	US
1050-28-d	SKILL OR ACHIEVEMENT MEASURE OF TRAINING RESULTS	2 YEARS
1050-29	UNEMPLOYMENT COMPENSATION CLAIMS FILE	5 YEARS
1050-30	INS FORM I-9 (verification of empl elig)	3 YEARS FROM HIRE OR 1 YEAR AFTER SEPARATION, WHICHEVER LATER
1050-31	SCHEDULES FOR WORK, DUTY, SHIFT, ROSTERS, CASE	1 YEAR
1050-32	WORKERS COMPENSATION CLAIM FILES	5 YEARS
1050-33	FINANCIAL DISCLOSURE STATEMENTS	2 YEARS
1050-50	PAYROLL DEDUCTION AUTHORIZATIONS	4 YEARS AFTER SEPARATION OR 4 YEARS AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER
1050-52-a	EARNING/DEDUCTION RECORD FOR EACH EMPLOYEE	7 YEARS FOR SCHOOL DISTRICTS
1050-52-a1	EARNING/DEDUCTION CARD SHOWING DETAILS	7 YEARS FOR SCHOOL DISTRICTS
1050-52-a2	EARNING/DEDUCTION REGISTER SHOW DETAILS	7 YEARS FOR SCHOOL DISTRICTS
1050-52-b	EARNING/DEDUCTION HISTORY FOR PENSION & DEFER COMP	PERMANENT
1050-52-b5	ANNUAL OR OTHER STATEMENTS TO EMPLOYEEES	PERMANENT

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1050-52-c	MASTER PAY REG IF NOT USED TO SATISFY PERM RQMT	FE + 3 YEARS
1050-52-d1	SUBSIDIARY PAY REGISTER IF ALL DATA NOT IN MASTER	FE + 3 YEARS
1050-52-f	PAYROLL ADJUSTMENT RECORDS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1050-52-d2	SUBSIDIARY PAYROLL REGISTERS IF ALL DATA IN MASTER	AV
1050-52-e	PERIODIC STMTS TO EMPLOYEES ON PENSION DEDUCTIONS	2 YEARS
1050-53-a	WITHHOLDING FOR TAXES FORMS, W-4	4 YEARS AFTER SEPARATION OR 4 YEARS AFTER FORM AMENDED, WHICHEVER SOONER
1050-53-b	COLLECTION/DEPOSIT OF TAXES FORMS, W-2	4 YEARS AFTER TAX DUE DATE OR DATE TAX PAID, WHICHEVER LATER
1050-54-a	LEAVE USED/UNUSED HISTORY BY EMPLOYEE	PERMANENT
1050-54-b	LEAVE REQUEST, ANY TYPE	FE + 3 YEARS
1050-54-c	LEAVE OR HRS TO DATE REGISTER	FE + 3 YEARS
1050-54-d	LEAVE STATUS REPORTS TO EMPLOYEE	2 YEARS
1050-55-a	HIRE/PAY/TERMINATION/ETC DOCUMENTS	2 YEARS
1050-55-b	PAY OR LEAVE ADJUSTMENT STATUS	FE + 3 YEARS
1050-56	TIME AND ATTENDANCE REPORTS	4 YEARS
1050-57	OVERTIME, TIME TRADING, ETC REQUESTS	2 YEARS
1050-58	TRAVEL REQUESTS, FOR ED, WORKSHOPS ETC	FE + 7 YEARS FOR SCHOOL DISTRICTS
1050-59-a	WAGE TABLE IF \$ RATE ON EMPLOYEE SERVICE RECORD	2 YEARS AFTER LAST EFFECTIVE DATE
1075-01-a	BIDS & SUPPORTING DOCS, SUCCESSFUL	FE OF AWARD + 7 YEARS FOR SCHOOL DISTRICTS
1075-01-b	BIDS, UNSUCCESSFUL	2 YEARS
1075-01-c	BIDS, INFORMAL, RECORDS & RFPS	1 YEAR
1075-02	INVENTORY OF PARTS AND SUPPLIES	1 YEAR
1075-03-b	PURCHASING LOGS, REGISTERS ETC IN CHRONOLOGICAL	FE + 3 YEARS
1075-03-a	PURCHASE ORDERS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1075-03-d	VENDOR/COMMODITY LISTS	US
1075-03-a	REQUISITIONS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1075-03-a	RECEIVING REPORTS	FE + 7 YEARS FOR SCHOOL DISTRICTS
1075-03-c	ORDER ACKNOWLEDGMENTS	AV
1075-15	DAMAGE RPTS TO EQPT, FACILITIES, VEHICLE	3 YEARS
1075-16	PLANNING, DESIGN, CONSTRUCTION RECORDS	PERMANENT, BUT SEE RETENTION NOTE
1075-16	CONVERSION OR MODERNIZATION RECORDS	PERMANENT, BUT SEE RETENTION NOTE
1075-17	LOST OR STOLEN PROPERTY REPORTS	FE + 3 YEARS
1075-18-a1	INSPECTION REPORTS-EQPT/VEHICLES	1 YEAR

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1075-18-a2	MAINT AND REPAIR RECS FOR EQPT/VEHICLES	LA
1075-18-b1	ROUTINE CLEANING, JANITORIAL, INSPECT WORK	1 YEAR
1075-18-b2	FACILITY MAINTENANCE, REPAIR RECORDS	3 YEARS
1075-19	SERVICE REQUESTS/WORK ORDERS	2 YEARS
1075-20-a	USAGE RPT (MILEAGE/FUEL/COPIES/ETC)	FE + 7 YEARS FOR SCHOOL DISTRICTS
1075-20-b	RESERVATION LOG FOR FACILITIES USED BY PUBLIC	2 YEARS
1075-20-c	USAGE REPORTS, ALL OTHER TYPES	1 YEAR
1075-21	USE OF VEHICLES BY EMPLOYEES	2 YEARS
1075-23	WARRANTIES FOR VEHICLES AND EQUIPMENT	EXPIRATION OF WARRANTY + 1 YEAR
1075-40-a	POSTAL METER/PERMIT USAGE RECORDS	1 YEAR
1075-40-b	REGISTERED/CERT/INSUR ETC MAIL RECEIPTS	1 YEAR
1075-41-b	PHONE LOGS USED ONLY FOR INTERNAL CONTROL	2 YEARS
3000-02	APPRAISAL ROLLS/AMENDMENTS AND NOTICES (TAX UNIT)	3 YEARS
3000-10-a	TAX CERTIFICATES	2 YEARS
3000-11-a1	MONTHLY RPTS OF COLLECTION/DELINQUENT/PROP VALUES	FE+ 3 YEARS
3000-16	TAX RECEIPTS; COPIES/STUBS OF RECEIPTS	FE + 3 YEARS
3000-18	TAX ROLL REAL PROPERTY	REAL PROPERTY ROLLS - 20 YEARS, SUBJECT TO THE EXCEPTIONS NOTED IN THE APPENDIX ON PAGE 25
3000-18	TAX ROLL PERSONAL PROPERTY	PERSONAL PROPERTY ROLLS - 10 YEARS, SUBJECT TO THE EXCEPTIONS NOTED IN THE APPENDIX ON PAGE 25
3000-18	TAX ROLLS (Special years 80-83)	PERMANENT, SEE NOTE IN THE APPENDIX ON PAGE 25
3100-01-a	ABSENTEE BALLOT REQUESTS	60 DAYS AFTER ELECTION DAY
3100-01-a	ABSENTEE BALLOT APPLICATIONS	60 DAYS AFTER ELECTION DAY
3100-01-a	ABSENTEE NOTICES OF DENIAL	60 DAYS AFTER ELECTION DAY
3100-01-a	ABSENTEE BALLOT CANCELLATIONS OF REQUEST	60 DAYS AFTER ELECTION DAY
3100-01-a	NOTICE OF DENIAL OF CANCEL REQUESTS	60 DAYS AFTER ELECTION DAY
3100-01-a	BRANCH VOTING SCHEDULES	60 DAYS AFTER ELECTION DAY
3100-01-a	JACKET ENVELOPES	60 DAYS AFTER ELECTION DAY
3100-01-a	CARRIER ENVELOPES	60 DAYS AFTER ELECTION DAY
3100-01-a	DAILY REGISTERS OF BALLOTS	60 DAYS AFTER ELECTION DAY
3100-01-a	LIST OF CORRECTED BALLOTS SENT	60 DAYS AFTER ELECTION DAY
3100-01-a	UNTIMELY AND REJECTED BALLOTS	60 DAYS AFTER ELECTION DAY
3100-01-a	ABSENTEE ROSTERS	60 DAYS AFTER ELECTION DAY
3100-01-a	ABSENTEE ELECTIONS RESULTS	60 DAYS AFTER ELECTION DAY

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3100-01-a	VOTED ABSENTEE BALLOTS	60 DAYS AFTER ELECTION DAY
3100-01-a	STATEMENT OF CHALLENGES TO ABSENTEE VOTER	60 DAYS AFTER ELECTION DAY
3100-01-a	NOTICES OF NON-ACCEPTANCE OF ABS BALLOTS	60 DAYS AFTER ELECTION DAY
3100-01-a	ORDER OF APPOINT OF SIGN VERIF COMMITTEE	60 DAYS AFTER ELECTION DAY
3100-01-a	LATE ABSENTEE BALLOT APPLICATIONS	60 DAYS AFTER ELECTION DAY
3100-01-a	DISABLED VOTER APPS AND AFFIDAVITS	60 DAYS AFTER ELECTION DAY
3100-01-a	APPS TO VOTE RESTRICTED BALLOT	60 DAYS AFTER ELECTION DAY
3100-01-a	RESTRICTED BALLOT ROSTERS	60 DAYS AFTER ELECTION DAY
3100-01-b	PRECINCT ABSENTEE LIST	60 DAYS AFTER ELECTION DAY
3100-03-a	MINUTES OF GOVERNING BODY CONCERNING ELECTION	PERMANENT
3100-03-b	PUBLISHED NOTICES OF ELECTION AND RCDS OF MANNER	60 DAYS AFTER ELECTION DAY
3100-03-c1	ELECTION ORDERS & PROCLAMATIONS ORDERING ELECTION	60 DAYS AFTER ELECTION DAY
3100-03-c2	ORDERS & PROCLAMATIONS RELATING TO VOTING SYSTEM	AV IF RECORDED IN THE MINUTES OF THE GOVERNING BODY: PERMANENT IF NOT RECORDED
3100-03-c2	ORDERS & PROCLAMATIONS RELATING TO PROCEDURES	AV IF RECORDED IN THE MINUTES OF THE GOVERNING BODY: PERMANENT IF NOT RECORDED
3100-04-a1	ORDERS APPOINTING ELECTION JUDGES, SINGLE ELECTION	60 DAYS AFTER ELECTION DAY
3100-04-a2	ORDER APPOINTING ELECTION JUDGES, TERM APPOINTMENT	UNTIL END OF TERM FOR WHICH THE APPOINTMENT IS MADE OR 60 DAYS AFTER ELECTION DAY
3100-04-b	LIST OF RECOMMENDED ELECTION JUDGES OR OFFICERS	AV AFTER APPOINTMENTS MADE
3100-04-c1	ORIGINAL STMT OF COMPENSATION DUE ELECTION OFFICER	FE + 3 YEARS
3100-04-c2	COPIES OF STMTS OF COMPENSATION DUE ELECTION OFFIC	60 DAYS AFTER ELECTION DAY
3100-05	PETITIONS FOR FORMING NEW GOVERNMENTS	2 YRS AFTER ELECTION DAY IF PETITION RESULTS IN AN ELECTION OR 2 YEARS AFTER DATE OF FILING IF NO ELECTION RESULTS
3100-05	PETITIONS FOR LOCAL OPTIONS AND OTHERS	2 YRS AFTER ELECTION DAY IF PETITION RESULTS IN AN ELECTION OR 2 YEARS AFTER DATE OF FILING IF NO ELECTION RESULTS
3100-06-b	ELECTION RETURNS OR REGISTERS	PERMANENT
3100-07	RPTS OF FRAUD IN CONSTITUTION AMENDMENT ELECTION	PERMANENT
3100-08-a	NOTICES OF CHANGE IN PRECINCT BOUNDARIES	EFFECTIVE DATE OF CHANGE + 1 YEAR
3100-08-b	MAPS OF PRECINCT BOUNDARY CHANGES	ONE COPY OF EACH PERMANENT
3100-10-a	SIGNATURE ROSTERS	60 DAYS AFTER ELECTION DAY
3100-10-a	COMBINATION FORMS	60 DAYS AFTER ELECTION DAY
3100-10-a	CERTIFICATE OF APPOINTMENTS OF WATCHERS	60 DAYS AFTER ELECTION DAY
3100-10-a	PRECINCT RETURNS	60 DAYS AFTER ELECTION DAY

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3100-10-a	BALLOT REGISTER/TALLY LISTS	60 DAYS AFTER ELECTION DAY
3100-10-a	VOTED, SPOILED, DEFECTIVE, UNUSED BALLOT	60 DAYS AFTER ELECTION DAY
3100-10-a	UNDISTRIBUTED, SPECIMEN BALLOTS	60 DAYS AFTER ELECTION DAY
3100-10-a	WRITE-IN CANDIDATE LISTS	60 DAYS AFTER ELECTION DAY
3100-10-a	REDISTRIBUTED BALLOT RECEIPTS	60 DAYS AFTER ELECTION DAY
3100-10-a	BALLOT DISTRIBUTION RECORD	60 DAYS AFTER ELECTION DAY
3100-10-a	UNOFFICAL TABULATION OF BALLOTS RESULTS	60 DAYS AFTER ELECTION DAY
3100-10-a	OFFICIAL TABULATION OF PRECINCT RESULTS	60 DAYS AFTER ELECTION DAY
3100-10-a	PAPER BALLOT WRITE IN AFFIDAVITS	60 DAYS AFTER ELECTION DAY
3100-10-a	BALLOT BOX SEAL RECORD	60 DAYS AFTER ELECTION DAY
3100-10-a	BALLOT BOX SEALS AND CERTIFICATES	60 DAYS AFTER ELECTION DAY
3100-10-a	BALLOT BOX RECEIPTS	60 DAYS AFTER ELECTION DAY
3100-10-b1	VOTER REG LISTS INC ABSENTEE VOTING PRIOR 3-1-86	DESTROY AT OPTION
3100-10-b2	VOTER REG LISTS INC ABSENTEE VOTING LATER 3-1-86	RETURN TO VOTER REGISTRAR. SEE PART 3 OF THIS SCHEDULE
3100-10-c	POLL LISTS	60 DAYS AFTER ELECTION DAY
3100-10-e	LISTS OF CERTIFIED WRITE-IN CANDIDATES	60 DAYS AFTER ELECTION DAY
3100-11-a	RECOUNT REPORTS	60 DAYS AFTER ELECTION DAY
3100-11-b1	REQUEST FOR AND CONDUCT OF RECOUNT	60 DAYS AFTER ELECTION DAY
3100-11-b1	INITIAL, EXPEDITED AND SUPP RECOUNT PETITIONS	60 DAYS AFTER ELECTION DAY
3100-11-b1	ALL OTHER RECORDS RELATED TO THE RECOUNT	60 DAYS AFTER ELECTION DAY
3100-11-b1	RECORDS MAINTAINED BY RECOUNT COORD/SUPERVISOR	60 DAYS AFTER ELECTION DAY; OR 60 DAYS AFTER RECOUNT CANVASS COMPLETED, OR 30 DAYS AFTER ASSESSED RECOUNT COSTS SETTLED, OR 30 DAYS AFTER OUTSTANDING COSTS REFERRED FOR COLLECTION, WHICHEVER LONGER
3100-11-b2	RECOUNT RECORDS MAINTAINED BY SUPERVISOR ONLY	60 DAYS AFT ELECT DAY; OR 60 DAYS AFT THE DT RECOUNT COST FOR PMT OF CLAIMANT ARE CERTIFIED; OR, FOR COST ASSESSED AGAINST A PERSON, 6 MO AFTER COST STMT IS DELIVERED TO RECOUNT COOR, WHICHEVER LONGER
3125-01-a	CAMPAIGN CONTRIBUTION & EXPENDITURE STMTS	DATE OF FILING + 2 YEARS
3125-01-b	DESIGNATIONS OF CAMPAIGN TREASURERS	2 YEARS AFTER APPOINTMENT TERMINATED
3125-02-a	APPLICATIONS FOR PLACE ON BALLOT	ELECTION DAY + 2 YEARS
3125-02-a	PETITION REJECTION NOTICES	ELECTION DAY + 2 YEARS
3125-02-b1	COPY OF CERTIF OF CANDIDATE OF PLACE ON BALLOT	AV AFTER ELECTION DAY
3125-02-b2	COPY OF CERTIF OF CANDIDATE PREPARER OF BALLOT	ELECTION DAY + 2 YEARS
3125-02-d	DECLARATIONS OF WRITE-IN CANDIDACY	ELECTION DAY + 2 YEARS
3125-02-c	DECLARATION OF INTENT TO RUN AS INDEPENDENT CAND	DAY AFTER GENERAL ELECTION DAY

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3125-02-e	WITHDRAWAL OF CANDIDACY REQUEST	ELECTION DAY + 2 YEARS
3150-02-a	CERTIFICATE OF APPOINTMENT OF VOLUNTEERS	TERMINATION OF APPOINTMENT + 2 YEARS
3150-02-b	APPLICATIONS OF APPOINTMENT OF VOLUNTEERS	AV
3150-02-c	WRITTEN NOTICE OF TERMINATION OF VOLUNTEERS	AV
3150-05	CONTRACTS, LEASES, AGREEMENT FOR VOTER REG SERVICE	4 YEARS AFTER EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
3275-02-b	ATTENDANCE, DAILY REGISTERS	5 YEARS
3375-04	STUDENT RECORDS, VOCATIONAL ED PROGRAM	END OF ENROLLMENT + 7 YEARS
3550-01	ACCT PAY/RECEIV RECORDS, JOURNALS, LEDGERS	FE + 3 YEARS
3550-02	COUNTY AVAILABLE REPORTS	FE + 3 YEARS
3550-03	SCHOOL BOND GUARANTY APPLICATIONS	UNTIL RECEIPT OF GUARANTY DOCUMENTATION
3575-01	ABSENT FROM DUTY REPORTS; STAFF	4 YEARS
3575-02-a	PROF APPS & RECOMMENDATIONS FOR TEA CERTIFICATES	1 YEAR
3575-02-b	PARA-PROF APPS & RECOMMENDATIONS TEA CERTIFICATES	AV
3575-03	EMPLOYEE AUDIT VERIFICATION CARD	US, BUT SEE RETENTION NOTE
3575-04	EMPLOYEE DEFICIENCY PLAN	US BY A TEACHING CERTIFICATE, OR SEPARATION OF EMPLOYEE + 5 YEARS, AS APPLICABLE
3575-05-a	TEACHER APPRAISAL RECORD	PERMANENT
3575-05-b	TEACHER OBSERVATION/EVALUATION FORMS	4 YEARS AFTER TEACHER SIGNS FOR RECEIPT OF APPRAISAL RECORD
3575-05-c	NOTES/DOCUMENTS BY APPRAISERS OBSERVING TEACHERS	AV AFTER TEACHER SIGNS FOR RECEIPT OF OBSERVATION/EVALUATION FORM
3575-05-d	TEACHER GOALS AND OUTCOMES ASSESSMENTS	DESTROY AT OPTION
3575-05-e	TEACHER PROFESSIONAL GROWTH PLANS	4 YEARS
3575-05-f	TEACHER GRIEVANCE/RESPONSE FORMS	FOR THE SAME PERIOD AS THE APPRAISAL RECORD TO WHICH THEY RELATE
3575-06	TEACHER SERVICE RECORDS AFFIDAVITS	PERMANENT
3575-07	TEACHER OUT-OF-STATE CERTIFICATES	UNTIL RECEIPT BY DISTRICT OF TEXAS CERTIFICATE OR DATE OF SEPARATION + 5 YEARS, AS APPLICABLE
3575-08	STATEMENT OF INTENT TO BECOME US CITIZEN	DESTROY AT OPTION
3575-09	TEACHER CERTIFICATE REGISTERS	PERMANENT
3575-10	TUBERCULOSIS CERTIFICATES	DESTROY AT OPTION
3575-16	PERSONNEL ROSTERS	3 YEARS
3575-17	PERSONNEL UNIT REQUIRED CALCULATION WORKSHEET	DESTROY AT OPTION
3575-18	SUBSTITUTE TEACHER ROSTERS	3 YEARS
3600-01	PEIMS DATA SUBMISSIONS	5 YEARS
3600-02	PEIMS DATA VERIFICATION REPORTS	AV

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3625-03	SCHOOL CALENDAR (ANNUAL), FIN-093	US + 2 YEARS
3625-04	UIL RECORDS, CORRES, ROSTERS, ETC	2 YEARS
3700-01-a	TRANSCRIPTS OR OTHER ADMISSION OR ASSESSMENT DOCUMENTATION RECEIVED DURING AN ADMISSION PERIOD THAT CANNOT BE MATCHED WITH AN APPLICATION FOR ADMISSION.	END OF ADMISSION PERIOD + 90 DAYS
3700-01-b	RECORDS OF STUDENTS DENIED ADMISSION OR WHO WERE ADMITTED BUT DID NOT REGISTER	BEGINNING OF ACADEMIC TERM FOR WHICH ADMISSION DENIED OR GRANTED + 90 DAYS
3700-01-c	RECORDS OF STUDENTS ADMITTED WHO DID NOT REGISTER	TERMINATION OF ENROLLMENT + 3 YEARS
3700-02	LETTERS OF RECOMMENDATION-OR OTHER CORRESPONDENCE RELEVANT TO DECISIONS ON ADMISSION	UNTIL ADMISSION OR DENIAL OF ADMISSION
3725-01	ACADEMIC ACTION NOTIFICATIONS-COPIES OF DOCUMENTATION NOTIFYING STUDENTS OF DISMISSAL, ACADEMIC PROBATION, ETC.	TERMINATION OF ENROLLMENT + 3 YEARS
3725-02-a	PLACEMENT AND CREDIT RECORDS IF CREDIT AWARDED	TERMINATION OF ENROLLMENT + 3 YEARS
3725-02-b	PLACEMENT AND CREDIT RECORDS IF CREDIT NOT AWARDED	END OF ACADEMIC YEAR IN WHICH DECISION MADE + 1 YEAR
3725-03	CONTINUING EDUCATION RECORDS REGISTRATION FORMS, CLASS LISTS, AND SIMILAR RECORDS W/PREPARATION & REGISTRATION FOR COURSES IN CONTINUING EDUCATION THAT BECAUSE LACK OF ENROLLMENT WERE NOT OFFERED DURING AN ACADEMIC TERM.	END OF ACADEMIC YEAR IN WHICH THE COURSE WAS TO BE OFFERED + 90 DAYS
3725-04	COURSE REGISTRATION AND STATUS RECORDS-FORMS, CLASS ROSTERS, RECORDS PROVIDING INFO. ON WHICH COURSES STUDENTS ARE REGISTERED FOR AND CONDITIONS FOR GRADING PURPOSES (E.G. PASS/FAIL OR GRADE BASIS) OR CHANGE DURING TERM.	END OF ACADEMIC TERM + 1 YEAR
3725-05	DEGREE PLANS	AV AFTER TERMINATION OF ENROLLMENT
3725-06-a	GRADE SHEETS SUBMITTED BY INSTRUCTORS, GRADE CHANGE DOCUMENTATION, ADVANCED CREDIT POSTING AUTH., AND GRADE ROLLS OR SIMILAR DOCUMENTATION USED IN POSTING GRADES OR CREDIT DATA TO TRANSCRIPTS.	END OF ACADEMIC YEAR IN WHICH DATA POSTED TO TRANSCRIPTS + 5 YEARS
3725-06-b	FACULTY GRADE BOOKS	END OF ACADEMIC TERM + 1 YEAR
3725-06-d	GRADE APPEALS OR CHANGE REQUESTS	1 YEAR AFTER DECISION ON CHANGE REQUEST
3725-07	GRADUATION APPLICATIONS AND AUTHORIZATIONS CERTIFYING COMPLETION OF DEGREE REQUIREMENTS.	AV AFTER GRADUATION DAY
3725-08	GRADUATION LISTS OF ALL STUDENTS GRADUATING W/ASSOCIATE DEGREES OR EARNING CERTIFICATES IN DISTRICT SPONSORED NON-DEGREE PROGRAMS.	PERMANENT
3725-09	HOLDS & ENCUMBRANCES USED TO PLACE (AND REMOVE) HOLDS ON THE RELEASE OF TRANSCRIPTS OR OTHER ACADEMIC DATA	UNTIL RELEASED

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3725-10	PERSONAL DATA UPDATE RECORDS-CHANGE OF ADDRESS FORMS, NAME, AND SIMILAR SOURCE DOCUMENTS USED TO UPDATE PERSONAL DATA INFO. ON TRANSCRIPTS OR OTHER STUDENT RECORDS	AV AFTER STUDENT RECORD UPDATED
3725-11	TRANSCRIPTS, OR RECORDS EQUIVALENT IN FUNCTION, OF THE ACADEMIC ACHIEVEMENT OF EACH STUDENT, W/COURSES TAKEN, CREDITS GRANTED, GRADES, AND ANY DEGREES OR CERTIFICATIONS AWARDED INCLUDING NARRATIVE OR EVALUATION ASSESSMENTS.	PERMANENT
3725-12	WITHDRAW AUTHORIZATIONS FOR A STUDENT FROM CLASSES AFTER CALENDAR DEADLINES W/OUT ACADEMIC PENALTY FOR REASONS ACCEPTABLE TO A DISTRICT.	END OF ACADEMIC TERM IN WHICH ENROLLMENT TERMINATED + 3 YEARS
3750-01-a	INCOME CONTINGENT LOAN (ICL) PERKINS LOAN, COLLEGE WORK STUDY (CWS), AND SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) AWARDS	SUBMISSION OF ANNUAL REPORT FOR THE AWARD YEAR + 5 YEARS
3750-01-b	PELL GRANT PROGRAM.	END OF AWARD YEAR + 5 YEARS
3750-01-c	STAFFORD (FORMERLY GUARANTEED STUDENT LOAN) AND PLUS PROGRAMS.	END OF THE PERIOD FOR WHICH THE LOAN WAS INTENDED + 5 YEARS
3750-01-e	VETERANS ADMINISTRATION EDUCATIONAL ASSISTANCE ALLOWANCES.	TERMINATION OF ENROLLMENT + 3 YEARS
3750-01-f	ALL OTHER FEDERAL OR STATE GRANT, SCHOLARSHIP, AND WORK STUDY PROGRAMS.	END OF AWARD YEAR + 5 YEARS
3750-01-g	ALL OTHER FEDERAL OR STATE LOAN PROGRAMS.	END OF THE PERIOD FOR WHICH THE LOAN WAS INTENDED FOR + 5 YEARS
3750-01-h	ALL LOCAL GRANT, SCHOLARSHIP, LOAN OR WORK STUDY PROGRAMS.	END OF AWARD PERIOD + 3 YEARS
3750-01-i	RECORDS OF THOSE WHO APPLIED BUT DID NOT RECEIVE FINANCIAL AID.	END OF ACADEMIC PERIOD FOR WHICH AID DENIED + 1 YEAR
3750-02-a	INCOME CONTINGENT LOAN (ICL) AND PERKINS LOAN PROGRAMS.	DATE OF FINAL REPAYMENT OR CANCELLATION + 5 YEARS
3750-02-b	COLLEGE WORK STUDY (CWS) AND SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) PROGRAMS.	SUBMISSION OF ANNUAL REPORT FOR THE AWARD YEAR + 5 YEARS
3750-02-c	PELL GRANT PROGRAMS	END OF AWARD YEAR + 5 YEARS
3750-02-d	STAFFORD (FORMERLY GUARANTEED STUDENT LOAN) AND PLUS PROGRAMS	END OF THE PERIOD FOR WHICH THE LOAN WAS INTENDED + 5 YEARS
3750-02-g	VETERANS ADMINISTRATION EDUCATIONAL ASSISTANCE ALLOWANCES	TERMINATION OF ENROLLMENT + 3 YEARS
3750-02-h	ALL OTHER FEDERAL OR STATE GRANT, SCHOLARSHIP, OR WORK STUDY PROGRAMS.	END OF AWARD YEAR + 5 YEARS
3750-02-i	LOCAL GRANT, SCHOLARSHIP, OR WORK STUDY PROGRAMS.	END OF AWARD YEAR + 3 YEARS
3750-02-A1	ALL OTHER FEDERAL OR STATE LOAN PROGRAMS WHOSE FUNDS ARE ADMINISTERED BY A DISTRICT.	DATE OF FINAL REPAYMENT OR CANCELLATION + 5 YEARS
3750-02-B1	LOCAL LOAN PROGRAMS.	DATE OF FINAL REPAYMENT OR CANCELLATION + 3 YEARS
3750-02-C1	ALL OTHER FEDERAL OR STATE LOAN PROGRAMS WHOSE FUNDS ARE ADMINISTERED BY AGENCIES OTHER THAN A DISTRICT.	END OF THE PERIOD FOR WHICH THE LOAN WAS INTENDED + 5 YEARS

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3750-03	APPLICATIONS FOR AND SUPPORTING DOCUMENTATION EVIDENCING THE GRANT OF TUITION EXEMPTIONS OR REMISSIONS.	FE + 3 YEARS
3775-01	ACCESS POLICIES, WRITTEN POLICIES AND PROCEDURES DEMONSTRATING HOW A DISTRICT MEETS THE REQUIREMENTS OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED, AND FEDERAL RULES ADOPTED UNDER THE ACT.	US
3775-02-a	DOCUMENTATION OF REQUESTS FROM & DISCLOSURES TO STUDENT, TO AN OFFICIAL OF THE DISTRICT FOR WHAT THE DISTRICT HAS DETERMINED ARE LEGITIMATE EDUCATIONAL INTERESTS, TO A PARTY W/ WRITTEN CONSENT FROM STUDENT OR DIRECTORY ASSIS.	2 YEARS
3775-02-b	DOCUMENTATION OF REQUESTS FORM AND DISCLOSURES TO ANY PARTY NOT INCLUDED IN (A)	PERMANENT
3775-02-d	IF REQUESTS ARE VALID AS LONG AS THE STUDENT IS ENROLLED.	AV AFTER TERMINATION OF ENROLLMENT
3800-01	FINAL SELF STUDY EVALUATION REPORTS AND INVESTIGATIVE AND FINAL ACCREDITATION REPORTS FROM ACCREDITING AGENCIES RELATING TO THE ACCREDITATION STATUS OF A JUNIOR COLLEGE.	PERMANENT
3800-02	PRELIMINARY SELF STUDIES PLANNING DOCUMENTS USED TO ESTABLISH GOALS AND INDICATORS ACHIEVEMENT REPORTS, EVIDENCING COMMUNITY, STAFF, AND STUDENT INVOLVEMENT IN THE ESTABLISHMENT OF PERFORMANCE OBJECTIVES AND SIMILAR RECORDS.	AV AFTER SUBSEQUENT ACCREDITATION
3825-01	RECORDS EVIDENCING THE ASSESSMENT AND COLLECTION OF TUITION AND FEES CHARGED TO AND COLLECTED FROM EACH STUDENT	TERMINATION OF ENROLLMENT + 3 YEARS, BUT SEE RETENTION NOTE
3825-02-a	INCOME CONTINGENT LOAN (ICL) PERKINS LOAN, COLLEGE WORK STUDY (CWS) AND SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) PROGRAMS	SUBMISSION OF ANNUAL REPORT FOR THE AWARD YEAR + 5 YEARS
3825-02-b	PELL GRANTS	END OF AWARD YEAR + 5 YEARS
3825-02-d	ALL OTHER FEDERAL OR STATE GRANT, SCHOLARSHIP, LOAN AND WORK-STUDY PROGRAMS WHOSE FUNDS ARE ADMINISTERED BY A DISTRICT.	SUBMISSION OF ANNUAL REPORT FOR THE AWARD YEAR + 5 YEARS; OR, IF NO REPORT REQUIRED END OF AWARD YEAR + 5 YEARS
3825-02-e	LOCAL GRANT, SCHOLARSHIP, LOAN, AND WORK-STUDY PROGRAMS.	FE + 3 YEARS
3850-01	ACADEMIC RECORDS CONCERNING THE REVIEW OF COMPLAINTS AND GRIEVANCES OF STUDENTS AGAINST FACULTY MEMBERS OF DISTRICT STAFF.	CLOSURE OF REVIEW OF COMPLAINT + 2 YEARS
3850-02	REPORTS AND SIMILAR RECORDS DOCUMENTING TEACHING, STUDENT ADVISORY, COMMITTEE, ADMINISTRATIVE, AND COMMITTE ASSIGNMENTS OF FACULTY MEMBERS.	3 YEARS

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3850-03	APPLICATIONS FOR FACULTY DEVELOPMENT LEAVES OF ABSENCE, EVALUATIONS OF AND RECOMMENDATIONS ON LEAVE REQUESTS, AND ASSOCIATED RECORDS DOCUMENTING A FACULTY DEVELOPMENT LEAVE PROGRAM.	APPROVAL OR DENIAL OF APPLICATION + 3 YEARS
3850-04	RECORDS PROVIDING AN ACCOUNTING OF GRANTS RECEIVED BY FACULTY WHILE ON LEAVE AS PROVIDED BY EDUCATION CODE, AND RECORDS OF GRANTS RECEIVED FROM ANY SOURCE BY FACULTY IN RESIDENCE IF THE TERMS OF GRANT REQUIRE TO BE SUBMITTED	RECEIPT OF GRANT + 3 YEARS
3875-01	ANSWER SHEETS	30 DAYS AFTER POSTING TO TEST SCORE REPORTS
3875-02	APPLICATIONS TO TAKE THE GED TEST AND APPLICATIONS FOR GED CERTIFICATES	FE + 3 YEARS
3875-03	INVENTORY LOGS OR SIMILAR RECORDS OF TEST BOOKLETS OR OTHER TESTING INSTRUMENTS OVER WHICH CONTROL IS NECESSARY TO THE SECURITY AND INTEGRITY OF THE TEST.	2 YEARS
3875-04	RECORD OF EACH PERSON TAKING THE GED TEST AND THE SCORE RECEIVED.	PERMANENT
3900-01	REPORTS, STUDIES, AND SIMILAR RECORDS DOCUMENTING THE DEVELOPMENT OF NEW COURSES AND PROGRAMS.	5 YEARS
3900-02-a	RECORDS RELATING TO VIOLATIONS THAT RESULT IN EXPULSION	3 YEARS
3900-02-b	RECORDS RELATING TO ALL OTHER DISCIPLINARY ACTION AND THOSE CONCERNING INVESTIGATIONS THAT DO NOT RESULT IN DISCIPLINARY ACTION.	AV FROM THE END OF THE ACADEMIC TERM TO WHICH THE RECORDS RELATE
3900-03	ATTENDANCE REPORTS PERPARED BY FACULTY ON CLASS CENSUS DAY AND USED AS SOURCE DOCUMENTATION FOR ENROLLMENT REPORTS SUBMITTED TO THE TEXAS HIGHER EDUCATION COODINATING BOARD.	FE + 3 YEARS
3900-04-b	IF A FEE IS LEVIED FOR PARKING	THE RETENTION PERIOD IN (A) OR FE + 3 YEARS, WHICHEVER LATER
3900-05	ADVERTISEMENT TEARSHEETS, DIRECT MAIL PIECES, PROMOTIONAL LITERATURE, AND SIMILAR MATERIAL USED TO RECRUIT STUDENTS, INCLUDING ANY TRAINING MATERIALS OR MANUALS USED TO INSTRUCT RECRUITMENT REPRESENTATIVES OF A JUNIOR COLLEGE	ONE COPY OF EACH 3 YEARS
3900-07	ANNUAL STAT. REPORTS OF ENROLLMENT, GRADES, RACIAL/ETHNIC COMPOSITION, STUDENT-PUPIL RATIOS, AND OTHER MATTERS SUBMITTED TO GOVERNING BODY, STATE OR FEDERAL AGENCIES, OR ACCREDITING ORGANIZATIONS.	PERMANENT
4125-01	ACTIVITY LOGS OR DOCKETS FOR ARREST & OFFENSE RECORDS	2 YEARS OR 2 YEARS AFTER LAST ENTRY IF IN BOUND VOLUME
4125-05-a	OFFENSE INVESTIGATION CASES NOT CLEARED	UNTIL THE STATUTE OF LIMITATIONS HAS RUN OUT
4125-05-b1	OFFENSE RECORD OF CLASS C MISDEMEANORS & UNCLASSIFIED VIOLATIONS (PUNISHABLE BY FINE ONLY)	6 MONTHS

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4150-01	ACCIDENT REPORTS/RECORDS - TRAFFIC	2 YEARS
4150-05	FIELD INTERROGATION REPORTS	AV
4150-09	WARNING CITATIONS FOR VIOLATIONS OF MOTOR VEHICLE LAWS OR VIOLATIONS OF PENAL CODE (I.E. TRESPASS)	AV
4175-09	PROPERTY RECORDS, REPORTS, LOGS	FE OF RETURN OR DISPOSAL OF PROPERTY + 3 YEARS
4175-11	SPECIAL WATCH RECORDS, REQUESTS, LISTS	AV
4175-12	STOLEN PROPERTY RECORDS, CARDS, LISTS, OR LOGS	AV
4200-12	PRISONER PROPERTY INVENTORIES AND RECEIPTS	RELEASE OR TRANSFER OF PRISONER + 2 YEARS
4325-02	WEAPONS PROFICIENCY TESTS	US + 3 YEARS; OR DATE OF SEPARATION + 1 YEARS, WHICHEVER SOONER
5500-01	ACCESSION/DEACCESSION RECORDS USED TO UPDATE LIBRARY CATALOGS OR INVENTORY RECORDS THROUGH PURCHASE OR GIFT THROUGH LOSS OR WITHDRAWAL OF LIBRARY & MUSEUM MATERIALS	AV
5500-02	LIBRARY BORROWER REGISTRATION RECORDS	AV
5500-03	LIBRARY CIRCULATION RECORDS	AV
5500-04	LIBRARY - INTERLIBRARY LOAN RECORDS	AV
5500-05	LIBRARY & MUSEUM INVENTORY RECORDS (SHELF LISTS OR EQUIVALENT SHOWING CURRENT HOLDINGS)	US
5500-06	LIBRARY CATALOGS	US
9999-99	NON-RECORD MATERIAL (OLD MAGAZINES, NEWSPAPERS, ETC.)	AV

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