

UTHSCSA VITAL RECORDS

Record Series Item Number	Agency Item Number	Record Series Title	Retention Period	Security	Archival	Medium	Vital	Remarks
1.1 Administrative Records - General								
1.1	190 AA, DN, DE	Accreditation Records. This records series documents the process and status of becoming accredited and/or activities associated with the reaffirmation of accreditation and required follow-up reports to document adherence to criteria. May include self study report by institution, report by external accrediting team, review schedule, correspondence and supporting documents regarding accreditation.	US+5	O	O	P	X	VP Acad Administration handles accreditation for entire institution. Deans handle accreditation for their school, except for the Dean of Allied Health. Each Allied Health department is responsible for its own accreditation. Academic Informatics Services keeps records for courses and materials they have developed that have been accredited by various associations. SEE ALSO: Accreditation Records - Residency Programs (Section 1.1 number 489). ARCHIVES NOTE: Review for historical information and transfer any historical information to the University Archives for permanent retention.
1.1	206 LE, DN, DE	Affiliation Agreements.	AC+4	O		P	X	AC = termination of agreement.
1.1	207 AC	Deeds and other Legal Documents Reflecting Legal Title. This records series consists of property deeds. The series may include but is not limited to: appraisals, surveys, descriptions of property, the names of grantors and grantees, mortgagers and mortgagees, and other supporting documents. The series may also document institution ownership of vehicles such as cars, vans, trucks, trailers, boats, tractors, and farm vehicles.	LA	O		P	X	

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1.1	344 EA, DE	Gift Records or Donor Files. This series documents potential or realized private, corporate, or public agency funding to the institution, including endowments, gifts, donor records and trusts. This series may include but is not limited to: award guidelines; letters and agreements of gifts; amounts of donations received; names of donors; conditions placed on donations; copies of bequest instruments and wills from individuals or estates; gift / pledge transmittal forms; solicitation material; acknowledgement letters; copies of checks or securities documents; financial statements and reports, including records of fund disbursements; and related documentation and correspondence.	PM	O	I	P	X	Security is open with restrictions. SEE ALSO record 9.1 # 653 - Scholarships Awarded by Departments / Program Records.
1.1	552 DE	Material Transfer Agreements (MTA's).	AC+20	O		O	X	AC = Date the material transfer agreement was signed. Retention based on legal opinion from UTHSCSA Office of Legal Affairs.
1.1	562 OTV	Invention Report Forms and/or any other related documents used to disclose an invention.	AC+7	C	I	P	X	AC = After commercialization efforts for the invention disclosed have been concluded, or rights to the invention have been released to the inventor/s and all outstanding obligations under the release have been satisfied, or invention has been declared uncommercializable or otherwise unsuitable for continued processing. Mandatory backup of documents at off-site location.
1.1	565 OTV	License Agreements and Other Agreements for Patents, Trademarks, and Copyrights . Includes related correspondence and financial documentation.	AC+7	C	I	P	X	AC = Expiration, termination, or completion of terms of Agreement. Mandatory backup of documents at offsite location.

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1.1	566 OTV	Federal Regulation Compliance Records for Patents, Copyrights, and Trademarks. Including all correspondence related to the reporting of federally funded inventions to the appropriate sponsoring agency.	AC+7	C	I	P	X	AC = Expiration or abandonment of patent, copyright, or trademark or, for non issued patents, date of last office action or correspondence. Mandatory backup of documents at offsite location.
1.1	667 UPO	University Rules, Policies, and Procedures - Final - University Police. Includes final copy of manuals, guidelines, administrative rules, code of conduct or similar records distributed internally in the University Police department for the use of employees or externally to the public or those individuals or entities regulated by the University Policy that sets out the rules, policies, and procedures that govern the programs, services, or projects of the University Police..	AC+5, PM	O		P	X	AC = Completion or termination of program, rules, policies or procedures. Only code of conduct must be kept permanently. Retentions based on Local Schedule PS-Retention Schedule for Records of Public Safety Agencies - as recommended by UT System Police Director's Office.
1.1.007	73 DE	Correspondence - Administrative. Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of a component and the administrative regulations, policies, and procedures that govern them.	3	O	O	P	X	<p>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the University Archives when these records have met their retention requirements.</p> <p>CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the University's schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.</p>

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1.1.011	212 PR, EA	Executive Orders. Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of the University.	US+5	O	I	P	X	
1.1.064	197 BA	University Performance Measures Documentation. Any records of the University needed for the documentation of output, outcome, efficiency, and explanatory measures in the University's appropriations request or strategic plan, and for performance measures used to manage the University.	FE+3	O		P	X	CAUTION: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of University performance measures.
1.1.070	364 BA, CO	University Rules, Policies, and Procedures - Final. Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by the University that sets out the rules, policies, and procedures that govern the University's programs, services, or projects.	AC+3, FE+6	O	O	O	X	AC = Completion or termination of program, rules, policies or procedures. Settlement with U. S. Office of Inspector General requires a FE+6 retention period for the Medical School Faculty Practice Plan Compliance Manual and the Institutional Compliance Program and Standards of Conduct Booklet. The online version of the UTHSCSA Handbook of Operating Procedures (HOP) is the record copy and is available on the University's web site under the Compliance web page. Printed copies are kept in several departments, including the Library. SEE ALSO Agency Rules, Policies and Procedures - Working Files, item number 1.1.071. SEE ALSO 1.1 # 667 for policies of the University Police.

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1.1.071	570 BA, CO	University Rules, Policies, and Procedures - Working Files. Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by the University that sets out the rules, policies, and procedures that govern the University's programs, services, or projects.	AC+3	O	O	P	X	AC = Completion or termination of program, rules, policies or procedures. SEE ALSO item number 1.1.070.

2.1 Electronic Data Processing Records - Automated Applications

2.1.001	63 CR	Processing Files. Machine-readable files used in the creation, utilization, and updating of master files.	AC	O		E	X	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.
2.1.002	61 CR	Master Files. Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC	O		E	X	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.

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2.1.007	65 CR	Software Programs. Automated software applications and operating system files including job control language, program listing/source code, etc.	AC	O		E	X	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.
2.1.008	60 CR	Hardware Documentation. Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC	O		P	X	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.

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2.1.009	67 CR	Technical Documentation. Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC	O		E	X	AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.
2.1.010	55 CR	Audit Trail Records. Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC	O		E	X	AC = All audit requirements have been met.
2.1.011	59 CR	Finding Aids, Indexes, and Tracking Systems. Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC	O		E	X	AC = The related records have been destroyed. CAUTION: These records must carry the same retention period and archival code of the records they support.

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2.2 Electronic Data Processing Records - Computer Operations and Technical Support								
2.2.010	58 CR	Data Processing Policies and Procedures. Manuals, guidelines, or similar documents establishing data processing policies and procedures in the University in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US+3	O		P	X	CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.
2.2.012	62 CR	Output Records for Computer Production. Reports showing transactions that accepted, rejected, suspended, and/or processed.	AV	O		P	X	
2.2.016	589 DE	Software Registrations, Warranties and License Agreements.	LA+3				X	
3.1 Personnel Records - Employee								
3.1.011	153 HR	Employee Insurance Records. University copies of information relating to the selection by employees/retirees of life, disability, health, and other types of insurance offered by the U. T. System to its employees.	US+AC+5/ 50	O		P	X	AC = Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.
3.1.013	155 HR	Employment Contracts. Includes faculty and administrative/professional appointment letters.	AC+5	O		P	X	AC = Expiration or termination of the contract/appointment letter according to its terms.

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3.1.014	180 EE, DE, PR	Employment Selection Records - Faculty and Executive Committee Members. Includes notes of interviews with candidates; questions asked of applicants; audio and videotapes of job interviews; driving record and previous injury checks; pre-employment physical examinations; polygraph examination results; sanction checks; waiver requests; special circumstance requests; selection of candidate forms; cover sheets for faculty, fellow and staff appointments; and all other records that document the selection process.	AC+5, 75	O		O	X	AC = Recruitment date (as per OFCCP - Office of Federal Contract Compliance Program - requirements). EE keeps faculty recruitment reports 75 years. Sanction (Office of Inspector General/General Services Administration (OIG/GSA) Database Check), security, and driving clearances are electronic. Previous injury checks and physical exams are held by departments. All records for Fellows are held by departments with notification to EE. President's office may retain records for applicants for Executive Committee members and department chairs for as long as they are administratively valuable.
3.1.014	504 HR, DE	Employment Selection Records - Staff. Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results, sanction checks, waiver requests, special circumstance requests, selection of candidate forms, cover sheets for staff appointments, and all other records that document the selection process.	AC+5	O		O	X	For Human Resources, AC = after separation of employee from UTHSCSA. For departments, AC = after recruitment date. Human Resources keeps waiver requests, selection of candidate forms, and cover sheets. After 8/1/2003 these records are electronic. Sanction (Office of Inspector General/General Services Administration (OIG/GSA) Database Check), security, and driving clearances are electronic. Departments keep everything else. NOTE: Retention based on UTHSCSA practice as 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities] only requires 2 years. CAUTION: Does not include criminal history checks. SEE item number 3.1.026.

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3.1.018	110 HR, DE	Grievance Records. Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC+2	O		P	X	AC = Final decision on the grievance - CAUTION: Does not include formal complaints filed by the University employee with the Equal Employment Office (EEO) of the U.S. Department of Labor (SEE: 3.1.018 number 534 or in case of litigation, 1.1.048) or sexual harassment complaints (SEE: 3.1.018, number 116). Internal Audit will expect the department to maintain this documentation in the event of an audit, rather than the institutional processing office (i.e., HR or EE). As of 6/1/2003 EE only handles nondiscrimination records.
3.1.018	116 EE	Grievance Records. Sexual Harassment.	AC+3	O		P	X	AC = Separation of employment of BOTH complainant and respondent. Records must be kept as long as either party is still at UTHSCSA.
3.1.018	534 EE	Grievance Records. Nondiscrimination & ADA (Americans with Disabilities Act).	AC+3	O		P	X	AC = Separation of employment.
3.1.021	183 HR, EE, DE	Personnel Disciplinary Action Documentation. Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the University, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC+5	O		P	X	AC = Termination of employment. Internal Audit will expect the department to maintain this documentation in the event of an audit, rather than the institutional processing office (i.e. HR or EE).

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3.1.023	182 HR, EE	Position/Job Descriptions. Job descriptions, including all associated task or skill statements, for positions in the University.	AC+5	O		O	X	AC = Until superseded or job eliminated. 40 TAC 815.106(i). UTHSCSA keeps longer than state requirement. Human Resources files non-faculty records; EEO/AA (Equal Employment Opportunity/Affirmative Action) Office files faculty and Executive Committee records. Human Resources records are electronic.
3.1.029	156 HR	Employment Eligibility, Documentation or Verification of. Federal reporting form (INS I-9).	AC+1	O		P	X	AC = Termination of employment. CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever is later. Agencies should make certain that the INS I-9 forms for employees who terminate from the University less than 3 years from date of hire are kept for the 3 years retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).
3.1.031	151 HR	Employee Benefits - Other than Insurance. University copies of information relating to the selection of available benefit options other than insurance.	AC+2	O		P	X	AC = Until superseded or termination of employment. CAUTION: documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.
3.1.035	161 DE	Performance Bonds. Bonds posted by employees and individuals or entities under contract with the University for the performance of the duties of a position or the terms of a contract with the University.	AC+4	O		P	X	AC = Expiration or termination of the bond according to its terms. CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028.

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3.1.038	590 HR	Public Access Option Form. Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US				X	SEE item number 3.3.011.
3.2 Personnel Records - Payroll								
3.2.001	152 PA	Employee Deduction Authorizations. Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC+4	O		P	X	AC = Termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.
3.2.002	16 PA	Employee Earnings Records. Documentation of employee earnings. Records may include but are not limited to: Payroll Earnings Registers, Alpha Register, Check Distribution, Check Register, Employee Name Sequence, Daily Transactions, Checks issued for the month, Earning Statement, Canceled Checks and Online adjustments, Monthly detail of close-out, Monthly Adjustment Alphabetic Roster.	4	O		P	X	40 TAC 815.106(i).

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3.2.003	25 PA	Federal Tax Records. This series provides a summary record of data reported on the annual wage and tax statements for agency employees, corrections to these statements, and a record of transmittal to the federal government. Records include print-outs from the agency by year in social security number order which include names, social security numbers, tax subject earnings, other data required by law, summary transmittal forms, and FICA records. Forms may include IRS forms W-2, W-2C, W-3, W-3C and 990-T.	AC+4	O		P	X	AC = Tax due date, date claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001-1(e)(2). IRC Section 6531 Title 26-Internal Revenue Code.
3.2.004	31 PA	Income Adjustment Authorizations. Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2	O		P	X	29 CFR 516.6(c).
3.2.005	170 PA	W-4 Forms. Employer's copy of "Employee Withholding Exemption Certificate".	AC+4	O		P	X	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).
3.2.008	150 HR	Direct Deposit Application/Authorizations. Applications and authorizations from employees giving permission to the agency to directly deposit payroll checks into a specified bank account.	US	O		P	X	

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3.2.009	166 HR	State Deferred Compensation Records.	AC+5	O		P	X	AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.
3.2.010	159 HR	Human Resources Information System (HRIS) Reports. Includes supporting documentation.	AC+4	O		P	X	
3.3 Personnel Records - Personnel Administration								
3.3.011	158 HR	Former Employee Verification Records. Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC+75	O		O	X	SEE Note 1. AC = Termination of employment. Electronic version of record kept in PeopleSoft Records.
3.3.031	115 HR, EE	EEO (Equal Employment Opportunity) Reports and Supporting Documentation. Includes documentation used to complete EEO reports.	3	O		P	X	29 CFR 1602.32, 1602.39, 1602.41, 1602.48 and 1602.50. OFCCP (Office of Federal Contract Compliance Program) requires 3 years retention. Includes Post-Employment EEO/AA forms. HR retains the Post Employment EEO/AA forms for Classified and A&P employees. EE only handles demographic data for faculty, no reports.

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3.3.032	157 HR	Equal Pay Records. Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the Federal Equal Pay Act.	3	O		P	X	29 CFR 1620.32.
3.4 Personnel Records - Time and Leave								
3.4.002	160 DE	Leave Status Reports. Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE+3	O		P	X	UTHSCSA reports are issued monthly. Leave information is entered into PeopleSoft. Computing Resources is responsible for backing up this information.
3.4.003	37 PA	Less Than Full-Time Worked Reports. Dates and hours.	4	O		P	X	40 TAC 815.106(i).
4.4 Fiscal Records - Ledgers								
4.4.001	28 AC	General and Subsidiary Ledgers.	FE+3	O		P	X	
4.4.002	46 AC, DE	Accounts Receivable Ledgers.	FE+3	O		O	X	Includes manual and electronic invoice and billing records. Internal Audit will expect the department to maintain this documentation in the event of an audit, rather than the institutional processing office (i.e., Accounting). SEE 4.7.008 for fiscal records for federal grants.
4.4.003	3 AC	Accounts Payable Ledgers.	FE+3	O		P	X	

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4.4.004	17 PA	Employee Savings Bond Ledgers.	FE+6	O		E	X	Federal Reserve no longer sends out ledgers. Electronic tapes destroyed when returned. PeopleSoft shows information with employee records.
4.7 Fiscal Records - Other Fiscal								
4.7.001	1 AC	Accounting Policies and Procedures Manual. Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the accounting function of an agency.	US+3	O		P	X	
4.7.005	12 AC	Claim Files.	AC+3	O		P	X	AC = Resolution of claim.
4.7.010	38 AC	Long-Term Liability Records. Bonds. Etc.	AC+3	O		P	X	AC = Retirement of Debt.
5.1 Support Services Records - General								
5.1.001	366 PU	Contracts and Leases. Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC+4	O		P	X	AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.

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Record Series Item Number	Agency Item Number	Record Series Title	Retention Period	Security	Archival	Medium	Vital	Remarks
5.1.010	86 DE	Licenses and Permits for Non-vehicles. Does not include licenses and permits issued by an agency as part of its legislative mandate.	AC+2	O		P	X	AC = After expiration date.
5.1.013	84 DE	Insurance Policies. For vehicles, equipment, etc.	AC+4	O		P	X	AC = Expiration or termination of the policy according to its terms.
5.2 Support Services Records - Facility Management								
5.2.001	120 FM	Appraisals - Building or Property.	AV	O	O	E	X	Electronic records are updated and maintained on the UT System and Administration WEB site.
5.2.002	122 FM, AD	Building Construction Project Files. Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC+10	O	O	P	X	AC = Completion of project. SEE ALSO item numbers 5.2.003 and 5.2.028.
5.2.003	123 FM, PU, AD	Building Plans and Specifications. Includes architectural and engineering drawings, profiles, and blueprints.	LA, AC+2	O	O	P	X	State owned: LA; Leased: AC+2. AC = For leased buildings; termination or cancellation of lease. SEE ALSO item numbers 5.2.002 and 5.2.028. ARCHIVES NOTE: Archival review designation is for state owned buildings only. Facilities Management handles records for owned buildings. Purchasing handles records for leased buildings. Facilities Planning also has records for leased space.
5.2.028	121 FM	Building Construction Contract and Inspection Records. Building construction contracts, surety bonds, and inspection records.	LA+10	O	O	P	X	Construction contracts for new buildings. SEE ALSO item numbers 5.2.002 and 5.2.003.

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5.4 Support Services Records - Risk Management								
5.4.001	143 HR	Accident Reports and Associated Documentation. Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Workers' Compensation commission or its predecessors or maintained internally on accident frequency.	CE+5	O		P	X	29 CFR 1904.6 Includes Notification of an On-the-Job Injury forms. The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years.
5.4.008	235 EN, FM	Hazard Communication Plans.	US+5	O		P	X	Texas Health and Safety Code, 502.009(g).
5.4.012	333 UPO	Security Access Records. Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems.	AC+2	O		O	X	AC = Until superseded, date of expiration, or date of termination, whichever sooner.

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5.4.013	365 RE, CR, UPO	Disaster Preparedness and Recovery Plans. Emergency preparedness procedures in the event of severe weather or any potential damage to institutional property due to storms, riots, fires, droughts, floods, or other events which could affect normal operations and facilities within the jurisdiction of the institution. The preparedness portion may include but is not limited to: department specific procedures, a list of essential employees, housing, emergency numbers, etc. The recovery portion may include but is not limited to: diaries; logs; reports; photographs; notes which indicate or document what happened, when, and where; and related documentation and correspondence.	US, US+3	O		P	X	Retention: All departments except University Police = US; University Police = US+3 as required by Local Schedule PS- Retention Schedule for Records of Public Safety Agencies - as recommended by UT System Police Director's Office.

5.6 Support Services Records - Vehicles

5.6.007	44 AC	Vehicle Titles and Registrations.	AC	O		P	X	AC = Sale of vehicle.
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