**LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE**

Pursuant to Local Government Code §202.041
Texas State Library and Archives Commission
SLR 500 (2/93)

**ORIGINAL FILING**  
State Approved: 1995

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**Del Mar College**  
101 Baldwin Boulevard  
Corpus Christi, TX 78404

Records Management Officer: Billie G. Graham  
Telephone Number: (312) 886-1209

**Office of Record:**  
OPIR

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<table>
<thead>
<tr>
<th>RECORD NUMBER</th>
<th>RECORD TITLE</th>
<th>REC. COPY</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 1000-41c1</td>
<td>Reports and Studies (non-fiscal) Statistical Profile Work Papers</td>
<td>y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>0 3850-02</td>
<td>Personnel Records Chairs Appointments</td>
<td>3 years.</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**  
- **AV**: Administrative Value  
- **EOE**: End of Enrollment  
- **EAT**: End Academic Year  
- **US**: Until Superseded  
- **FE**: Fiscal Year End  
- **LA**: Life of Asset  
- **Review**: Review before disposal; record may merit permanent retention