<table>
<thead>
<tr>
<th>RECORD NUMBER</th>
<th>RECORD TITLE</th>
<th>REC COPY</th>
<th>RETENTION PERIOD</th>
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<tbody>
<tr>
<td>1000-01a</td>
<td>Board of Regents Agendas (6 each)</td>
<td>Y</td>
<td>PERMANENT.</td>
</tr>
<tr>
<td>1000-01a</td>
<td>Board of Regents Agendas--inactive</td>
<td>Y</td>
<td>PERMANENT.</td>
</tr>
<tr>
<td>1000-03a</td>
<td>Board of Regents Minutes Books</td>
<td>Y</td>
<td>PERMANENT.</td>
</tr>
<tr>
<td>1000-03a</td>
<td>Board of Regents Committee Minutes</td>
<td>Y</td>
<td>PERMANENT.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Correspondence &amp; Internal Memoranda</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Misc Files - Divisions, Departments</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>County of Nuevo Correspondence</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Physical Facilities</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Texas, State of Correspondence</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Coordinating Board--inactive</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Coordinating Board Correspondence</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>DMC Committees</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Attorney's Files</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>President's Miscellaneous Files</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Faculty/Staff Files Correspondence</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Miscellaneous Files--inactive</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>city of Corpus Christi Corres</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Executive Officers &amp; Directors</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Department Divisions</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Misc Files--TPC/JCA</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Misc Files - Committees/Organizational</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>U.S. Government</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Policy Manual Files</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-26b</td>
<td>Civic Organization</td>
<td>Y</td>
<td>2 years + review.</td>
</tr>
<tr>
<td>1000-26c</td>
<td>Colleges &amp; Universities Corres</td>
<td>Y</td>
<td>1 year + review.</td>
</tr>
<tr>
<td>1000-26c</td>
<td>Miscellaneous Files</td>
<td>Y</td>
<td>1 year + review.</td>
</tr>
<tr>
<td>1000-26c</td>
<td>Capital Improvements</td>
<td>Y</td>
<td>1 year + review.</td>
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<tr>
<td>1000-26c</td>
<td>Daily Minder Appointment Books</td>
<td>Y</td>
<td>1 year + review.</td>
</tr>
<tr>
<td>1000-26c</td>
<td>Telecommunications</td>
<td>Y</td>
<td>1 year + review.</td>
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</table>

- **RF**: Administrator's Valuable  - **DEE**: End of Enrollm.  - **EAT**: End Academic Year  - **US**: Until Superseded  - **FE**: Fiscal Year End  - **LA**: Life of Asset  - **Review**: Review updates before disposing record may mark permanent retention.
<table>
<thead>
<tr>
<th>RECORD NUMBER</th>
<th>RECORD TITLE</th>
<th>RECORD COPY</th>
<th>RETENTION PERIOD</th>
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<tbody>
<tr>
<td>1000-32</td>
<td>Cabinet Minutes</td>
<td>Y</td>
<td>2 years + review.</td>
</tr>
<tr>
<td>1000-32</td>
<td>Cabinet Minutes--inactive</td>
<td>Y</td>
<td>2 years + review.</td>
</tr>
<tr>
<td>1000-38</td>
<td>Board of Regents Policies</td>
<td>Y</td>
<td>US + 5 years + review.</td>
</tr>
<tr>
<td>1000-38</td>
<td>DMC Policies and Procedures</td>
<td>Y</td>
<td>US + 5 years + review.</td>
</tr>
<tr>
<td>1000-43a</td>
<td>Reference Materials</td>
<td>Y</td>
<td>US + review.</td>
</tr>
<tr>
<td>1000-43a</td>
<td>Coordinating Board Manuals</td>
<td>Y</td>
<td>US + review.</td>
</tr>
<tr>
<td>1000-43a</td>
<td>Faculty/Staff--Salary Schedules ..</td>
<td>Y</td>
<td>US + review.</td>
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<tr>
<td>1000-43a</td>
<td>Manuals</td>
<td>Y</td>
<td>US + review.</td>
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<tr>
<td>1000-43a</td>
<td>Coordinating Board Agendas, etc.</td>
<td>Y</td>
<td>US + review.</td>
</tr>
<tr>
<td>1000-43b</td>
<td>TASP</td>
<td>Y</td>
<td>5 years + review.</td>
</tr>
<tr>
<td>1000-43c</td>
<td>TexCommunity College Statistical Rpt</td>
<td>Y</td>
<td>2 years + review.</td>
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<tr>
<td>1000-43c</td>
<td>Faculty/Staff Emeritus Status</td>
<td>Y</td>
<td>2 years + review.</td>
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<tr>
<td>1000-43c</td>
<td>Publications/Memberships</td>
<td>Y</td>
<td>2 years + review.</td>
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<tr>
<td>1000-43c</td>
<td>Organizations and Associations</td>
<td>Y</td>
<td>2 years + review.</td>
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<tr>
<td></td>
<td>PERSONNEL AND PAYROLL RECORDS</td>
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<tr>
<td>1050-10a</td>
<td>Bus Affairs--Check Signer Receipts</td>
<td>Y</td>
<td>US, date of expiration, or date of separation + 2 years, as applicable.</td>
</tr>
<tr>
<td>1050-20</td>
<td>Grievances</td>
<td>Y</td>
<td>Closure of review of complaint + 2 years.</td>
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<td></td>
<td>ACCREDITATION RECORDS</td>
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<tr>
<td>3800-02</td>
<td>Southern Association Correspondence</td>
<td>Y</td>
<td>AV after subsequent accreditation.</td>
</tr>
</tbody>
</table>

- **AV**: Administratively Valuable
- **EDE**: End of Enrollment
- **EA**: End Academic Year
- **FE**: Fiscal Year End
- **LA**: Life of Asset
- **US**: Until Superseded
- **Review**: Review before disposal; record may merit permanent retention
<table>
<thead>
<tr>
<th>RECORD NUMBER</th>
<th>RECORD TITLE</th>
<th>REC. COPY</th>
<th>RETENTION PERIOD</th>
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<tbody>
<tr>
<td>1000-01a</td>
<td>Board of Regents Agendas--inactive</td>
<td>N</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>1000-01a</td>
<td>Board of Regents Agendas--inactive</td>
<td>N</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>1000-03a</td>
<td>Board of Regents Minutes</td>
<td>N</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>1000-03a</td>
<td>Board of Regents Minutes</td>
<td>N</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>1000-03a</td>
<td>Board of Regents Minutes--inactive</td>
<td>N</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>1000-03a</td>
<td>Board of Regents Minutes--inactive</td>
<td>N</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>1000-03a</td>
<td>Board of Regents Minutes Books</td>
<td>N</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>1000-03g</td>
<td>Board of Regents Reports and Correspondence</td>
<td>N</td>
<td>2 years</td>
</tr>
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<td>1000-03g</td>
<td>Board of Regents Correspondence &amp; Minutes</td>
<td>N</td>
<td>2 years</td>
</tr>
<tr>
<td>1000-04</td>
<td>Legal Notices</td>
<td>N</td>
<td>2 years</td>
</tr>
<tr>
<td>1000-04</td>
<td>Legal Notices</td>
<td>N</td>
<td>2 years</td>
</tr>
<tr>
<td>1000-25</td>
<td>ARA Campus Dining Service/Bus Affairs</td>
<td>N</td>
<td>4 years after the expiration or termination of the instrument according to its terms.</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Correspondence &amp; Internal Memoranda</td>
<td>N</td>
<td>5 years + review</td>
</tr>
<tr>
<td>1000-26a</td>
<td>President's Misc files</td>
<td>N</td>
<td>5 years + review</td>
</tr>
<tr>
<td>1000-26a</td>
<td>President's Misc files</td>
<td>N</td>
<td>5 years + review</td>
</tr>
<tr>
<td>1000-26a</td>
<td>Board of Regents Minutes</td>
<td>N</td>
<td>5 years + review</td>
</tr>
<tr>
<td>1000-26c</td>
<td>Gen Correspondence --President's Misc corres</td>
<td>N</td>
<td>1 year + review</td>
</tr>
<tr>
<td>1000-26c</td>
<td>Mail Digest</td>
<td>N</td>
<td>1 year + review</td>
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<tr>
<td>1000-26c</td>
<td>Desk Miscellaneous</td>
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<tr>
<td>1000-29</td>
<td>Insurance--Bus Affairs</td>
<td>N</td>
<td>4 years after expiration or termination of the policy according to its terms.</td>
</tr>
</tbody>
</table>

- **AD**: Administrative Valuable
- **EEO**: Equal Employment Opportunities
- **CAY**: Career Academic Year
- **END**: End of Enrollmen
- **EAD**: End Academic Year
- **FL**: Fiscal Year
- **LA**: Life of Asset
- **REV**: Review
- **DSS**: Discard Suppressed
- **REM**: Removal

Records Management Officer: Billie G. Graham
Phone Number: (361) 886-1209

Office of Record: President

State Approved: 1995

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<table>
<thead>
<tr>
<th>RECORD NUMBER</th>
<th>RECORD TITLE</th>
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<th>RETENTION PERIOD</th>
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<td>Grievance Material--Kotch v. Lackey</td>
<td>N</td>
<td>Final disposition + 5 years.</td>
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<td>1000-31</td>
<td>Litigation--Isembae's Copies</td>
<td>N</td>
<td>Final disposition + 5 years.</td>
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<tr>
<td>1025-01a</td>
<td>Audits, Annual Fiscal Bus Affairs</td>
<td>N</td>
<td>PERMANENT.</td>
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<tr>
<td>1025-02</td>
<td>Depository Bank--Business Affairs</td>
<td>N</td>
<td>4 years after termination, expiration, or release of contractual obligations.</td>
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<td>1025-03a</td>
<td>Bond--Ad Valorem Tax 1986/bus Aff</td>
<td>N</td>
<td>PERMANENT.</td>
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<tr>
<td>1025-04a</td>
<td>Budget Annual--Business Affairs</td>
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<td>1025-04e</td>
<td>Budgetary Adjustments--Business Aff</td>
<td>N</td>
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<td>1025-05c</td>
<td>Inventory--Purchasing</td>
<td>N</td>
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<td>1025-08</td>
<td>Grants</td>
<td>N</td>
<td>PE + 7 years.</td>
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<tr>
<td>1025-09</td>
<td>Investments--Bus Affairs</td>
<td>N</td>
<td>PE + 5 years.</td>
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<tr>
<td>1050-21</td>
<td>Performance Appraisals Faculty/Staff</td>
<td>N</td>
<td>PERMANENT.</td>
</tr>
<tr>
<td>3000-11a3</td>
<td>Bus Affairs--Tax Collections/Refund</td>
<td>N</td>
<td>PERMANENT.</td>
</tr>
<tr>
<td>3800-01</td>
<td>Southern Association Self Study</td>
<td>N</td>
<td>PERMANENT.</td>
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<tr>
<td>3800-01</td>
<td>Misc Files--SAC Self Study, 1979-80</td>
<td>N</td>
<td>PERMANENT.</td>
</tr>
</tbody>
</table>

- **N** Administratively Valuable
- **EVA** End of Academic Year
- **EAT** End of Academic Term
- **EO** End of Enrollment
- **LA** Life of Asset
- **P** Permanent
- **US** Unfiled
- **PE** Permanent EVA
**LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE**

Pursuant to Local Government Code 203.041
Texas State Library and Archives Commission
SLR 500 (2/93)

Del Mar College
101 Baldwin Boulevard
Corpus Christi, TX 78404

Records Management Officer: Billie G. Graham
Phone Number: (512) 886-1200

- **ORIGINAL FILING**
- **AMENDED FILING**

State Approved: 1995

Office of Record: President

<table>
<thead>
<tr>
<th>RECORD NUMBER</th>
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<th>RETENTION PERIOD</th>
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<td>3850-06</td>
<td>Faculty/Staff--Promotions &amp; Tenure</td>
<td>N</td>
<td>Approval or denial + 5 years.</td>
</tr>
</tbody>
</table>

- **AV**: Administrative Value
- **EED**: End of Enrollment
- **EAY**: End Academic Year
- **LA**: Life of Asset
- **UR**: Use Superceded
- **RF**: Review before disposal; record may merit permanent retention

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