



THE TEXAS A&M UNIVERSITY SYSTEM
 RECORDS RETENTION SCHEDULE

Records Series Item No.	Agency Item No.	Record Series Title	Retention Period	Archival	Remarks
	07.200.80	Payment Waivers / Adjustments - Patient billing accounts that have been written off. Records may include but are not limited to payment waivers for prescriptions and co-pays; teaching case waivers, insurance explanation of benefits (EOB).	I		Dental School and clinics use these records as paper backup to electronic billing records systems.
Section 7.3 – Miscellaneous Program Records					
	07.300.10	4-H Records	AV		
	07.301.10	Camp Records	AV		

Retention Codes:

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes

I – Transfer to university archives
 O – Review by university archives