

**TEXAS A&M AGRICULTURE**  
**File Plan Table of Contents**  
**ANNOTATED WITH ACCESS**

- Key:** **E** – Everyone with access to the Laserfiche Document Management System  
**U** – All employees in the unit with access to Laserfiche  
**U1** – Access to “Bookkeeper” folders (access to fiscal functions, purchasing information)  
**U2** – Access to unit “Business” folders (access to Payroll information, Leave records, Personnel Files, Workers’ Compensation, etc)  
**U3** – Access to Academic information (student records, etc)  
**F** – Full access by the unit (everyone in unit access to “This File Only,” Unit Admin- full control  
**V** – View only access

**Note:** some folders indicate access to specific units such as DPCH for the Vice Chancellor’s office, CLAG for the Dean’s office, TAES for the TAES Director’s office, TAEX for the TCE Director’s office FISB for the Fiscal and Budgets offices, DISB for Disbursements, AGHR for Ag Human Resources, AGCG for Ag Contracts and Grants, PAYR for Payroll, and etc

Section 1.0 Administration Records

- 1.1 General
- 1.2 Records Management
- 1.3 Publications
- 1.4 Academic Administration Records
- 1.5 Maps

Section 2.0 Automation Records

- 2.1 Computer Software
- 2.2 Information Security

Section 3.0 Human Resources/Employee Records

- 3.1 Hiring Files
- 3.2 Personnel Files
- 3.3 Payroll Files
- 3.4 Personnel Administration
- 3.5 Time & Leave Records
- 3.6 Career Ladders and Related Information
- 3.7 Faculty and Staff Ratings
- 3.8 Reduction in Force Documentation
- 3.9 Fair Labor Standards Act

Section 4.0 Fiscal Records

- 4.1 Worksheets, Detail Information on Economic Event Transaction
- 4.2 Documents of Original Entry (i.e. vouchers)
- 4.3 Journals and Registers (sales, receipts, etc)
- 4.4 General Bookkeeping Records and Ledgers
- 4.5 Reports
- 4.6 Documents Showing Compliance with System of Internal Control
- 4.7 Other Fiscal Records and Documents (includes Research Grant Information)

#### Section 5.0 Support Services Records

- 5.1 General (including Contracts & Leases)
- 5.2 Facility Management Records (including inventory)
- 5.3 Purchasing
- 5.4 Safety (including Workers Compensation)
- 5.5 Telecommunications
- 5.6 Vehicles & Parking

#### Section 6.0 Student Records

- 6.1 Admissions Data/Documents
- 6.2 Registrations and Records Data/Documents
- 6.3 Certification Data/Documents
- 6.4 Other Student Related Records

#### Section 7.0 Agency Program Records

- 7.1 Research General
- 7.2 OTSC
- 7.3 4-H Program
- 7.4 Better Living for Texans
- 7.5 TCE Military Programs
- 7.6 TALL Program
- 7.7 V.G. Young Institute of County Government Programs
- 7.8 Wildlife Services Programs
- 7.9 Foundation Seed Service Programs
- 7.12 TCE Program Specialist Program Materials
- 7.13 Extension Programs – Region, District and County
- 7.14 Program Development
- 7.15 Texas Community Futures Forum (TCFF)
- 7.16 Mentoring Program – Texas Cooperative Extension
- 7.17 Extension Education Clubs
- 7.18 Military Programs
- 7.19 Program Development – Other
- 7.20 AgriLife Risk Management & Compliance
- 7.21 Youth Camps/Programs (non-4H)

Section 8.0 Trash Folders

Work in Progress Folders

**NOTE: File by Agency and FY except where noted**

**File Plan Section 1.0 – Administration**

1.1 General

1.1.01 Audit Reports & Management Reviews (01.100.10)

1.1.01.1 External (State, OFCCP, EEO, etc) **CLAG, DPCH, TAES, TAEX**

1.1.01.1.1 External Except State Reports

1.1.01.1.2 State Audit Reports

1.1.01.2 Internal (TAMUS) (contains folders for each unit) **E-V (U) U2-V**  
- File chronological by FY and alphabetical by agency/unit

1.1.01.3 Management Reviews (contains folders for each unit) **E-V (U) U2-V**  
- File alphabetical by unit & chronological by FY

1.1.02 Legislative Appropriations (01.101.10) (contains folders for each unit) **U2-F**  
- File chronological by FY

1.1.03 Complaints against the System Component (01.102.10) **CLAG, DPCH, TAES, TAEX**  
- File chronological by FY

1.1.04 Correspondence

1.1.04.1 Administrative (01.103.10) (contains folders for each unit) **U-F**

1.1.04.1.001 Unit 1 sequentially from here

(Note: Units may want to have serried within their unit folder for different parts – such as COALS, TAES, and TCE . If so an example is shown below:

1.1.04.1.001.1 COALS

1.1.4.1.001.1.1 – folder name 1 etc.

1.1.04.1.001.2 TAES

1.1.04.1.001.3 TAEX

Other ones may be by FY or by additional parts of your organization.)

1.1.04.2 General (01.104.10) (contains folders for each unit) **U-F**  
- Structure similar to the one for Administrative correspondence

1.1.04.3 Annual Reminders to Employees (01.104.10) (contains folders for each unit and one "general" folder for all)

1.1.4.3.1 General **E-V**

1.1.4.3.2 Unit 1 and sequential **U-F**

1.1.4.3.2.1 FY05

1.1.04.4 Extension Annual Adjunct Faculty Appointments (from ISDs) (01.103.10)  
(folder for each Extension District) **DIST F, CO - V**

1.1.04.4.1 Unit 1 and sequential districts 1-12

1.1.4.4.1.1 FY06 and sequential after this number (district offices develop these)

1.1.05 General Office Procedures (01.105.10)

1.1.05.1 IBC (Business Standards)

1.1.05.1.1 Grant Guidelines **E-V**

1.1.05.1.2 Rathore

1.1.05.1.3 Shaw

1.1.05.2 Unit/County Office Procedures (contains folders for each unit) **U2-F**

1.1.05.3 Other

1.1.06 Executive Orders – Agency (01.106.10)

1.1.06.1 Delegation of Authority **E-V**

1.1.06.2 General Agency Information **E-V**

1.1.06.3 Other

1.1.07 Calendars and Itinerary Information – (01.107.10) (contains folders for each unit) **U2-F**

1.1.08 Legal Opinions & Correspondence (01.108.10) **CLAG, DPCH, TAES, TAEX  
& Admin Svcs Offices**

1.1.08.1 Attorney General

1.1.08.2 Attorney General to State Agency

1.1.8.3 TAMUS Office of General Council

1.1.08.4 Legal Correspondence – other

1.1.09 Press Releases (01.109.10) (contains folders for each unit) **U2-F**

1.1.10 Open Records Requests

1.1.10.1 Approved (01.110.10) **DPCH, TAES, TAEX**

1.1.10.1.1 TAES

1.1.10.1.2 TCE

1.1.10.1.3 TFS

1.1.10.1.4 VMDL

1.1.10.2 Disapproved (01.111.10) **DPCH, TAES, TAEX**

1.1.10.2.1 TAES

1.1.10.2.2 TCE

1.1.10.2.3 TFS

1.1.10.2.4 VMDL

1.1.11 Organization Charts (01.112.10) **E-V**

1.1.11.1 Vice Chancellor's Office **DPCH UA-F**

1.1.11.2 COALS **CLAG UA-F**

1.1.11.3 TAES **TAES UA-F**

1.1.11.4 TCE **TAEX UA-F**

1.1.12 Planning Records (01.113.10)

1.1.12.1 Program Planning (TCE) (folder for each TCE unit) **U2-F**

1.1.12.2 Job Assignments & Responsibilities form (by county for each FY) (folder for each county) **CO-F Dist-F**

1.1.13 Data Processing Planning Records (01.113.10) (**COTG**)

1.1.13.1 General

1.1.13.2 Long & Short Range Data Processing Plans

1.1.14 Rules and Procedures (01.137.10)

1.1.14.1 AgriLife Research **E-V**

1.1.14.1.1 Current Rules & Procedures

1.1.14.1.2 Superseded Rules and Procedures

1.1.14.1.3 Superseded Red Handbook Procedures

1.1.14.1.4 General

1.1.14.2 TCE **E-V**

1.1.14.2.1 Current Rules & Procedures

1.1.14.2.2 Superseded Rules and Procedures

1.1.14.2.3 General

1.1.14.3 COALS Guidelines **E-V**

1.1.14.3.1 Current Guidelines

1.1.14.3.2 Superseded Guidelines

1.1.14.3.3 General

1.1.14.4 Unit Rules and Procedures (contains folders for each unit) **U-F**

1.1.14.5 Program Rules, Procedures, and Guidelines

1.1.14.5.1 4-H

- 1.1.14.5.2 Moving Expense Policy
- 1.1.14.5.3 Information security guidelines **E-V**
- 1.1.14.5.4 Purchasing Guidelines **E-V**
- 1.1.14.5.5 Purchasing Card Cardholder Guide **E-V**
- 1.1.15 Texas Register Submissions (01.114.10) **DPCH**
- 1.1.16 Reports, Studies & Surveys
  - 1.1.16.1 Reports and Studies (non-Fiscal) (01.134.10) (contains folders for each unit)
  - 1.1.16.2 Raw Data for Reports, Studies & Surveys (01.134.10) (contains folders for each unit)
  - 1.1.16.3 Annual& Biennial Agency Reports – Record Copy (01.135.10) **TAES TAEX TVMDL**
  - 1.1.16.4 Annual Narrative Report (01.135.10) **DPCH**
  - 1.1.16.5 Administrative (not including fiscal) (01.134.10) (contains folders for each unit) **U2-F**
  - 1.1.16.6 Reports – Consultants & Committees (External or special) (01.134.10)
  - 1.1.16.7 Performance and Funds Management Reports (04.503.10)
    - 1.1.16.7.01 AgriLife Research
    - 1.1.16.7.02 Extension
      - 1.1.16.7.02.01 Customer Satisfaction Surveys **TAEX V, AGED-X F**
    - 1.1.16.7.03 TVMDL
  - 1.1.16.8 Employee Activity & Production (01.135.10)
  - 1.1.16.9 DEA Documentation to Online Reports (01.134.10) (folder for each District) **Dist-F**
  - 1.1.16.10 CEA Documentation to Online Reports (01.134.10) (folder for each County) **Dist V, CO-F**
  - 1.1.16.11 Texas Accountability System (01.134.10) **AGED-X F**



- 1.1.16.12 Result Demonstration Reports (01.134.10)
- 1.1.16.13 Monthly Agent Reports (01.134.10) (contains folder for each County) **Dist F, CO-F**
- 1.1.16.14 Time and Contact Reports (01.134.10)
- 1.1.16.15 Postage Reports (01.134.10) (contains folders for each unit) **U1-F**
- 1.1.16.16 Support Fund Annual Report (01.134.10) (from support organizations)
- 1.1.16.17 Crop reports (01.134.10) (contains folder for each County) **Dist F, CO-F**
- 1.1.16.18 TCE Regional Review documentation (01.134.10) (contains folder for each region) **Reg-F**
- 1.1.16.19 Annual educational contact hours reports (01.134.10) (contains folder for each unit) **U2-F**
- 1.1.16.20 County Increment Reports (annual) (01.134.10) (contains folder for each county) **CO-F**
- 1.1.16.21 Mail Reports (01.134.10) (contains folders for each unit) **U1-F**
- 1.1.16.22 Other Reports (01.134.10)
- 1.1.17 Speeches for component work (01.117.10)
- 1.1.18 Training
  - 1.1.18.1 Training Materials (01.119.10)
    - 1.1.18.1.1 TAES
    - 1.1.18.1.2 TCE
    - 1.1.18.1.3 Unit Training Materials (contains folders for each unit) **U-F**
  - 1.1.18.2 Training Attendance Rosters (03.313.10) (contains folder for each unit) **U2-F**
  - 1.1.18.3 YES! PDS (01.119.10) (You, Extension & Success, Professional Development System)
  - 1.1.18.4 Professional Development Opportunities **E-V**

1.1.18.5 New Faculty Orientation

1.1.18.6 NEATO

1.1.19 Litigation Files

1.1.19.1 TAES (01.120.10)

1.1.19.2 TCE (01.120.10)

1.1.19.3 TAMU (01.120.10)

1.1.19.4 TFS (01.120.10)

1.1.19.5 VMDL (01.120.10)

1.1.19.6 Liability Waivers (01.120.20) (contains folder for each unit) **U-F**

1.1.20 Strategic Plans (01.122.10) (contains folder for each unit) **U-F**

1.1.21 ADA Documentation (01.123.10)

1.1.22 Transitory Information (01.124.10)

1.1.23 State Boards & Committees Materials

1.1.23.1 Official Meeting Agenda (01.125.10)

1.1.23.2 Official Meeting Minutes (01.125.10)

1.1.24 County Judges and Commissioners (01.125.10)

1.1.24.1 Courts (Meetings, information, etc) (folder for each county) **CO-F, D-V**

1.1.24.2 Associations

1.1.24.2.1 County Officials Information (folder for each county) **CO-F, D-V**

1.1.24.2.2 Conferences & Meeting Information (folder for each county)  
**CO-F, D-V**

1.1.25 Staff Meeting Minutes/Notes (01.130.10)

1.1.25.1 Vice Chancellor **DPCH**

1.1.25.2 COALS **DPCH/CLAG**

- 1.1.25.2.1 General
- 1.1.25.2.2 Special Committees, Assignments, etc.
- 1.1.25.3 TAES **DPCH/TAES**
  - 1.1.25.3.1 General
  - 1.1.25.3.2 Special Committees, Assignments, etc.
- 1.1.25.4 TCE **DPCH/TAEX**
  - 1.1.25.4.1 General
  - 1.1.25.4.2 Regional Agendas & Meetings (Mid-Management Teams)
  - 1.1.25.4.3 Special Committees, Assignments, etc. (folder for each special committee)
- 1.1.25.5 Unit Meeting Minutes/Notes (contains folders for each unit) **U-F**
- 1.1.26 Conference and Meeting Information (01.130.10)
  - 1.1.26.1 Texas A&M Agriculture Conference – Annual **E-V selected folders**  
- File by year
- 1.1.27 Other Meetings and Meeting Information (01.130.10)
  - 1.1.27.1 4-H & Youth Committee Agenda, Minutes & other documentation
  - 1.1.27.2 4-H Council Minutes
- 1.1.28 Project Log Books (01.134.10) (contains folders for each unit) **U1-F**
- 1.1.29 Patents, Technology Licensing, and Related Documents (01.143.10) (contains folders for each unit) **U1-F**
- 1.1.30 Awards – Non Employee, Partners & Other (1.109.10 )
  - 1.1.30.1 Vice Chancellor
  - 1.1.30.2 COALS
  - 1.1.30.3 TAES

1.1.30.4 TCE

1.1.30.5 4-H Awards

1.1.30.5.1 Event/Activity Registration

1.1.30.5.2 Gold Star Winners

1.1.30.5.3 Event Results

1.1.30.5.4 Insurance Documentation and Claims

1.1.31 Program Violations/Complaints (01.102.10)

1.1.31.1 4-H

1.1.32 Legislation (01.115.10) **DPCH/CLAG/TAES/TAEX**

1.1.32.1 Federal

1.1.32.2 State

1.1.33 Scholarship Donor Records (01.145.10) (contains folders for each Department) **U2-F**

1.2 Records Management

1.2.1 Destruction –Disposition Forms-Logs (01.206.10) (contains folders for each unit)

**U-admin-F CO-V**  
**D-UA F for CO**

1.2.2 Forms (01.201.10) **E-V**

1.2.2.1 Texas A&M Agriculture

1.2.2.2 TAES

1.2.2.3 TCE

1.2.2.4 TFS

1.2.2.5 VMDL

1.2.3 Records Materials

1.2.3.1 Transmittal Records (01.204.10)

1.2.3.2 Records Office (RO) Request for Authority to Destroy State Records (01.205.10)  
(not on Retention)

1.2.3.3 Control Materials (01.208.10)

1.2.3.4 Records File Plan (01.209.10)

1.2.3.5 Records Coordinator Designations

### 1.3 Publications

1.3.1 Component Publications (01.300.10)

1.3.1.1 COALS

1.3.1.2 Research

1.3.1.3 Extension

1.3.2 State Publications (01.300.10)

1.3.3 Newsletters (01.301.10)

1.3.4 Unit Publications (01.301.10) (contains folders for each unit) **U-F**

1.3.5 Other Publications (01.301.10)

- File alphabetical by subject matter then alphabetical by title

### 1.4 Academic Administration Records

1.4.1 Course Syllabus Outlines (01.402.10) (contains folders for each department) **U3-F**

1.4.2 Curriculum Files - Department (01.404.10) (contains folders for each department)  
**U3-F**

1.4.3 New Course Proposals (01.410.10) (contains folders for each department) **U3-F**

1.4.4 Instructor/Faculty Evaluations (01.405.10) (contains folders for each department) **U3-F**

### 1.5 Maps ( )

1.5.1 Texas A&M Agriculture **EV-V**

1.5.2 Unit/District/County/Cluster (Contains folder for each district) **U-admin-F, U-E-V**

1.5.3 Driving Directions from Airport (contains folders for each unit) **U-admin-F E-V**

- File alphabetical by unit

## **File Plan Section 2.0 – Automation Records**

### 2.1 Computer software (02.209.10)

2.1.1 License agreement

2.1.2 Maintenance requirements or provisions

### 2.2 Information security

2.2.1 Information security assessments (ISAAC) (02.105.10) (contains folders for each unit) **U2-F**

2.2.2 Risk management plans (contains folders for each unit) **U2-F**

2.2.3 Business continuity plans (contains folders for each unit) **U2-F**

2.2.4 User access requests (contains folders for each unit) **U2-F**

2.2.5 User information security acknowledgements (contains folders for each unit) **U2-F**

2.2.6 User termination requests (contains folders for each unit) **U2-F**

2.2.7 User training documentation (01.119.10) (contains folders for each unit) **U2-F**

2.2.8 Disaster recovery plans (contains folders for each unit) **U2-F**

2.2.9 Account Management Process **U2-F**

### 2.3 Configuration Documentation (02.103.10) (contains folders for each unit)

## **File Plan Section 3 – Human Resources/Employee Records**

### 3.1 Hiring Files (03.100.10/ 03.104.10/03.106.10) (contains folders for each unit) **U2-F**

#### 3.1.1. Unit #1 units numbered sequentially

Position Vacancy - File by position vacancy alphabetical

Documents as applicable – i.e.

- Applications/Letters of application (not required if in GreatJobs)
- Interview Questions & answers
- Hiring Matrix
- Reference Checks
- Advertisements for positions
- Search materials, notes, minutes & related activities

- Hiring/recruitment procedure checklist

## 3.2 Personnel Files

### 3.2.1 Active Files (contains folders for each unit) U2-F

- File by employee name – Last, First, MI

#### 3.2.1.1 Unit 1 and numbered sequentially here after.

##### 3.2.1.1.1 A

[Confidential] Name

Disciplinary Actions [CONFIDENTIAL] (03.110.10)

- File chronological

Complaints/Investigations [CONFIDENTIAL] (03.107.10)

- File chronological

Employee Name

General (03.101.10)

- Application/Letter of Application
- Transcripts (if applicable)
- CV (as applicable)
- Degree information
- Correspondence to employee related to personnel issues
- Equivalency Rating Forms (County Extension Agents)
- Confidentiality Agreements

Performance Evaluations (03.108.10) (Do not duplicate from GreatJobs)

- File chronological

Position Descriptions/Job Descriptions (03.112.10)

- File chronological

Training Records (03.116.10)

- Certificates and records files – file chronological

External Consulting/Employment Requests

- File chronological

Awards & Recognitions (03.122.10)

- File chronological

Promotion Dossier

Counseling notes/records (03.102.10)

3.2.2 Confidential Personal Medical [CONFIDENTIAL] (03.114.10)

Employee Name - last, First, MI

Documents as applicable i.e

- FMLA letters with medical diagnosis - File chronological

- Medical certification for FMLA - File chronological

- Doctors notes containing medical information

3.2.3. Terminated Files (contains folders for each unit) **U2-F**

3.2.3.1 Unit 1 and numbered sequentially here after.

3.2.3.1.1 A

[Confidential] Name

Disciplinary Actions [CONFIDENTIAL] (03.110.10)

- File chronological

Complaints/Investigations [CONFIDENTIAL] (03.107.10)

- File chronological

Employee Name

General (03.101.10)

- Application/Letter of Application

- Transcripts (if applicable)

- CV (as applicable)

- Degree information

- Correspondence to employee related to personnel issues

- Equivalency Rating Forms (County Extension Agents)

- Confidentiality Agreements

Performance Evaluations (03.108.10)

- File chronological

Annual Plan of Work

Position Descriptions/Job Descriptions (03.112.10)

- File chronological



Training Records (03.116.10)  
- Certificates and records files – file chronological

External Consulting/Employment Requests  
- File chronological

Awards & Recognitions (03.122.10)  
- File chronological

Promotion Dossier

Counseling notes/records (03.102.10)

3.2.4 Terminated Confidential Personal Medical [CONFIDENTIAL] (03.114.10)  
Employee Name - last, First, MI

Documents as applicable i.e  
- FMLA letters with medical diagnosis - File chronological  
- Medical certification for FMLA - File chronological  
- Doctors notes containing medical information

3.3 Payroll

3.3.1 Employee Payroll Files

3.3.1.1 Active Files (contains folders for each unit except counties) U2-V

3.3.1.1.001 Unit 1 (number consecutively through the last unit)

UIN(unique number) Name Last, First, MI

Permanent

Forms 500's (03.111.10)

Scanned Images or Electronic from BPP

Retirement (Permanent)

ORP/TDA Enrollment/Transfer Verification

ORP Salary Reduction Acknowledgment / Change of Vendor

Application for ORP for Texas Inst of Higher Education

Election of Annuity Surrender

TDA Salary Reduction

ORP Termination – HR15

Employment Verification (Permanent)

Verification of Employment from other State Agencies

Non Permanent

Deduction Authorization (03.2005.10)

COD – Student Loan  
COD – Tax Levy  
COD – Bankruptcy  
COD – Garnishments  
Rec Center Fees  
Charitable Contributions  
Bonds  
Permanent Life  
Others

Direct Deposit (03.207.10)

Form AG-601  
Notification of Electronic Change  
Bank change of Transit/Account

Foreign National Information (03.202.10)

Glacier Paperwork  
8233  
I-94  
W-9 and attachments

General Payroll File (03.202.10)

Social Security Card  
Drivers License  
Employee Personal Data Form (green sheet)  
Change of address  
WAC or Email for Foreign National Employment  
Authorization  
CSRS Letter to County Official  
Approval of Offer  
Other New Hire Paperwork/Policies as determined  
Salary increase documentation and correspondence

W-4 (03.204.10)

3.3.1.2 Terminated Files (contains folders for each unit except counties) **U2-V**

3.3.1.2.001 Unit 1 (number consecutively through the last unit)

UIN (unique number) Name Last, First, MI

Permanent

Forms 500's (03.111.10)

Scanned Images or Electronic from BPP

Retirement (Permanent)

ORP/TDA Enrollment/Transfer Verification

ORP Salary Reduction Acknowledgment / Change of Vendor

Application for ORP for Texas Inst of Higher Education

Election of Annuity Surrender

TDA Salary Reduction

ORP Termination – HR15

Employment Verification (Permanent)

Verification of Employment from other State Agencies

Non Permanent

Deduction Authorization (03.325.10)

COD – Student Loan

COD – Tax Levy

COD – Bankruptcy

COD – Garnishments

Rec Center Fees

Charitable Contributions

Bonds

Permanent Life

Others

Direct Deposit (03.207.10)

Form AG-601

Notification of Electronic Change

Bank change of Transit/Account

Foreign National Information (03.202.10)

Glacier Paperwork

8233

I-94

W-9 and attachments

General Payroll File (03.202.10)

Social Security Card

Drivers License

Employee Personal Data Form (green sheet)

Change of address

WAC or Email for Foreign National Employment

Authorization

CSRS Letter to County Official  
Approval of Offer  
Other New Hire Paperwork/Policies as determined  
Salary increase documentation and correspondence

W-4 (03.204.10)

3.3.2 Payroll Processing (03.201.10)

3.3.2.1 Pay Documents (Bi-Weekly and Monthly) (contains folders for each unit except counties plus one payroll file as #1 file for consolidated documents) **U2-V**

3.3.2.1.1 Payroll

3.3.2.1.2 Unit 1

3.3.2.2 Check Register

3.3.2.3 ACH Register

3.3.3 Payroll Reporting (03.201.10)

3.3.3.1 ORP/TDA Month-end Reports

3.3.3.2 Fund Reports

3.3.3.3 Federal Tax Reports

3.3.3.4 State Income Tax

3.3.3.5 Account Reconciliations

3.3.3.1 Working Fund

3.3.3.6 TRS Reporting

3.3.4 Pay Plans (03.205.10)

3.3.4.1 Off-Campus (contains folders for each Research and Extension Center) **E-V by Unit  
AGHR - F**

3.3.5 Base Plus Pay Plan for County Extension Agents (03.205.10)

3.3.6 Payroll Budget (04.501.10)

3.3.6.1 Quarterly budgets

3.3.6.2 New FY budget report

### 3.3.6.3 Correspondence Related to Salary Increases and Payroll Budget

## 3.4 Personnel Administration

### 3.4.1 EEO Information (03.314.10)

#### 3.4.1.1 Affirmative Action Plans (03.300.10) **AGHR-F, E-V**

- File chronological

#### 3.4.1.2 Civil Rights Documentation (03.314.10) **ADCA-F, ADMIN-V**

##### 3.4.1.2.1 General

Documents i.e. -

- Compliance guidelines for County Extension Agents
- Civil Rights Act
- General Civil Rights correspondence and reports
- Civil Rights Publications

##### 3.4.1.2.2 Districts

General documents /reports for Civil Rights/EEO

#### 3.4.1.3 EEO Reports/Information (03.114.10) **AGHR-F, ADCA-V, ADMIN-V**

- File chronological

#### 3.4.1.4 EEO Compliance reviews – counties (FCS and AG/NR) (01.100.10) **ADCA -F, DIST-F Counties-V**

- Compliance Reviews of County Extension Offices
  - Review form
  - Findings
  - Response

##### 3.4.1.5 Testing

#### 3.4.2 Former Employee Verification Records (03.303.10)

- File by Employee name (last, first, MI)

#### 3.4.3 Position/Job Classification Review File (03.304.10)

- File by position Title Code, & unit

#### 3.4.4 Texas Workforce Commission Reports (03.306.10)

- File chronological

- 3.4.5 Staffing Reports (03.310.10)
  - File chronological
- 3.4.6 Vacancy Reports (03.310.10)
  - 3.4.6.1 Faculty Vacancy Reports
    - File chronological
  - 3.4.6.2 TAES Turnover Reports
    - File chronological
  - 3.4.6.3 TCE Turnover Reports
    - File chronological
- 3.4.7 Awards – Employees (03.122.10)
  - 3.4.7.1 Award Recipient Lists
    - 3.4.7.1.1 TAES
    - 3.4.7.1.2 TCE
  - 3.4.7.2 Service Pin Award Information
    - 3.4.7.2.1 TAES
    - 3.4.7.2.2 TCE
  - 3.4.7.3 Vice Chancellor Awards
  - 3.4.7.4 Superior Performance Awards
    - 3.4.2.4.1 COALS
    - 3.4.7.4.2 TAES
    - 3.4.7.4.3 TCE
  - 3.4.7.5 Other Awards/Award Information
- 3.4.8 Title/Classification Codes (03.304.10) **AGHR-F, U2-V**
- 3.4.9 Employee Relations (03.107.10) **AGHR-F**
  - 3.4.9.1 Complaints/grievances not affecting Pay or Status (03.107.10/03.109.10)

3.4.9.2 Complaints/grievances not affecting Pay or Status (03.110.10)

### 3.5 Time and Leave Records

3.5.1 Leave Records (Records pertaining to leave in LeaveTraQ such as Administrative Leave grants, and etc) (03.304.10)

3.5.1.1 General (Early release memos, emergency evacuations, etc)

3.5.1.1.1 Center closing policy for inclement weather (01.137.10) (folder for each center) **UAdmin-F**

3.5.1.2 Administrative Leave (03.40.10) (Contains folder for each unit) **U2-F**

3.5.1.3 Leave records (03.406.10) (Contains folder for each unit) - file by FY **U2-F**

-Doctor's Notes for Absences [does not apply to FMLA (separate medical file) and does not contain medical information as to the condition or treatment]

-Requests to change or cancel leave from employees

- Jury Duty notices/excuses (if received)

3.5.2 Holiday Schedules (03.402.10)

3.5.2.1 State Holidays **E-V**

- File by FY and organization

3.5.2.2 County Holiday Schedules

3.5.2.2.1 County Holiday Schedules (contains folder for each county) **U-F, D-V**

3.5.2.3 Other holiday Information

3.5.3 Overtime Authorizations (03.403.10) (contains folders for each unit) **U1-F**

- File chronological

3.5.4 Time Cards/Sheets (03.405.10) (contains one general folder plus folders for each TAES/COALS unit)

- File chronological

3.5.4.1 General file for use by payroll to store all Extension Time cards **PAYR**

3.5.4.2 Unit #1 and following for all Research/COALS units **U1-F**

3.5.5 Sick Pool Records (03.407.10) - File chronological **PAYR-F, AGHR-V**

3.5.5.1 Research/COALS

3.5.5.2 Extension

3.6 Career Ladders & Related Information

3.6.1 Peer review of promotion dossiers (03.108.10)

3.7 Faculty and staff ratings (Extension) (03.108.10)

3.8 Reduction in force documentation (03.310.10) (contains folders for each unit) **U2-F**

3.9 Fair Labor Standards Act – General Information **E-V**

3.10 Foreign National Documentation ( ) (contains folders for each unit) **AGHR-F, U2 – V**

3.11 Certification of Service

#### **File Plan Section 4.0 – Fiscal**

4.1 Worksheets, Detail Information on Economic Event Transaction

4.1.01 Accounts Payable Information (04.100.10) **FISB-F**

4.1.02 Billing Detail (04.101.10) **FISB-F**

4.1.03 Cancelled Checks/Stubs/Warrants/Drafts (4.102.10) **FISB-F**

4.1.04 Encumbrance Detail (04.103.10) **FISB-F**

4.1.05 Inventory and other cost files (04.104.10) **FISB-F**

4.1.06 Investment Transaction Files (04.105.10) **FISB-F**

4.1.07 Transfers or Budget Revisions (04.106.10) **DISB-V, FISB(8)-F**

4.1.07.1 Research

4.1.07.2 Extension

4.1.07.3 College

4.1.07.4 TFS

4.1.07.4 TVMDL



4.1.08 Patents (1.143.10)

4.1.08.1 Expenses

4.1.08.2 Worksheets

4.1.09 W-9 (03.202.10) **DISB-F**

4.1.10 Direct Deposit Documents - Disbursements (04.107.10) **DISB-F**

4.2 Documents of Original Entry

4.2.1 Cash Deposits including Receipts (04.200.10)

4.2.1.1 TAES (contains folders for each unit with a TAES component) **U1-V**

4.2.1.2 TCE (contains folders for each unit with a TCE component) **U1-V**

4.2.1.3 TAMU (Contains a folder for each department) **U1-F**

4.2.1.4 TVMDL **U1-V**

4.2.2 Daily Cash Receipts Log (04.202.10)

4.2.2.1 TAES (contains folders for each unit with a TAES component) **U1-F**

4.2.2.2 TCE (contains folders for each unit with a TCE component) **U1-F**

4.2.2.3 TVMDL **U1-F**

4.2.3 Expenditure Vouchers (Purchase 04.204.10 – Travel & expenditure- 04.207.10)

4.2.3.1 Purchase and Travel Vouchers

4.2.3.1.1 TAES (contains folders for each FY) **U1-V**

4.2.3.1.2 TCE (contains folders for each FY) **U1-V**

4.2.3.1.3 TAMU (contains folders for each Department) **U1-F**

4.2.3.1.4 TVMDL **U1-V**

4.2.3.2 Travel

4.2.3.2.1 TAMU (contains folders for each Department) **U1-F**

4.2.3.3.2 Travel Advances

4.2.3.2.1 ADSU (U1-F)

4.2.3.2.3 Unit Travel Documents (contains folders for each Department) U1-F  
(Note: This is for blanket travel requests, county paid travel vouchers, etc)

4.2.3.3 Purchasing Card Transaction Logs (04.204.01)

4.2.3.3.1 TAES (contains folders for each FY, then folders each TAES unit) U1-V

4.2.3.3.2 TCE (contains folders for each FY, then folders each TCE unit) U1-V

4.2.3.3.3 UNIT (contains folders for each unit) U1-F

4.2.3.3.4 TVMDL U1-V

4.2.3.3.5 TFS U1-V

4.2.3.4 Purchasing Card Transaction Logs (04.204.01)

4.2.3.4.1 TAES (contains folders for each FY, then folders each TAES unit) U1-V

4.2.3.4.2 TCE (contains folders for each FY, then folders each TCE unit) U1-V

4.2.3.4.3 TAMU (contains folders for each unit) U1-F

4.2.3.4.4 TFS U1-V

4.2.3.4.5 TVMDL U1-V

4.2.4 General Journal Vouchers (04.205.10)

4.2.4.1 FAMIS Fiscal Accounting Entries FISB-F

4.2.5 USAS Reports FISB(6)-F, DISB-F

4.2.5.1 Daily (04.505.10)

4.2.5.2 Monthly (04.506.10)

4.2.5.3 Annual (04.507.10)

4.3 Journals or Registers

4.3.1 Sales (04.300.10) (contains folders for each unit) U1-F

4.3.2 Receipts (04.301.10) (contains folders for each unit) **U1-F**

4.3.3 Contracts & Grants Expenditure Journals (04.302.10)

- File by FY

4.3.3.1 TAES (contains folders for each TAES unit) **U1-V**

4.3.3.2 TCE (contains folders for each TCE unit) **U1-V**

4.3.4 Expenditures (04.402.10)

4.3.4.1 TAES

4.3.4.1.1 ACH Registers **CASH-F, FISB-V**

4.3.4.1.2 Check Registers **DISB-F, FISB-V**

4.3.4.1.3 Daily FAMIS Reports **DISB-F, FISB-V**

4.3.4.1.4 USAS Payroll Registers **DISB-F, FISB-V**

4.3.4.1.5 Daily Suspense Items **DISB-F**

4.3.4.1.6 Payroll Edits **DISB-F**

4.3.4.1.7 USAS ACH Registers **DISB-F**

4.3.4.1.8 USAS Warrant Registers **DISB-F**

4.3.4.2 TCE

4.3.4.2.1 ACH Registers **CASH-F, FISB-V**

4.3.4.2.2 Check Registers **DISB-F, FISB-V**

4.3.4.2.3 Daily FAMIS Reports **DISB-F, FISB-V**

4.3.4.2.4 USAS Payroll Registers **DISB-F, FISB-V**

4.3.4.2.5 Daily Suspense Items **DISB-F**

4.3.4.2.6 Payroll Edits **DISB-F**

4.3.4.2.7 USAS ACH Registers **DISB-F**

4.3.4.2.8 USAS Warrant Registers **DISB-F**

4.3.4.3 TFS **TFS FIS - F**

4.3.4.4 VMDL

4.3.4.4.1 ACH Registers **CASH-F, FISB-V**

4.3.4.4.2 Check Registers **DISB-F, FISB-V**

4.3.4.4.3 Daily FAMIS Reports **DISB-F, FISB-V**

4.3.4.4.4 USAS Payroll Registers **DISB-F, FISB-V**

4.3.4.4.5 Daily Suspense Items **DISB-F**

4.3.4.4.6 Payroll Edits **DISB-F**

4.3.4.4.7 USAS ACH Registers **DISB-F**

4.3.4.4.8 USAS Warrant Registers **DISB-F**

#### 4.4 General Bookkeeping Records and Ledgers

4.4.1 4-H Computerized Financial Bookkeeping Records (04.400.10) **FOUR-F**

#### 4.5 Reports

4.5.1 Worksheets for Preparing Fiscal Reports (04.500.10) **FISB-F**

4.5.2 Internal Fiscal Management Reports (04.501.10)

4.5.2.1 General (contains folders for each unit) **U2-V**

4.5.2.2 Unit Monthly Expenditures (contains folders for each unit) **U2-F**

4.5.3 Annual Financial Reports (04.502.10) (contains folders for each unit) **U2-F**

4.5.4 External Fiscal Reports (04.503.10) (General plus folders for each unit) **U2-V**  
(Special purpose – Federal financial reports, salary reports, etc)

4.5.5 Annual Operating Budget (04.504.10)  
(Monthly budget reports)

4.5.5.1 Annual Budgets (contains folders for each unit) **U2-V**

4.5.5.1.1 Unit Budgets **U2-V**

4.5.5.1.1.1 Unit 1 and sequential

4.5.5.1.2 County Fund Budget Recommendations (contains folders for each county)  
**D-V, ADCA-V, FISB-F**

4.5.5.1.3 County Budget Forms – CB-5 (contains folders for each county)  
**D-V, FISB-V, ADCA-F**

4.5.5.1.4 County Budget Documents and Correspondence (contains folders for each county)  
**CO-V, D-F**

4.5.5.1.5 Annual Operating Budgets – Board Approved

4.5.5.1.5.1 TAES

4.5.5.1.5.2 TCE

4.5.5.1.5.3 TFS

4.5.5.1.5.4 VMDL

4.5.5.1.6 Operating Budget – Goldplate

4.5.5.1.6.1 College

4.5.5.1.6.2 TAES

4.5.5.1.6.3 TCE

4.5.5.1.6.4 TFS

4.5.5.1.6.5 VMDL

4.5.5.2 Monthly Budget Reports (04.501.10) (contains folders for each unit) **U2-F**

4.5.1.2.1 Unit 1 and sequential

4.5.6 Month End Reports (04.501.10) (04.423.10) (contains folders for each unit) **U2-F**

4.5.7 4-H Financial Audit Reports (04.501.10) (04.423.10) (contains folders for each district & county) **FOUR-V**  
**D-F, CO-F**

4.5.8 Invoices – Accounts Receivable (04.401.10)

4.5.8.1 TAES (contains folders for each unit with a TAES component) **U1-V**

4.5.8.2 TCE (contains folders for each unit with a TCE component) **U1-V**

#### 4.6 Documents Showing Compliance with System of Internal Control

4.6.1 Balancing Records (04.600.10) (contains folders for each unit) **U1-F**

4.6.2 Reconciliations (04.601.10) (contains folders for each unit) **U1-F , FISB-V (Compliance) + Annotate**

Recommended folders inside the unit folders:

- (a) General
- (b) Bulk Fuel

4.6.3 Cash Counts (04.602.10)

#### 4.7 Other Fiscal Records and Documents

4.7.01 Accounting Policies and Procedures Manual (04.700.100) **E-V, FISC-F**

4.7.02 Bank Statements (04.701.10) (contains folders for each unit) **U1-F**

4.7.03 Returned Checks/Warrants/Drafts (Uncollectable) (04.702.10)

4.7.3.1 4-H **FOUR-F**

4.7.04 Capital Asset records (04.703.10) **FISB-F**

4.7.05 Claim Files (04.704.10) **FISB-F**

4.7.06 Comptroller Statements (04.705.10) **FISB-F**

4.7.07 Detail Chart of Accounts (04.706.100) **U-1, 2-V**

4.7.07.1 Chart of Accounts – TAES **U-1, 2-V**  
(one for all accounts in use for a fiscal year)

4.7.07.2 Chart of Accounts – TCE **U-1, 2-V**  
(one for all accounts in use for a fiscal year)

4.7.07.3 TAMU – **ADSU-F**

4.7.07.4 Chart of Accounts – TVMDL – **VMDL-1, 2 V FISB, V**

4.7.07.5 New Account Setup Records – TAES - **DISB-F, ADSU-F, FISB-V**

4.7.07.6 New Account Setup records – TAEX - **DISB-F, ADSU-F, FISB-V**

4.7.07.7 New Account Setup Records – VMDL - **DISB-F, ADSU-F, FISB-V**

4.7.07.8 Other Account Records

4.7.07.8.1 ADSU – **ADSU-F**

4.7.08 Fixed Asset Sequential Number Log (04.708.10) **FISB-F**

4.7.09 Long-Term Liability (bonds, etc) (04.709.10) **FISB-F**

4.7.10 GSC Statements (04.203.10) **FISB-F**

(Charge or bill statements received by components from the GSC for services provided)

4.7.11 Research Grant Information (Note: Federal – 04.707.10)

4.7.11.1 Proposals

- File by FY

4.7.11.1.1 TAES (contains folders for each TAES/COALS unit) **U1, 2-V all**  
**EV-V folder**

- Filed by unit (alphabetical), then by account

4.7.11.1.2 TCE (contains folders for each TCE unit not including counties)

- Filed by unit (alphabetical), then by account **U1, 2-V all**  
**EV-V folder**

4.7.11.2 Awarded Grants (07.701.10 / 04.701.10-federal /07.701.20)

4.7.11.2.1 TAES (contains folders for each TAES/COALS unit) **U1, 2-V all**  
- Filed by unit (alphabetical), then by account **EV-V folder**

4.7.11.2.2 TCE (contains folders for each TCE unit not including counties)

- Filed by unit (alphabetical), then by account **U1, 2-V all**  
**EV-V folder**

4.7.11.3 AgriLife Awarded Grants (07.701.10 / 04.701.10-federal /07.701.20)

4.7.11.4 Outlying Projects **AGCG-F**

4.7.11.5 Miscellaneous Contracts & Letters of Agreement (Research Related) (contains  
folders for each unit) **U1, 2-V**

4.7.11.6 Project Records

- 4.7.11.6.01 Extension **FISB-F**
- 4.7.11.6.02 Research **FISB-F**
- 4.7.11.6.03 VMDL **FISB-F**
- 4.7.11.6.04 Research Initiative **FISB-F**
- 4.7.11.6.05 Grant with CSREES **FISB-F**
  - 4.7.11.6.05.1 Pending
  - 4.7.11.6.05.2 Awarded (grant money only)
- 4.7.11.6.06 Animal Health **FISB-F**
- 4.7.11.6.07 Cost Share Project **FISB-F**
- 4.7.11.6.08 Internal Project **FISB-F**
- 4.7.11.6.09 Administration **FISB-F**
- 4.7.11.6.10 Project Records Reports (contains folders for each unit) **U2-V**
- 4.7.11.7 Smith-Lever Face Sheets **FISB-F**
- 4.7.11.8 Closed Grants – **AGCG-F**
- 4.7.12 Gift and Donor Records (01.145.10) **AGCG-F**
  - 4.7.12.1 TAES (contains folders for each unit) **FISB-F, U2-V**
  - 4.7.12.2 TAEX (contains folders for each unit) **FISB-F, U2-V**
  - 4.7.12.3 VMDL (contains folders for each unit) **FISB-F, U2-V**
  - 4.7.12.4 Board Reports **FISB-F**
  - 4.7.12.5 TFS **U2-F**
- 4.7.13 Contracts & Grants Reports (Misc) (04.423.10) **AGCG-F**
- 4.7.14 Indirect Costs **FISB-F, U2-V**
- 4.7.15 Signature Cards/Forms (04.711.10)



- 4.7.15.1 Signature Cards (contains folders for each unit) **U2-V**
- 4.7.16 FAMIS Security Records (04.711.10)
  - 4.7.16.1 Active (retain as long as active) (contains folders for each unit) **U2-V**
  - 4.7.16.2 Expired
- 4.7.17 Electronic Office Requests (until superseded) (contains folders for each unit) **U2-V**
- 4.7.18 Mail (05.503.10)
  - 4.7.18.1 D 1222/Allocation (contains folders for each unit) **U2-V**
  - 4.7.18.2 Allocation (contains folders for each unit) **U2-V**
  - 4.7.18.3 Postage Accounts (contains folders for each unit) **U2-V**
  - 4.7.18.4 Other
- 4.7.19 Credit Cards
  - 4.7.19.1 Travel Cards
  - 4.7.19.2 ProCard
  - 4.7.19.3 Credit card Agreements
- 4.7.20 1099s received
- 4.7.21 Extension of Credit
  - 4.7.21.1 TAES
  - 4.7.21.2 TCE
- 4.7.22 Vendor Screening

## **File Plan Section 5 – Support Services**

### 5.01 General

#### 5.01.1 Contracts & Leases

##### 5.01.1.1 Real Property Leases

5.01.1.1.1 Land (05.803.10) (contains folders for each unit) **U2-V**

5.01.1.1.2 Facilities/Buildings (05.100.10)

5.1.1.1.2.1 General (contains folders for each unit) **U2-V**

5.1.1.1.2.2 Reports (contains folders for each unit) **U2-V**

5.01.1.1.3 Residential Leased –

5.1.1.1.3.1 System Owned (Contains folders for each unit) **AGCG-F, U2-V**

5.1.1.1.3.2 Non-System Owned (Contains folders for each unit) **AGCG-F, U2-V**

5.01.1.2 Equipment Leases (contains folders for each unit) **AGCG-F, U2-V**

5.01.1.3 Hotel/Facility Agreements (contains folders for each unit) **AGCG-F, U2-V**

5.01.1.4 Memorandum of Understanding/Memorandum of Agreement (contains folders for each unit) **AGCG-F, U2-V**

5.01.1.5 Non-Disclosure Agreements (contains folders for each unit) **AGCG-F, U2-V**

5.01.1.6 Material Transfer Agreements (contains folders for each unit) **AGCG-F, U2-V**

5.01.1.6 AG-106 (contains folders for each unit) **AGCG-F, U2-V**

## 5.02 Facility Management Records

5.02.01 Appraisals – Building or property (05.200.10) (contains folders for each unit) **U2-F**  
- File Alphabetical by FY

5.02.02 Building construction project files (05.201.10)

5.02.02.1 Renovations (contains folders for each unit) **U2-F**

5.02.02.2 New Construction (contains folders for each unit) **U2-F**

5.02.02.3 Deferred Maintenance Plans (contains folders for each unit) **U2-F**

5.02.03 Building Plans and Specifications –

5.02.03.1 Leased (05.202.10) (contains folders for each unit) **U2-F**  
- File alphabetical by location and name

5.02.03.2 State Owned (05.203.20) (contains folders for each unit) **U2-F**  
- File alphabetical by location and name

#### 5.02.04 Building Space

5.02.04.1 Building Space Requests (05.204.10) (contains folders for each unit) **U-F, all U-V**  
- File chronological by FY

5.02.04.2 Space Utilization Reports & Building Use Reports/Registers(05.226.10)

5.2.4.2.1. Facility Use Guidelines (contains folders for each unit) **U-F all U-V**

5.02.04.3 Facilities Reservation Logs (05.225.10)(contains folders for each unit)  
**U-F all U-V**

5.02.05 Certificate of Destruction of Property (05.206.10) (Contains folder for each unit) **U2-F**  
- File by item number, and name

5.02.06 Damage Reports (05.225.10) (Contains folder for each unit) **U2-F**

#### 5.02.07 Equipment

5.02.07.1 Equipment History (05.208.10)

5.02.07.1.1 Computer History (Contains folder for each unit) **U2-F**

Units may include the following:

(a) Computer Maintenance and Repair Records

(b)Computer Configurations (Packing slips)

5.02.07.2 Equipment Inventory Detail Report Form (05.209.10) (Contains folder for each unit) **U1-F**

5.02.07.3 Equipment Manuals (05.210.10)  
- File alphabetical

5.02.07.3.1 Computer Manuals (Contains folder for each unit) **U-F**

5.02.07.3.2 Other Manuals(Contains folder for each unit) **U-F**

5.02.07.4 Equipment Warranties (05.211.10)  
- File alphabetical by name of equipment

- 5.02.07.4.1 Computer Warranties (Contains folder for each unit) **U-F**
- 5.02.07.4.2 Other Warranties (Contains folder for each unit) **U-F**
- 5.02.08 Supply and Repair Estimates(05.212.10) (Contains folder for each unit) **U1-F**
  - File by FY and alphabetical by name
- 5.02.09 Inventory
  - 5.02.09.01 Annual Physical (05.213.10)
    - File chronological by FY
    - 5.02.09.01.1 Certification of annual inventory- SPA **PROP-F**
    - 5.02.09.01.2 Certification of Annual Inventory
      - 5.02.9.1.2.1 TAES (Contains folder for each TAES unit)**U1-V, PROP-F**
      - 5.02.9.1.2.2 TAEX (Contains folder for each TAEX unit)**U1-V, PROP-F**
      - 5.02.9.1.2.3 TFS **TFS**
      - 5.02.9.1.2.4 VMDL **U1-V, PROP-F**
    - 5.02.09.01.3 Completed Certified Annual Inventory
      - 5.02.9.1.3.1 TAES (Contains folder for each TAES unit) **U1-V, PROP-F**
      - 5.02.9.1.3.2 TAEX (Contains folder for each TAEX unit) **U1-V, PROP-F**
      - 5.02.9.1.3.3 TFS
      - 5.02.9.1.3.4 VMDL **U1-V, PROP-F**
    - 5.02.09.01.4 Correspondence/notes/instructions (Contains folder for each unit) **U1-F, PROP-F**
    - 5.02.09.01.5 Miscellaneous (Contains folder for each unit) **U1-F**
    - 5.02.09.01.6 Inventory Reconciliations **PROP-F**
  - 5.02.09.02 Equipment Location Documents (05.213.10)
    - 5.02.09.02.1 Property Used Away From Assigned Location (Contains folder for each unit) **U1-F**

5.02.09.02.2 Requests to relocate asset forms (Contains folder for each unit) **U1-V, PROP-F**

5.02.09.03 Equipment Removed from Inventory (05.214.10)  
- File chronological by FY

5.02.09.03.1 Transfer forms (Contains folder for each unit) **U1-V, PROP-F**

5.02.09.03.1.1 TAES (Contains folder for each TAES unit) **U1-V, PROP-F**

5.02.09.03.1.2 TAEX (Contains folder for each TAEX unit) **U1-V, PROP-F**

5.02.09.03.1.3 TFS **TFS**

5.02.09.03.1.4 VMDL **U1-V, PROP-F**

5.02.09.03.2 Deletion Requests (Contains folder for each unit) **U1-V, PROP-F**

5.02.09.03.2.1 TAES (Contains folder for each TAES unit) **U1-V, PROP-F**

5.02.09.03.2.2 TAEX (Contains folder for each TAEX unit) **U1-V, PROP-F**

5.02.09.03.2.3 TFS **TFS**

5.02.09.03.2.4 VMDL **U1-V, PROP-F**

5.02.09.03.3 Requests to Sell (Contains folder for each unit) **U1-V, PROP-F**

5.02.09.03.3.1 TAES (Contains folder for each TAES unit) **U1-V, PROP-F**

5.02.09.03.3.2 TAEX (Contains folder for each TAEX unit) **U1-V, PROP-F**

5.02.09.03.3.3 TFS **TFS**

5.02.09.03.3.4 VMDL **U1-V, PROP-F**

5.2.09.03.4 Equipment Sold (Contains folder for each unit) **U1-V, PROP-F**

5.02.09.03.4.1 TAES (Contains folder for each TAES unit) **U1-V, PROP-F**

5.02.09.03.4.2 TAEX (Contains folder for each TAEX unit) **U1-V, PROP-F**

5.02.09.03.4.3 TFS **TFS**

5.02.09.03.4.4 VMDL **U1-V, PROP-F**

5.02.09.04 Inventory System Update Listing (05.215.10)

5.02.09.04.1 TAES (Contains folder for each TAES unit) **U1-V, PROP-F**

5.02.09.04.2 TAEX (Contains folder for each TAEX unit) **U1-V, PROP-F**

5.02.09.04.3 TFS **TFS**

5.02.09.04.4 VMDL **U1-V, PROP-F**

5.02.09.05 Lost and Stolen Property Report (05.216.10)- File chronological by FY

5.02.09.05.1 TAES (Contains folder for each TAES unit) **U1-V, PROP-F**

5.02.09.05.2 TAEX (Contains folder for each TAEX unit) **U1-V, PROP-F**

5.02.09.05.3 TFS **TFS**

5.02.09.05.4 VMDL **U1-V, PROP-F**

5.02.09.06 Livestock Inventory (05.213.10) (Contains folder for each unit having livestock) **U1-V, PROP-F**

5.02.09.07 Inventory Number Assignment and Tracking (05.208.10) (Contains folder for each unit) **U1-V, PROP-F**

5.2.09.08 Reclassification/Adds/Gifts (05.222.10)

5.02.09.08.1 Reclassification

5.02.09.08.1.1 TAES (Contains folder for each unit) **U1-V, PROP-F**

5.02.09.08.1.2 TAEX (Contains folder for each unit) **U1-V, PROP-F**

5.02.09.08.1.3 TFS **TFS**

5.02.09.08.1.4 VMDL **U1-V, PROP-F**

5.02.09.08.2 Adds

- 5.02.09.08.2.1 TAES (Contains folder for each unit) **U1-V, PROP-F**
- 5.02.09.08.2.2 TAEX (Contains folder for each unit) **U1-V, PROP-F**
- 5.02.09.08.2.3 TFS **TFS**
- 5.02.09.08.2.4 VMDL **U1-V, PROP-F**
- 5.02.09.08.3 Gifts
  - 5.02.09.08.3.1 TAES (Contains folder for each unit) **U1-V, PROP-F**
  - 5.02.09.08.3.2 TAEX (Contains folder for each unit) **U1-V, PROP-F**
  - 5.02.09.08.3.3 TFS **TFS**
  - 5.02.09.08.3.4 VMDL **U1-V, PROP-F**
- 5.02.09.09 Facilities Inventory (05.229.10)
  - 5.02.09.09.1 TAES (Contains folder for each TAES unit) **U1-V, PROP-F**
  - 5.02.09.09.2 TAEX (Contains folder for each TAEX unit) **U1-V, PROP-F**
  - 5.02.09.09.3 TFS **TFS**
  - 5.02.09.09.4 VMDL **U1-V, PROP-F**
- 5.02.09.10 Real Property (05.230.10)
  - 5.02.09.09.1 TAES (Contains folder for each TAES unit) **U1-V, PROP-F**
  - 5.02.09.09.2 TAEX (Contains folder for each TAEX unit) **U1-V, PROP-F**
  - 5.02.09.09.3 TFS **TFS**
  - 5.02.09.09.4 VMDL **U1-V, PROP-F**
- 5.02.10 Service Orders (05.218.10) (Contains folder for each unit) **U1-F**
- 5.02.11 Supply Usage Records (05.219.10) (Contains folder for each unit) **U1-F**
- 5.02.12 Surplus Property Sale (05.220.10) (Contains folder for each unit) **U1-F**
- 5.02.13 Energy Management Reports (05.221.10) (Contains folder for each unit) **U1-F**

## 5.03 Purchasing

### 5.03.1 Certificates of Insurance (05.508.10) **EV-V**

- file alphabetical by vendor name

### 5.03.2 Purchasing Card (04.204.10) (Contains folder for each unit) **U1-V**

Filed by agency, department, alphabetical by cardholder

### 5.03.3 Purchasing Documents (05.304.10)

Filed by agency, FY, sequentially by PO number

#### 5.03.3.1 Purchase Orders

##### 5.03.3.1.1 General Purchase Orders (contains folders for each unit) **U1-V**

##### 5.03.3.1.2 Renewable Purchase Orders (contains folders for each unit) **U1-V**

#### 5.03.3.2 Master Orders **U1-V**

#### 5.03.3.3 Bids **U1-V**

#### 5.03.3.4 Requisition

##### 5.03.3.4.1 Requisitions with numbers (contains folders for each unit) **U1-V**

##### 5.03.3.4.2 Manual Requisitions (contains folders for each unit) **U1-V**

#### 5.03.3.5 Cancelled Orders (contains folders for each unit) **U1-V**

### 5.03.4 Purchase Logs (05.305.10)

#### 5.03.4.1 Purchase Order Log (contains folders for each unit) **U1-F**

#### 5.03.4.2 Bid Log (contains folders for each unit) **U1-F**

### 5.03.5 Conflicts of Interest (05.304.10) (contains folders for each unit) **U1-F**

### 5.03.6 Purchasing Contracts (05.304.10)

#### 5.03.6.1 State **U1-V**

#### 5.03.6.2 TXMAS **U1-V**

#### 5.03.6.3 Group **U1-V**



5.03.6.4 Member Shared Contracts **U1-V**

5.03.6.5 TFS **U1-V (TFS only)**

#### 5.04 Safety

5.04.01 Accident Reports – Individual (05.400.10) (contains folders for each unit) **U2-V**  
- File by Employee name (Last, First, MI)

5.4.02 Frequency Reports (contains folders for each unit) **U2-V (Deleted)**

5.04.03 Workers Compensation Claim Files (05.401.20) (contains folders for each unit) **U2-V**  
- File by Employee name (Last, First, MI) Include DWC-1, DEC-3, DWC-6, Status reports, status of claim reports, and all other information associated with the injury)

5.04.04 Crisis Management Plans (05.402.10) (folder for each off-campus unit) **U-F, EV-V by unit**  
- File alphabetical by unit, then chronological

5.04.05 Inspection Records (05.403.10)

5.04.05.1 Fire Inspections (Contains folder for each unit) **U-F**  
- File chronological

5.04.05.2 Safety Inspections (Contains folder for each unit) **U-F**  
- File chronological

5.04.06 Hazardous Materials Training Records (05.405.10) (Contains folder for each unit) **U2-F**

5.04.07 Hazardous Communications Plan (05.406.10) (contains a general plus folders for each unit)  
**U-F**

5.04.08 Unit Chemical Lists (05.407.10) (Contains folder for each unit) **U-F**

5.04.09 MSDS Sheets (05.408.10) **EV-V**

5.04.10 Visitor Control Records (05.409.10) (contains folders for each unit) **U2-F**

5.04.11 Security Access Rosters (05.410.10) (Contains folder for each unit) **U2-F**

5.04.12 Driver Safety Education (03.116.10) (Contains folder for each unit) **U2-F**

#### 5.05 Telecommunications

5.05.1 Billing Detail (05.500.10) (Contains folder for each unit) **U1-F**

- 5.05.2 Long Distance Log (05.501.10) (Contains folder for each unit) **U1-F**
- 5.05.3 Activity Reports (05.502.10/5.503.10) (Contains folder for each unit) **U1-F**
- 5.05.4 Disputed Call Documentation (05.505.10) (Contains folder for each unit) **U1-F**

## 5.06 Vehicles & Parking

- 5.06.1 Inspection, Repair, Maintenance Records (05.602.10)
  - 5.06.1.1 TAES (Contains folder for each unit) **U1-F**
  - 5.06.1.2 TCE (Contains folder for each unit) **U1-F**
  - 5.06.1.3 TFS **U1-F**
  - 5.06.1.4 VMDL **U1-F**
- 5.06.2 License and Driver Records Checks (05.603.10) (Contains folder for each unit) **U2-F**
- 5.06.3 Mileage Reports (05.604.10)
  - 5.6.3.1 TAES (Contains folder for each unit) **U1-F**
  - 5.6.3.2 TCE (Contains folder for each TCE unit) **U1-V, FLET-F, CASH-V**
- 5.06.4 Monthly Use Report (05.604.10)
  - 5.6.3.2 TAES (Contains folder for each unit) **U1-F**
  - 5.6.4.2 TCE (Contains FY and Monthly folders for all TCE) **U1-V, FLET-F, CASH-V**
- 5.06.5 Vehicle Titles and Registrations (05.605.10) (Contains folder for each unit) **U1-F**
- 5.06.6 Parking Records (05.607.10) (Contains folder for each unit) **U1-F**
- 5.06.7 Accident Reports (05.700.10) (Contains folder for each unit) **U1-F**

## 5.07 HUB

- 5.07.1 HUB Reports
  - 5.07.1.1 Unit Reports (04.50310) (Contains folder for each unit) **U1-F**
    - File by agency, FY, unit, & month

5.07.1.2 Agency reports (04.503.10)  
- file by agency, FY, title, date

5.7.1.2.1 TAES **HUB-F**

5.7.1.2.2 TCE **HUB-F**

5.07.2 Vendor/HUB Expos (04.503.10) **HUB-F**  
- file by FY and date

5.07.3 HUB – Other (04.503.10) **HUB-F**

5.08 Real Estate Records (05.800.10)

5.08.1 General **U2-F**

5.08.2 Easements **U2-F**

5.09 AgriLife research Director’s Office Legal Files (Real Property)

5.10 AgriLife Extension Director’s Office Legal Files (Real Property)

## **File Plan Section 6.0 – Student Records**

6.1 Admissions Data/Documents

6.1.1 Documents for Applicants Who Do Not Enter (06.100.10) (contains folder for each department) **U3-F**

6.1.1.1 General (contains folder for each department) **U3-F**

6.1.1.2 Transcripts (contains folder for each department) **U3-F**

6.1.2 Documents for Applicants Who Enter (06.100.20)

6.1.2.1 General (contains folder for each department) **U3-F**

6.1.2.2 Transcripts (contains folder for each department) **U3-F**

6.1.3 Letters of Recommendation (06.101.10) (contains folder for each department) **U3-F**

6.1.4 Recruitment Materials (06.102.10)

6.1.4.1 General for Applicants Who Enter (contains folder for each department) **U3-F**

6.1.4.2 Veterans (contains folder for each department) **U3-F**

6.1.4.3 County Extension Agents (contains folder for each department) **U3-F**

6.1.4.4 Extension Intern Program (contains folder for each department) **U3-F**

6.1.5 Scholarship Applications and Records (06.103.10) (contains folder for each department) **U3-F**

## 6.2 Registrations and Records Data/Documents

6.2.1 Academic Records (06.200.10) (contains folder for each department) **U3-F**

6.2.2 Advanced Placement Records (06.230.10) (contains folder for each department) **U3-F**

6.2.3 Applications for Admission or Readmission (Accepted) (06.205.10) (contains folder for each department) **U3-F**

6.2.4 Changes of Course (Add/Drop) (06.207.20) (contains folder for each department) **U3-F**

6.2.5 Change of Grade Form (06.208.10) (contains folder for each department) **U3-F**

6.2.6 Class Lists (06.209.20) (contains folder for each department) **U3-F**

6.2.7 Correspondence relevant to Students' Registration and Data Documents (06.211.10) (contains folder for each department) **U3-F**

6.2.8 Course Inventory Data File (06.212.10) (contains folder for each department) **U3-F**

6.2.9 Degree Audit Records (6.216.10) (contains folder for each department) **U3-F**

6.2.10 Foreign Student Forms (06.221.10) (contains folder for each department) **U3-F**

6.2.11 Grade Reports (06.222.10) (contains folder for each department) **U3-F**

6.2.12 Graduation Lists (06.223.10) (contains folder for each department) **U3-F**

6.2.13 Name Change Authorizations (06.227.10) (contains folder for each department) **U3-F**

6.2.14 Tuition and Fee Charges (06.234.10) (contains folder for each department) **U3-F**

## 6.3 Certification Data/Documents

6.3.1 Class Rolls – Certification (06.300.10) (contains folder for each department) **U3-F**

## 6.4 Other Student Related Records

6.4.1 Student Activities and Organizations (06.603.10) (contains folder for each department)  
**U3-F**

6.4.2 Instructional Materials (06.60510) (contains folder for each department) **U3-F**

## **File Plan Section 7.0 – Agency Program Records**

### 7.01 Research General

7.01.2 Animal Use Protocols – General

7.02.2 Institutional Review Board (Human Subject Research)

7.02.3 Letters of Support for Research

### 7.02 OTSC – **OTSC-F**

#### 7.02.1 Registration Files

##### 7.02.1.1 Active Firms

7.02.1.1.1 Applications

7.02.1.1.2 Labels

7.02.1.1.3 Product Registration Forms

7.20.1.1.4 Misc Forms

##### 7.02.1.2 Canceled Firms

7.0.1.2.1 Applications

7.02.1.2.2 Labels

7.02.1.2.3 Product Registration Forms

7.02.1.2.4 Misc Forms

#### 7.02.2 Compliance

##### 7.2.2.1 Sample Files (07.703.10)

- File by sample, include sample receipt forms, lab analysis results, and correspondence related to sample

7.02.3 Field Files  
- File by FY then by project

7.02.4 Resource Management Files

7.02.5 Laboratory Files (07.703.10)  
- File by FY and sample

7.03 4-H Program **FOUR-F**

7.03.1 AAP

7.03.1.1 County Plans and map

7.03.1.1.1 Original

7.03.1.1.2 Revision

7.03.1.1.3 Form 10

7.03.1.1.4 ES-237 (contains folders for each County) **FOUR – F, D-F, CO-V**

7.03.2 Volunteer Information

7.03.2.1 Volunteer Leaders Association Delegate List (contains folders for each County) **FOUR – F, D-F, CO(1)-F**

7.03.2.2 Volunteer Leaders Association By-Laws (contains folders for each County) **FOUR – F, D-F, CO(1)-F**

7.03.2.3 Volunteer Leaders Association Minutes (contains folders for each County) **FOUR – F, D-F, CO(1)-F**

7.03.2.4 Volunteer Leaders – confidential applications (contains folders for each County) **FOUR – F, D-F, CO(1)-F**

7.03.2.5 Volunteer Leaders – background check forms / releases (contains folders for each County) **FOUR – F, D-F, CO(1)-F**

7.03.2.6 Volunteer Leaders – background check results

7.03.3 4-H Information

7.03.3.1 4-H Council Delegate Lists (contains folders for each County) **FOUR – F, D-F, CO(1)-F**

7.03.3.2 4-H Council By-Laws (contains folders for each County) **FOUR – F, D-F, CO(1)-F**

7.03.3.3 4-H Charter (contains folders for each County) **FOUR – F, D-F, CO(1)-F**

- 7.03.4 List of Donors and Key Supporters
- 7.03.5 Event registrations (contains folders for each County) **FOUR – F, D-F, CO(1)-F**
- 7.03.6 4-H Center Health Releases
- 7.03.7 Insurance Documentations and Claims (contains folders for each County) **FOUR – F, D-F, CO(1)-F**
- 7.04 Better Living for Texas Program Information **BLTX - F**
- 7.05 Family Development Resource Management Programs
- 7.06 TALL Programs
- 7.07 V.G. Young Institute of County Government Programs
  - 7.08.01 – Continuing Education Forms
- 7.08 Wildlife Services Programs
- 7.09 Foundation Seed Service Programs
- 7.10 Expanded Nutrition Programs
- 7.11 ANRP Internship Program
- 7.12 Extension Program Specialist – Program Materials **Specialists-F for their area**
  - File alphabetical by general subject matter, then alphabetical by title
- 7.13 Extension Programs – Region, District and County
  - 7.13.1 Attendance rosters (contains folders for each Extension Unit & County) **U-F**
  - 7.13.2 Agendas and minutes (contains folders for each Extension Unit & County) **U-F**
  - 7.13.3 Flyers and notices (contains folders for each Extension Unit & County) **U-F**
  - 7.13.4 Training materials (contains folders for each Extension Unit & County) **U-F**
  - 7.13.5 Mailing lists (contains folders for each Extension Unit & County) **U-F**
  - 7.13.6 Event specific waivers and releases (contains folders for each Extension Unit & County) **U-F**
- 7.14 Program Development
  - 7.14.1 EPC
  - 7.14.2 Evaluations
- 7.15 Texas Community Futures Forum (TCFF)

7.16 Mentoring Program – Texas Cooperative Extension

- 7.16.1 Trained mentors
- 7.16.2 Mentor assignments
- 7.16.3 Travel - Mentor
- 7.16.4 Correspondence
- 7.16.5 Evaluations
- 7.16.6 Mentor Guides

7.17 Extension Education Clubs

7.18 Military Programs

7.19 Program Development – Other

7.20 AgriLife Risk Management & Compliance

- 7.20.01 Risk & Compliance Program
- 7.20.02 Risk Management Matrix
- 7.20.03 FCOI Documents
- 7.20.04 International Travel Questionnaires/Acknowledgements
- 7.20.05 Export Controls
- 7.20.06 Animal Research Compliance
- 7.20.07 Biosafety research Compliance
- 7.20.08 Human Subjects Compliance
- 7.20.09 Extreme Risk Travel/Safety Plans

7.21 Youth Camps/Programs

- 7.21.1 Camps/Programs general
- 7.2.1.2 Risk Assessments
- 7.2.1.3 Youth Health releases/Forms
- 7.2.1.4 Volunteer Job Descriptions
- 7.2.1.5 Volunteer Background Checks
- 7.2.1.6 Volunteer Child Protection Training Records

7.22 TFS Archives

7.23 Innovation Management Projects

8.00 Trash Folder (Contains folder for each unit) (not a records series folder – but a numbered folder) **U-F**

Auditor – (Various folders used for copies of documents for auditor access)

Unit Codes

Work in Progress – Benefits



Work in Progress – Budget 2013  
Work in Progress – Budgets  
Work in Progress – Cash Management  
Work in Progress – Cash Management – OSRS  
Work in Progress – Compliance  
Work in Progress – Contracts & Grants  
Work in Progress – County  
Work in Progress – County Fiscal  
Work in Progress – Disbursements - OSRS  
Work in Progress – Disbursements - TAES  
Work in Progress – Disbursements – TCE  
Work in Progress – Disbursements - VMDL  
Work in Progress – Document Management  
Work in Progress – FAMIS  
Work in Progress – Fleet  
Work in Progress – HR  
Work in Progress – HR Confidential  
Work in Progress – IMRT  
Work in Progress – Inventory  
Work in Progress – Mail  
Work in Progress – OSRS  
Work in Progress – Payroll  
Work in Progress – Purchasing  
Work in Progress – Purchasing-OSRS  
Work in Progress – Safety  
Work in Progress – Signature Cards  
Work in Progress – TCE  
Work in Progress – Training  
Work in Progress – Travel – TAES  
Work in Progress – Travel – TCE  
Work in Progress – Travel VMDL  
Work In Progress – Unit Folders (folder for each unit)  
Work in Progress – WCI (Workers' Compensation)

Recycle Bin – UA can see documents he/she have deleted for 60 days