

UTRRS 8.0 Departmental Personnel Records

UT Item	State Item	Series Title	Records Description	Retention Code	Years	AC Definition	Archival	Remarks	Legal Citation
AALL191	3.1.001	Applications for Employment (Not Hired)	This series may include applications, resumes, transcripts, letters of interest, letters of reference, vitae, writing samples, portfolios, and similar documents or materials that candidates are required to submit as part of the application process.		2			Refer to AALL205 (staff) or AALL206 (faculty) selection records. ADA accommodation requests by applicants are retained by Human Resources; refer to HR199. Documents created prior to or external to Workday must be retained by the department or uploaded to Workday for retention.	29 CFR 1602.49(a)
AALL193	3.1.002	Applications for Employment (Hired)	This series may include applications, resumes, transcripts, letters of interest, letters of reference, vitae, writing samples, portfolios, and similar documents or materials that candidates are required to submit as part of the application process.	AC	5	AC = Last date of employment		Refer to AALL205 (staff) or AALL206 (faculty) selection records. ADA accommodation requests by applicants are retained by Human Resources; refer to HR199. Documents created prior to or external to Workday must be retained by the department or uploaded to Workday for retention. These application materials may be retained as part of the employee folder, AALL207 (staff) or AALL209 (faculty).	29 CFR 1602.49(a)
AALL195	12.1.000	Visiting Scholars, Researchers, and Postdoctoral Fellows	Includes application and employment records held in the department for scholars, researchers, and postdoctoral fellows, and related documentation and correspondence. Records in this series must include records that are not held in Workday or by Texas Global or the Provost, and may include records listed elsewhere in this schedule with the same or shorter retention requirements.	AC	5	AC = Last date of appointment		Refer to AALL191 for applications for scholars, researchers, and postdoctoral fellows who apply but are not appointed. If university employment continues after appointment, these records are retained as part of AALL207 departmental employee folder or AALL209 faculty files.	
AALL197	3.1.012	Job Opportunity Announcements	Internal announcements of job openings at the institution for staff or student employees.		2			Documents created prior to or external to Workday must be retained by the department or uploaded to Workday for retention. Refer to AALL206 for faculty job opportunity announcements and to AALL204 for job advertisement materials.	29 CFR 1602.49(a)
AALL198.1	3.1.040a	Employee Alcohol and Controlled Substance Prevention Program Testing and Screening Records – Positive Results and Calibration and Program Records	This series documents the university's alcohol misuse and controlled substances use prevention programs. Includes records of employee alcohol test results indicating an alcohol concentration of 0.02 or greater; records of employee verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; employee evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; and a copy of		5				49 CFR 382.401; 49 CFR 382.403 for commercial motor vehicle drivers; UT Austin HOP 5-1150

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AALL198.2	3.1.040b	Employee Alcohol and Controlled Substance Prevention Program Testing and Screening Records – Collection Records	Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices).		2			Refer to AALL198.1 for calibration documentation.	49 CFR 382.401; UT Austin HOP 5-1150
AALL198.3	3.1.040c	Employee Alcohol and Controlled Substance Prevention Program Testing and Screening Records –	Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.		1				49 CFR 382.401; UT Austin HOP 5-1150
AALL199	3.3.000	Reduction in Force Records		AC	1	AC = Date a specific reduction in force notice is		Notification to an individual employee is retained as part of the department personnel folder, AALL207.	
AALL202	3.1.013	Employment Contracts	This series documents executed, renewed, or amended employment contracts for staff, including written offer letters, signed agreements, and performance bonds.	AC	7	AC = Fulfillment, expiration, or termination of the instrument according to its terms		The Office of the Executive Vice President and Provost retains faculty contracts as part of EVP201 faculty files. CAUTION: Employee contracts that are not retained in Workday or by the Provost are retained by the department according to retention requirements in this series. If contracts are retained as part of department personnel records, AALL207 (staff) or AALL209 (faculty), the entire employee file must be retained for 7 years rather than 5 after the last day of employment.	TGC 441.1855
AALL204	3.3.033	Employment Recruitment Program Records	This series documents the efforts of the university, colleges, schools, and units to recruit faculty and staff. Records may include but are not limited to: recruitment plans, prospects lists, copies of advertisements in external publications, direct mail pieces, promotional email or literature, and similar material used to recruit		3			Includes recruitment plans that cover employee diversity. This does not include recruitment records for individuals; refer to AALL205 (staff) or AALL206 (faculty). Refer to AALL197 (staff) or AALL206 (faculty) for job announcements, and to AALL476 for advertisement payment records.	
AALL205	3.1.014	Employment Selection Records	The series documents selection records for job applicants. Records in this series include: notes of interviews with candidates, questions asked of applicants, materials presented by candidates as part of interview process, audio and videotapes of job interviews, aptitude and skills tests results, pre-employment checks, and all other records that document the selection process.	AC	3	AC = Date of hiring decision		Refer to AALL206 for faculty selection records. Refer to AALL191 or AALL193 for job application materials, AALL197 for job opportunity announcements, and to AALL204 for promotional materials for recruiting. CAUTION: Records for the selected candidate must be transferred to the department employment folder, AALL207. This does not include background checks; refer to AALL230.	29 CFR 1602.49(a)

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AALL206	3.1.000	Faculty Recruiting and Selection Records	This series documents efforts of the university, colleges, schools, and programs to recruit and hire faculty. Records in this series include faculty job opportunity announcements for tenure-track and non-tenure-track faculty positions, notes of interviews with candidates, questions asked of applicants, materials presented by candidates as part of interview process, audio and videotapes of job interviews, pre-employment checks,	AC	5	AC = After position posted		Refer to AALL191 or AALL193 for job application materials, and to AALL204 for advertisement materials for recruiting. Records for the selected candidate must be retained according to AALL209 or EVP201 for faculty files. This does not include background checks; refer to AALL230.	
AALL207	3.1.000	Departmental Employee Folder – Staff	This series documents records for employees held in the department. Records in this series must include personnel records that are not in Workday, and may include records listed elsewhere in this schedule with the same or shorter retention requirements.	AC	5	AC = Last date of employment		CAUTION: Medical information must be stored separately from non-medical records and be kept confidential; this includes ADA documentation. Refer to AALL209 for faculty employment records and to AALL195 for visiting scholar, researcher, and postdoctoral fellow records. Student employment records may be retained here or as part of AALL358. Refer to AALL208 for biographical information. NOTE: Records listed elsewhere in this schedule with the same retention (e.g., AALL193 applications for employment - hired) or shorter retention (e.g., AALL214 performance evaluations) may be retained here or as part of the appropriate series. Records with longer retention (e.g., AALL202 employee contracts) or that require archival review or transfer (e.g., AALL208 biographical information) must be held in accordance with the correct series.	29 CFR 1602.49(a); UT Austin HOP 5-9995
AALL208	11.1.014	Biographical Information – Faculty and Staff	This series documents university faculty and staff biographical information that may be used to respond to media enquiries or to capture records of historical importance to the university about its members. Records in this series may include but are not limited to: newspaper clippings, photographs, pamphlets, ephemera, published and unpublished biographical sketches, vitae, areas of expertise, photographs, personal history data sheets, newspaper clippings, retirement notices, funeral programs, obituaries, and related	AV			○	This does not refer to biographical information in Workday.	

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AALL209	12.1.001	Faculty Files	This series documents employment and appointment records for faculty and emeriti. Records may include but are not limited to: hiring and selection documents; appointment and compensation information; leave records; teaching, research, and administrative assignments; curriculum vitae (CV); reports and documentation relating to: advising, service, teaching, research, awards, and publications; faculty activity reports; records of imposed disciplinary actions; and similar documentation and related correspondence, including materials gathered to support faculty promotion and tenure records.	AC	5	AC = Last date of appointment		CAUTION: Medical information must be stored separately from non-medical records and be kept confidential; this includes ADA documentation. Refer to AALL195 for visiting scholar, researcher, or postdoctoral fellow records and AALL207 for staff files. Refer to AALL208 for faculty biographical information. Records in this series must include personnel records that are not in Workday and may include copies of records held by the Office of the Executive Vice President and Provost that are administratively valuable to the department. NOTE: Records listed elsewhere in this schedule with the same or shorter retention may be retained here. Records with longer retention or that require archival review or transfer must be held in accordance with the correct series.	29 CFR 1602.49; 29 CFR 1602.49(a)
AALL210	16.5.000	Volunteer Records	Provides a record of volunteers who donate their time to work for the university. Records include applications, agreements, and records that demonstrate the time a volunteer or unpaid intern spent participating in and contributing to a university activity, project, or event, including the time and date for when an individual is on university property. Records may be timesheets listing the dates, hours, and locations worked; an in/out log for the department; or other tracking mechanism which suits	AC	4	AC = Last date of volunteer activity for a specific activity, project, or event		Refer to AALL426 for volunteers with UT-sponsored youth camps and programs and to UCD007 for volunteers with the child development center.	TGC 2109; Texas Education Code 51.937; Attorney General Opinion No. DM-457 (1997); Civil Practices and Remedies Code 104.001(1), (5)
AALL211	13.2.000	Membership Registration and Information Records	Payments by a department for professional organizations and other memberships for department employees.	AC	4	AC = Expiration of membership term			
AALL212	3.1.018	Staff Grievance Records	This series documents complaints and grievances brought forward by classified, administrative, and professional staff against the institution pertaining to their conditions of work. Such conditions include wages, hours, or any other matters related to the employer-employee relationship. Records include: notices of grievance; informal discussion notes; grievance responses; formal hearing notes, including audio tapes; final summary statements; settlement agreements; appeals documentation; and related documentation and	AC	2	AC = Final disposition of grievance		CAUTION: The grievance and all decisions or responses relating to it shall be retained as part of the employee's departmental personnel file, per HOP 5-2430. If subject to litigation, refer to AALL079. If mediated informally, refer to OMB001 or HR001. Refer to GFO001 for faculty grievances and to AALL315 for graduate and undergraduate student grievances. CAUTION: Does not include formal complaints filed with the Equal Employment Office (EEO) of the U. S. Department of Labor; refer to EOS297.	UT Austin HOP 5-2430

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AALL214	3.1.019	Annual Performance Evaluations	Annual performance evaluations or performance appraisals held with classified, administrative, professional, and student employees to assess their performance.		3			These records may be retained as part of the employee personnel folder, AALL207 (staff) or AALL209 (faculty). Refer to AALL219 for supervisor's notes related to informal coaching.	29 CFR 1620.32(c)
AALL216	3.1.020	Personnel Corrective Action Documentation	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance. Records in this series document efforts to make an employee aware of the need to change or improve work performance or conduct such as Performance Improvement Plans (PIP) and related documentation and correspondence.	AC	5	AC = End of corrective action or matter closed		If any records in this series are used to document and support personnel disciplinary actions, the documentation must be retained as part of AALL218. Refer to AALL219 for supervisor's notes related to informal coaching.	
AALL218	3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those actions which may affect pay, status, or employment. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the institution, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. This series includes documents assembled for the hearing; disciplinary hearing or resolution documents; records of the subsequent imposition of disciplinary penalties or decisions, including cause for demotion, suspension, or dismissal; reasons for failure to give written notice of resignation; responses to the disciplinary action, including favorable or unfavorable communication; evidence of employee self-improvement	AC	5	AC = Last date of employment		CAUTION: Disciplinary action records must be retained as part of the employee's departmental personnel file; refer to AALL207 (staff) and AALL209 (faculty).	29 CFR 1602.49(a); UT Austin HOP 5-2420 and 2-2310
AALL219	1.1.057	Supervisor's Notes	Supervisor's notes and files pertaining to employee performance, coaching, recognition, corrective action, discipline, or related topics.	AC	2	AC = End of the annual evaluation period		Supervisor's notes needed as evidence to support employee performance records should be transferred to AALL214 (evaluation), AALL216 (corrective), AALL218 (disciplinary), or AALL234 (recognition). Supervisor's notes that are NOT captured in the preparation of or transferred to employee performance records series CANNOT be used as evidence to support administrative actions or decisions. Supervisor's notes that are not transferred to employee performance records should be securely destroyed when eligible for disposition, and do not require a request to dispose.	

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UT Item	State Item	Series Title	Records Description	Retention Code	Years	AC Definition	Archival	Remarks	Legal Citation
AALL220	3.1.022	Personnel Action Forms	Forms or similar records used to create or change information concerning the records of an employee or group of employees, such as hiring documents, compensation action forms, equity pay action forms, income adjustment authorizations, overtime		2			Action forms created prior to or external to Workday must be retained by the department or added to Workday.	29 CFR 1602.49(a); UT Austin HOP 5-3020 and 5-4010
AALL230	3.1.000	Background Check Release Forms	This series documents background check release forms completed by an applicant or employee for background checks and criminal histories reports.		2			CAUTION: If an applicant was not hired or an employee was terminated or disciplined as the result of a background check, the release form and supporting documentation must be transferred to Human Resources for retention; refer to HR231 for more information. CAUTION: If a department acquires a copy of the background check, it must be destroyed immediately after a decision has been made. HR retains the master records for background check reports.	Fair and Accurate Credit Transactions Act of 2003 (FACTA Public Law 108-159); TGC 411.094; UT Austin HOP 5-1140
AALL231	3.1.000	Professional Development Funds and Grant Records	This series documents university programs for criteria-based faculty, staff, and graduate students professional development grants and funds, e.g. faculty travel grants, conference attendance, training funds, etc.	AC	5	AC = Funds granted		Refer to AALL235 for merit-based grants and awards and AAL325 and AALL326 for research-related grants. Refer to AALL279 to manage payment documentation. NOTE: A record of an individual receiving a grant should also be retained as part of the student (AALL358), faculty (AALL209), or staff (AALL207) record.	
AALL232	3.1.027	Training and Educational Achievement Records	Records in this series include compliance training, certificates of completion, conference attendance records, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee.	AC	5	AC = Until superseded, obsolete, or last date of employment or appointment, whichever is later		Training and educational achievement records that are not created in or added to UTLearn must be retained by the department. These records may be retained as part of the employment files for staff (AALL207) or faculty (AALL209) or as part of the departmental student record (AALL358). CAUTION: Licensure and certifications required as a condition of employment may have different retention requirements and should be retained with the appropriate records series in this schedule, if one exists.	
AALL233	3.1.037	Faculty Recognition and Award Records	Records of a faculty member receiving an award, fellowship, honorific, endowed position, commendation, or other recognition from the institution, college, school, or unit or from an external organization as a result of their work as an employee of the institution.	AC	5	AC = Last date of appointment		Refer to AALL235 for award program records and to AALL236 to manage payment documentation. These records may be retained as part AALL209 faculty files.	

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AALL234	3.1.037	Staff Recognition and Award Records	Records of a staff member receiving an award, grant, scholarship, fellowship, honor, commendation, or other recognition from the institution, college, school, or unit or from an external organization as a result of their work as an employee of the institution.	AC	5	AC = Last date of employment		These records may be retained as part of AALL207 employment files. Refer to AALL235 for award program administration records and to AALL236 for management payment documentation.	
AALL235	11.1.003	Recognition Program and History Records	This series documents university programs for selecting faculty, staff, students, and alumni to receive awards, scholarships, fellowships, endowed positions, assistantships, honors, commendations, and grants based on merit or achievement. Records in this series include: award description and history of the award program, eligibility terms and selection criteria, information on funding sources, copies of award notifications sent to awardees, summary lists of awardees, biographical	AC	5	AC = Termination of recognition program	○	ARCHIVES NOTE: Only institutional award programs require archival review. NOTE: Use this series in conjunction with award administration AALL236 and award selection AALL237 records. Records of endowment awardees and funds dispersed must be transferred to the University Development Office; refer to AALL015 gift records for more information.	
AALL236	11.1.000	Recognition Program Administration Records	This series documents processing documentation for award programs that does not pertain to individuals selected or not selected or program history. Records in this series include documentation of money awards paid and related correspondence.		4				
AALL237	11.1.004	Recognition Program Selection Records	This series documents the process of selecting university faculty, staff, students, and alumni to receive awards, scholarships, fellowships, endowed positions, assistantships, honors, commendations, and grants based on merit or achievement. The series may include but is not limited to: lists of all applicants, including those selected or not selected; applications; nomination letters; recommendations; transcripts; letters of award notification or denial; letters accepting or declining awards; demonstration of need documentation; vote		2			Use this series in conjunction with AALL235 for award program and history records and with AALL236 for award administration records. NOTE: Retain information about candidates considered but not selected under this series. NOTE: A record of student, staff, faculty, or alumni receiving an award, honor, or recognition should be retained as part of the recognition series for students (AALL399), faculty (AALL233), or staff (AALL234), or as part of departmental alumni series, AALL375.	

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AALL240	18.3.000	University Faculty and Staff Organizations	This series documents the history, development, policies, and activities of university faculty and staff organizations, which include: UT Staff Council, Retired Faculty and Staff Association, University Resource Groups (URGs), and registered university faculty and staff organizations. Records may include but are not limited to: constitutions and bylaws; websites, newsletters, fliers, brochures, posters, and other publications; annual review forms; annual reports; meeting minutes and supporting documentation; committee, subcommittee, and task-force records; bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; press releases; clippings; social media accounts; and related documentation and	AV			<input type="radio"/>	CAUTION: UT Staff Council monthly meeting, committee, sub-committee, and task-force records are retained in accordance with AALL030 University Committee Records. ARCHIVES NOTE: These records may be evaluated for archival preservation using the disposition process when they no longer have administrative value for the organization, or they may be held indefinitely by the organization. NOTE: Faculty Council is not part of this series. The Office of the General Faculty retains Faculty Council program and administration records in accordance with the GFO-prefix series. However, departments that have Faculty Council memorabilia or promotional materials may use this series for disposition and archival review.	
AALL242	3.1.034	Resumes – Unsolicited	Unsolicited resumes and inquiries about employment or job openings to which the department or unit replies to the sender that the resume or person's name will be kept on file should future job openings occur.	AV				Resumes, whether solicited or unsolicited, that are used in any way in the employment selection process must be retained in accordance with AALL205.	
AALL244	1.1.000	Notary Public Application and Appointment Files	This records series documents the application and appointment files of an employee per 1 TAC 87.44: Qualification by an Officer or State Employee who does not Furnish a Notary Public Bond.	AC	3	AC = Expiration of appointment		NOTE: The Notary Public holds the original certificate and retains control of the records of notarization. If records of notarization are left in a department, they must be retained as state records for three years after the last notarization record and must be produced for open records requests. Records of notarization are not the university's records and will not require authorization for disposition from the RMO.	1 TAC 87.44; 1 TAC 87.51
AALL245	3.1.000	University Charity Programs – Departmental Coordination Records	Coordination of departmental activities related to Hearts of Texas, Longhorn Halloween, Orange Santa, and other UT Austin charity programs.	AC	1	AC = After close of event			
AALL249	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		2				29 CFR 516.6(c)
AALL250	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments. Includes savings bonds.	AC	4	AC = Last date of employment or after amendment, expiration, or termination of			

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AALL251	3.2.003	Federal Tax Records	Includes Wage and Tax Statement Form (W-2), 1098, 1099, Federal Insurance Contributions Act (FICA), and others.	AC	4	AC = Tax due date, date the claim is filed, or date tax is paid, whichever is later			26 CFR 31.6001-1(e)(2)
AALL274	3.3.020	Work Schedules/Assignments	Work, duty, shift, crew, overtime, or case schedules, rosters, or assignments.		1				
AALL279	3.3.023	Reimbursable Requests and Authorizations	Requests and authorizations for work-related activities for which the expenses of the employee are defrayed or reimbursed. Records in this series may include: requests for travel authorizations (RTA) and requests for travel reimbursements (RTR); requests for participation in educational programs, workshops, college classes, or other activities; and related documentation and	FE	3			CAUTION: Departments must retain any original documentation that is required but not submitted to central imaging. CAUTION: Records for sponsored project grant records may require additional retention, per agreement with sponsoring organization. Refer to research-related series.	
AALL281	3.3.024	University Personnel Policies and Procedures	This series documents internally distributed manuals, guidelines, or similar records that define university policies and procedures concerning university personnel. Records in this series include development files and	US	3			Refer to AALL058 for non-personnel university rules, policies, and procedures, and to AALL587 for general office procedures and guides.	
AALL292	3.3.027	Aptitude and Skills Tests	Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US	2			CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated. An applicant's test results must be retained as part of AALL205 employment selection records.	29 CFR 1602.49
AALL294	3.3.030	Training Materials and Training Administration Records	Instructional materials and other records associated with training university members and affiliates on policies, procedures, and rules that govern the institution's programs, services, or projects. Training materials include presentations, user guides, checklists, training matrices,	US	2			Refer to AALL232 for individual staff training records, AALL077 for public-facing guides, AALL587 for office procedures, and AALL683 for hazardous material training records.	
AALL306.1	3.4.006	Time Cards and Time Sheets	Information gathered to account for a person's work and leave.		4			Time sheets created prior or external to Workday must be retained and disposed by the department.	40 TAC 815.106(i)
AALL306.2	12.3.001	Time Cards and Time Sheets – Work-Study Students	This series documents hours worked by work-study student employees. The series is used for payroll purposes and to meet federal requirements for documenting time worked by work-study students. This series may include but is not limited to: Work-Study Time Certificates and referrals, time cards, and time sheets.	AC	3	AC = End of award year for which the aid was awarded and disbursed		Refer to AALL306.1 for all other time cards and time sheets, including those of non-work-study student employees.	34 CFR 668.24(e)(1); 34 CFR 675.19(b)

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AALL307	3.1.041	Requests for Outside Employment	This series documents Requests for Outside Employment forms created outside the UT System Outside Activity Portal, including conflict of interest, conflict of commitment, and outside activities documentation.	AC	5	AC = Termination of contract or end date of agreement		For conflicts of interest related to research, refer to AALL327.	Regents' Rules and Regulations, Section 30104; UT Austin HOP 2-2220, 5-2011, 5-2270, and 7-1210
AALL308	3.4.007	Leave Management Records	This series documents time off or leave requests submitted by employees to use vacation, sick leave, or other leave; the documentation of approvals or denials by supervisors; and departmental documentation of employee sick leave pool requests or approvals by Human Resources; and related reports and		4				
AALL310	3.1.041	Flexible Work Arrangements and Telecommuting Agreements	The records in this series include flexible work arrangement (FWA) and telecommuting forms, requests, and agreements submitted by the employee and either approved or denied by the department.	AC	5	AC = Until superseded, obsolete, or last date of employment, as applicable		Documents created prior to or external to Workday must be retained by the department or uploaded to Workday for retention. These records may be retained as part of departmental employee folder, AALL207.	