



Changes to Texas State Records Retention Schedule (RRS), 5th Edition, 1st Revision

Effective TBD

Note: Only substantial changes (e.g., retention periods, descriptions, legal citations, new series, deleted series) are included on this list; minor amendments to grammar or punctuation are not included.

RSIN	Records Series Title	Description of Change
1.1.013	Calendars, Appointment, and Itinerary Records	Archives Note revised to better identify the top positions in agencies whose calendar may contain archival information.
1.1.038	Surveys and Questionnaires	Title and description revised to broaden applicability of series to all agency stakeholders.
1.1.073	Administrative Hearings	Archives Note added to help agencies identify only those administrative hearings that may require archival review.
1.1.074	Sunset Review Report and Related Documentation	Archives Note added to help agencies identify the correct related documentation for the final Sunset Review Report.
1.1.078	Waivers of Liability	Cross-reference edited to correct error.
1.1.079	Copyright Records	New series to include records from withdrawn series from URRS; records may be applicable to all state agencies.
1.2.011	Record Center Storage Approval Forms (RMD 106)	Series withdrawn. Record is obsolete.
2.1.008	Computer Hardware Documentation	Caution note revised for clarity.
2.1.009	Hardware and Software Technical Documentation	Caution note revised for clarity.

3.1.011	Employee Benefits	Revised description to correct repeated word.
3.1.013a	Employment Contracts – 9/1/2015 and After	Legal citation revised for clarity.
3.1.013b	Employment Contracts – 8/31/2015 and Prior	Legal citation revised for clarity.
3.1.014	Employment Selection Records	Description revised and cross-reference added to new series for Polygraph Examination Results, RSIN 3.1.043.
3.1.043	Polygraph Examination Results	New series added to accommodate longer retention period required by legal citation.
3.3.001a	Affirmative Action Plans – Employees	Revised description to recombine employee and apprenticeship plans. Added AC Definition to match legal citation.
3.3.001b	Affirmative Action Plans – Contractors	Revised title and description to include only contractors and subcontractors to match legal citation. Added AC Definition to match legal citation.
4.7.008a	Grant Records – Awarded	RSIN revised to reflect new subseries for awarded and non-awarded grants.
4.7.008b	Grant Records – Non-Awarded	New series added to create subseries for non-awarded grants.
5.4.003	Inspection Records	Description and AC Definition revised to include fire alarm and drill records.
5.1.001a	Contract Administration Files – 9/1/2015 and After	Legal citation revised for clarity.
5.1.001b	Contract Administration Files – 8/31/2015 and Prior	Legal citation revised for clarity.
5.1.013a	Insurance Policies - 9/1/2015 and After	Legal citation revised for clarity.
5.1.013b	Insurance Policies – 8/31/2015 and Prior	Legal citation revised for clarity.
5.2.003a	Building Plans and Specifications – State Owned	Description revised to fix typographical error.
5.3.007a	Bid Documentation – 9/1/2015 and After	Legal citation revised for clarity.

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5.3.007b	Bid Documentation – 8/31/2015 and Prior	Legal citation revised for clarity.
5.4.003	Safety Inspection Records	Revised title, description, and AC Definition for clarity and to include records from withdrawn RSIN 16.3.025.
5.4.015	Hazardous Materials – Administrative Records	Description and AC Definition revised to include research protocols and use of hazardous and carcinogenic compounds other than asbestos. Added relevant legal citation.
5.6.009	Parking Permits or Assignments	Added cross-reference to RSIN 4.1.009 for payment of parking permit fees.