

# Changes to the Texas State Records Retention Schedule 3<sup>rd</sup> Edition

**Effective June 1, 2005**

**RSIN** – Records Series Item Number

**C** – Changed

**N** – New

For definitions of other abbreviations in this document, see the [Explanation of Codes](#) and [Explanation of Terms](#) on pages viii - x of the *Texas State Records Retention Schedule*.

<b>RSIN</b>	<b>C</b>	<b>N</b>	<b>New Text</b>	<b>Description of Change</b>
1.1.002	X		RETENTION: AC + 7	RETENTION increased to AC+7.
1.1.004	X		ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	Removed ARCHIVES NOTE from DESCRIPTION and moved to COMMENTS field.
1.1.007	X		DESCRIPTION: Incoming/outgoing and internal correspondence pertaining to the ...  ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.  CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule...	In DESCRIPTION, removed "in any format." Added ARCHIVES NOTE. In the CAUTION, "In this schedule" changed to "on the agency's approved schedule".
1.1.013	X		TITLE: Calendars, Appointment and Itinerary Records  DESCRIPTION: Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.  ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods.	TITLE changed for clarification. DESCRIPTION changed for clarification. ARCHIVES NOTE added for clarification of archival requirements.
1.1.019	X		TITLE: Public Relations Records  DESCRIPTION: News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	TITLE changed to be more inclusive. DESCRIPTION changed to be more inclusive and added "electronic."
1.1.020	X		TITLE: Public Information Requests - Not Exempted	TITLE changed.



RSIN	C	N	New Text	Description of Change
1.1.021	X		TITLE: Public Information Requests – Exempted  DESCRIPTION: Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code). COMMENTS: AC = Date of notification that records are exempt.	TITLE changed. DESCRIPTION clarified. COMMENTS: AC definition changed to match title.
1.1.024	X		ARCHIVES NOTE: Data processing planning records are not archival.	ARCHIVES NOTE added.
1.1.025	X		Records Series Item Number changed to 1.1.070 and 1.1.071.	Records series is now divided between final product and working files. 1.1.025 will no longer be used.
1.1.038	X		DESCRIPTION: Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.  RETENTION: AC + 3	In DESCRIPTION added "and the statistical data maintained." RETENTION changed due to LBB requirements. ARCHIVES: Archival Code removed.
1.1.040	X		TITLE: Speeches, Papers and Presentations  RETENTION: AC = End of term in office or termination of service in a state position.	TITLE changed for clarification. RETENTION changed .
1.1.057	X		DESCRIPTION: Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.	In DESCRIPTION, changed wording slightly.
1.1.058	X		COMMENTS: ARCHIVES NOTE	In COMMENTS, the words "ARCHIVES NOTE" added.
1.1.059	X		RETENTION: AC+2, AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.	RETENTION changed to AC+2 due to §551.104(a) of the Open Meetings Act.
1.1.063	X		TITLE: Staff Meeting Minutes and Notes  DESCRIPTION: Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	In TITLE added "and Notes." In DESCRIPTION, Changed by adding "or notes and supporting documentation.



RSIN	C	N	New Text	Description of Change
1.1.064	X		DESCRIPTION: Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	DESCRIPTION: added "and for performance measures used to manage the agency."
1.1.067	X		ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page viii for more information.	ARCHIVES NOTE added.
1.1.068	X		TITLE: Reports on Performance Measures  DESCRIPTION: Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	TITLE changed. DESCRIPTION changed to "Legislative Offices".
1.1.070		X	Agency Rules, Policies, and Procedures – Final. Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. AC + 3. AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.	Formerly 1.1.025. Split into 1.1.070 and 1.1.071. RETENTION: Changed from US + 3 to AC+ 3 for clarification.
1.1.071		X	Agency Rules, Policies, and Procedures - Working Files. Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. AC + 3. AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.070.	Formerly 1.1.025. Split into 1.1.070 and 1.1.071. RETENTION changed from US + 3 to AC+ 3 for clarification.
1.1.072		X	Public Information Reports. Reports made to Texas Building and Procurement Commission on an agency's Public Information Act activities. 2 years.	New records series created to report open records requests.
1.1.073		X	Administrative Hearings. Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes. AC + 3. AC = Last action. Archival Review.	New Records Series.
1.1.074		X	Sunset Review Report and Documentation. AC + 3. AC = After the subsequent Sunset Review.	New Records Series.
1.1.075		X	Alternative Dispute Resolutions - Final Agreement. Final agreement described by Government Code §2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf. AC + 4. AC = Date of final agreement. Texas Civil Practice and Remedies Code 154.071.	New Records series clarifies the difference between this series and Administrative Hearings.
1.2.001	X		TITLE: Destruction Authorizations.  DESCRIPTION: Agency level documents authorizing final disposition of records under a certified records retention schedule.	TITLE changed. In DESCRIPTION changed to "final disposition."



RSIN	C	N	New Text	Description of Change
1.2.006	X		COMMENTS: AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.	In COMMENTS, changed to "Agency Records Management Officer."
1.2.008	X		COMMENTS: Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	In COMMENTS, "permanently" removed.
1.2.010	X		RETENTION: 10 years.	RETENTION reduced to 10 years.
1.2.013	X		TITLE: Records Control Locator Aids.  DESCRIPTION: Includes indexes, card files, shelf lists, registers, guides, etc.	TITLE changed. In DESCRIPTION added "Registers, guides."
1.2.016		X	Disaster Recovery Service Approval Form (RMD 113). Agency copy of form. AC. AC = Until superseded or termination of service.	New Record Series.
1.3.001	X		RETENTION: AC+2.  DESCRIPTION: One copy of each state publication as defined on page x of the introduction of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.  COMMENTS: ...(Government Code § 441.101-441.106). ...(13 TAC §§3.1-3.16)....	RETENTION changed to AC+2. US+2 removed. In DESCRIPTION, "News Release" removed. In COMMENTS changed to "441.101 - 441.106". "TAC 3.10" changed to "3.16."
1.3.002	X		RETENTION: AV	RETENTION: Changed to AV.
2.1.001	X		RETENTION: AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.  CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	In RETENTION, AC changed and shortened extensively for clarity. CAUTION added.



RSIN	C	N	New Text	Description of Change
2.1.002	X		<p>DESCRIPTION: Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.</p> <p>RETENTION: AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.</p> <p>CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.</p>	DESCRIPTION revised for clarity. RETENTION: AC changed and revised for clarity. CAUTION revised for clarity.
2.1.007	X		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	In COMMENTS, the CAUTION revised to include all electronic records.
2.1.008	X		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	In COMMENTS, caution & TAC revised.
2.1.009	X		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	In COMMENTS, CAUTION revised. TAC updated.
2.1.011	X		RETENTION: AC = The related records have been destroyed.	RETENTION changed.
2.2.011	X		RETENTION: AC = When reconciliation confirmed.	RETENTION changed.
2.2.014		X	Internet Cookies. Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers. AV, The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	New Records Series.
2.2.015		X	History Files - Web Sites. A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of a user's progress. AV. The disposal of history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	New Records Series.
2.2.016		X	Software Registrations, Warranties and License Agreements. LA + 3	New Records Series.
3.1.001	X		COMMENTS: 29 CFR 1602.31	In COMMENTS, CFR citation updated.
3.1.011	X		RETENTION:AC. AC = Until superseded or termination of employment.	RETENTION: Changed to AC.



RSIN	C	N	New Text	Description of Change
3.1.014	X		DESCRIPTION: Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.  COMMENTS: 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].	In DESCRIPTION, Added "pre-employment drug screening test results;" COMMENTS: CFR citations updated.
3.1.022	X		COMMENTS: 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].	In COMMENTS, CFR citation updated.
3.1.023	X		RETENTION: AC = Until superseded or job eliminated.  COMMENTS: 40 TAC 815.106(i).	RETENTION changed. In COMMENTS, CFR citation updated and AC definition added.
3.1.024	X		RETENTION:AC. AC = Until superseded or termination of employment.	RETENTION changed to AC.
3.1.026	X		RETENTION: AC. AC = The criminal history record has served the immediate purpose for which it was obtained. COMMENTS:  CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	RETENTION changed to AC. In COMMENTS caution revised.
3.1.031	X		RETENTION: AC+2, AC = Until superseded or termination of employment.	RETENTION Changed to AC.
3.1.034	X		RETENTION: AV	RETENTION changed to allow more timely disposal.
3.1.036	X		DESCRIPTION: Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	DESCRIPTION: "Sex" changed to "Gender."
3.1.038		X	Public Access Option Form. Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024. US. SEE item number 3.3.011.	Record Series added because this form required by Public Information Act.
3.1.039		X	Ombudsman Records. Consultation records, notes, letters, memos, emails, reports and other documentation maintained by Ombudsman. AC. AC = Final decision or matter closed. CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention is the appropriate records series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021.	New Records Series.



RSIN	C	N	New Text	Description of Change
3.2.002	X		COMMENTS: 40 TAC 815.106(i).	COMMENTS: TAC citation updated.
3.2.005	X		AC+4. AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).	RETENTION: Elimination of US+4 and change in definition of AC. COMMENTS: CFR citation updated.
3.2.009	X		COMMENTS: For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.	In COMMENTS, name of manual updated.
3.3.011	X		DESCRIPTION: Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	DESCRIPTION: Added public access option form.
3.3.031	X		COMMENTS: 29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.	602.30 dropped from CFR.
3.3.032	X		RETENTION: 3 years.	RETENTION Change per CFR.
3.4.003	X		COMMENTS: 40 TAC 815.106(i).	In COMMENTS, TAC citation updated.
3.4.006	X		COMMENTS: 40 TAC 815.106(i).	In COMMENTS, TAC citation updated.
4.1.007	X		TITLE: Transfers or Budget Revisions	TITLE updated.
4.1.008		X	Electronic Fund Transfers. Direct Deposit Registers. FE + 3.	New Records Series.
4.2.005	X		DESCRIPTION: Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	In DESCRIPTION, added "best value determination" at the request of the State Auditor's Office.
4.5.005	X		DESCRIPTION: Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	In DESCRIPTION, added "Includes HUB Reports."
4.5.007		X	USAS Reports – Daily. AC. AC = Receipt and reconciliation of monthly report.	New Records Series.
4.5.008		X	USAS Reports - Monthly. AC. AC = Receipt and reconciliation of annual report.	New Records Series.
4.5.009		X	USAS Reports - Annual. FE + 3	New Records Series
4.7.008	X		CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.	In COMMENTS added second sentence.
4.7.011	X		TITLE: Texas Building and Procurement Commission Statements (TBPC). Charge or bill statements received by agencies from the TBPC for services provided.	In TITLE, GSC changed to TBPC. DESCRIPTION: GSC changed to TBPC



RSIN	C	N	New Text	Description of Change
5.1.001	X		DESCRIPTION: Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.  COMMENTS: SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.	In DESCRIPTION, removed rejected bids and moved them to 5.3.007. In COMMENTS, added SEE comments.
5.1.007	X		TITLE: Requisitions for In-Agency or Inter-Agency Copy/Printing Service.	In TITLE, added "or Inter-Agency"
5.1.010	X		DESCRIPTION: Does not include licenses and permits issued by an agency as part of its legislative mandate.	DESCRIPTION added for clarification.
5.1.011	X		TITLE: Photocopier and Telefax Usage Logs & Reports	In TITLE added "Telefax"
5.1.016		X	Telephone Message Notifications. Notifications of telephone messages. Includes emails, phone message books and slips, etc. 1 year.	New Records Series.
5.1.017		X	Contract Log. List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts. FE + 3	New Records Series requested by State Auditor's Office.
5.2.001	X		ARCHIVAL CODE: R, Archival Review.	Archival Code added.
5.2.002	X		COMMENTS: SEE ALSO item numbers 5.2.003 and 5.2.028.	In COMMENTS added SEE statement.
5.2.003	X		COMMENTS: SEE ALSO item numbers 5.2.002 and 5.2.028.  ARCHIVES NOTE: Archival Review designation is for state-owned building only.	In COMMENTS added SEE statement. ARCHIVES NOTE: Added Archives Note to COMMENTS and removed "State-owned only" from Archival field.
5.2.028	X		COMMENTS: SEE ALSO item numbers 5.2.002 and 5.2.028.	In COMMENTS, added SEE statement.
5.3.004	X		TITLE: Order - Acknowledgments	TITLE spelling corrected.
5.3.007	X		DESCRIPTION: Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	In DESCRIPTION added "accepted and rejected bids" from 5.1.001.
5.4.003	X		RETENTION: AC + 3, AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.	RETENTION changed for clarification.
5.4.012	X		DESCRIPTION: Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	DESCRIPTION broadened.
5.5.001	X		COMMENTS: SEE item number 5.5.006 for TEX-AN billing detail.	In COMMENTS added SEE statement.



<b>RSIN</b>	<b>C</b>	<b>N</b>	<b>New Text</b>	<b>Description of Change</b>
5.5.006	X		<p>DESCRIPTION: In addition to summary detail, includes any accompanying detailed listing of long distance calls.</p> <p>COMMENTS: The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.</p>	In DESCRIPTION removed TBPC reference. In COMMENTS, changed statement and added SEE statement.
5.6.004	X		RETENTION: AC. AC = Until superseded or until termination of employment.	RETENTION changed to AC.
5.6.005	X		<p>TITLE: Vehicle Use Reports.</p> <p>DESCRIPTION: Includes mileage, fuel/oil consumption, passengers carried and other related operational information.</p>	<p>TITLE updated to broaden records series for reports being submitted to TBPC.</p> <p>DESCRIPTION: Added for clarification.</p>
5.6.006	X		Records series item number no longer used.	Records series eliminated and rolled into 5.6.005.

