

TEXAS STATE RECORDS RETENTION SCHEDULE 4th EDITION
SUBSTANTIVE CHANGES
 Effective September 1, 2007

| PAGE | ITEM | CHANGE |
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| ii | Caution Note | Revised Caution Note. |
| 4 | 1.1.025 | The records series item number completely deleted. |
| 5 | 1.1.038 | RETENTION: Deleted "+3." COMMENTS: Added "AC = Final disposition of summary report." |
| 7 | 1.1.057 | DESCRIPTION: Added "telephone message notifications;" |
| 10 | 1.1.067 | COMMENTS: Changed "viii" to "ix." |
| 12 | 1.1.072 | DESCRIPTION: Changed "Texas Building and Procurement Commission" to "Office of the Attorney General." |
| 15 | 1.3.001 | DESCRIPTION: Changed "x" to "xi." |
| 20 | 2.2.015 | DESCRIPTION: Deleted "a user's progress." and replaced it with "usage of a state-owned computer." |
| 27 | 3.1.039 | CAUTION: Changed "is" to "in." |
| 28 | 3.2.003 | DESCRIPTION: Added "1099, W2" and "and other tax" so that records series includes all tax forms. |
| 30 | 3.3.011 | COMMENTS: Added "See item number 3.1.038." |
| 32 | 3.3.029 | RETENTION AND COMMENTS: Changed LA to AC. |
| 34 | Header | Changed [Category] "4" to "3" and "Fiscal" to "Personnel." |
| 43 | 5.1.010 | DESCRIPTION: Changed "legislative mandate" to "statutory responsibilities." COMMENTS: Added "AC = Expiration date of license or permit." |
| 44 | 5.1.016 | Records series deleted and included as part of 1.1.057, Transitory Information. |
| 47 | 5.2.011 | COMMENTS: Added "AC = Expiration of Warranty." |
| 48 | 5.2.024 | COMMENTS: Added "AC = Material is no longer in the agency." |
| 48 | 5.2.025 | DESCRIPTION: Deleted "Set by agency" because "AC" is now being defined." COMMENTS: Added "AC = Equipment is no longer in the agency." |
| 50 | 5.4.001 | DESCRIPTION AND COMMENTS: Changed "Texas Worker's Compensation Commission" to "Texas Department of Insurance." |
| 53 | 5.6.006 | Deleted |
| 53 | 5.6.007 | RETENTION: Changed "AC" to "LA." |

