



## Retention Schedule Recertification Checklist

for State Agencies and Public Universities

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### ACTION ITEMS:

- Use form SLR 105 in Excel format. Do not alter the template.
  - See **Instructions for Completing Form SLR 105** included in this packet.
- Follow the **minimum retention periods** set forth by the current edition of the *Texas State Records Retention Schedule 5<sup>th</sup> edition* (RRS): <https://www.tsl.texas.gov/slr/rrs>
  - Public universities will additionally use the University Records Retention Schedule (URRS) for university-specific record series: <https://www.tsl.texas.gov/slr/urrs>.
- Copy any definitions, citations, and Archives Notes as written in the RRS or URRS.
- Incorporate any changes (additions, changes, or deletions) made to the schedule through amendments since the previous recertification, as applicable.
- Use the Common Series Checklist – included in this packet – which lists series common to all state agencies and universities.
- Check Agency Item Numbers (AINs): Each record series must have a unique AIN assigned in Field 3.
  - **AINs cannot be repeated or reassigned.** TSLAC RSINs cannot be used as AINs.
  - If agency departments correspond to AINs (e.g. AIN A100 through A200 = Accounting records), consider including an index for the review process.
- Ensure that archival codes A and R are assigned correctly as designated in the RRS.
  - For agencies or universities with their own archives, use archival codes I and O.
- Check for typos, spelling errors, and inconsistencies in capitalization and punctuation. Spell out all acronyms the first time they are used.
- Submit form SLR 105 in Excel format with a signed and scanned copy of the form SLR 105C to your analyst via email.
- State Records Center customers:** Ensure any items in storage are assigned to an accurate and appropriate record series. This is especially important for any obsolete record series.  
<https://www.tsl.texas.gov/slr/training/texlinx#RMO>.

# State RRS Common Series Checklist

Date:

Agency # and Name:

Recert/Amend #:

✓	RSIN	Series Title	Notes
	1.1.002	Audits	
	1.1.007	Correspondence - Administrative	
	1.1.008	Correspondence - General	
	1.1.011	Executive Orders	
	1.1.013	Calendars, Appointment and Itinerary Records	
	1.1.014	Legal Opinions and Advice	
	1.1.019	Public Relations Records	
	1.1.020	Public Info Requests - Not Excepted	
	1.1.021	Public Info Requests - Excepted	
	1.1.023	Organization Charts	
	1.1.024	Plans and Planning Records	
	1.1.040	Speeches, Papers, and Presentations	
	1.1.043	Training Materials	
	1.1.048	Litigation Files	
	1.1.057	Transitory Information	
	1.1.058	Meetings, Agendas and Minutes of Open	
	1.1.059	Meetings, Agendas and Minutes or Audiovisual Recordings of Closed	
	1.1.062	Meetings - Supporting Documentation	
	1.1.064	Agency Performance Measures Documentation	
	1.1.066	Reports - Biennial or Annual Agency (Narrative)	
	1.1.067	Reports and Studies (Non-Fiscal)	
	1.1.068	Reports – Reports on Performance Measures	
	1.1.070	Agency Rules, Policies, and Procedures	
	1.2.005	Records Retention Schedule (SLR 105)	
	1.2.010	Records Disposition Logs	
	1.3.001	State Publications	
	1.3.002	Publication Development Files	
	2.1.002	Master Files	
	2.1.007	Computer Software Programs	
	2.1.008	Computer Hardware Documentation	
	2.1.009	Hardware and Software Technical Documentation	
	3.1.001	Applications for Employment - Not Hired	
	3.1.002	Applications for Employment - Hired	
	3.1.011	Employee Benefits	
	3.1.014	Employment Selection Records	
	3.1.018	Grievance Records	
	3.1.019	Performance Appraisals	
	3.1.023	Position/Job Descriptions	
	3.1.026	Criminal History Checks	

	3.1.027	Training and Educational Achievement Records	
	3.1.029	Employment Eligibility Documentation	
	3.2.001	Employee Deduction Authorizations	
	3.2.002	Employee Earning Records	
	3.2.003	Federal Tax Records (FICA Records)	
	3.2.005	W-4 Forms	
	3.2.009	State Deferred Compensation Records	
	3.3.011	Former Employee Verification Records	
	3.3.024	Personnel Policies and Procedures	
	3.3.031	EEO Reports and Supporting Documentation	
	3.4.006	Time and Attendance Records	
	3.4.007	Time Off &/or Sick Leave Requests	
	4.1.001	Accounts Payable Information	
	4.1.009	Accounts Receivable Information	
	4.5.002	Fiscal Management Reports	
	4.5.003	<i>*If no 1.1.066:</i> Annual Financial Reports	
	4.7.004	Capital Asset Records	
	5.1.001	Contracts & Leases	
	5.2.008	Equipment History/Service Agreements	
	5.4.011	Visitor Control Registers	
	5.4.012	Security Access Records	
	5.4.013	Continuity of Operations Plans (COOP)	

**Character Limits for Fields in TexLinX**

Agency Item Number	50 characters
Record Series Item Number	10 characters
Record Series Title	250 characters
Description	3200 characters
Retention Code	2 characters
Years	3 characters
Months	2 characters
Days	2 characters
AC Definition	1000 characters
Archival	1 character
Remarks	3200 characters
Legal Citations	250 characters



State and Local Records Management Division  
 P.O. Box 12927, Austin, TX 78711-2927  
 (512) 463-7610 | slrminfo@tsl.texas.gov  
 www.tsl.texas.gov/slr



## Instructions for Completing Form SLR 105

Form SLR 105 must be used by all state agencies to submit the agency records retention schedule (Texas Government Code, Chapter 441, §441.185). See form SLR 105C instructions for submission procedures. If you have any questions relating to completion of this form or SLR 105C, please contact the State and Local Records Management Division at (512) 463-7610.

### Formatting:

When duplicating this form electronically, leave at least a ¼ inch in the top and left margins. Use 10 point font or larger for the data entered into the schedule. **Please do not use carriage returns within a field**, as this will affect the ability to import the information into TexLinX.

The SLR 105 is formatted to fit letter-size paper.

Do not change, alter, add or delete any headings or columns in the template.

To freeze the column headings so that they continue to appear at the top of the page as you scroll, click View in the toolbar of the application. Select Normal from the options in the top left. Click to highlight row 4 on the left side of the screen. Click on Freeze Panes under View and select Freeze Panes (do **not** select Freeze Row). To return to the previous format, click Page Layout under View.

### Entering Data:

**Field 1** Enter the 3-digit code assigned to your agency.

**Field 2** Enter the complete name of your agency.

**Field 3** Enter the number that has been assigned by your agency to the corresponding records series. If numbers have not been assigned, then begin with number 1 for the first listing and continue in numerical order. Each Agency Item Number must be unique and cannot be the same as a Record Series Item Number. **Once an AIN is designated to a record series, it cannot be reused for a different series.**

**Field 4** Enter the record series item number (RSIN) from the *Texas State Records Retention Schedule* (RRS). If the records series title is not included in the RRS, enter the number of the appropriate "Category" and "Section" from the RRS where it should be listed. Category and Section Numbers are at the top of the page in the RRS. If the records series cannot be matched to a category and section, then leave Field 4 blank.



## Instructions for Completing Form SLR 105

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- Field 5** Enter the official title of the records series (e.g., W-4 Forms, Labor Statistics Reports, Surety Bonds). The official title that you assign to the records series does not have to be the same as the records series title listed in the RRS.
- Field 6** Enter a description of the record series if the record series title is not self-explanatory.
- Field 7** If the retention period requires an event to begin the retention period (e.g., AC, FE + 3, US + 5), enter the retention code. Refer to the retention codes in the legend.
- Field 8** Enter the retention period the record series is to be retained, broken down into years, months, or days. For example, if a record series has a retention period of FE + 3 years, you would enter 3 into the years column in Field 8, and the FE code in Field 7.
- Field 9** If "AC" is used in Field 7, enter the event that begins the retention period (e.g. "AC = September 1 of odd-numbered calendar years.")
- Field 10** Using the archival codes at the bottom of the form, indicate the archival value, if applicable, of the records series:  
A/I – Used with records series that will be transferred to the State/University Archives and do not require a prior review.  
R/O – Used with records series that have undetermined archival value, and require a review by the State/University Archivist prior to being transferred to the State/University Archives.  
E – Used with records series that have been determined to have no archival value and are exempt from archival review.  
(Must have prior approval to use this code).
- Field 11** Enter any agency policy, additional instructions, or other remarks relevant to the record series.
- Field 12** Enter any statute references or other legal citations that pertain to the series.



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code \_\_\_\_\_

Agency Name \_\_\_\_\_

(Check one)

- Initial Certification - Form SLR 105
Recertification - Form SLR 105
Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
Records Management Officer

Signature \_\_\_\_\_

Name (Print or type) \_\_\_\_\_

Date \_\_\_\_\_

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

(For the exclusive use of the State Auditor's Office)

Signature \_\_\_\_\_

Name (Print or type) \_\_\_\_\_

Date \_\_\_\_\_

Texas State Library and Archives Commission

(For the exclusive use of the State Library and Archives Commission)

Signature \_\_\_\_\_

Name (Print or type) \_\_\_\_\_

Date \_\_\_\_\_

Cert/Recert No. \_\_\_\_\_ Amendment No. \_\_\_\_\_

# Instructions for Completing Form SLR 105C

This form must accompany all submissions of Form SLR 105 and Form SLR 122. If you have any questions relating to completion of this form, SLR 105 or SLR 122, please contact the State and Local Records Management Division at 512-463-7610.

**Formatting:** When duplicating this form electronically, leave at least a ¾ inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

## Section 1:

Agency Code: Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.

Agency Name: Enter the complete name of your agency.

Check the appropriate box to indicate use:

Initial Certification – when submitting the agency records retention schedule to the State and Local Records Management Division for the first time.

Recertification – when submitting your retention schedule to the State and Local Records Management Division for recertification.

Amendment – when making any additions, changes or deletions to a certified or recertified retention schedule.

Check the appropriate box to indicate who is signing this form:

Agency Head – when the head of the agency is signing the form.

Records Management Officer – when the agency records management officer is signing the form.

Signature: Signature of the agency head or records management officer, whichever is indicated above.

Name (Print or type): Print or type the name of the person signing the form.

Date: Enter the date the schedule is being submitted to the State and Local Records Management Division.

## Section 2: DO NOT WRITE IN THIS SECTION.

Submit this form and the accompanying schedule or amendment to:

Director, State and Local Records Management Division  
Texas State Library & Archives Commission  
P. O. Box 12927  
Austin, Texas 78711-2927