



Retention Schedule Recertification Checklist

for State Agencies

Action Items:

- Retention schedules use form SLR 105 in Excel format. Do not alter the template.
 - see **Instructions for Completing Form SLR 105** included in this packet for specific guidance.
- Follow the **minimum retention periods** set forth by the current edition of the *Texas State Records Retention Schedule 5th edition* (RRS): <https://www.tsl.texas.gov/slr/rrs>
- Copy any definitions, citations, and Archives Notes as written in the RRS.
- Incorporate any changes (additions, changes, or deletions) made to the schedule through amendments since the previous recertification, as applicable.
- Use the State Records Series Review Checklist included in this packet, which lists series common to all state agencies. Add any missing common records series to the agency's schedule.
- 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, R, and E) 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; afterwards, use the acronym only.
- Submit form SLR 105 with a signed 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>.



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 legal-size paper. You will have to adjust the column width if you plan on printing to standard-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.

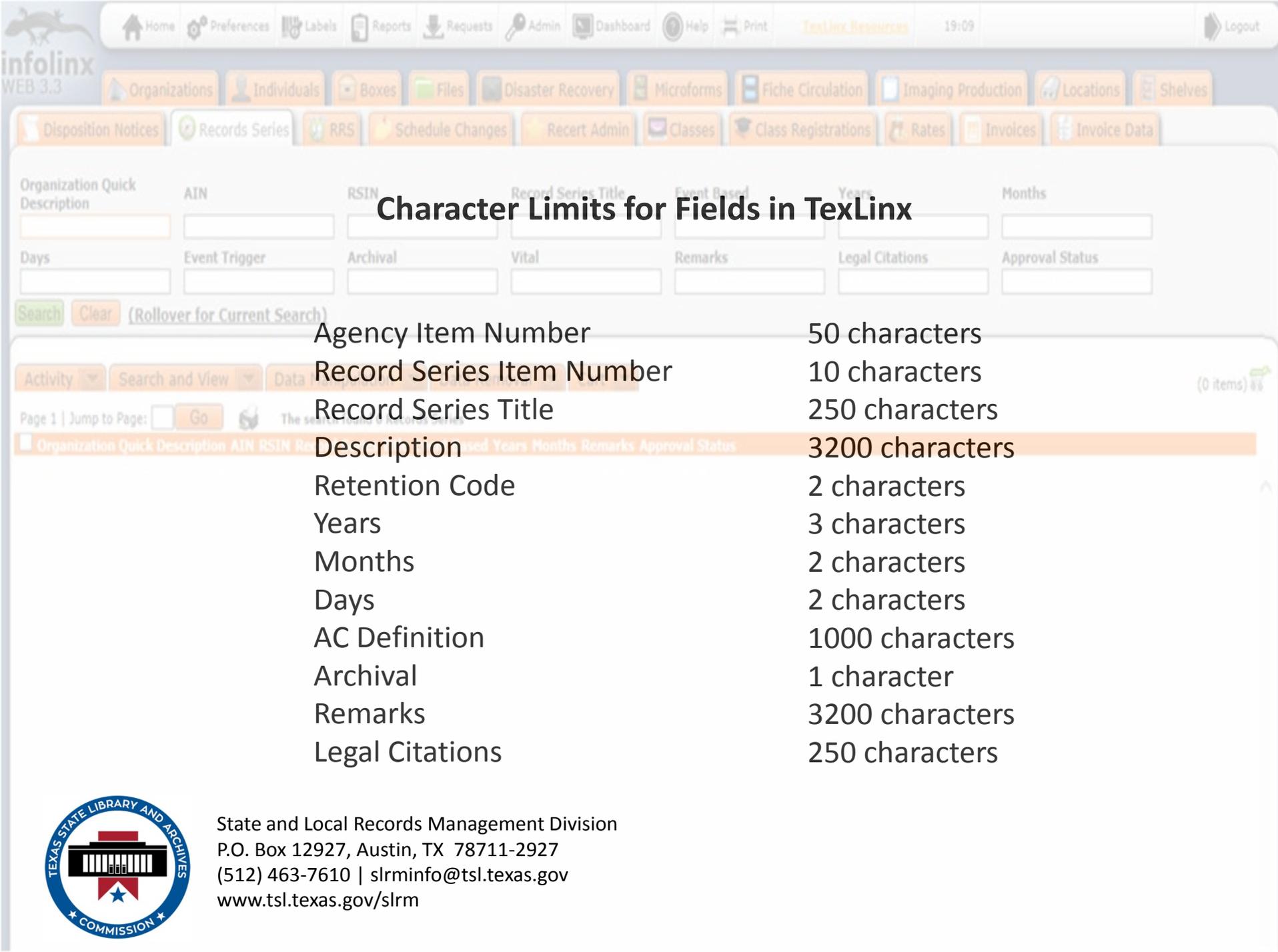
Field 3 Enter the number that has been assigned by your agency to the corresponding records series. If numbers have not been assigned, then begin with number 1 for the first listing and continue in numerical order. Each Agency Item Number must be unique and cannot be the same as a Record Series Item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

-
- 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.
- 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.



Character Limits for Fields in TextLink

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

Common Records Series Review Checklist

DATE: _____

Common RSINs, Archival Designations, and Depository Comments

AGENCY #: _____ RECERT #: _____
 AGENCY NAME: _____ AMEND #: _____

RSIN TITLE	ARCHIVAL	DEPOSIT
1.1.002 Audits		
1.1.007 Correspondence - Administrative	R	
1.1.008 Correspondence - General		
1.1.013 Calendars, Appointment and Itinerary Records	R	
1.1.014 Legal Opinions and Advice	R	
1.1.019 Public Relations Records	R	
1.1.020 Public Info Requests - Not Excepted		
1.1.021 Public Info Requests - Excepted		
1.1.023 Organization Charts	A	
1.1.024 Plans and Planning Records	R	
1.1.040 Speeches, Papers, and Presentations	R	
1.1.048 Litigation Files	R	
1.1.057 Transitory Information		
1.1.058 Meetings, Agendas and Minutes of Open	A	
1.1.059 Meetings, Agendas and Minutes or Audiovisual Recordings of Closed		
1.1.062 Meetings - Supporting Documentation	A	
1.1.064 Agency Performance Measures Documentation		
1.1.066 Reports - Biennial or Annual Agency (Narrative)	A	
1.1.067 Reports and Studies (Non-Fiscal)	R	
1.1.068 Reports – Reports on Performance Measures		
1.1.070 Agency Rules, Policies, and Procedures	R	
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	R	
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		
3.1.029 Employment Eligibility Documentation		
3.2.001 Employee Deduction Authorizations		
3.2.002 Employee Earning Records		
3.2.003 Federal Tax Records (FICA Records)		



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