



May 29, 2013

Mr. Scott Willrich
Director, Information Resources
Texas Municipal Retirement System
P. O. Box 149153
Austin, TX 78714-9153

RE: Texas Municipal Retirement System
Retention schedule approved for use.

Dear Mr. Willrich:

Enclosed is a copy of your recertified records retention schedule. Please ensure all old copies of the schedule are superseded with this recertified copy.

Your recertified retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state regulations (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. We urge on you the importance of disposing of the records of your agency in a timely manner in accordance with the retention periods on your schedule. The destruction of any records of your agency not on your schedule requires special authorization from us.

During a certification period, state regulations (13 TAC §6.4) also require the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, contact the government information analyst assigned to your agency.

Your efforts in maintaining an up-to-date records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program. Your schedule will be due for recertification on the last working day of May 2016. If you have any questions, call the information analyst assigned to your agency, Michael Reagor, at 512-463-5494.

Sincerely,


Craig Kelso

Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Eric Henry

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711-2927

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Austin, Texas
78756

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*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01-001/001



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 001

Agency Name Texas Municipal Retirement System

(Check one)

- Initial Certification - Form SLR 105
[X] 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
[X] Records Management Officer

Signature [Handwritten Signature]

Name (Print or type) Scott Willrich

Date 8/8/2012

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 (Not Required at This Time)

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

Signature, Name (Print or type), Date (Donna Osborne, 5/24/13)

Recertification No. 4 Amendment No. -

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 40

2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
3.3.024	ACC1010	Accounts Payable-Employee Expense Credit Information Records related to an employee's application for and issuance of credit on behalf of TMRS. Includes information submitted for credit cards, debit cards, and loans that become financial obligations of TMRS.	AC+4		AC+4	AC=Termination of credit account.		
4.1.001	ACC1020	Accounts Payable-General Records related to payment of financial obligations. Also includes print-outs of posting journal entry batch to the accounts payable module. Does not include vendor invoices and supporting documents needed to verify the accuracy of the invoice and to authorize payment. See ACC1030 for Accounts Payable - Vendor Files. See ACC1010 for Accounts Payable - Employee Expenses - Credit Information.	FE+4		FE+4			
4.2.005	ACC1030	Accounts Payable-Vendor Files Records document the financial obligation of purchases of goods and services from specific vendors, including employee reimbursement.	FE+4		FE+4			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	001	3. Agency Name	Texas Municipal Retirement System			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.6.002	ACC1100	Banking-Account Reconciliation Records related to analysis and audit of the TMRS regular and expense bank accounts. These records support the monthly account reconciliation process and are used to document reconciliations that develop from that analysis. See ACC1110 for Banking - Account Statements.	FE+4		FE+4				
4.7.002	ACC1110	Banking-Account Statements Bank Statements for TMRS regular and expense bank accounts. See ACC1100 for Banking - Account Reconciliation. See ACC2140 for Banking - Deposits and Wire Transfers - Plan Administration.	FE+4		FE+4				
4.7.012	ACC1120	Banking-Account Set-up and Management Records related to the setup and management of the System's bank accounts. Includes bank account numbers and set-up documentation. See ACC1130 for Banking - Authorized Signatures.	AC+4		AC+4		AC=Closure of account.		
4.7.012	ACC1130	Banking-Authorized Signatures Records of persons authorized to sign on transactions involving TMRS bank accounts. See ACC1120 for Banking - Account Set-up and Management.	AC+4		AC+4		AC=Signature is no longer authorized.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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Records Retention Schedule

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
4.3.003	ACC1140	Banking-Cancelled Checks and Registers Records related to cancelled checks and check registers for TMRS regular and expense bank accounts. These records are used to verify the receipt of funds by third parties and the debit of cash from the corporate account. Includes cancelled checks and check registers. See ACC2120 for Banking - Cancelled Checks and Registers - Plan Administration.	FE+4		FE+4			
4.7.004	ACC1200	Capital Assets- Records documenting the purchase, sale, and improvement of real property and equipment, as well as depreciation, amortization, etc. Includes appropriation for expense and fixed assets and work-in-progress.	LA+3		LA+3	LA=Life of Asset		
4.7	ACC1400	General Accounting- Records related to general accounting functions not covered elsewhere. These may include records related to miscellaneous accounting services provided to other departments, trouble-shooting, and special accounting projects.	FE+4		FE+4			

Retention Codes (Field 7)

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Archival Codes (Field 8)

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **4** of **40**

2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
4.2.006	ACC1420	General Ledger-Journal Entries and Vouchers Records used to transfer charges between accounts and for summarizing account information. Includes entries made to the general ledger to correct coding errors, correct ledger accounts, accrue for expenses not yet paid, or other similar activities. Includes all final postings to the General Ledger.	FE+4		FE+4			
4.4.001	ACC1440	General Ledger-Subsidiary Ledgers Records consisting of subsidiary ledgers for business units, which roll up into the overall General Ledger.	10		10			
4.4.001	ACC1460	General Ledger-Year-End Ledger and Trial Balances Records related to the general ledger. Includes the actual general ledger that summarizes all corporate accounts.	10		10			
4.1.001	ACC2000	Accounts Payable-Plan Administration Records related to payment of Plan-related financial obligations. Includes supporting documents needed to verify the accuracy of the invoice and to authorize payment.	FE+4		FE+4			

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Records Retention Schedule

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
4.4.002	ACC2020	Accounts Receivable-Plan Administration Records documenting cash receivables due for Plan contributions and payments. See ACC2300 for Cash Receipts - Plan Administration.	FE+4		FE+4			
4.6.002	ACC2100	Banking-Account Reconciliation Records related to analysis and audit of the TMRS controlled disbursement bank accounts. These records support the monthly account reconciliation process.	FE+4		FE+4			
4.7.002	ACC2110	Banking-Account Statements Bank Statements for TMRS controlled disbursement bank accounts.	FE+4		FE+4			
4.1.003	ACC2120	Banking-Cancelled Checks and Registers Records related to cancelled checks and check registers for Plan Administration bank accounts. These records are used to verify the receipt of funds by third parties and the debit of cash from the controlled disbursement account. Includes cancelled checks and check registers.	FE+4		FE+4			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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Form SLR 105C must accompany this form.

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
4.7.002	ACC2140	Banking-Deposits and Wire Transfers Records related to deposits and wire transfers made to and from corporate bank accounts. These records are used to verify the transfer and deposit of funds. Includes deposit slips and wire transfer records. See ACC1110 for Banking - Account Statement	FE+4		FE+4			
4.3.002	ACC2300	Cash Receipts-Plan Administration Records documenting city and System member contributions received. Includes payroll receipts. See ACC2020 for Accounts Receivable - Plan Administration. See ACC2140 for Banking - Deposits and Wire Transfers - Plan Administration.	FE+4		FE+4			
4.6.002	ACC2400	General Ledger-Account Reconciliation Records related to analysis and audit of accounts related to TMRS Plans. These records support the monthly account reconciliation process and are used to document reconciliations that develop from that analysis. See ACC1110 for Banking - Account Statements.	FE+4		FE+4			
4.1.007	ACC2420	General Ledger-Journal Entries Records used to transfer charges between accounts and for summarizing account information. Includes entries made to the general ledger to correct coding errors, correct ledger accounts, accrue for expenses not yet paid, or other similar activities.	FE+4		FE+4			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
4.6.001	ACC2440	General Ledger-Year-End Ledger and Trial Balances Records related to the general ledger. Includes the actual general ledger that summarizes all corporate accounts.	10		10			
1.1.007	ADM1020	Correspondence-Administrative Administrative correspondence records, both internal and external, related to TMRS policies, programs, directives, and initiatives. Does not include correspondence related to specific System activities, such as Human Resources, Legal, and Member Benefits. See ADM1040 for Correspondence - Departmental.	4		4	R		
1.1.008	ADM1040	Correspondence-Departmental Records related to correspondence records, primarily internal casual correspondence. This record class is to be used only for correspondence not covered elsewhere. See ADM1020 for Correspondence - Administrative.	2		2		Retain these records only as long as they are needed, up to a maximum of two year. The retention period begins when the record is created.	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

1.1.013	ADM1060	Departmental Administration- Records documenting business unit administration, planning, and management activities. Includes business unit work assignments, schedules, presentations, desk calendars, and other miscellaneous administrative records not covered elsewhere. 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. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.	3	3	R
1.1.024	ADM1100	Internal Project Management- Records related to management of internal projects, special studies, analyses, and other department events not covered elsewhere. Includes ad hoc studies performed at the corporate or work group level. Includes notes, presentations, reports, studies, project plans, meeting minutes, status reporting, presentations, etc.	AC+6	AC+6	AC=Conclusion of project.

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Records Retention Schedule

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2. Agency Code		3. Agency Name					8. Archival		10.	11.
001		Texas Municipal Retirement System								TSLAC ONLY
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			9. Remarks	106 No.	11. Amend. No.		
			Agency	Storage	Total					
1.2	ADM1120	Internal Services-General Records related to providing internal support for company personnel including services and products. Includes material and supply orders, postal operations, forms management, reprographics, meeting arrangement, travel reservations, and subscriptions to online services.	3		3					
1.2	ADM1140	Internal Services-Records Management Transactions Records that identify transactions to and from off-site storage as well as the indexes for records identification and location. Consists of transfer, retrieval, and shipping manifest forms. Excludes destruction authorization forms and reports. See ADM1150 for Internal Services - Records Media Conversion Logs. See COM1320for Records Destruction Certification.	AC+6		AC+6	AC=Records have been removed from storage permanently.				
1.2.013	ADM1150	Internal Services-Records Media Conversion Logs Records documenting the conversion of records from one media to another, such as to microfilm and/or digital images.	AC+3		AC+3	AC=After conversion				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
1.1.057	ADM1160	Transitory Information- Includes documentation not normally considered official records, such as convenience copies, extra copies, and otherwise obsolete information.	AC		AC			
1.1.040	ADM1200	Presentations and Reports- Presentations, conference reports, and papers delivered at a conference or meeting in conjunction with TMRS business. May include handouts.	AC+2		AC+2	R		
1.1.070	ADM1220	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+3	R		
5.4	ADM1300	Security-General Records related to routine security actions taken to protect TMRS employees, equipment, buildings, and information. Does not include passwords, clearance lists, and investigations. See ADM1310 for Security - Clearance and Investigations.	3		3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
5.4	ADM1310	Security-Clearance and Investigations Records related to security clearance, security codes, security incidents, and security investigations. See ADM1300 for Security - General.	3		3			
5.6.007	ADM1320	Vehicle Records-Ownership Records documenting vehicle ownership, insurance and licensing. Records include vehicle titles, certificates of insurance, and registration.	LA+3		LA+3	LA=Vehicle is sold or disposed of.		
5.6	ADM1330	Vehicle Records-Activity Records documenting vehicle activity, such as mileage and maintenance. See ADM1320 for Vehicle Records - Ownership.	LA+3		LA+3	LA=Vehicle is sold or disposed of.		
3.1.026	COM1000	Broker Records-Background Verification Records related to background searches, fingerprinting and measures taken to authorize the Company's securities brokers. Includes background search results and fingerprinting results.	AC+3		AC+3	AC=Termination or expiration of contract or agreement.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	001	3. Agency Name	Texas Municipal Retirement System			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
1.1.006	COM1100	External Financial Audits-Board Audit Committee Complaints <i>Records related to complaints made to the Board Audit Committee regarding the external financial audit of the Company's accounting practices. Includes complaints and Audit Committee responses.</i>	AC+3		AC+3			
1.1.002	COM1120	External Financial Audits-Audit Reports <i>Records related to the external financial audit of the Company and its business units. Includes final audit report and related response materials. See COM1160 for External Financial Audits - Audit Workpapers.</i>	AC+10		AC+10			
1.1.002	COM1140	External Financial Audits-Plan Administration <i>Records related to the external financial audit of the Company and its business units. Includes audit workpapers, final audit report, and related response materials.</i>	AC+10		AC+10	R		
1.1.002	COM1160	External Financial Audits-Audit Workpapers <i>Preliminary workpapers and supporting documentation for external financial audit final report. See COM1120 for External Financial Audits - Audit Reports.</i>	AC+10		AC+10			

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Texas
State Library
and Archives
Commission

STATE OF TEXAS

Records Retention Schedule

SLR 105

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.002	COM1200	Internal Operational Audits-General Records related to internal operational audits including environmental audits, health and safety audits, quality assurance audits, and other internal non-financial operational audits.	AC+10		AC+10	R	AC=Conclusion of audit. Agency policy to retain longer than TSLAC minimum.			
1.1.002	COM1220	Internal Operational Audits-Plan Administration Records related to internal operational audits including retirement plan compliance audit and checklist for meeting federal legal requirements.	AC+10		AC+10		AC=Conclusion of audit. Agency policy to retain longer than TSLAC minimum.			
1.1.070	COM1300	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+5		AC+5	R	AC=Completion or termination of program, rules, policies or procedures. Agency policy to retain longer than TSLAC minimum.			
1.2.001	COM1320	Records Destruction Certification- Documentation supporting the record management program's destruction processing to demonstrate that records were destroyed according to the TMRS retention schedule.	10		10					

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Records Retention Schedule

SLR 105

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2. Agency Code		3. Agency Name						
001		Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.1	EXE1000	Board Trustees-	PM		PM	A		
		Records related to appointment and termination of TMRS Board Trustees and Committees.						
1.1.058	EXE1020	Board, Committee, and Trustee Meetings-	PM		PM	A		
		Records documenting proceedings of TMRS Board, committee of the Board, Trustees, and other legally required meetings. Includes meeting minutes, meeting notices, voting records, etc. Does not include non-legally required meetings.						
1.1.023	EXE1040	Business Organization and Charter-	US+10		US+10	A		
		Records documenting the creation, structure, and governance of the TMRS. Includes by-laws, organization charts, and charters.						
1.1	EXE1100	Company Archives-	AV		AV	R		
		Records documenting the System's past, its development, significant events, and key staff.						

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
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5.1.013	EXE1200	Insurance Policies- Records describing and administering corporate insurance programs that provide coverage affecting TMRS liability. Includes policies, amendments, riders, proofs of payment, etc. Includes policies for crime, directors and officers (D&O), EEOC, general liability, property insurance, worker's compensation, automobile, business travel, umbrella and excess, environmental, errors and omission (E&O), pollution liability, fiduciary, non-owned air travel, and safe deposit legal liability. Excludes employee medical and life insurance. See HRB1220 for Benefit Plan Texts and Amendments.	AC+4		AC+4			
5.2.002	FAC1000	Design and Construction- Records related to the design and construction of TMRS facilities and offices. Includes design documents such as drawings, blueprints, construction reports, and construction testing records. Includes design and construction of monitoring and control systems. Excludes environmental testing records. See FAC1040 for Maintenance, Repair, and Inspection.	AC+10		AC+10	R		AC=Facility is sold or destroyed.
2.1.008	FAC1020	Maintenance Manuals and Technical Reference- Reference and technical instruction manuals provided by the manufacturer for products and equipment used by the company.	AC+3		AC+3			AC=Product or equipment is no longer in use.

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
5.2.008	FAC1040	Maintenance, Repair, and Inspection- Records related to repair and general maintenance of facilities and equipment. Includes routine maintenance, repair and inspection. Records include equipment histories, work orders, and OSHA certificates. See FAC1000 for Design and Construction.	AC+3		AC+3	AC=Facility/equipment is sold or disposed of.		
4.5.006	FIN1000	Budgets and Financial Forecasts- Records related to internal planning and financial management. Includes records of the business' income, expenses, and cash flow on a monthly, quarterly, and annual basis. Includes fiscal year budgets for business areas and earnings forecasts and analysis. Includes monthly, quarterly, and annual reports summarizing financial budgets and goals.	AC+6		AC+6	AC=Budget and financial forecasts have been superseded.		
4.2.003	FIN1020	Cash Management-Plan Administration Records related to the analysis, forecasting, and disposition of the company's cash balances. Includes records used to determine actual and future cash balances, as well as records related to analysis of the company's borrowing strategies, investment strategies, and float trends.	FE+4		FE+4			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name					8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
001		Texas Municipal Retirement System					9. Remarks			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				
4.1.001	FIN1100	Escheat Property- Records that document the inability to locate the recipient of monies or property and the associated compliance with abandoned property laws.	10		10					
4.7	FIN1200	External Financing and Deposits- Records related to the application, issuance, management, and administration of TMRS loans, debt, and security deposits. Includes correspondence with lenders, reports to lenders, debt information, work papers, pledged collateral, and security deposits.	AC+4		AC+4		AC=Conclusion of financing efforts.			
4.5.001	FIN1220	Financial Management Reporting-General Reports and documents providing useful sales, accounting, financial, and inventory information to management. These records are not part of accounting transaction processing or financial statement functions.	FE+3		FE+3					
4.5.001	FIN1240	Financial Management Reporting-Plan Administration Reports and documents providing useful accounting, financial, and investment information to management. These records are not part of accounting transaction processing or financial statement functions. See FIN1260 for Financial Management Reporting -	FE+3		FE+3					

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System					10. 106 No.		11. TSLAC ONLY Amend. No.
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			
4.3.002	FIN1260	Financial Management Reporting-Plan Contribution Summaries Reports and documents that summarize and report on contributions to the System. Includes contributions from TMRS, cities, and employees. These records are not part of accounting transaction processing or financial statement functions. See FIN1240 for Financial Management Reporting - Plan Administration. See ACC2300 for Cash Receipts - Plan Administration.	FE+3		FE+3				
4.5.003	FIN1280	Financial Statements- Financial statements, reports, and background information submitted to government agencies (IRS, state legislature, etc.) and others. Includes financial statements from all business activity.	AC+6		AC+6	AC=Expiration of Biennium. The retention period begins September 1 of odd-numbered years.			
4.7.004	FIN1300	Investment Management-Portfolio Records documenting investments purchased, sold, and held for TMRS pension and retirement funds. Includes proof of ownership, purchase information, annual statements, and investment results. See FIN1320 for Investment Management - Review and Reporting.	AC+4		AC+4	R AC=Investment is sold or disposed of.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
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2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10.	11.
001		Texas Municipal Retirement System						106 No.	TSLAC ONLY Amend. No.
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	Agency	Storage	Total	9. Remarks			
4.1.006	FIN1320	Investment Management-Review and Reporting Records related to the review of investment activity for the purpose of planning, forecasting, and managing TMRS investments. Does not include portfolio documentation. See FIN1300 for Investment Management - Portfolio.	FE+3		FE+3				
1.1.055	FIN1400	Strategic and Business Planning- Records that document the strategic and business plans of the Company and its business units. Includes marketing plans and business plans.	AC+6		AC+6	A AC=Plan has been superseded or is no longer in effect.			
3.1	HRB1000	Benefit Administration-General Records related to the general management and administration of corporate benefit plans. Includes plan-related and vendor correspondence and general employee communications relative to benefits. See HRB1010 for Benefit Administration - Benefit Plan Reports.	6		6				
3.2	HRB1010	Benefit Administration-Benefit Plan Reports Records relating to reports on general management and administration of the employment benefit plan for TMRS employees, including planned and actual deferrals. See HRB1000 for Benefit Administration - General.	6		6				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
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2. Agency Code		3. Agency Name		7. Retention Period		8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
001		Texas Municipal Retirement System		Agency	Storage			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title						
3.2.010	HRB1100	Benefit Enrollment and Participation-Benefits Summary Records Records summarizing employee enrollment and participation in company-sponsored benefit programs.		AC+75		AC+75		AC=Termination of employee.
3.1	HRB1120	Benefit Enrollment and Participation-General Records of elections by employees for type and amount of participation in company-sponsored benefit plans; employee's beneficiary designations; and other short-term records, such as change of address forms. Includes records required to confirm eligibility for benefits.		AC+6		AC+6		AC=Termination of employee.
3.2.009	HRB1140	Benefit Enrollment and Participation-Pensions Records concerning employee eligibility, enrollment, and participation in company-sponsored pension programs.		AC+6		AC+6		AC=Termination of employee.
3.2.009	HRB1200	Benefit Plan Development-Actuarial Reports Reports projecting life expectancy, future benefits, and other information needed to calculate contributions and provisions of benefit programs.		AC+6		AC+6	R	AC=Plan has been superseded or is no longer in effect.

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
3.3.004	HRB1220	Benefit Plan Texts and Amendments- Records related to company-sponsored benefit plans. Includes insurance, pension, disability, survivor programs, ESOP, PAYSOP, vesting criteria, vacation entitlements, educational assistance, savings plans, and any seniority or merit systems.	US+1		US+1	US=Until Superseded		
3.2.006	HRE1000	Compensation Planning- Records documenting the determination and monitoring of salary structures, incentive programs, job classification and placement, allowances, etc. Includes pay scales, salary surveys, and other salary administration evaluations.	AC+5		AC+5	R AC=Plan is inactive or has been superseded.		
3.1.012	HRE1100	Employee Recruitment and Selection-General Records related to personnel requests, job applications testing, advertising, position descriptions, interviews, etc. Applicants include employees who apply for open positions.	2		2			
3.1.001	HRE1120	Employee Recruitment and Selection-Not Hired Records related to the recruitment of applicants for a particular position within TMRS who were not hired or did not accept the position, including documentation supporting the decision. Includes resumes and applications.	2		2	AC=Termination of employment		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 001	3. Agency Name Texas Municipal Retirement System
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.3 HRE1200 Employee Relations-Communications
Copies of employee announcements and other informative communications, clarifications and explanations about policies, in-house magazines, special events, civic activities, newsletters, and intranet site information.

3 3 A

3.1 HRE1220 Employee Relations-General
Records pertaining to relations between the corporation and its employees not covered in other record classes. See HRE1220 for Employee Relations - Communications. See HRE1240 for Employee Situations.

3 3

3.1.020 HRE1240 Employee Situations-
Records related to employees concerns, complaints, general use of employee assistance programs, referrals, and disciplinary records.

AC+5 AC+5

AC=Situation is closed. If the situation becomes a legal issue, it migrates to Litigation and Claims.

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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2. Agency Code		001		3. Agency Name		Texas Municipal Retirement System					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						
3.3.031	HRE1300	Equal Employment Opportunity-General Records documenting the company's equal employment policies. Includes reports which the company is required to file with the Equal Employment Opportunity Commission identifying the workforce demographics. See COM1300 for Policies, Programs, and Procedures - General. See HRE1320 for Equal Employment Opportunity - Performance and Compliance.	6		6						
3.3.032	HRE1320	Equal Employment Opportunity-Performance and Compliance Records related to specific performance and compliance to TMRS equal opportunity policies. Includes records of performance for equal pay, affirmative action, and reporting of sexual harassment.	AC+5		AC+5		AC=Inquiry closed.				
5.4.001	HRE1340	Injuries and Accidents- Records related to general liability and on-the job accidents as required by OSHA and Texas Workers Compensation regulations. Includes official OSHA logs as well as required supplementary records related to OSHA reportable injuries and illnesses. Also include Family Medical Leave (FMLA) documentation. Excludes related employee medical records. See HRE1540 for Personnel Files - Medical Records.	6		6						

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks				
3.1.023	HRE1400	Job Descriptions- Records related to job descriptions, including summary of position responsibilities, requirements, and reporting relationships.	AC+5		AC+5	AC=Job description is obsolete or superseded.				
1.1.023	HRE1420	Organization Charts- Records showing the detail structure and staffing of the organization including the positions and titles. Does not include personal employee information. See HRE1500 for Personnel Contact Information.	US		US	A Retain these records until they have been superseded.				
3.3.026	HRE1500	Personnel Contact Information- Records showing the detail structure and staffing of the organization including the employee names and contact information. See HRE1420 for Organization Charts.	US+3		US+3	US=Purpose of the records has been fulfilled.				
3.1	HRE1520	Personnel Files-General Records providing a history of employment from initial hiring, including promotion, performance appraisals, transfers, etc.	AC+5		AC+5	AC=Termination of employee.				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					

3.1	HRE1540	Personnel Files-Medical Records Records documenting individual employee and contractor medical history. Includes medical records resulting from on-the-job injuries and accidents. See HRE1340 for Accidents and Injuries.	AC+40		AC+40	AC=Termination of employee.		
3.1.019	HRE1560	Personnel Files-Performance Evaluation Records documenting specific employee's job performance. Includes reviews and evaluations by supervisors, recommendations for promotions, commendations, and/or compensation, and corrective action plans.	AC+5		AC+5	AC=Evaluation has been superseded or the employment relationship terminated.		
3.1.027	HRE1600	Training and Development Programs-General Records related to the development and operation of company-sponsored training programs and seminars. Includes seminars, education assistance, management and supervision development, job progression, drug and alcohol awareness.	AC+5		AC+5	AC=Training program has been superseded or is no longer offered to employees.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



Texas
State Library
and Archives
Commission

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2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10.	11.
001		Texas Municipal Retirement System							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	Agency	Storage	Total	9. Remarks		106 No.	TSLAC ONLY Amend. No.
3.3.011	HRE1700	Verification of TMRS Employment- Records that document employment within TMRS. Includes date of employment and separation and last title or position held. Does not include employee personal information. See HRE1500 for Personnel Contact Information.	AC+75		AC+75	AC=Termination of employee.			
2.1.009	ISY1000	Application Documentation- Records documenting the development of functionality and architecture for TMRS computer systems and applications. Includes business analysis, functional/technical specifications, and quality assurance testing documents. See ISY1040 for Source Code.	AC+1		AC+1	AC=System has been superseded or is no longer in use and all record retention requirements have been met.			
5.4.013	ISY1020	Disaster Recovery Plans- Documentation of plans which would be implemented in the event of a disaster or information systems failure. Includes contact persons, backup sites, and instructions for personnel.	US+5		US+5	US=Plan is superseded or is no longer in effect.			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code		001		3. Agency Name						Texas Municipal Retirement System	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						
2.1.007	ISY1040	Source Code-	AC+1		AC+1		AC=Software has been superseded or is no longer in use and all record retention requirements have been met.				
		Source code for TMRS-owned software that is either internally or externally developed, and which is used internally by employees.									
2.1.008	ISY1060	System Technical Administration-	AC+1		AC+1		AC=Network, system, and/or software has been superseded or is no longer in use.				
		Information used to provide details and a history of the technical environment -- changes, problems, additions/deletions and operational status. Includes network and computer system access records and performance details; forms and reports showing the layout and configuration of the network servers and printers; and the physical layout of hardware on the individual floors. May include Y2K compliance records.									

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



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Form SLR 105C must accompany this form.

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

5.1.001	LEG1000	Contracts and Leases-General	AC+4	AC+4		AC=Termination or expiration of contract or agreement.
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Records related to obligations under contracts, leases, and other agreements between TMRS and outside parties. Includes contracts for services, purchases, sales, transportation, and leases. Includes disputes that do not progress to litigation and claims. Note: Although generally open, some contracts and RFPs have limited confidentiality requirements. See LEG1040 for Contracts and Agreements - Real Estate Deeds, Titles, and Easements. See LEG1020 for Contracts and Agreements - Real Estate Construction and Improvement.

5.2.028	LEG1020	Contracts and Leases-Real Estate Construction and Improvement	LA+10	LA+10	R	LA=Termination or expiration of contract or agreement.
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Records related to contracts and agreements for improvements to real property. Includes construction agreements. Includes disputes that do not progress to litigation and claims.

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
5.2.028	LEG1040	Contracts and Agreements-Real Estate Deeds, Titles, and Easements Records proving ownership of and access to real estate. Includes real estate deeds, titles, and easements. Includes easements granted to third parties permitting access to company property, as well as easements granted to TMRS by outside parties for accessing their property. Includes disputes that do not progress to litigation and claims.	LA+10		LA+10	R	LA=Termination or expiration of contract or agreement.			
1.1.048	LEG1100	Court and Governmental Orders- Records related to divorce, POAs, garnishment orders, and other levies received from the court regarding specific TMRS employees and members. Includes the court order and related correspondence.	AC+3		AC+3	R	AC=Garnishment or levy order has been superseded or is no longer in effect.			
1.1.048	LEG1200	Hearings and Litigation-Administrative Hearings Records related to disputes considered by the Texas State Office of Administrative Hearings. Includes copies of motions, appeals, administrative decisions, case files, received from Administrative Law judges and arbitrators. Note: Completed cases will normally be open, but pending cases may not be open.	AC+20		AC+20	R	AC=Dispute is closed.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.048	LEG1220	Hearings and Litigation-Litigation Records related to threatened or asserted litigation. Includes pleadings, discovery, attorney work products, legal opinions, transcripts, exhibits, final judgments, settlements, court orders, and other documents specifying final terms, conditions, and decisions related to claims and litigation.	AC+20		AC+20	R	AC=Closure of litigation or claim and all appeals.			
1.1.014	LEG1300	Legal Opinions- Records documenting legal opinions generated by TMRS legal counsel, either internal or external, and the Office of the Attorney General. These opinions involve System members, cities, and open records requests and therefore provide on-going guidance for System operations. Note: Opinions generated by external counsel are generally open. Opinions generated by internal counsel are generally confidential.	AC+10		AC+10	R	AC=Opinion is no longer applicable.			
1.1.014	LEG1320	Legal Projects and Analysis-General Legal research and related workpapers for various subjects and projects, such as employee and member matters, insurance consultation for contracts and agreements, etc. Excludes legal opinions documenting specific litigation.	AC+10		AC+10	R	AC=Conclusion of project.			

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent			A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded			R – Review by State Archivist			



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
1.1.020	LEG1340	Legal Projects and Analysis-Public Information Not Exempted Records documenting requests for information submitted to TMRS under the Texas Public Information Act. Includes open record requests fulfilled, requests denied because the records are not open as defined by the Public Information Act, TMRS requests for an open records decision. Does not include open records decisions rendered by the Office of the Attorney General. See LEG1340 for Legal Opinions.	AC+10		AC+10	AC=Date request is filled		
1.1.021	LEG1341	Legal Projects and Analysis-Public Information Exempted Records documenting requests for information submitted to TMRS under the Texas Public Information Act. Includes open record requests fulfilled, requests denied because the records are not open as defined by the Public Information Act, TMRS requests for an open records decision. Does not include open records decisions rendered by the Office of the Attorney General. See LEG1340 for Legal Opinions.	AC+2		AC+2	AC=Date of notification that records are exempt		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
5.1	LEG1400	Licenses, Permits, and Certification- Records related to licenses, permits, and certification obtained from government agencies in order to perform certain tasks. Includes building permits, construction permits, business licenses, zoning permits, professional certifications, etc.	AC+3		AC+3		AC=License, permit or certification superseded or is no longer in effect.			
1.1.065	MBA1020	Member Cities-City Payroll Payroll data and related records transferred from municipalities to TMRS. Does not include processing documentation. See MBA1080 for Member Cities - Payroll Processing.	6		6					
1.1.067	MBA1040	Member Cities-General Records related to individual member cities that indicate current status within the TMRS Systems. Does not include ordinances and city retirement plans, contribution rates, and payroll transactions. See MBA1060 for Member Cities - Ordinances and City Plans. See MBA1020 for Member Cities - City Payroll.	6		6	R				
1.1.067	MBA1060	Member Cities-Ordinances and City Plans Records documenting specific city ordinances regarding employee retirement plans and the plan provisions and changes/potential changes to plans.	AC+6		AC+6	R	AC=Plan becomes inactive and benefits are not payable.			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks				
2.2.011	MBA1080	Member Cities-Payroll Processing Records documenting the receipt and processing of city payroll information. Does not include payroll data. See MBA1020 for Member Cities - City Payroll.	AC+4		AC+4	AC=When reconciliation confirmed				
1.1.065	MBA2020	Member Employees-General Records related to individual employee members, including account status, service credit, deposits and deductions, and estimates of retirement benefits. Includes active and inactive members. Does not include processing of member transactions. See MBA2040 for Member Employees - Refund Processing. See MBA2060 for Member Employees - Retirement Processing. See MBA2080 for Member Employees - Transaction Processing.	AC+75		AC+75	AC=Termination of member and no further benefits are payable.				
4.5	MBA2040	Member Employees-Refund Processing Records related to processing applications for refunds to individuals who are no longer participants in the TMRS System.	AC+75		AC+75	AC=Termination of member and no further benefits are payable.				
1.1	MBA2060	Member Employees-Retirement Processing Records related to processing benefits for System members who have retired and are receiving benefits or who are deceased. Does not include Retirement Number logs. See MBA3200 for Retirement Numbers.	AC+75		AC+75	AC=Termination of member and no further benefits are payable.				

Retention Codes (Field 7)					Archival Codes (Field 8)	
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2. Agency Code 001		3. Agency Name Texas Municipal Retirement System					10. 106 No.		11. TSLAC ONLY Amend. No.	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				
2.1	MBA2080	Member Employees-Transaction Processing Records used to balance member employee accounts prior to distribution to individual member files.	AC+75		AC+75					
1.1.065	MBA3000	Plan Administration-Administrative Reports Reports and related records used to provide information on the management of member benefits.	3		3					
1.1.067	MBA3020	Plan Administration-Annual Statement Processing Records related to production of estimates of retirement benefits for participating members' annual statement. Does not include individual member statements, which are in the member file. See MBA2020 for Member Employees - General.	3		3	R				
1.1.065	MBA3040	Plan Administration-Audits and Special Reports Records related to the internal review of operations and administration as well as routine and requested reports.	3		3					

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code		001		3. Agency Name		Texas Municipal Retirement System					
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			Agency	Storage	Total						
1.1.067	MBA3120	Plan Administration-General Records related to the general management of System benefits. Includes strategic decisions affecting the general membership. Does not include individual member accounts or records of specific cities. See MBA3140 for Plan Administration - Rates and Calculation Factors. See MBA3000 for Plan Administration - Administrative Reporting. See MBA3040 for Plan Administration - Audits and Special Reports. See MBA3020 for Plan Administration - Annual Statement Processing. See also record classes for Member Cities. See also record classes for Member Employee Accounts.	AC+6		AC+6	R	AC=Plan is not active and benefits are not payable.				
2.1.002	MBA3140	Plan Administration-Rates and Calculation Factors Records documenting city rate information, rate changes, and related studies and reports.	AC+6		AC+6	R	AC=Plan is inactive and benefits are not payable.				
2.2.011	MBA3200	Retirement Numbers- Records that document the assignment of service, retirement, and/or disability numbers to System members. See MBA2060 for Member Employees - Retirement Processing.	AC+75		AC+75		AC=Termination of member and no further benefits are payable.				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



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			Agency	Storage	Total	9. Remarks		
1.1	MBA3220	Terminated Members Lists- Listings and reports on member employees terminated from the System. Does not include terminated member file. See MBA2020 for Member Employees - General.	AC+75		AC+75	AC=Termination of member and no further benefits are payable.		
1.1.043	MBA3300	Training and Development Programs-Plan Members Records related to TMRS efforts to provide training to cities and members regarding benefits, contributions, and services. Includes training materials and attendance lists.	US+1		US+1	US=Training program has been superseded or is no longer offered to members.		
3.2	PAY1000	Employee Payroll and Direct Deposit Elections- Records related to employees enrolled in direct deposit payroll plan. Includes direct deposit waiver form and pre-note report, as well as authorization for other deductions elected by the employee.	AC+4		AC+4	AC=Termination of employee or changes direct deposit elections.		
3.4.006	PAY1100	Employee Time and Attendance Records- Records related to the identification and reporting of hours worked. Includes all time cards and time sheets submitted to payroll in order to document hours worked for a particular period, as well as vacation requests.	4		4			

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			Agency	Storage	Total			
3.2.002	PAY1200	Payroll Accounting-General Records documenting payroll accounting including input records, summary statements and history.	FE+4		FE+4			
4.1.001	PAY1220	Payroll Accounting-Payroll Registers Registers that provide detail of the payroll process, including employee savings deductions.	FE+4		FE+4			
3.3.022	PAY1300	State Unemployment Tax- Records submitted to state unemployment divisions. Contains employment and wage information for terminated employees who are requesting unemployment compensation.	FE+4		FE+4			
1.3.002	PUB1000	Advertising Artwork- Original artwork created by TMRS or external parties in the development of an advertising, marketing, education, or public relations campaign. Includes photographs, layouts, displays, and drawings.	4		4	R		
1.1	PUB1100	Government Relations-General Records pertaining to government relations on local, state, and/or national levels reflecting issues that have an impact on the System. Includes election monitoring results, and government issue records. See PUB1120 for Government Relations - Pending Legislation.	5		5			

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			Agency	Storage	Total			
1.1.027	PUB1120	Government Relations-Pending Legislation Records documenting proposed legislation affecting TMRS. Includes drafts, analyses, workpapers, and studies. Does not include legal consultation. See LEG1320 for Legal Projects and Analysis.	AC		AC	AC=Purpose of the records has been fulfilled.		
1.1.019	PUB1200	Public Relations-General Records related to TMRS and its services that is released to the public. Includes records related to marketing and promoting company image, as well as press releases and photographs.	2		2	R		
1.1	PUB1220	Public Relations-Industry Relations Records documenting communication and correspondence with similar organizations and participation in industry and professional organizations and cooperative development of industry-wide standards.	AC		AC	AC=Purpose of the records has been fulfilled.		
5.3.007	PUR1100	Purchasing and Requisition-General Records related to the request, authorization, and procurement of goods and services. These records are used to document the request of product or service. Includes supplier bids, correspondence, miscellaneous supporting requisition documents, purchase	AC+4		AC+4	AC=Completion of purchase order or request.		

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5.3.007	PUR1120	Purchasing and Requisition-Purchasing Bids <small>Records related to request for bids, bid review, and receiving of bid materials.</small>	FE+3		FE+3			
5.3	PUR1300	Supplier Candidates and Qualifications- <small>Records that serve to identify and provide support for the official procurement supplier list and for official TMRS or state vendor list. Includes records that document supplier/vendor interests and qualifications to provide goods and services.</small>	FE+3		FE+3	FE=Purpose of the records has been fulfilled.		
3.2.003	TAX1000	Federal 1099 Reporting-General <small>Records related to IRS 1099 tax reporting for TMRS employees and contractors. See TAX1020 for Federal 1099 Reporting - Plan Administration.</small>	6		6			
3.2.003	TAX1020	Federal 1099 Reporting-Plan Administration <small>Records related to IRS 1099 tax reporting for System member refunds and retirements. See TAX1000 for Federal 1099 Reporting - General.</small>	6		6			
3.2.003	TAX1100	U.S. Federal and State Tax Withholding-General <small>Records supporting the taxes paid, withheld, and reported. May also include rates of taxation, etc.</small>	6		6			

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3.2.003	TAX1120	U.S. Federal and State Tax Withholding-Plan Members	6		6		
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Records supporting the taxes paid, withheld, and reported. May also include rates of taxation, etc.

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AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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