



November 14,
Mr. Michael Mondville
General Counsel
Windham School District
P.O. Box 40
Huntsville, TX 77342

RE: Agency records retention schedule approved for use

Dear Mr. Mondville:

Your agency's records retention schedule is approved for use as of November 10, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>.

Your approved 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.

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for recertification is the last working day of **November 2017**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for 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, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Bret Adams, at 512-936-0270 or badams@tsl.texas.gov.

Your efforts in developing a 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.

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Dr. Clint Carpenter

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

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*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.002/002



Texas State Library and Archives Commission

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 002

Agency Name Windham School District

(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 [Handwritten Signature]

Name (Print or type) Michael P. Mondville

Date 5/12/14

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 [Blank]

Name (Print or type) [Blank]

Date [Blank]

Not Required at This Time

Texas State Library and Archives Commission

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

Signature [Handwritten Signature]

Name (Print or type) [Blank]

Date 11-10-2014

Cert/Recert No. original Amendment No. [Blank]

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.





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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name Windham School District						
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		

		WSD - Administration							
	W.01.01	College Achievement Records	PM		PM		E		
3.4.006	W.01.02	Apprenticeship Related Training Instructor Timesheets	4		4		P		
3.2	W.01.03	Payroll Detail	PM		PM		E		
4.7	W.01.04	Warehouse Shipping and Receiving Records	FE+3		FE+3		P		
5.4.013	W.01.05	Disaster Recovery Plan	US		US		O		
5.2.023	W.01.06	Warehouse Inventory Run	FE+3		FE+3		P		
4.1	W.01.07	Budget Work Papers	FE+3		FE+3		P		
	W.01.08	Education Records	PM		PM		O		
3.1.012	W.01.10	Position Vacancy Board Files	FE+3		FE+3		P		
3.3.011	W.01.11	Employee Personnel Files	PM		PM		O		
5.5	W.01.13	Radio/Television Communication Records	7		7		P		
	W.01.15	College Participation Records	PM		PM		E		
5.2	W.01.18	Equipment Specifications-Recreation	LA+2		LA+2		P		
	W.01.22	Inmate THEA Test Results	PM		PM		E		
5.2.014	W.01.23	Fixed Asset Inventory	5		5		P		
4.7.008	W.01.24	State and Federal Grant Folders	AC+5		AC+5		AC=End of Award Period. P		
3.1.023	W.01.27	Job Descriptions	AC+4		AC+4		AC=Job description is changed or no longer in use. P		
	W.01.31	Youthful Offender & IIP Statistical Data	PM		PM		E		
4.2.006	W.01.34	Direct Vouchers	FE+3		FE+3		P		

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

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2. Agency Code		3. Agency Name Windham School District						
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			Agency	Storage	Total			

	W.01.35	Security Approved Contracted Personnel	2		2	P		
	W.01.36	College/University Semester Reports	AC+5		AC+5	AC=End of academic year in which data was posted to transcript. P		
	W.01.38	Vocational Program Waiting List	US		US	E		
	W.01.39	Apprenticeship Program Records	PM		PM	E		
3.1.001	W.01.41	Applications for Employment - Not Hired	2		2	2 years from receipt of record. P		
4.2.006	W.01.42	Journal Vouchers	FE+3		FE+3	P		
5.4.009	W.01.44	Workplace Chemical Lists (MSDS)	30		30	P		
1.1	W.01.45	Windham School District Performance Reports	PM		PM	O		
	W.01.46	School Calendar	US+5		US+5	P		
1.1.002	W.01.47	Audit & Monitoring Records (Internal)	AC+7		AC+7	AC=When response is completed. P		
	W.01.48	Asbestos EPA Documentation of Federal Compliance	30		30	P		
	W.01.49	Student Performance Data - Accountability	PM		PM	O		
	W.01.50	Library Deletions	AC+2		AC+2	AC=Holding deleted. E		
	W.01.51	Library Book Donation Files	2		2	P		
5.2	W.01.52	Library Inventory - # of Holdings, Deletions & Transfers	2		2	P		
	W.01.53	Special Ed (IDEA & 504) Student Records (Admin)	PM		PM	E		
	W.01.55	Investment Reconciliations and Statements	FE+4		FE+4	P		
	W.01.57	Vocational Shop Fees	FE+3		FE+3	P		
3.2.008	W.01.58	Direct Deposit Forms	PM		PM	PM since 2010. E		

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		3. Agency Name Windham School District						
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			Agency	Storage	Total	9. Remarks		

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	W.01.59	Payroll History		PM		PM	E		
3.1.018	W.01.60	Employee Grievance Files		AC+3		AC+3	AC=All parties have ended employment with WSD. P		
3.3.026	W.01.61	Personnel Roster		FE+3		FE+3	P		
	W.01.62	GED Administration Documents		2		2	P		
	W.01.63	TABE Administration Logs		FE+2		FE+2	P		
	W.01.64	TABE Test Results		PM		PM	E		
	W.01.66	Library Newspaper & Magazine Reports		2		2	P		
	W.01.67	Library Packing Slips		FE+1		FE+1	P		
	W.01.68	Textbook Inventories		PM		PM	E		
	W.01.71	Requests for Quote		FE+3		FE+3	O		
4.7.012	W.01.72	Signature Authorizations		US+ FE+3		US+ FE+3	P		
4.5.001	W.01.73	Fiscal Reports Worksheets		FE+3		FE+3	P		
	W.01.74	Attendance Records		5		5	Unit 2 years, sent to region when notified, admin. 3 years. P		
	W.01.77	Vocational MAR and SGR		5		5	Unit 2 years, sent to region when notified, admin. 3 years. P		
	W.01.80	College/University Billings – Federal Funds		AC+5		AC+5	AC=End of award period. P		
	W.01.82	Service Awards List		3		3	P		
1.1.023	W.01.83	Organizational Charts		US+1		US+1	Official copy is in policy (PM). O		
1.1.019	W.01.85	News, Media & Publicity Information		3		3	R P		
	W.01.87	WSD Policies		PM		PM	R O		

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		3. Agency Name Windham School District						
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			

	W.01.88	Newsletters and The ECHO (Offender Newspaper)	PM		PM		P		
1.1.043	W.01.89	Recreation Oversight Officer Training Materials	FE+3		FE+3		Lesson plans, tests, handouts and rosters. O		
	W.01.94	Subpoenas for Student Records and Affidavits	PM		PM		Not grand jury. O		
1.2.010	W.01.95	Records Disposition Logs	10		10		O		
1.1.019	W.01.96	Media Release Forms	PM		PM	R	O		
	W.01.97	College Grant Folders	AC+5		AC+5		AC=End of award period. P		
1.1.071	W.01.98	Policies, Procedures & Rules - Working Files	AC+20		AC+20	R	AC=Completion or termination of program, rules, policies or procedures. O		
1.2.005	W.01.99	Records Retention Schedule (SLR-105)	US		US		O		
		WSD - Regional Offices							
	W.02.03	College/University Billings – Regional Offices	AC+5		AC+5		AC=End of award period. Kept at admin. since school year 2013-14. P		
		WSD - Units/Facilities							
	W.03.03	Principal's Office, General Records: Campus Plans D-84 Inspection Logs/10-20 Log Inventory - Equipment/Fixed Assets Inventory - Expendable Supply Postage Expense Reports Volunteer Report	FE+3		FE+3		O		
1.1.069	W.03.04	Tool Issue/Broken Hand Tool Logs	1		1		P		

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		3. Agency Name Windham School District						
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. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	W.03.07	Unit Vocational Project Records	3		3	P			
	W.03.09	Unit College Records	2		2		Various college related records such as schedules, drops, and textbook logs. P		
	W.03.10	ITP Committee Docket	AV		AV	P			
	W.03.13	Unit Emergency Contingency Plan	US		US	P			
	W.03.14	Unit Staff Development Database	PM		PM	E			
	W.03.16	GED Graduation Ceremony Records (Unit)	FE+1		FE+1	P			
5.4.001	W.03.17	Accident Report (Vocational)	FE+5		FE+5	O			
	W.03.18	Lesson Plans	FE+5mo		FE+5mo	O			
	W.03.19	Teacher Interview Files	FE+4		FE+4	P			
	W.03.20	Library Assistive Disability Services Logs	FE+2		FE+2	P			
	W.03.21	Library Book Requests (Ad. Seg.)	1		1	P			
	W.03.22	Hazardous Chemical Dispensing Log & Inventory Sheet	1		1	P			
	W.03.23	Life Skills SPR Cards	2		2	P			
	W.03.24	Library Book Requests – Death Row	AC+1		AC+1		AC=Offender died or was removed from death row. P		
	W.03.25	Refrigerant Usage Logs	5		5	P			
	W.03.26	Vocational Student Folders	3		3	P			
	W.03.27	Tool Inventory	FE+3		FE+3	P			

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		3. Agency Name Windham School District						
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			

WSD - General Records								
4.	5.	6.	7.			8.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
1.1.057	W.04.02	Transitory Information with Temporary Usefulness	AV		AV	O		
1.1.065	W.04.04	Reports and Studies, Non-Fiscal, Raw Data	AV		AV	O		
1.1.067	W.04.05	Reports and Studies, Non-Fiscal	3		3	R O		
1.1.013	W.04.06	Calendars and Appointment Books – Personal	CE+1		CE+1	R		
1.1.007	W.04.07	Correspondence – Administrative	4		4	R		
1.1.008	W.04.08	Correspondence – General	2		2	O		
5.1.004	W.04.10	Address, Phone, Fax & E-mail Lists (Originals)	US		US	O		
1.1.063	W.04.11	Meeting Minutes, Staff	6		6	O		
1.1.055	W.04.13	Strategic Plans	AC+6		AC+6	A		
1.1.040	W.04.14	Presentations, Speeches and Papers	AC		AC	R		
5.2.026	W.04.18	Facilities Reservation Logs	2		2	E		
1.3.001	W.04.19	Brochures	AC+2		AC+2			
	W.04.20	Safety Training Records	5		5	P		
1.1.043	W.04.21	Training Materials	US+1		US+1	O		
1.3.002	W.04.22	Publication Development Files	AV		AV	R O		

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		3. Agency Name Windham School District						
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		

5.4.010	W.04.24	Material Safety Data Sheets (Unit/Division)	AC		AC	AC=After sheets are updated or chemicals are no longer stored. O		
	W.04.25	Credit Card Statements	FE+3		FE+3	P		
5.1.011	W.04.26	Photocopier Usage Log	FE+1		FE+1	P		
	W.04.28	Staff Development Rosters & Agendas	FE+1		FE+1	O		
5.4.012	W.04.29	Security Access Records	AC+2		AC+2	AC=Until superseded or date of expiration or termination. O		
		WSD - Human Resources						
	W.05.01	Recruitment Activity Files	2		2	O		
	W.05.03	Reduction in Force	AC+10		AC+10	AC=End of school year that RIF occurred. O		
3.4.006	W.05.04	Employee Time Sheets	PM		PM	PM since 2010. E		
3.1.001	W.05.05	Employee Insurance Records	AC		AC	AC=Termination of employment. P		
3.1.026	W.05.06	Criminal History Checks	AC		AC	AC=Termination of employment. P		
3.3.031	W.05.07	Equal Employment Opportunity Reports and Documentation	3		3	P		
3.4.002	W.05.08	Leave Status Reports	FE+3		FE+3	P		
3.4.006	W.05.09	Contract Employee Time Sheets	4		4	P		
5.4.011	W.05.10	Visitor Control Registers	3		3	P		
		WSD - General Counsel						
1.1.014	W.06.01	Legal Opinions, General Counsel (Originals)	PM		PM	R O		

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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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name Windham School District						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	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

1.1.048	W.06.02	Litigation Files, General Counsel	AC+3		AC+3	R	AC=Expiration of statute of limitations or final adjudication. O		
	W.06.03	Pre-Litigation Files	AC+3		AC+3		AC=End of the statute of limitations. O		
	W.06.04	Attorney Working Files	AV		AV		O		
	W.06.05	Public Information Requests	AC+2		AC+2		AC=Date request is fulfilled or denied. O		
		WSD - Business Services							
	W.07.01	Transfer of Temporary Fixed Assets	FE+3		FE+3	P			
	W.07.02	Bids, Purchase Orders and Requisitions	FE+3		FE+3	P			
	W.07.03	Purchasing Contracts	FE+3		FE+3	P			
4.1.001	W.07.04	Accounts Payable Information	FE+3		FE+3	P			
4.4	W.07.05	Accounts Payable/Receivable Ledgers	PM		PM	E			
4.5.006	W.07.06	Annual Operating Budget	PM		PM	O			
3.2.003	W.07.07	Federal Tax Records	AC+4		AC+4		AC=tax due date, date claim is filed, or date tax is paid, whichever is later. P		
4.7.004	W.07.08	Capital Asset Records	PM		PM	E			
3.2.001	W.07.09	Employee Deduction Authorizations	AC+4		AC+4		AC=after termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner. P		
		WSD - Information Technology							
2.1.001	W.08.01	Processing Files	AC		AC		AC=Completion of third update cycle. E		
2.1.002	W.08.02	Master Files	AC		AC		AC=Completion of third update cycle. E		

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		3. Agency Name Windham School District						
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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency	7. Retention Period Storage	7. Retention Period Total	8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
2.1.007	W.08.03	Software Programs	AC		AC	AC=Records are transferred to new environment or no longer require software. O		
2.1.008	W.08.04	Hardware Documentation	AC		AC	AC=Records are transferred to new environment or no longer require hardware. O		
2.1.009	W.08.05	Technical Documentation	AC		AC	AC=Records are transferred to new environment or no longer retained. O		
2.1.010	W.08.06	Audit Trail Records	AC		AC	AC=Until audit requirements have been met. O		
2.1.011	W.08.07	Finding Aids, Indexes and Tracking Systems	AC		AC	AC=The related records have been destroyed. E		
2.2.001	W.08.08	System Monitoring Records	AV		AV	E		
2.2.011	W.08.09	Batch Data Entry Control Records	AC		AC	AC= when reconciliation is confirmed. P		
2.2.012	W.08.10	Output Records for Computer Production	AV		AV	O		
2.2.013	W.08.11	Quality Assurance Records	AC		AC	AC=no longer needed as an audit trail for any records modified. O		
2.2.016	W.08.12	Software Registrations, Warranties & License Agreement	LA+3		LA+3	O		

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