

May 31, 2022



Erik Brown
General Counsel
Windham School District
P.O. Box 40
Huntsville, Texas 77342

Dear Mr. Brown,

Your agency's records retention schedule is approved for use as of **5/31/2022**, and it may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

Lorenzo de Zavala
State Archives and
Library Building

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (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. The destruction of any records of your agency not on your schedule requires special authorization from us.

1201 Brazos Street
Austin, Texas
78701

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **May 2023**.

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

During a certification period, changes may need to be made to your schedule. State rules (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:

www.tsl.texas.gov

Commission Chair
Martha Wong

Brianna Cochran
(512) 463-5448
bcochran@tsl.texas.gov

Members
David C. Garza
F. Lynwood Givens
David Iglesias
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

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.

Director and Librarian
Gloria Meraz

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: Agency head

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow



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) Erik Brown

Date 11/29/2021

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

[Handwritten signature: Gloria Meraz]
Gloria Meraz
5/31/22

Cert/Recert No.

1

Amendment No.

—

CAUTION

A state record with an expired retention period 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 with a retention period that 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.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).

State and Local Records Management Division
Texas State Library and Archives Commission
(Rev. 7/20)





STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|--|--------------|---------------------|--------|------|------------------|--------------|-------------|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.01.01 | | College Achievement Records | | PM | | | | | | E | |
| W.01.02 | 3.4.006 | Apprenticeship Related Training Instructor Timesheets | | | 4 | | | | | P | 40 TAC 815.106(i). |
| W.01.03 | 3.2 | Payroll Detail | | PM | | | | | | E | |
| W.01.04 | 5.3.004 | Warehouse Shipping and Receiving Records | | FE | 3 | | | | | P | |
| W.01.05 | 5.4.013 | Disaster Recovery Plan | | US | | | | | | O | |
| W.01.06 | 5.2.006 | Warehouse Inventory Run | Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost. | FE | 3 | | | | | P | |
| W.01.07 | 4.9.001 | Budget Work Papers | | FE | 3 | | | | | P | |
| W.01.08 | | Education Records | | PM | | | | | | O | |
| W.01.10 | 3.1.012 | Position Vacancy Board Files | Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime. | FE | 3 | | | | | P | 29 CFR 1602.31. |
| W.01.100 | | Volunteer Applications - Incomplete | | | | 6 | | | | P | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist
E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|--|--------------|---------------------|--------|------|--|--------------|---|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.01.101 | 1.1.055 | District Strategic Plan | | AC | 6 | | | AC = September 1 of odd-numbered calendar years. | | ARCHIVES NOTE: The final version of Strategic Plans must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(C). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period. O | |
| W.01.11 | 3.3.011 | Employee Personnel Files | Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form. | PM | | | | | | O | |
| W.01.13 | 5.5 | Radio/Television Communication Records | | | 7 | | | | | P | |
| W.01.15 | | College Participation Records | | PM | | | | | | E | |
| W.01.18 | 5.2.024 | Equipment Specifications-Recreation | | LA | 2 | | | | | P | |
| W.01.22 | | Inmate THEA Test Results | | PM | | | | | | E | |
| W.01.23 | 5.2.006 | Fixed Asset Inventory | | | 5 | | | | | P | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist
E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|--|---|--------------|---------------------|--------|------|---|--------------|-------------|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.01.24 | 4.7.008 | State and Federal Grant Folders | This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies. | AC | 5 | | | AC = End of Award Period. | | P | |
| W.01.27 | 3.1.023 | Job Descriptions | Job descriptions, including all associated task or skill statements, for positions in an agency. | AC | 4 | | | AC = Job description is changed or no longer in use. | | P | 40 TAC 815.106(i). |
| W.01.31 | | Youthful Offender & IIP Statistical Data | | PM | | | | | | E | |
| W.01.34 | 4.1 | Direct Vouchers | | FE | 3 | | | | | P | |
| W.01.35 | | Security Approved Contracted Personnel | | AC | 7 | | | AC = Contract expired and all issues resolved. | | P | |
| W.01.36 | | College/University Semester Reports | | AC | 5 | | | AC = End of academic year in which data was posted to transcript. | | P | |
| W.01.38 | | Vocational Program Waiting List | | US | | | | | | E | |
| W.01.39 | 3.1.036 | Apprenticeship Program Records | | PM | | | | | | E | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist
E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|--|---|--------------|---------------------|--------|------|---|--------------|-----------------------------------|---------------------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.01.41 | 3.1.001 | Applications for Employment - Not Hired | Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement. | AC | 2 | | | AC = Date of the making of the record or the personnel action involved, whichever occurs later. | | 2 years from receipt of record. P | 29 CFR 1602.31. |
| W.01.42 | 4.1 | Journal Vouchers | | FE | 3 | | | | | P | |
| W.01.44 | 5.4.010 | Material Safety Data Sheets (MSDS) | Material Safety Data Sheets (MSDS) from manufacturers that list information relating to occupational safety and health for the use of various substances and products. | AC | | | | AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable. | | P | 29 CFR 1910.1020(d)(1)(ii) (B). |
| W.01.45 | 1.1 | Windham School District Performance Reports | | PM | | | | | | O | |
| W.01.46 | | School Calendar | | US | 5 | | | | | P | |
| W.01.47 | 1.1.002 | Audit & Monitoring Records (Internal) | Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency. | AC | 7 | | | AC = When response is completed | | P | |
| W.01.48 | | Asbestos EPA Documentation of Federal Compliance | | | 30 | | | | | P | |
| W.01.49 | | Student Performance Data - Accountability | | PM | | | | | | O | |
| W.01.50 | | Library Deletions | | AC | 2 | | | AC = Holding deleted. | | E | |
| W.01.51 | | Library Book Donation Files | | | 2 | | | | | P | |



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|--|--|--------------|---------------------|--------|------|------------------|--------------|------------------|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.01.52 | 5.2.006 | Library Inventory – # of Holdings, Deletions & Transfers | | FE | 3 | | | | | P | |
| W.01.53 | | Special Ed (IDEA & 504) Student Records (Admin) | | PM | | | | | | O | |
| W.01.55 | | Investment Reconciliations and Statements | | FE | 4 | | | | | P | |
| W.01.57 | | Vocational Shop Fees | | FE | 3 | | | | | P | |
| W.01.58 | 3.2.008 | Direct Deposit Forms | | PM | | | | | | PM since 2010. E | |
| W.01.59 | | Payroll History | | PM | | | | | | E | |
| W.01.61 | 3.3.026 | Personnel Roster | Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc. | US | 3 | | | | | P | |
| W.01.62 | | GED Administration Documents | | | 2 | | | | | P | |
| W.01.63 | | TABE Administration Logs | | FE | 2 | | | | | P | |
| W.01.64 | | TABE Test Results | | PM | | | | | | E | |
| W.01.66 | | Library Newspaper & Magazine Reports | | | 2 | | | | | P | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|---|--------------|---------------------|--------|------|--|--------------|---|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.01.67 | | Library Packing Slips | | FE | 1 | | | | | P | |
| W.01.68 | | Textbook Inventories | | PM | | | | | | E | |
| W.01.71 | 5.3.009 | Requests for Quote | Requests for information preliminary to the procurement of goods or services by direct purchase or bid. | AC | | | | AC = Decision not to proceed with the procurement. | | CAUTION: If the request for information leads to request for proposal or bid, see item W.07.02. O | |
| W.01.72 | 4.7.012 | Signature Authorizations | Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency. | AC | 4 | | | AC = Until superseded, date of expiration, or termination of employee, whichever sooner. | | P | |
| W.01.73 | 4.5.002 | Fiscal Reports Worksheets | | FE | 5 | | | | | P | |
| W.01.74 | | Attendance Records | | | 5 | | | | | Unit 2 years, sent to region when notified, admin. 3 years. P O | |
| W.01.77 | | Vocational MAR and SGR | | | 5 | | | | | Unit 2 years, sent to region when notified, admin. 3 years. P O | |
| W.01.80 | | College/University Billings – Federal Funds | | AC | 5 | | | AC = End of award period. | | P | |
| W.01.82 | | Service Awards List | | | 3 | | | | | P | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|--|--------------|---------------------|--------|------|------------------|--------------|---|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.01.83 | 1.1.023 | Organizational Charts | | US | 1 | | | | A | Official copy is in policy (PM). ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the state agency need to be transferred to the Archives and Information Services Division, Texas State Library and Archives Commission. Organizational charts showing division/department level detail are not considered archival. O | |
| W.01.85 | 1.1.019 | News, Media & Publicity Information | News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records. | | 3 | | | | R | P | |
| W.01.87 | 1.1.070 | WSD Policies | | PM | | | | | R | ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period. O | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|---|--------------|---------------------|--------|------|---------------------------|--------------|---|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.01.88 | 1.3.001 | Newsletters and The ECHO (Offender Newspaper) | | PM | | | | | | CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code, 441.103-441.105). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. P | |
| W.01.89 | 1.1.043 | Recreation Oversight Officer Training Materials | Instructional materials developed by an agency for training entities or individuals it regulates or serves. | FE | 3 | | | | | Lesson plans, tests, handouts and rosters. O | |
| W.01.94 | | Subpoenas for Student Records and Affidavits | | PM | | | | | | Not grand jury. O | |
| W.01.95 | 1.2.010 | Records Disposition Logs | Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred. | | 10 | | | | | P | |
| W.01.96 | 1.1.019 | Media Release Forms | | PM | | | | | R | O | |
| W.01.97 | | College Grant Folders | | AC | 5 | | | AC = End of award period. | | P | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist
E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|--|---|--------------|---------------------|--------|------|---------------------------|--------------|--|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.01.98 | 1.1.070 | Policies, Procedures & Rules - Working Files | Working files used in the development of 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. | US | 20 | | | | R | ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period. O | |
| W.01.99 | 1.2.005 | Records Retention Schedule (SLR-105) | Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator. | US | | | | | | O | |
| W.02.03 | | College/University Billings – Regional Offices | | AC | 5 | | | AC = End of award period. | | Kept at admin. since school year 2013-14. P | |
| W.03.03 | | Principal's Office, General Records | Campus Plans, D-84 Inspection Logs/10-20 Log, Postage Expense Reports, Volunteer Report | FE | 3 | | | | | O | |
| W.03.04 | 1.1.069 | Tool Issue/Broken Hand Tool Logs | Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities. | | 1 | | | | | P | |
| W.03.07 | | Unit Vocational Project Records | | | 3 | | | | | P | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist
E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|--|--------------|---------------------|--------|------|---|--------------|-------------|---|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.03.09 | | Unit College Records | Various college related records such as schedules, drops, and textbook logs. | | 2 | | | | | P | |
| W.03.10 | | ITP Committee Docket | | AV | | | | | | P | |
| W.03.13 | | Unit Emergency Contingency Plan | | US | | | | | | P | |
| W.03.14 | | Unit Staff Development Database | | PM | | | | | | E | |
| W.03.16 | | GED Graduation Ceremony Records (Unit) | | FE | 1 | | | | | P | |
| W.03.17 | 5.4.001 | Accident Report (Vocational) | Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency. | CE | 5 | | | | | O | 29 CFR 1904.33; 28 TAC 120.1(c). |
| W.03.18 | | Lesson Plans | | FE | | 5 | | | | O | |
| W.03.19 | | Teacher Interview Files | | FE | 4 | | | | | P | |
| W.03.20 | | Library Assistive Disability Services Logs | | FE | 2 | | | | | P | |
| W.03.21 | | Library Book Requests (Ad. Seg.) | | | 1 | | | | | P | |
| W.03.22 | 5.4.009 | Hazardous Chemical Dispensing Log & Inventory Sheet | List of each hazardous chemical normally present in the workplace. | | 30 | | | | | P | Texas Health and Safety Code, 502.005(d). |
| W.03.23 | | Life Skills SPR Cards | | | 2 | | | | | P | |
| W.03.24 | | Library Book Requests – Death Row | | AC | 1 | | | AC = Offender died or was removed from death row. | | P | |
| W.03.25 | | Refrigerant Usage Logs | | | 5 | | | | | P | |



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|--|---|--------------|---------------------|--------|------|------------------|--------------|---|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.03.26 | | Vocational Student Folders | | | 3 | | | | | P | |
| W.03.27 | | Tool Inventory | | FE | 3 | | | | | P | |
| W.03.28 | | Library Attendance Reports | | FE | 1 | | | | | P | |
| W.04.02 | 1.1.057 | Transitory Information with Temporary Usefulness | Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction. | AV | | | | | | The disposal of transitory information need not be documented through destruction authorizations or in records disposition logs, but agencies should establish procedures governing disposal of these records as part of its records management plan. O | |



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|--|--|--------------|---------------------|--------|------|------------------|--------------|--|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.04.04 | 1.1.065 | Reports and Studies, Non-Fiscal, Raw Data | Information or data collected and compiled for the purpose of producing non-fiscal reports. | AV | | | | | | O | |
| W.04.05 | 1.1.067 | Reports and Studies, Non-Fiscal | Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities. | | 3 | | | | R | ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. O | |
| W.04.06 | 1.1.013 | Calendars and Appointment Books – Personal | Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees. | CE | 1 | | | | R | 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. R- Applies to superintendent. O | |



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|--|---|--------------|---------------------|--------|------|------------------|--------------|---|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.04.07 | 1.1.007 | Correspondence – Administrative | Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them. | | 4 | | | | R | ARCHIVES NOTE: Only the administrative correspondence of 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. R- Applies to superintendent and division directors. O | |
| W.04.08 | 1.1.008 | Correspondence – General | Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency. | | 2 | | | | | O | |
| W.04.10 | 5.1.004 | Address, Phone, Fax & E-mail Lists (Originals) | Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves. | US | | | | | | O | |
| W.04.11 | 1.1.063 | Meeting Minutes, WSD Staff | Minutes or notes, and supporting documentation, taken at internal agency staff meetings. | | 6 | | | | | O | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|---|--------------|---------------------|--------|------|---|--------------|--|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.04.14 | 1.1.040 | Presentations, Speeches and Papers | Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work. | AC | 2 | | | AC = End of event, until superseded, or obsolete. | R | ARCHIVES NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review. R- Applies to superintendent and division directors. O | |
| W.04.18 | 5.2.026 | Facilities Reservation Logs | Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc. | PM | | | | | | E | |
| W.04.19 | 1.3.001 | Brochures | | AC | 2 | | | AC = Superseded or obsolete. | | CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. P | |
| W.04.20 | | Safety Training Records | | | 5 | | | | | P | |
| W.04.21 | 1.1.043 | Training Materials | | US | 1 | | | | | O | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|--|--|--------------|---------------------|--------|------|--|--------------|---|-----------------------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.04.22 | 1.3.002 | Publication Development Files | Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency. | AV | | | | | R | ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication's authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use, may be archival. O | |
| W.04.24 | 5.4.010 | Material Safety Data Sheets (Unit/Division) | | AC | | | | AC = After sheets are updated or chemicals are no longer stored. | O | | 29 CFR 1910.1020(d)(1)(ii)(B) |
| W.04.25 | | Credit Card Statements | | FE | 3 | | | | P | | |
| W.04.26 | 5.1.011 | Photocopier Usage Log | | FE | 1 | | | | P | | |
| W.04.28 | | Staff Development Rosters & Agendas | | FE | 1 | | | | O | | |
| W.04.29 | 5.4.012 | Security Access Records | Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment, or automated systems. | AC | 2 | | | AC = Until superseded or date of expiration or termination. | O | | |
| W.04.30 | | Equipment/Fixed Assets and Expendable Supply Inventory - Working Documents | | FE | 3 | | | | O | | |
| W.05.01 | 3.3.033 | Recruitment Activity Files | Diversity and recruitment plans and related workforce analyses. | | 3 | | | | O | | Texas Labor Code, 21.501 and 502. |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist
E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|--|--|--------------|---------------------|--------|------|--|--------------|---|---------------------------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.05.03 | | Reduction in Force | | AC | 10 | | | AC = End of school year that RIF occurred. | | O | |
| W.05.04 | 3.4.006 | Employee Time Sheets | | PM | | | | | | PM since 2010. E | 40 TAC 815.106(i). |
| W.05.05 | 3.1.011 | Employee Insurance Records | | AC | | | | AC = Termination of employment. | | P | |
| W.05.06 | 3.1.026 | Criminal History Checks | Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS). | AC | | | | AC = The criminal history record has served the immediate purpose for which it was obtained. | | P. CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information. | |
| W.05.07 | 3.3.031 | Equal Employment Opportunity Reports and Documentation | Includes documentation used to complete EEO reports. | | 3 | | | | | P | 29 CFR 1602.32, 1602.48, and 1602.50. |
| W.05.08 | 3.4.002 | Leave Status Reports | Cumulative report is issued each pay cycle and provides employee leave status information for each position. | FE | 3 | | | | | P | |
| W.05.09 | 3.4.006 | Contract Employee Time Sheets | | | 4 | | | | | P | 40 TAC 815.106(i). |
| W.05.10 | 5.4.011 | Visitor Control Registers | Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities. | | 3 | | | | | P | |
| W.05.11 | 3.1.018 | Grievance Records | Records relating to the review of employee grievances against personnel policies, working conditions, etc. | AC | 3 | | | AC = Final decision on the grievance. | | O | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|--------------------------|------------------------------------|---|---|--------------|---------------------|--------|------|--|--------------|---|-------------------------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.05.12 | 1.1.056 | ADA Documentation | Self-evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act. | | 3 | | | | | O | 28 CFR 35.105(c). |
| W.05.13 | | Chairman's Fitness Challenge Participation | | | 3 | | | | | P | |
| W.06.01 | 1.1.014 | Legal Opinions, General Counsel (Originals) | From agency legal counsel or the Attorney General, including any requests eliciting the opinions. | PM | | | | | R | ARCHIVES NOTE: Opinions and advice that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. O | |
| W.06.02 | 1.1.048 | Litigation Files, General Counsel | Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit. | AC | 3 | | | AC = Expiration of statute of limitations or final adjudication. | R | ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. O | |
| W.06.03 | | Pre-Litigation Files | | AC | 3 | | | AC = End of the statute of limitations. | | O | |
| W.06.04 | | Attorney Working Files | | AV | | | | | | O | |
| W.06.05 | 1.1 | Public Information Requests | | AC | 2 | | | AC = Date request is fulfilled or denied. | | O | Includes RSINs 1.1.020 and 1.1.021. |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|---|--------------|---------------------|--------|------|--|--------------|-------------|---------------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.06.06 | 3.1.021 | Disciplinary Documentation | Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication. | AC | 5 | | | AC = Termination of employment. | | O | |
| W.07.01 | | Transfer of Temporary Fixed Assets | | FE | 3 | | | | | P | |
| W.07.02 | 5.3.007 a | Bids, Purchase Orders and Requisitions | Includes bid requisition/ authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation/evaluations. | AC | 7 | | | AC = Expiration or termination of the instrument according to its terms or decision not to proceed with the bid. | | P | Government Code 441.1855. |
| W.07.03 | 5.1.001 | Purchasing Contracts | | AC | 7 | | | AC = Contract expired and all issues resolved. | | P | |
| W.07.04 | 4.1.001 | Accounts Payable Information | | FE | 3 | | | | | P | |



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|---|--------------|---------------------|--------|------|--|--------------|-------------|---------------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.07.05 | 4.4 | Accounts Payable/Receivable Ledgers | | PM | | | | | | E | |
| W.07.06 | 4.9.001 | Annual Operating Budget | | PM | | | | | | O | |
| W.07.07 | 3.2.003 | Federal Tax Records | Includes 1099, W2, FICA, and other tax records. | AC | 4 | | | AC = Tax due date, date claim is filed, or date tax is paid, whichever is later. | | P | 26 CFR 31.6001 - 1(e)(2). |
| W.07.08 | 4.7.004 | Capital Asset Records | | PM | | | | | | E | |
| W.07.09 | 3.2.001 | Employee Deduction Authorizations | Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments. | AC | 4 | | | AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner. | | P | |
| W.08.01 | 2.1 | Processing Files | Machine-readable files used in the creation, utilization, and updating of master files. | AC | | | | AC = Completion of third update cycle. | | E | |
| W.08.02 | 2.1.002 | Master Files | Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs. | AC | | | | AC = Completion of third update cycle. | | E | |
| W.08.03 | 2.1.007 | Software Programs | Automated software applications and operating system files including job control language, program listing/source code, etc. | AC | | | | AC = Records are transferred to new environment or no longer require software. | | O | 13 TAC 6.94. |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|--|--------------|---------------------|--------|------|--|--------------|-------------|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.08.04 | 2.1.008 | Hardware Documentation | Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. | AC | | | | AC = Records are transferred to new environment or no longer require hardware. | | O | 13 TAC 6.94. |



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|---|--|--------------|---------------------|--------|------|--|--------------|-------------|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.08.05 | 2.1.009 | Technical Documentation | Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. | AC | | | | AC = Records are transferred to new environment or no longer retained. | | O | 13 TAC 6.94. |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|---------------------|---------------------------|--|---|--------------|---------------------|--------|------|---|--------------|--|---------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.08.06 | 2.1.010 | Audit Trail Records | Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs. | AC | | | | AC = Until audit requirements have been met. | | O | |
| W.08.07 | 1.2.013 | Finding Aids, Indexes and Tracking Systems | Automated indexes, lists, registers, and other finding aids used to provide access to records. | AC | | | | AC = The related records have been destroyed. | | CAUTION: These records must carry the same retention period and archival code of the records they support. E | |
| W.08.08 | 2.2.001 | System Monitoring Records | Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc. | AV | | | | | | E | |
| W.08.09 | 2.2.011 | Batch Data Entry Control Records | Forms and logs used to reconcile batches submitted for processing against batches received and processed. | AC | | | | AC = When reconciliation is confirmed. | | P | |
| W.08.10 | 2.2 | Output Records for Computer Production | Reports showing transactions that were accepted, rejected, suspended, and/or processed. | AV | | | | | | O | |



STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist
 E – Exempt from archival review and transfer

| 1. Agency Code: 002 | | 2. Agency Name: Windham School District | | | | | | | | | |
|--------------------------|------------------------------------|--|--|--------------|---------------------|--------|------|---|--------------|----------------|------------------------|
| 3. Agency Item No. | 4. Record Series Item No. | 5. Record Series Title | 6. Description | 7. Ret. Code | 8. Retention Period | | | 9. AC Definition | 10. Archival | 11. Remarks | 12. Legal Citations |
| | | | | | Years | Months | Days | | | | |
| W.08.11 | 2.2.013 | Quality Assurance Records | Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy. | AC | | | | AC = No longer needed as an audit trail for any records modified. | | O | |
| W.08.12 | 2.2.016 | Software Registrations, Warranties & License Agreement | | LA | 3 | | | | | O | |