



May 19, 2014
Mr. David Long
President
Texas State Affordable Housing Corporation
P. O. Box 12637
Austin, TX 78711-2637

RE: Agency records retention schedule approved for use

Dear Mr. Long:

Your agency's records retention schedule is approved for use as of May 14, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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 triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of

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, David Long

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.*

R01.012/012

BA



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 012
 Agency Name Texas State Affordable Housing Corporation

(Check one)

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

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

(Check one)

Agency Head
 Records Management Officer

Signature

Name *(Print or type)* David Long
 Date 07/31/2013

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 Not Required at This Time
 Name *(Print or type)* _____
 Date _____

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

Signature
 Name *(Print or type)* _____
 Date 05-14-14

Cert/Recert No. 3 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 14

2. Agency Code	012	3. Agency Name Texas State Affordable Housing Corporation							
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			

	CR01	Articles of Incorporation	PM		PM				
	CR02	Bylaws of the Corporation	PM		PM				
1.1.074	CR03	Sunset Advisory Commission Reports	AC + 3		AC + 3	R	AC = until subsequent Sunset Review.		
1.1.058	CR04	Meeting Agenda and Minutes	PM		PM	A	Official agenda and minutes of Board and Committee meetings as required by Government Code, Chapter 551.		
1.1.059	CR05	Certified Agendas or Tape Recordings of Closed Meetings	PM		PM		Certified agendas or tape recordings of closed meetings of Board and/or Committee meetings.		
1.1.062	CR06	Meeting – Supporting Documentation	PM		PM		Documents submitted at Board and Committee meetings including documentation for agenda items, documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting, resolutions, as well as the transcripts of Board and Committee meetings.		
	CR07	Board Resolutions	PM		PM		Signed Resolutions passed by the Board.		
	CR08	Annual Report	US	2	US + 2	A			
	CR09	Strategic Plans (Including Business Plan and Annual Action Plan)	US	2	US + 2	A			

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

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	012	3. Agency Name							Texas State Affordable Housing Corporation		
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.		
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1.1.070	CR10	Corporation Rules, Policies and Procedures	US + 3		US + 3	R		
1.1.023	CR11	Organizational Charts	US		US	A		
1.1.063	CR12	Staff Meetings	FE + 1		FE + 1			
1.1.019	CR13	Press Releases	2		2	R		
	CR14	Public Notices	2		2			
1.1.057	CR15	Transitory Information	AC		AC		AC = Purpose of record has been fulfilled.	
1.1.026	CR16	Texas Register Submissions	AC + 1		AC + 1		AC = Date of publication in the Texas Register.	
1.1.008	CR17	Correspondence - General	FE + 2		FE + 2			
5.2.014	CR18	Inventory - Annual Physical	FE + 1	2	FE + 3		Property, equipment, supply verification.	
1.2.003	CR19	Forms Management Documentation	AC + 1		AC + 1		AC = Discontinuance of use of form.	
1.2.005	CR20	Records Retention Schedule (SLR 105)	US		US		Original is retained permanently by State and Local Records Management Division, Texas State Library and Archives Commission.	
1.2.006	CR21	Records Transmittal Forms	AC + 2		AC + 2		AC = Date of destruction, transfer from storage or transfer to Archives.	
1.2.010	CR22	Records Disposition Log	10		10			

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Records Retention Schedule

SLR 105

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1.2.001	CR23	Request for Authority to Dispose of Public Records	FE + 3		FE + 3	Original is retained permanently by State and Local Records Management Division, Texas State Library and Archives Commission.		
1.2.012	CR24	Records Inventory Worksheets	US		US			
5.2.016	CR25	Inventory System Update Listing	AC		AC	AC = Transfer of information into annual listing. Includes all additions, changes, deletions and transfer items for the monthly processing period.		
5.4.013	CR26	Disaster Recovery Plan	US		US			
5.1.001	CR27	Contracts & Leases	AC + 1	3	AC + 4	AC = Expiration or termination of the instrument according to its terms.		
	HR01	Employee Personnel Files	AC + 2	3	AC + 5	AC = Termination of Employment. Includes job application, Personnel Action -Forms, job description evaluations, training, verification of prior state service.		
3.1.011	HR02	Employee Insurance Files	US		US			
	HR03	Time and Leave Records	FE + 2	2	FE + 4			
3.1.001	HR04	Application Files – Not Hired	AC + 2		AC + 2	29 CFR 1602.31 AC = Time of Receipt.		
3.3.011	HR05	Former Employee Verification Records	AC + 75		AC + 75	AC= Termination of employment.		

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Records Retention Schedule

SLR 105

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2. Agency Code	012	3. Agency Name Texas State Affordable Housing Corporation						
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			Agency	Storage	Total			

5.4.001	HR06	Accident Reports & Associated Documentation	CE + 3	2	CE + 5	Accident or occupational disease reports (by supervisors & employees) and other associated reports required to be submitted to the Texas Workers' Compensation or maintained internally on accident frequency.		
	HR07	Benefits Plans	US + 1		US + 1	Employee benefit plans such as pension, life, health, and disability insurance; deferred compensation, etc. including amendments.		
3.3.031	HR08	EEO and Supporting Documentation	FE + 1	2	FE + 3			
3.1.029	HR09	Documentation of Employment Eligibility (INS I-9) – Federal Reporting Form	AC + 2	3	AC + 5	AC = Termination of Employment.		
3.3.024	HR10	Personnel Policies and Procedures – Any internally distributed manuals, guidelines, or similar records that define corporate wide policies and procedures concerning the personnel of an corporate	US + 3		US + 3			
3.2.009	HR11	401K Plan Doc	AC + 5		AC + 5	AC = All accounts with a vendor or vendors for the individual participant have been closed.		
3.3.001	HR12	Affirmative Action Plans	FE + 3	2	FE + 5			

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	012	3. Agency Name							Texas State Affordable Housing Corporation		
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			Agency	Storage	Total	9. Remarks					

1.1.002	ACT01	Texas State Affordable Housing Corporation Annual Financial Audits	PM		PM				
4.1.003	ACT02	Cancelled Checks/Warrants/Stubs/Bank Statements	FE	3	FE + 3				
4.5.002	ACT03	Internal Fiscal Management Reports	FE	3	FE + 3				
3.2.003	ACT04	Federal Tax Records	AC	4	AC + 4	26 CFR 31.6001-1(e)(2) AC = Tax due date, date claim is filed, or date tax is paid whichever is later.			
4.5.006	ACT05	Annual Operating Budgets	FE + 1	2	FE + 3				
4.1.001	ACT06	Accounts Payable Information	FE	3	FE + 3				
4.4.001	ACT07	General and Subsidiary Ledgers	FE	3	FE + 3				
4.4.002	ACT08	Accounts Receivable Ledgers	FE	3	FE + 3				
4.4.003	ACT09	Accounts Payable Ledgers	FE	3	FE + 3				
	ACT10	Trustee & Treasury Financial Reports	AC	30	AC + 30	AC = Bond documents require that records be kept until bonds are paid in full.			
4.6.002	ACT11	Reconciliation	FE + 1	2	FE + 3				
4.5.002	ACT12	Internal Fiscal Management Reports	FE + 1	2	FE + 3	Includes but is not limited to agency monthly budget reports.			
4.2.002	ACT13	Cash Receipts	FE	3	FE + 3				
4.1.006	ACT14	Investment Transaction Files	FE + 3		FE + 3	Including but not limited to quarterly investment reports.			

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2. Agency Code	012	3. Agency Name Texas State Affordable Housing Corporation							
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			

4.4.002	ACT15	Accounts Receivable – Compliance Fee records (Low Income Housing Tax Credit, Resolution Trust Corporation, and Multi-family). Inspection Fee records.	FE + 1	4	FE + 5			
3.3.023	ACT16	Reimbursable Activities, Requests and Authorizations	FE + 1	2	FE + 3		For travel; participation in education programs, workshops, or college classes, or for other work-related activities for which expenses of the employee are defrayed or reimbursed.	
3.2.002	ACT17	Employee Earnings Records	AC	5	AC + 5		40 TAC 815.106(i) AC = Termination of Employment.	
	ACT18	Journal Document Files	FE + 1	4	FE + 5			
	ACT19	Vendor Files	FE	4	FE + 4			
4.5.003	ACT20	Annual Financial Reports & Supporting Documentation	AC + 6		AC + 6		AC = September 1 of odd- numbered calendar years.	
4.5.005	ACT21	External Fiscal Reports	FE + 2	3	FE + 5		Includes Forms 1099 and supporting documentation.	
4.1.002	ACT22	Billing Detail	FE + 1	2	FE + 3		Business Travel Accounts. Does not include long distance telephone billing detail.	
	ACT23	Seller/Service Reports	FE + 1	2	FE + 3			
	LS01	Delinquency Reports	CE	30	CE + 30			
	LS02	Remittance Information	CE	30	CE + 30			

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Records Retention Schedule

SLR 105

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2. Agency Code	012	3. Agency Name Texas State Affordable Housing Corporation						
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			Agency	Storage	Total	9. Remarks		

	LS03	Loan Files: All program loan files that include but are not limited to payoff files, foreclosure/disposed files, canceled/denied loans, home improvement/construction loan contracts, down payment assistance program files, pre-foreclosure sales and HUD assignments, and assumptions)	AC	30	AC + 30		AC = Term of Loan.		
	LS04	Loan Administration Reports	CE	30	CE + 30				
	LS05	Contract for Deed	AC	30	AC + 30		AC = Term of Contract.		
	LS06	Subsidized Home Purchase Loan Program	AC	30	AC + 30		AC = Term of Loan.		
5.1.001	LS07	Loan Servicing Contracts	AC	10	AC + 10		AC = Expiration or termination of the instrument according to its terms.		
	LS08	Loan Servicing Compliance Reviews	AC + 2	28	AC + 30		AC = Date of Review.		
	LS09	Purchase Mortgage Servicing Rights Reports	AC + 3		AC + 3		AC = Expiration or termination of the instrument according to its terms.		
1.1.019	HRC02	News/Press Releases	2		2	R			
1.1.008	HRC03	Correspondence –General	FE + 3		FE + 3				
	SF01	Single Family Files (Program Summaries, Lender Invitations, Income & Purchase Price Limits)	AC	30	AC + 30		AC = After End of Program.		

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

SLR 105

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2. Agency Code	012	3. Agency Name Texas State Affordable Housing Corporation							
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	SF02	Single Family Official Statements	LA	30	LA + 30	Bond related. At 30 year review, because of refunding of if land use restriction agreements are in place, re-evaluation of retention period must be conducted.		
1.1.008	SF03	Single Family Correspondence – General	FE + 2		FE + 2			
1.1.053	SF04	Single Family Public Hearings	FE + 3	5	FE + 8	Single Family Bond related hearings.		
	SF05	Single Family Master Servicer File	AC	30	AC + 30	AC = After Termination of Service Agreement.		
	SF06	Single Family Bond Program Reports	FE + 1	2	FE + 3			
	SF07	Single Family Non-Bond Program Reports	FE + 1	2	FE + 3			
5.1.001	SF08	Single Family Bond Program Applications, Contracts and Agreements	AC + 1	3	AC + 4	AC = After End of Program.		
5.1.001	SF09	Single Family Non Bond Program Applications, Contracts and Agreements	AC + 1	3	AC + 4	AC = After End of Program.		
	SF10	Single Family Loan Reservation/Compliance	AC + 4		AC + 4	AC = Expiration or termination of the instrument according to its terms.		
	SF11	Single Family Rental Program – Rental Applications and Leases	AC + 4		AC + 4	AC = Expiration or termination of the instrument according to its terms.		
	MF01	Multi Family Private Activity Bond Program – Request for Proposals	AC + 3	12	AC + 15	AC = End of Program Year.		
	MF02	Multi Family Private Activity Bond Program – Applications	AC + 3	3	AC + 6	AC = End of Program Year.		

Retention Codes (Field 7)

US – Until Superseded

AC – After Closed, Terminated, Completed, Expired, Settled

AV – Administrative Valuable

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	012	3. Agency Name Texas State Affordable Housing Corporation							
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	MF03	Multi Family Private Activity Bond Program – Questions on RFP’s (published on website)	AC + 3	3	AC + 6		AC = End of Program Year.		
	MF04	Multi Family Private Activity Bond Program – Bond Closing Documents (ALL)	AC + 3	Term of Bond	AC + Term of Bond		AC = Retirement of Debt.		
1.1.053	MF05	Multi Family Private Activity Bond Program – TEFRA Hearing Notices, Attendance and Tapes (Audio)	AC + 3	Term of Bond	AC + Term of Bond		AC = Report filed with the Texas Ethics Commission.		
1.1.008	MF06	Multi Family Private Activity Bond Program – Correspondence and Notes	AC + 3	Term of Bond	AC + Term of Bond		AC = Retirement of Debt.		
	MF07	Multi Family 501(c)(3) Bond Program – Applications and Supporting Documentation	AC + 3	Term of Bond	AC + Term of Bond		AC = Retirement of Debt.		
	MF08	Multi Family 501(c)(3) Bond Program – Program Guidelines	AC + 3	3	AC + 6		AC = End of Program Year.		
	MF09	Multi Family 501(c)(3) Bond Program – Bond Review Board Documentation	AC + 3	Term of Bond	AC + Term of Bond		AC = Retirement of Debt.		
	MF10	Multi Family 501(c)(3) Bond Program – Bond Closing Documents	AC + 3	Term of Bond	AC + Term of Bond		AC = Retirement of Debt.		

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SLR 105

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1.1.008	MF11	Multi Family 501(c)(3) Bond Program – Correspondence and Notes	AC + 3	Term of Bond	AC + Term of Bond	AC = Retirement of Debt.		
4.5.005	MF12	Multi Family 501(c)(3) Bond Program – Trustee Statements	AC + 3	Term of Bond	AC + Term of Bond	AC = Retirement of Debt.		
	MF13	Multi Family Lending Programs (ICAP & DLP) – Policies, Guidelines and Application Forms	AC + 3	3	AC + 6	AC = End of Program Year.		
	MF14	Multi Family Lending Programs (ICAP & DLP) – Applications, Underwriting and Correspondence	AC + 3	Term of Loan	AC + Term of Loan	AC = Retirement of Debt.		
	MF15	Multi Family Lending Programs (ICAP & DLP) – Closing Documents	AC + 3	Term of Loan	AC + Term of Loan	AC = Retirement of Debt.		
5.1.001	MF16	Multi Family Lending Programs (ICAP & DLP) – Funder Agreements and MOUs	AC + 4		AC + 4	AC = Expiration or termination of the instrument according to its terms.		
1.1.040	MF17	Multi Family Public Speaking - Powerpoint Presentations	AC + 4		AC + 4	R AC = End of term in office or termination of service in a state position.		
	DEV01	The Affordable Communities of Texas – Program Guidelines, Applications and Policies	AC+3	3	AC+6	AC = End of Program Year.		

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Archival Codes (Field 8)

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	DEV02	The Affordable Communities of Texas – Local Partner Applications, Notes and Communications	AC+3	3	AC+6		AC = Date of Submission.		
	DEV03	The Affordable Communities of Texas – Local Partner MOU	AC+3	12	AC+15		AC = Date of Approval.		
	DEV04	The Affordable Communities of Texas – Property Acquisitions (Closing Docs, Leases, etc.)	AC+3	12	AC+15		AC = Date of Closing.		
	DEV05	The Affordable Communities of Texas – Property Dispositions (Closing Docs, Rehab Reports, Sales Contracts, etc.)	AC+3	12	AC+15		AC = Date of Closing.		
	TFF1	Texas Foundations Fund Applicants – Funded and Non Funded Grant Applications	AC+3		AC+3		AC = Satisfaction of all uniform administrative requirements for grants and cooperative agreements to state and local governments.		
	AOC1	Monthly Compliance Reports	AC+15		AC+15		AC = Closing of Bonds.		
	AOC2	Annual Compliance Audit and Supporting Documents	AC+15		AC+15		AC = Closing of Bonds.		
1.1.067	AOC3	Monthly Resident Services Reports	AC+15		AC+15	R	AC = Closing of Bonds.		
1.1.067	AOC4	Annual Resident Services Reports	AC+15		AC+15	R	AC = Closing of Bonds.		
1.1.067	AOC5	Texas State Affordable Housing Corporation Asset Oversight Audit, Reports, and Supporting Documents	AC+15		AC+15	R	AC = Closing of Bonds.		

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1.1.067	AOC6	Texas Department of Housing & Community Affairs Asset Oversight Audit, Reports and Supporting Documents	AC+15		AC+15	R	AC = Termination of Contract.	
1.1.008	AOC7	Owner/Management Correspondence	AC+15		AC+15		AC = Closing of Bonds.	
1.2.015	IS01	Disaster Recovery Service Transmittals (Tapes)	FE + 1		FE + 1			
2.1.008	IS02	Hardware Documentation	AC		AC		AC=Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.	
2.1.007	IS03	Software Programs	AC		AC		AC=Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.	

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CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months PM – Permanent US – Until Superseded



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **13** of **14**

2. Agency Code	012	3. Agency Name <p style="text-align: center;">Texas State Affordable Housing Corporation</p>							
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			

2.1.009	IS04	Technical Documentation	AC		AC	AC=Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		
	IS05	Computer Hardware Maintenance Records	LA + 3		LA + 3			
5.2.010	IS06	Equipment Manuals	LA		LA			
	IS07	Plans and Planning Records	AC + 3		AC + 3	AC = After Completed.		
1.1.006	LD01	Complaint Records	AC + 1	2	AC + 3	AC = Final Disposition of the complaint.		
1.1.048	LD02	Litigation	AC	1	AC + 1	AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.		
1.1.014	LD03	Legal opinions and advice	AV		AV	R		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page **14** of **14**

2. Agency Code	012	3. Agency Name Texas State Affordable Housing Corporation							
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	LD04	Public Information Requests – Not Exempted	AC	2	AC + 2	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code). AC = Date request fulfilled.		
1.1.021	LD05	Public Information Requests - Exempted	AC	2	AC + 2	Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code). AC = Date of notification that records are exempt.		
5.1.001	LD06	Contract Files (Outside Counsel Contracts Only)	AC + 1	3	AC + 4	AC = Expiration or termination of the instrument according to its terms.		

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