



November 22, 2013
Mr. Patrick Redman
Staff Attorney
Texas County and District Retirement System
PO Box 2034
Austin, TX 78768-2034

RE: Agency records retention schedule approved for use

Dear Mr. Redman:

Your agency's records retention schedule is approved for use as of November 20, 2013. 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 Please ensure all old copies of the schedule are superseded with this recertified copy.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 **November 2016**.

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, Erica Wilson, at 512-463-6627 or ewilson@tsl.state.tx.us.

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

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Gene Glass

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.state.tx.us

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Director and Librarian*
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*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.046/04



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 046
Agency Name Texas County & District Retirement System

(Check one)

- Initial Certification - Form SLR 105
[X] Recertification - Form SLR 105
Amendment - Form SLR 122

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

(Check one)

- Agency Head
[X] Records Management Officer

Signature Patrick D Redman
Name (Print or type) Patrick D Redman
Date March 26, 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
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 E. Hidenky
Name (Print or type)
Date 11-20-2013 2013

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.

2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
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	EXE1000	General Board Trustees Records related to appointment and termination of TCERS Board Trustees and Committees.	PM	PM	A			
1.1	EXE1080	General TCERS Archives Records documenting the System's past, its development, significant events, and key staff.	PM	PM	R			
1.1	EXE1100	General Trustee Education Records related to trustee fiduciary responsibilities and due diligence reviews. Includes trip files and investment manager visits.	AC + 5	AC + 5		AC = Until the program has been superseded or is no longer offered to trustees.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

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1.1	HRE1020	General Employee Communications Records related to employee announcements and other informative communications.	3		3				
1.1	LEG1100	General Copyrights and Trademarks Records related to the registration and maintenance of TCDCRS copyrights and trademarks. Includes copyright registrations and copyright permission letters.	AC + 6		AC + 6		AC = Expiration of the copyright or trademark.		
1.1	LEG1200	Legal Projects and Analysis – General Legal research and related workpapers for various subjects and projects, such as employee and member matters, insurance consultation for contracts and agreements, etc. Excludes legal opinions documenting specific litigation.	AC + 10		AC + 10	A	AC = Completion of the project See 1.1.048 for Hearings and Litigation - Litigation.		

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STATE OF TEXAS

Records Retention Schedule

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1.1	LEG1260	Third Party Discovery Documents related to disputes involving third parties, including vendors or employees, in which TCDRS is not directly involved but has been requested to provide information regarding the third party dispute. Includes court orders, protective orders, and subpoenas.	AC + 6		AC + 6		AC = Conclusion or settlement of the dispute.		
1.1.002	AUD1000	Audits External Financial and Actuarial Audits - Audit Workpapers 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 + 7		AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies. See 1.1.002 for External Financial and Actuarial Audits - Audit Reports.		
1.1.002	AUD1020	Audits External Financial and Actuarial Audits - Audit Reports 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 + 7		AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies. See 1.1.002 for External Financial and Actuarial Audits - Audit Workpapers.		

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Records Retention Schedule

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			Agency	Storage	Total	9. Remarks			

1.1.002	AUD1040	Audits Internal Operational Audits Records related to internal operational audits and data reviews including quality assurance audits and other internal non-financial operational audits.	AC + 7		AC + 7		AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	
1.1.007	ADM1000	Correspondence - Administrative Administrative correspondence records, both internal and external, related to TCERS policies, programs, directives, and initiatives. Does not include correspondence related to specific System activities, such as Human Resources, Legal, Investments, and Member Benefits.	4		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. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. See 1.1.008 for Correspondence - Departmental.	

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Records Retention Schedule

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
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			Agency	Storage	Total				

1.1.008	ADM1020	Correspondence – General Correspondence – Departmental Records related to primarily internal casual correspondence. This record class is to be used only for correspondence not covered elsewhere.	2		2		See 1.1.007 for Correspondence - Administrative.		
1.1.011	EXE1010	Executive Orders Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US + 3		US + 3	A			

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LA – Life of Asset MO – Months	



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
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				

1.1.013	ADM1060	<p>Calendars, Appointment and Itinerary Records</p> <p>Departmental Administration Calendars of various sorts documenting departmental administration, planning, and management activities. Includes departmental desk calendars, and other miscellaneous administrative records not covered elsewhere.</p>	3		3	R	<p>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.</p> <p>CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p> <p>TCDRS 3 yr retention period exceeds TSL CE + 1 for internal business practices.</p>		
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Retention Codes (Field 7)						Archival Codes (Field 8)			
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	A – Transfer to State Archives	R – Review by State Archivist



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Records Retention Schedule

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
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1.1.014	LEG1180	Legal Opinions and Advice Legal Opinions Records documenting legal opinions generated by TCERS legal counsel, either internal or external, and the Office of the Attorney General. These opinions involve System members, employers, and open records requests and therefore provide on-going guidance for System operations.	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See item number 1.1.048.		
1.1.019	PUB1040	Public Relations Records Records related to TCERS and its services that is released to the public. Includes records related to education and promoting TCERS image, as well as press releases.	2		2	R			

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Records Retention Schedule

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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1.1.020	LEG1220A	Public Information Requests - Not Exempted Legal Projects and Analysis - Public Information Includes all correspondence and documentation relating to requests for records that are not exempt under the Public Information Act (Chapter 552, Government Code). Does not include open records decisions rendered by the Office of the Attorney General.	AC + 2		AC + 2		AC = Date request fulfilled. TCDRS AC + 2 retention period exceeds TSL AC + 1 for internal business practices. See 1.1.021 LEG1220B		
1.1.021	LEG1220B	Public Information Requests – Exempted Legal Projects and Analysis - Public Information Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code). Does not include open records decisions rendered by the Office of the Attorney General.	AC + 2		AC + 2		AC = Date of notification that records are exempt. See 1.1.020 LEG1220A		

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

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
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			Agency	Storage	Total	9. Remarks			

1.1.023	HRE1180	Organization Charts Records related to the structure and staffing of the organization including the positions, titles and employee names. Includes organization charts.	US	US	A	See 1.1.070 for System Organization and Charter.		
1.1.024	ADM1080	Plans and Planning Records Internal Project Management Records related to the management of internal projects, special studies, analyses, and other department events not covered elsewhere. Includes ad hoc studies performed at the organization or work group level. Includes notes, presentations, reports, studies, project plans, meeting minutes, status reporting, etc. Excludes pending legislation projects.	AC + 3	AC + 3	R	AC = Decision made to implement or not to implement result of planning process, or completion of project. ARCHIVES NOTE: Data processing planning records are not archival. See 1.1.027 for Proposed Legislation.		
1.1.027	PUB1020	Proposed Legislation Records documenting proposed legislation affecting TCERS. Includes drafts, analyses, workpapers, and studies. Does not include legal consultation.	5	5		See LEG1200 for Legal Projects and Analysis - General. TCERS 5 yr retention period exceeds TSL AV for internal business practices.		

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Records Retention Schedule

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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			Agency	Storage	Total			

1.1.038	COM1040	Customer Surveys Records related to member and employer surveys conducted by TCDRS to gauge a customer's level of satisfaction, knowledge, or needs.	AC + 3		AC + 3		AC = Customer survey completed.		
1.1.043	COM1080	Training Materials Training and Development Programs - Employers and Members Records related to TCDRS efforts to provide training to employers and members regarding employer contribution rates, benefits, contributions, and services. Includes training materials and attendance lists. Includes communications and presentations delivered through conferences, local employer visits, and TCDRS visits. Includes spring and fall conference materials for employer and administrator training.	AC + 4		AC + 4		AC = Until the training program has been superseded or is no longer offered to employers and members. TCDRS AC + 4 retention period exceeds TSL US + 1 for internal business practices.		

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Records Retention Schedule

SLR 105

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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1.1.048	LEG1160	<p>Litigation Files</p> <p>Hearings and Litigation – Litigation Records related to threatened or asserted litigation. Includes pleadings, discovery, attorney work products, legal opinions, transcripts, exhibits, final judgments, settlements, court orders, and other documents specifying final terms, conditions, and decisions related to claims and litigation.</p>	AC + 6		AC + 6 R	<p>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.</p> <p>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. TCDRS AC + 6 retention period exceeds TSL AC + 1 for internal business practices.</p>		
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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			Agency	Storage	Total	9. Remarks		
1.1.055	ADM1320	Strategic and Business Planning Records that document the strategic and business plans of TCDRS.	AC + 6		AC + 6	A		

AC = September 1 of odd-numbered calendar years.
 ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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Records Retention Schedule

SLR 105

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1. Page **13** of **88**

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1.1.057	ADM1340	<p>Transitory Information 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; 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.</p>	AC		AC	<p>AC = Purpose of record has been fulfilled. CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014). Records not directly related to state business.</p>		
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1.1.058	EXE1040	<p>Meeting Agenda and Minutes</p> <p>Board, Committee, and Trustee Meetings Records documenting proceedings of TCERS Board, committee of the Board, Trustees, and other legally required meetings. Includes meeting minutes, meeting notices, and voting records. Excludes audio and video tapes of the meetings. See Government Code, Chapter 551.</p>	PM		PM	A	<p>ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.</p> <p>CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency. See 1.1.060 Board, Committee, and Trustee Meetings - Audio and Video Tapes.</p>	
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1.1.059	EXE1050	Certified Agendas or Tape Recordings of Executive Session Closed Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC + 2		AC + 2	AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, 551.104(a). See caution comment at item number 1.1.058.		
1.1.060	EXE1020	Meetings, Audio or Videotapes of Open Board, Committee, and Trustee Meetings - Audio and Video Tapes Audio and video tapes used to record open board meetings. Excludes the meeting minutes.	AC + 3		AC + 3	AC = Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. See caution comment at item number 1.1.058. See 1.1.058 for Board, Committee, and Trustee Meetings - Meeting Minutes. TCERS AC + 3 retention period exceeds TSL AC + 90 days for internal business practices.		

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1.1.061	EXE1025	Meetings – Notes Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC + 90 days	AC + 90 days		AC = Approval of the formal minutes by the governing body. See caution comment at item number 1.1.058.		
1.1.062	EXE1030	Meetings – Supporting Documentation Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	2	2	A	See caution comment at item number 1.1.058.		
1.1.070	EXE1060	Agency Rules, Policies, and Procedures – Final System Organization and Charter Records documenting the creation, structure, and governance of TCDRS. Includes TCDRS Act, Board Governance Policy, and charters.	AC + 6	AC + 6	R	AC = Completion or termination of program, rules, policies, or procedures. TCDRS AC + 6 retention period exceeds TSL AC + 3 for internal business practices. Contains records found within records series 1.1.071 Agency Rules, Policies, and Procedures		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.070	AUD1060A	Agency Rules, Policies, and Procedures - Final Records documenting the guiding principles (policy) and courses of action (program/process) intended to ensure compliance to internal requirements. Includes policy and program documentation and the written procedures related to the adoption of these policies/programs.	AC + 6		AC + 6	R	AC = Completion or termination of program, rules, policies, or procedures. TCERS AC + 6 retention period exceeds TSL AC + 3 for internal business practices. See 1.2.005 AUD1060B, 3.3.024 AUD1060C, 4.7.001 AUD1060D	
1.1.073	LEG1140	Administrative Hearings Hearings and Litigation Records related to disputes considered by the Texas State Office of Administrative Hearings and other administrative entities. Includes copies of motions, appeals, administrative decisions, and case files, received from Administrative Law judges and arbitrators.	AC + 3		AC + 3	R	AC = Last action.	
1.2.001	AUD1080A	Destruction Authorizations Agency level documents authorizing final disposition of records under a certified records retention schedule.	20		20		TCERS 20 yr retention period exceeds TSL FE + 3 for internal business practices. See 1.2.010 AUD1080B	

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

1.2.003	ADM1100 A	Forms History File Internal Services - Forms Management Records related to the management of TCDRS forms. Includes forms requisitions and samples of TCDRS forms. Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC + 6		AC + 6		AC = Discontinuance of use of form. TCDRS AC + 6 retention period exceeds TSL AC + 1 for internal business practices. See 1.2.004 ADM1100B	
1.2.003	ADM1140	Forms History File Internal Services - Letter Template Administration Records related to the management of TCDRS letter templates. Includes sample template letters. Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC + 1		AC + 1		AC = Discontinuance of use of form.	

Retention Codes (Field 7)	Archival Codes (Field 8)
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	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	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

1.2.004	ADM1100B	Forms Inventory Internal Services - Forms Management Records related to the management of TCDRS forms. Includes forms requisitions and samples of TCDRS forms. Any periodic listing of all forms used internally or externally by an agency.	AC + 6		AC + 6	AC = Discontinuance of use of form. TCDRS AC + 6 retention period exceeds TSL US for internal business practices. See 1.2.003 ADM1100A		
1.2.005	AUD1060B	Records Retention Schedule (SLR 105) Policies, Programs, and Procedures 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 + 6		US + 6	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. TCDRS US + 6 retention period exceeds TSL US for internal business practices. See 1.1.070 AUD1060A, 3.3.024 AUD1060C, 4.7.001 AUD1060D		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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	A – Transfer to State Archives R – Review by State Archivist



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

1.2.006	ADM1200	Records Transmittal Forms Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC + 2		AC + 2	AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer. See 1.2.001, 1.2.010 for Records Destruction and Disposition Logs.		
1.2.010	AUD1080B	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.	20		20	TCDRS 20 yr retention period exceeds TSL 10 yr for internal business practices. See 1.2.001 AUD1080A		
1.2.014	AUD1090	Records Management Plans Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US + 1		US + 1			

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

1.3.001	COM1060	State Publications Information related to print publications and TCERS Website content describing TCERS products and services to customers.	AC + 5		AC + 5	AC = Until 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. For additional info and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16). TCERS AC + 5 retention period exceeds TSL AC + 2 for internal business practices. See 2.1.007 for interactive functions of website such as Benefits Calculator		
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Retention Codes (Field 7)

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

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

1.3.002	COM1000	Publication Development Files Artwork Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AC + 5		AC + 5	R	AC = Artwork used in publication. TCDRS AC + 5 retention period exceeds TSL AV for internal business practices.	
2.1.007	ISY1040	Software Programs Source Code Records related to source code for TCDRS owned software that is either internally or externally developed and used internally by employees. Includes program and source code, i.e. source code used for TCDRS website.	AC + 1		AC + 1		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. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. TCDRS AC + 1 retention period exceeds TSL AC for internal business practices. See 1.3.001 for informational website content	

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
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	ISY1000	<p>Technical Documentation</p> <p>Application Documentation Records documenting the development of new functionality and architecture for TCDRS computer systems and applications. Includes change management, requirements documents, and scope documents.</p>	AC + 1		AC + 1	<p>AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94.</p> <p>CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p> <p>TCDRS AC + 1 retention period exceeds TSL AC for internal business practices.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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	ISY1060	<p>Technical Documentation</p> <p>System Technical Administration – General Information used to provide details and a history of the hardware technical environment such as changes, problems, additions/deletions and operational status. Includes performance monitoring and problem tracking. May also include Y2K compliance records and incident reports.</p>	AC + 1	AC + 1	<p>AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. TCDRS AC + 1 retention period exceeds TSL AC for internal business practices.</p>		
2.2.001	ISY1080	<p>System Monitoring Records</p> <p>System Technical Administration - Network and Computer Access Records Information used to provide details and history of network and computer system access records. Includes access and network security logs, and third party permission to access TCERS systems.</p>	AV	AV			

Retention Codes (Field 7)	Archival Codes (Field 8)
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PM – Permanent US – Until Superseded	



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

2.2.001	ISY1100	<p>System Monitoring Records</p> <p>Technical Support Requests Records related to external customer and internal employee requests for technical support. These records identify the caller's concern or request for information and identify TCDCRS response and resolution. Includes help desk records, problem tracking documentation, telecommunications service requests, and surveys on service provided.</p>	3		3		TCDCRS 3 yr retention period exceeds TSL AV for internal business practices.		
3.1.001	HRE1040	<p>Applications for Employment - Not Hired</p> <p>Employee Recruitment and Selection - Employee Recruitment Rejections Records related to the recruitment of applicants for a particular position within TCDCRS who were not hired or did not accept the position, including the documentation supporting the decision. Includes rejected employment applications and resumes.</p>	3		3		29 CFR 1602.31 [State Agencies]. TCDCRS 3 yr retention periods exceeds TSL 2 yr for internal business practices.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.1.001	HRE1320A	Applications for Employment - Not Hired Personnel Files - Temporary Employee Files Records related to the hiring and management of temporary employees. Includes temporary employee applications, resumes, and contracts.	AC + 5		AC + 5	AC = Hiring decision made. 29 CFR 1602.31 [State Agencies]. TCDCRS AC + 5 retention period exceeds TSL 2 yr for internal business practices. See 3.1.002 HRE1320B, 3.1.013 HRE1320C		
3.1.002	HRE1220A	Applications for Employment – Hired Personnel Files – General Records providing a history of employment from initial hiring, including promotion and transfers. Includes employment applications, letters of acceptance, and resumes.	AC + 5		AC + 5	AC = Termination of employment. See 3.1.019 for Performance Evaluation. See 3.1.024 for Medical Reports. See 3.4.007 for Medical Leaves of Absence. See 3.4.007 for Non-Medical Leaves of Absence. See 3.3.011 for Former Employee Verification Records See 3.1.013 HRE1220B, 3.1.014 HRE1220C, 3.1.038 HRE1220D, 3.3.011 HRE1220E Contains records found within records series 3.2.005 W-4 Forms		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.1.002	HRE1320B	Applications for Employment – Hired Personnel Files - Temporary Employee Files Records related to the hiring and management of temporary employees. Includes temporary employee applications, resumes, and contracts.	AC + 5		AC + 5		AC = Termination of employment. See 3.1.001 HRE1320A, 3.1.013 HRE1320C		
3.1.011	HRB1020	Employee Insurance Records Benefit Enrollment and Participation - Disability Benefits Records related to the application of continuing benefits distributed under ERS long term or short term disability benefit plans or the TCERS short term disability benefit. Includes disability benefits review information, long-term benefit calculations, and appeals. Does not include disability retirement benefits granted by the TCERS pension plan or medical records supporting a disability insurance claim.	AC + 4		AC + 4		AC = Until benefits are no longer payable and the benefit plan is inactive. See HRB1160 for Employee Disability Insurance Benefits - Medical Records. See BEN1160 for Member File - Disability Retirement Medical Records. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. TCERS AC + 4 retention period exceeds TSL AC for internal business practices.		

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



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.1.011	HRB1040	Employee Insurance Records Benefit Enrollment and Participation – General Records related to the enrollment and participation of employees in TCDRS benefits programs.	AC + 4		AC + 4	AC = Termination of employment. See HRB1060 for Benefit Enrollment and Participation - Loan Applications. See HRB1080 for Benefit Enrollment and Participation - Pension Summary Records. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. TCDRS AC + 4 retention period exceeds TSL AC for internal business practices.		
3.1.011	HRB1160	Employee Insurance Records Employee Disability Insurance Benefits - Medical Records Medical records submitted to support the application and decision making process of a TCDRS employees short term or long term disability insurance claim. Includes doctors statement and all supporting medical records. Excludes records related to disability retirement.	AC + 5		AC + 5	AC = Until benefits are no longer payable and the benefit plan is inactive. See BEN1160 for Member File - Disability Retirement Medical Records. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. TCDRS AC + 5 retention period exceeds TSL AC for internal business practices.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.1.012	HRE1060A	Employment Opportunity Announcements Employee Recruitment and Selection – General Records related to open position announcements and/or advertisements and job descriptions, Includes internal and external postings.	3		3	29 CFR 1602.31 [State Agencies]. TCDRS 3 yr retention period exceeds TSL 2 for internal business practices. See 3.1.014 HRE1060B, 3.3.028 HRE1060C		
3.1.013	HRE1220B	Employment Contracts	AC + 5		AC + 5	AC = Expiration or termination of the contract according to its terms. TCDRS AC + 5 retention period exceeds TSL AC + 4 for internal business practices. See 3.1.002 HRE1220A, 3.1.014 HRE1220C, 3.1.038 HRE1220D, 3.3.011 HRE1220E		
3.1.013	HRE1320C	Employment Contracts Personnel Files - Temporary Employee Files Records related to the hiring and management of temporary employees. Includes temporary employee applications, resumes, and contracts.	AC + 5		AC + 5	AC = Expiration or termination of the contract according to its terms. TCDRS AC + 5 retention period exceeds TSL AC + 4 for internal business practices. See 3.1.001 HRE1320A, 3.1.002 HRE1320B		

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	
LA – Life of Asset MO – Months	
PM – Permanent US – Until Superseded	



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.1.014	HRE1060B	<p>Employment Selection Records</p> <p>Employee Recruitment and Selection – General</p> <p>Records related to interviews including questions asked, notes, and recordings – video and/or audio. Includes pre-employment records such as driving records, drug screenings, background checks, and/or exams, and all other records that document the selection process.</p>	3		3		<p>29 CFR 1602.31 [State Agencies]. CAUTION: Does not include criminal history checks. TCDRS 3 yr retention period exceeds TSL 2 for internal business practices. See 3.1.012 HRE1060A, 3.3.028 HRE1060C Contains records found within records series 3.1.026 Criminal History Checks</p>		
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Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.1.014	HRE1220C	<p>Employment Selection Records</p> <p>Personnel Files – General Records providing a history of employment from initial hiring, including promotion and transfers. Includes employment applications, letters of acceptance, and resumes.</p>	AC + 5		AC + 5	<p>AC = Termination of employment. 29 CFR 1602.31 [State Agencies]. CAUTION: Does not include criminal history checks. See 3.1.019 for Performance Evaluation. See 3.1.024 for Medical Reports. See 3.4.007 for Medical Leaves of Absence. See 3.4.007 for Non-Medical Leaves of Absence. TCDRS AC + 5 retention period exceeds TSL 2 yr for internal business practices. See 3.1.002 HRE1220A, 3.1.013 HRE1220B, 3.1.038 HRE1220D, 3.3.011 HRE1220E</p>		
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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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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.1.018	HRE1080A	<p>Grievance Records</p> <p>Employee Situations Records related to employees concerns, complaints, referrals, and disciplinary records. Includes disciplinary documents, employee warnings, and written discipline notices.</p>	AC + 5		AC + 5	<p>AC = Final decision on the grievance. CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. See item number 1.1.048. See 5.4.012 for Security – Clearance. TCDRS AC + 5 retention period exceeds TSL AC + 2 for internal business practices. See 3.1.020 HRE1080B, 3.1.021 HRE1080C</p>		
3.1.019	HRE1300	<p>Performance Appraisals</p> <p>Personnel Files - Performance Evaluation Records documenting specific employee's job performance. Includes reviews and evaluations by supervisors, recommendations for promotions, and/or compensation, and corrective action plans.</p>	AC + 5		AC + 5	<p>AC = Until the evaluation has been superseded or termination of the employment relationship. 29 CFR 1620.32(c). TCDRS AC + 5 retention period exceeds TSL 2 for internal business practices.</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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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.1.020	HRE1080B	<p>Personnel Corrective Action Documentation</p> <p>Employee Situations Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance. Includes disciplinary documents, employee warnings, and written discipline notices.</p>	AC + 5		AC + 5	<p>AC = Termination of corrective action. CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the the minimum retention period described by item number 3.1.021. See 5.4.012 for Security – Clearance. See 3.1.018 HRE1080A, 3.1.021 HRE1080C</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.1.021	HRE1080C	<p>Personnel Disciplinary Action Documentation</p> <p>Employee Situations 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.</p>	AC + 5		AC + 5	<p>AC = Termination of employment. See 5.4.012 for Security – Clearance. See 3.1.018 HRE1080A, 3.1.020 HRE1080B</p>		
3.1.023	HRE1160	<p>Position/Job Descriptions Records related to job descriptions such as summary of position responsibilities, requirements, and reporting relationships. Includes job and position descriptions.</p>	AC + 6		AC + 6	<p>AC = Until superseded or job eliminated. 40 TAC 815.106(i). TCDRS AC + 6 retention period exceeds TSL AC + 4 for internal business practices.</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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Form SLR 105C must accompany this form.

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2. Agency Code 046		3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.1.024	HRE1260	Physical Examinations/Medical Reports Records documenting individual employee and contractor medical history. Includes medical records resulting from on-the-job injuries and accidents. Excludes medical records submitted for disability insurance claims and disability retirement applications.	AC + 5		AC + 5	AC = Until superseded or termination of employment. CAUTION: Does not include pre-employment physical examinations. See item number 3.1.014. See BEN1160 for Member File – Disability Retirement Medical Records. See HRB1160 for Employee Disability Insurance Benefits – Medical Records. See 5.4.001 for Injuries and Accidents. TCDRS AC + 5 retention period exceeds TSL AC + 2 for internal business practices.		
3.1.027	HRE1340A	Training and Educational Achievement Records (Individual) Training and Development Programs Records related to the development and operation of TCDCRS sponsored employee training programs. Includes course manuals, schedules, and course evaluation sheets. Includes employee sign-in sheets and attendance records.	AC + 5		AC + 5	AC = Termination of employment. See 3.3.030 HRE1340B		

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



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.029	HRE1120	<p>Employment Eligibility, Documentation or Verification of Immigration and Naturalization</p> <p>Records related to the immigration and naturalization of TCERS employees. Includes federal Form I-9 which certifies employee identity and eligibility to work in the United States.</p>	AC + 3		AC + 3	<p>AC = Termination of employment. CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2). TCERS AC + 3 retention period exceeds TSL AC + 1 for internal business practices.</p>		
3.1.031	HRB1060	<p>Employee Benefits – Other than Insurance Benefit Enrollment and Participation - Loan Applications</p> <p>Records related to money borrowed by an employee against their 457 deferred compensation plan. Includes employee loan applications and related correspondence.</p>	AC + 4		AC + 4	<p>AC = Reconciliation of the loan. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. TCERS AC + 4 retention period exceeds TSL AC + 2 for internal business practices.</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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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.031	HRB1080	Employee Benefits – Other than Insurance Benefit Enrollment and Participation - Pension Summary Records Records summarizing employee enrollment and participation in TCDRS-sponsored pension program.	AC + 75		AC + 75	AC = Termination of membership. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. TCDRS AC + 75 retention period exceeds TSL AC + 2 for internal business practices.		
3.1.031	HRB1180	Employee Benefits – Other than Insurance Health Reimbursement Account (HRA) Claims Records related to claims filed by employees for payment from the TCDRS funded and administered Health Reimbursement Account (HRA). Includes fund accumulation and payment reports, claims forms, and supporting documentation.	AC + 5		AC + 5	AC = Until benefits are no longer payable. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. TCDRS AC + 5 retention period exceeds TSL AC + 2 for internal business practices. This is not insurance.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.1.038	HRE1220D	Public Access Option Form Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024.	US	US	US	US	See 3.1.002 HRE1220A, 3.1.013 HRE1220B, 3.1.014 HRE1220C, 3.3.011 HRE1220E		
3.2	PAY1040	Garnishment Accounting Records related to the withholding and payment to third parties of amounts garnished from TCERS employee wages as required by court order and/or federal levies. Does not include actual orders.	FE + 4		FE + 4		Distinguished from 3.2.004 Income Adjustments and 3.2.001 Deduction Authorizations.		
3.2.001	LEG1120A	Employee Deduction Authorizations Court and Governmental Orders Records related to divorce, POAs, garnishment orders, and other levies received from the court regarding specific TCERS employees. Includes the court order and related correspondence. Does not include court and government orders received regarding members.	AC + 4		AC + 4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. See BEN1040 for Annuitant File. See BEN1140 for Member Files – Active/Inactive. See PAY1040 for Garnishment Accounting. See 3.2.004 LEG1120B		

Retention Codes (Field 7)	Archival Codes (Field 8)
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.2.002	PAY1060	Employee Earnings Records Payroll Accounting Records related to payroll accounting, such as input records, summary statements and history. Includes payroll vouchers, reports, and payroll registers.	FE + 4		FE + 4	40 TAC 815.106(i). TCDRS FE + 4 retention period exceeds TSL 4 for internal business practices.		
3.2.003	TAX1000	Federal Tax Records Federal 1099-R Reporting - Plan Related Records related to IRS 1099-R tax reporting for TCDRS annuitants and member refunds.	AC + 6		AC + 6	AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001 - 1(e)(2). TCDRS AC + 6 retention period exceeds TSL AC + 4 for internal business practices.		
3.2.003	TAX1020	Federal Tax Records Federal 1099 Miscellaneous Reporting Records supporting the taxes paid, withheld, and reported for payments to vendors or other miscellaneous 1099-Misc reporting.	AC + 6		AC + 6	AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001 - 1(e)(2). TCDRS AC + 6 retention period exceeds TSL AC + 4 for internal business practices.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.2.003	TAX1040	Federal Tax Records Miscellaneous Tax Records related to miscellaneous taxes and tax returns and work papers not covered elsewhere. Includes miscellaneous tax returns.	AC + 6		AC + 6	AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001 - 1(e)(2). TCDCRS AC + 6 retention period exceeds TSL AC + 4 for internal business practices.		
3.2.003	TAX1080	Federal Tax Records U.S. Federal Tax Withholding Records supporting the taxes paid, withheld, and reported for employees and members. May also include rates of taxation.	AC + 6		AC + 6	AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001 - 1(e)(2). TCDCRS AC + 6 retention period exceeds TSL AC + 4 for internal business practices.		
3.2.004	LEG1120B	Income Adjustment Authorizations Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2		2	29 CFR 516.6(c). See 3.2.001 LEG1120A		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.2.007	PAY1080	Unemployment Compensation Records State Unemployment Tax Records submitted to state unemployment divisions containing employment and wage information for terminated employees who are requesting unemployment compensation. Includes unemployment insurance work papers and quarterly reports to Texas Workforce Commission (TWC).	FE + 5		FE + 5		TCDRS FE + 5 retention period exceeds TSL AC + 5 for internal business practices.		
3.2.008	PAY1000	Direct Deposit Application/Authorizations Employee Payroll and Direct Deposit Elections Records related to employees enrolled in the TCERS direct deposit payroll plan. Includes direct deposit applications and pre-note reports.	AC + 4		AC + 4		AC = Until superseded or termination of employment. TCERS AC + 4 retention period exceeds TSL US for internal business practices.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.3	HRE1000	<p>Personnel Administration</p> <p>Compensation Planning Records related to the determination and monitoring of salary structures, incentive programs, and job classification and placement. Includes incentive pay program documentation and wage and benefit surveys.</p>	AC + 5		AC + 5		AC = Until the compensation plan, incentive program, or survey is superseded or is no longer in effect.		
3.3.004	HRB1000	<p>Benefit Plans</p> <p>Benefit Administration Records related to the general management and administration of TCDCRS employee benefit plans. Includes plan-related and vendor correspondence and general employee communications relative to benefits.</p>	AC + 5		AC + 5		29 CFR 1627.3(b)(2). AC = Until benefits are no longer payable and the benefit plan is inactive. TCDCRS AC + 5 retention period exceeds TSL US + 1 for internal business practices.		

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	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.3.004	HRB1100	Benefit Plans Benefit Plan Development – General Records related to the design and development of TCERS benefit plans not covered elsewhere. Includes benefit plan amendments, and benefit plan actuarial reports.	AC + 4		AC + 4	29 CFR 1627.3(b)(2). AC = Until benefits are no longer payable and the benefit plan is inactive. TCERS AC + 4 retention period exceeds TSL US + 1 for internal business practices.		
3.3.004	HRB1120	Benefit Plans Benefit Plan Development - Vendor Selection and Renewal Records related to the assessment, selection, and renewal of benefit plan vendors for TCERS. Includes employee communications related to the vendor selection and renewal process.	AC + 5		AC + 5	29 CFR 1627.3(b)(2). AC = Until benefits are no longer payable and the benefit plan is inactive. TCERS AC + 5 retention period exceeds TSL US + 1 for internal business practices.		
3.3.011	HRE1220E	Former Employee Verification Records 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.	AC + 75		AC + 75	AC = Termination of employment See 3.1.002 HRE1220A, 3.1.013 HRE1220B, 3.1.014 HRE1220C, 3.1.038 HRE1220D		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.3.024	AUD1060C	Personnel Policies and Procedures Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency. Includes employee's handbook, evaluation procedures, and travel policies.	US + 6		US + 6	TCDRS US + 6 retention period exceeds TSL US + 3 for internal business practices. See 1.1.070 AUD1060A, 1.2.005 AUD1060B, 4.7.001 AUD1060D		
3.3.028	HRE1060C	Aptitude and Skills Tests (Test Papers) Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.	3		3	29 CFR 1602.31 [State Agencies]. TCDRS 3 yr retention period exceeds TSL 2 for internal business practices. See 3.1.012 HRE1060A, 3.1.014 HRE1060B		
3.3.030	HRE1340B	Training Administration Records Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.	US + 2		US + 2	CAUTION: Does not include hazardous material training records. See item number 5.4.007. See 3.1.027 HRE1340A		

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
3.3.031	HRE1100	EEO Reports and Supporting Documentation Records related to TCDRS compliance with its equal employment policies. Includes reports which TCDRS is required to file with the Equal Employment Opportunity (EEO) Commission identifying the workforce demographics.	6		6		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50. See 1.1.070, 1.2.005, 3.3.024, 4.7.001 for Policies, Programs, and Procedures. TCDRS 6 yr retention period exceeds TSL 3 for internal business practices.	
3.4.006	PAY1020	Time Cards and Time Sheets Records related to the identification and reporting of hours worked by TCDRS employees. Includes all time cards submitted to payroll in order to document hours worked for a particular period.	4		4		40 TAC 815.106(i).	
3.4.007	HRE1240	Time Off and/or Sick Leave Requests Personnel Files - Medical Leaves of Absence Records related to time taken off by an employee for medical reasons. Includes doctor's authorization for time off and work directives, and FMLA requests.	AC + 5		AC + 5		AC = Termination of employment. TCDRS AC + 5 retention period exceeds TSL FE + 3 for internal business practices. Contains records found within records series 3.4.002 Leave Status Reports	

Retention Codes (Field 7)	Archival Codes (Field 8)
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.4.007	HRE1280	Time Off and/or Sick Leave Requests Personnel Files - Non-Medical Leaves of Absences Records related to time taken off by an employee for reasons other than medical. Includes employee leave of absence requests and approvals.	AC + 5		AC + 5		AC = Termination of employment. TCDRS AC + 5 retention period exceeds TSL FE + 3 for internal business practices. Contains records found within records series 3.4.002 Leave Status Reports	
4.1	PUR1020	Vendor and Supplier Relations Records related to communications and relationships with TCDRS vendors and suppliers. Includes correspondence with vendors and suppliers.	3		3			
4.1.001	ACC2100	Accounts Payable Information Payments to Members - Plan Administration Records related to payments to members of Plan-related financial obligations. Includes supporting documents needed to verify the accuracy of the invoice and to authorize payment.	FE + 4		FE + 4		TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total				

4.1.001	TAX1060	Accounts Payable Information Property Tax Records that represent actual tax returns, bills, work papers, audits and appeals for property taxes. Includes property tax returns, and appeals.	AC + 6		AC + 6		AC = Date of the filing of the tax return. TCDCRS AC + 6 retention period exceeds TSL FE + 3 for internal business practices.		
4.1.003	ACC1200	Canceled Checks/Stubs/Warrants/Drafts Banking - Cancelled Checks and Registers - General Accounting Records related to cancelled checks and check registers for TCDCRS bank accounts, including custodian banks. These records are used to verify the receipt of funds by third parties and the debit of cash from the System account. Includes cancelled checks and check registers.	FE + 4		FE + 4		TCDCRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks			

4.1.004	ACC1380	Encumbrance Detail General Ledger - Subsidiary Ledgers - General Accounting Records consisting of subsidiary ledgers, which roll up into the overall general ledger.	FE + 3		FE + 3			
4.1.006	ACC2040A	Investment Transaction Files General Ledger - Account Reconciliation - Plan Administration Records related to analysis and audit of accounts related to TCERS Plans. These records support the monthly account reconciliation process and are used to document reconciliations that develop from that analysis.	FE + 4		FE + 4		TCERS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. See 4.6.002 ACC2040B, 4.7.004 ACC2040C	

Retention Codes (Field 7)	Archival Codes (Field 8)
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.1.006	INV1000	Investment Transaction Files Investment Cash Management Records related to the analysis, forecasting, and disposition of TCERS investment cash balances. Includes records used to determine actual and future cash balances, as well as records related to analysis of TCERS investment strategies.	FE + 4	FE + 4	FE + 4	TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.		
4.1.006	INV1040A	Investment Transaction Files Investment Portfolio Management Records documenting investments purchased, sold, and held by TCERS. Includes proof of ownership, purchase/sale information, periodic statements, and investment results.	AC + 4	AC + 4	AC + 4	AC = Sale or disposal of the investment. TCERS AC + 4 retention period exceeds TSL FE + 3 for internal business practices. See 4.7.004 INV1040B		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

4.1.006	INV1060	Investment Transaction Files Strategic Investment Planning and Implementation Records that document Investments strategic planning and implementation. Includes income projection and asset allocation studies.	AC + 6		AC + 6		AC = Sale or disposal of the investment. TCERS AC + 6 retention period exceeds TSL FE + 3 for internal business practices.	
4.1.008	ACC1240	Electronic Fund Transfers Banking - Deposits and Wire Transfers - General Accounting Records related to deposits and wire transfers made to and from TCERS bank accounts, including custodian accounts. These records are used to verify the transfer and deposit of funds. Includes deposit slips and wire transfers.	FE + 4		FE + 4		TCERS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	
4.2.001	ACC1060	Cash Deposit Vouchers Accounts Payable - Petty Cash Records related to the administration of the petty cash function. Includes petty cash invoices, receipts, and vouchers.	FE + 4		FE + 4		TCERS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.2.002	ACC1080	Cash Receipts Accounts Receivable – General Records related to cash receipts of payments received from tenants or employee reimbursements.	FE + 4		FE + 4	TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. See 4.5.002 for Accounts Receivable – Management Reports.		
4.2.005	ACC1020	Purchase Vouchers Accounts Payable - Invoices and Vouchers Records related to the payment of financial obligations. These records verify the purchase of goods and services, the accuracy of the invoice, and authorize payment. Includes check requests, vendor invoices, cash disbursements, payments for company accounts (i.e. American Express, Blackberry, Cell Phones) and supporting documentation.	FE + 4		FE + 4	TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. Contains records found within records series 4.4.003 Accounts Payable Ledgers		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.2.005	PUR1000A	Purchase Vouchers Records related to the request, authorization, and procurement of goods and services. These records are used to document the request of product or service. Includes purchase orders and change orders. Does not include payment for products or services.	AC + 4	AC + 4		AC = Completion of the purchase or service order. TCDCRS AC + 4 retention period exceeds TSL FE + 3 for internal business practices. See ACC1020 for Accounts Payable - Invoices and Vouchers. See 5.3.007 PUR1000B, 5.3.008 PUR1000C, 5.3.009 PUR1000D Contains records found within records series 4.4.003 Accounts Payable Ledgers		
4.2.006	ACC2060	General Journal Vouchers General Ledger - Journal Entries - Plan Administration Records used to transfer charges between Plan Administration accounts and for summarizing account information. Includes entries made to the general ledger to correct coding errors, correct ledger accounts, accrue for expenses not yet paid, or other similar activities.	FE + 4	FE + 4		TCDCRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.		

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



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.2.007	ACC1000	Expenditure Vouchers Accounts Payable - Employee Expenses Records related to the management and administration of the employee expense reimbursement function. Includes employee expense reports and moving expenses.	FE + 4		FE + 4		TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.		
4.4.001	ACC1360	General and Subsidiary Ledgers General Ledger - Journal Entries - General Accounting Records used to transfer charges between accounts and for summarizing account information. Includes entries made to the general ledger to correct coding errors, correct ledger accounts, accrue for expenses not yet paid, or other similar activities. Includes all final postings to the general ledger.	FE + 4		FE + 4		TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. Contains records found within records series 4.5.001 Worksheets for Preparing Fiscal Reports		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

4.4.001	ACC1400	General and Subsidiary Ledgers General Ledger - Year-End Ledger and Trial Balances - General Accounting Records related to the general ledger. Includes the actual general ledger that summarizes all corporate accounts.	FE + 10		FE + 10	See 4.5.002 for Interim Financial Records. TCDRS FE + 10 retention period exceeds TSL FE + 3 for internal business practices. Contains records found within records series 4.5.001 Worksheets for Preparing Fiscal Reports		
4.4.001	ACC2080	General and Subsidiary Ledgers General Ledger - Year-End Ledger and Trial Balances - Plan Administration Records related to the Plan Administration general ledger. Includes the actual general ledger that summarizes all plan accounts.	FE + 10		FE + 10	TCDRS FE + 10 retention period exceeds TSL FE + 3 for internal business practices. Contains records found within records series 4.5.001 Worksheets for Preparing Fiscal Reports		
4.4.002	ACC2000	Accounts Receivable Ledgers Accounts Receivable - Plan Administration Records documenting cash receivables due for Plan contributions and payments	FE + 4		FE + 4	TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	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	



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Records Retention Schedule

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.5.002	ACC1040	Internal Fiscal Management Reports Accounts Payable - Management Reports Records related to the review and management of the accounts payable function. Includes aging and distribution reports. Does not include the actual vendor invoices and supporting documentation.	FE + 4		FE + 4	See 4.2.005 for Accounts Payable - Invoices and Vouchers. TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.		
4.5.002	ACC1100	Internal Fiscal Management Reports Accounts Receivable - Management Reports Records related to the review and management of the invoicing and accounts receivable function. Includes accounts receivable analysis and aging reports. Does not include invoices or cash receipts.	FE + 4		FE + 4	See 4.2.002 for Accounts Receivable - General. TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.		
4.5.002	ACC1440	Internal Fiscal Management Reports Interim Financial Records Records related to TCERS interim financial records. These records are superseded by the year-end versions. Includes interim general ledgers and financial reporting.	FE + 4		FE + 4	See 4.4.001 for General Ledger - Year-End Ledger and Trial Balances - General Accounting. See 4.5.003, 4.5.005 for Financial Statements. TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.		

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



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

4.5.003	ACC1320A	<p>Annual Financial Reports</p> <p>Financial Statements Financial statements, reports, and background information submitted to government agencies (IRS, state legislature, etc.) and others. Includes financial statements from all business activity.</p>	FE + 10		FE + 10	A	<p>CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.</p> <p>TCDRS FE + 10 retention period exceeds TSL AC + 6 for internal business practices.</p> <p>See 4.5.005 ACC1320B</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 046		3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
4.5.005	ACC1320B	External Fiscal Reports Financial Statements Financial statements, reports, and background information submitted to government agencies (IRS, state legislature, etc.) and others. Includes financial statements from all business activity. Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE + 10		FE + 10		TCDRS FE + 10 retention period exceeds TSL FE + 3 for internal business practices. See 4.5.003 ACC1320A	
4.5.006	ACC1260	Annual Operating Budgets Budgets and Financial Forecasts Records related to internal planning and financial management. Includes records of TCERS income, and expenses, on a monthly, quarterly, and annual basis. Includes fiscal year budgets for departments. Includes monthly and annual reports summarizing financial budgets and goals.	FE + 4		FE + 4		TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	

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



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

4.6.002	ACC2040B	Reconciliations	FE + 4		FE + 4	TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. See 4.1.006 ACC2040A, 4.7.004 ACC2040C		
4.7	ACC1160	Other Fiscal Banking - Account Set-Up and Management Records related to the set-up and management of the System's bank accounts, including custodian banks. Includes bank account numbers and set-up documentation.	AC + 4		AC + 4	AC = Closure of the account. See 4.7.012 for Banking - Authorized Signatures.		
4.7	ACC1220	Other Fiscal Banking - Collateral Agreement Records related to the collateral provided by banks, including custodian banks, to secure TCERS cash balances. Includes collateral agreements and monthly collateral reports.	AC + 4		AC + 4	AC = Expiration or termination of the instrument according to its terms.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	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	



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.7	ACC1340	Other Fiscal General Accounting Records related to general accounting functions not covered elsewhere. These may include records related to miscellaneous accounting services provided to other departments, trouble-shooting, and special accounting projects.	FE + 4		FE + 4			
4.7	ACC1420	Other Fiscal Interfund Accounting Records related to the review and management of the TCERS interfund accounting process used to transfer monies between the trust fund and the expense fund.	FE + 4		FE + 4			
4.7	ACC2020	Other Fiscal Escheatment Records that document unclaimed balances related to inactive member accounts.	AC + 10		AC + 10		AC = Resolution of unclaimed balances. Property Code 74.103 does not apply to TCERS.	

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

4.7	HRB1140	Other Fiscal Company Account Participation Records related to an employees participation in company sponsored accounts.	AC + 4		AC + 4	AC = Termination of company sponsored account. See 4.2.005 - Accounts Payable - Invoices and Vouchers.		
4.7.001	AUD1060D	Accounting Policies and Procedures Manual	US + 6		US + 6	TCDCRS US + 6 retention period exceeds TSL US + 3 for internal business practices. See 1.1.070 AUD1060A, 1.2.005 AUD1060B, 3.3.024 AUD1060C		
4.7.002	ACC1140	Bank Statements Banking - Account Reconciliation - General Accounting Records related to analysis and audit of the TCDCRS bank accounts. Includes custodian bank accounts used by investments. These records support the monthly account reconciliation process and are used to document reconciliations that develop from that analysis. Includes bank statements for TCDCRS bank accounts.	FE + 4		FE + 4	TCDCRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

4.7.003	ACC1120	Returned Checks/Warrants/Drafts (Uncollectable) Bad Debts and Collections Records related to the monitoring, collecting, and writing off of bad debts. Includes collection records and uncollectible accounts.	FE + 4		FE + 4	TCDRS FE + 4 retention period exceeds TSL AC + 3 for internal business practices.		
4.7.004	ACC1280	Capital Asset Records Records documenting the purchase, sale, and improvement of real property and equipment, as well as depreciation, amortization, etc. Includes appropriation for expense and fixed assets.	LA + 4		LA + 4	TCDRS LA + 4 retention period exceeds TSL LA + 3 for internal business practices.		
4.7.004	ACC2040C	Capital Asset Records General Ledger - Account Reconciliation - Plan Administration Records related to analysis and audit of accounts related to TCERS Plans. These records support the monthly account reconciliation process and are used to document reconciliations that develop from that analysis.	LA + 4		LA + 4	TCERS LA + 4 retention period exceeds TSL LA + 3 for internal business practices. See 4.1.006 ACC2040A, 4.6.002 ACC2040B		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

4.7.004	INV1040B	Capital Asset Records Investment Portfolio Management Records documenting investments purchased, sold, and held by TCDSR. Includes proof of ownership, purchase/sale information, periodic statements, and investment results.	AC + 4		AC + 4	AC = Sale or disposal of the investment. TCDSR AC + 4 retention period exceeds TSL LA + 3 for internal business practices. See 4.1.006 INV1040A		
4.7.004	LEG1040	Capital Asset Records Contracts and Agreements - Real Estate Deeds, Titles, and Easements Records related to proof of ownership and access to real estate. Includes real estate deeds, titles, and easements granted to third parties permitting access to TCDSR property, as well as easements granted to TCDSR by outside parties for accessing their property. Also includes disputes that do not progress to litigation and claims.	PM		PM	See 5.1.001 for Contracts and Agreements – Real Estate Leases and Mortgages. TCDSR PM retention period exceeds TSL LA + 3 for internal business practices.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

4.7.004	LEG1080	Capital Asset Records Contracts and Agreements - Real Estate Purchase and Sale Records related to TCDRS purchase and sale of real estate. Includes real estate purchase agreements, sale agreements, and environmental reports. Also includes disputes that do not progress to litigation and claims.	PM		PM		See 5.2.001 for Appraisals – Building or Property. TCDRS PM retention period exceeds TSL LA + 3 for internal business practices.		
4.7.007	ACC1300	Detail Chart of Accounts Records related to the maintenance and updating of the chart of accounts.	FE + 4		FE + 4		TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.		
4.7.012	ACC1180	Signature Authorizations Records of persons authorized to sign on transactions involving TCDRS bank accounts, including custodian bank accounts.	US + FE + 3		US + FE + 3		See ACC1160 for Banking - Account Set-Up and Management.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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			Agency	Storage	Total	9. Remarks		

5.1.001	FAC1100	Contracts and Leases Tenant Leasing Proposals Records related to tenant applications, review and analysis process for prospective tenants, and those that do not result in a tenant leasing contract.	AC + 4		AC + 4	AC = Expiration or termination of the instrument according to its terms or decision not to lease. See item number 5.2.028 for building construction contracts.		
5.1.001	LEG1000	Contracts and Leases General Records related to obligations under contracts, leases, and other agreements between TCERS and outside parties. Includes contracts for services, purchases, sales, transportation, hardware, software, and intellectual property agreements. Includes Investment contracts and agreements for consultants, custodians, and investment service providers. Includes disputes that do not progress to litigation and claims.	AC + 4		AC + 4	AC = Expiration or termination of the instrument according to its terms. See 5.2.002 for Contracts and Agreements - Real Estate Construction and Improvement. See 4.7.004 for Contracts and Agreements - Real Estate Deeds, Titles, and Easements. See 5.1.001 for Contracts and Leases – Real Estate Leases and Mortgages. See item number 5.2.028 for building construction contracts.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.1.001	LEG1060	<p>Contracts and Leases</p> <p>Real Estate Leases and Mortgages Records related to agreements made between the tenant and the landlord of the property. Includes lease agreements, amendments, and any landlord or tenant correspondence. Also includes disputes that do not progress to litigation and claims.</p>	AC + 4		AC + 4		AC = Expiration or termination of the instrument according to its terms. See item number 5.2.028 for building construction contracts.		
5.1.004	ADM1160	<p>Mail and Telecommunications Listings</p> <p>Internal Services Records related to TCERS publication mailing lists. 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.</p>	US		US				

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.1.004	HRE1200	Mail and Telecommunications Listings Personnel Contact Information Records showing the employee names and contact information. 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	US	US	US	See 1.1.023 for Organization Charts. See 3.1.038 Public Access Option Form.		
5.1.005	ADM1180	Postage Records Internal Services Records related to internal postal operations. Includes the postal logs.	FE + 3		FE + 3				
5.1.010	LEG1240	Licenses and Permits for Non-vehicles Licenses, Permits, and Certifications Records related to licenses, permits, and certifications, obtained by TCDCRS from government agencies in order to perform certain tasks. Includes business licenses and business permits. Excludes building construction permits.	AC + 2		AC + 2		AC = Expiration of the license, permit, or certification. See 5.2.002, 5.2.003, 5.2.028, 5.4.003 Design and Construction - Building Permits.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	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.

2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.1.013	RSK1120	Insurance Policies Board Travel Accident Records related to travel insurance policies providing coverage for board members of TCDRS. Includes insurance amendments and riders, insurance policies, and proof of payment.	AC + 4		AC + 4		AC = Expiration or termination of the policy according to its terms.		
5.1.013	RSK1140	Insurance Policies General Records describing and administering TCDRS insurance programs that provide coverage affecting TCDRS liability. Includes insurance policies, amendments and riders, and proof of payment. Does not include employee medical and life insurance.	AC + 4		AC + 4		AC = Expiration or termination of the policy according to its terms. See HRB1040 for Benefit Enrollment and Participation - General.		
5.2	ACC1460	Facility Management Security Deposits Records documenting the receipt and reconciliation of security deposits from tenants.	AC + 4		AC + 4		AC = Return or forfeit of the deposit.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	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	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.2.001	FAC1080	Appraisals - Building or Property Records related to the valuation of real property. These records may be used to evaluate real estate acquisitions. Includes land and building appraisals. Does not include contracts and agreements.	AC + 4		AC + 4	R	AC = Sale or disposition of the asset. TCDRS AC + 4 retention period exceeds TSL AV for internal business practices. See 4.7.004 for Contracts and Agreements - Real Estate Purchase and Sale.		
5.2.002	FAC1020A	Building Construction Project Files Records related to the design and construction of TCDRS offices. Includes design documents such as drawings, blueprints, construction reports, and construction testing records. Also includes building construction and inspection documents.	AC + 10		AC + 10	R	AC = Sale or destruction of the asset. See also item number 5.2.028. See 5.2.008, 5.2.019 for Maintenance, Repair, and Inspection. See 5.2.003 FAC1020B		

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



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.2.002	LEG1020	Building Construction Project Files Contracts and Agreements - Real Estate Construction and Improvement Records related to contracts and agreements for improvements to real property. Includes construction and property improvement bids, service contracts, and property improvement contracts. Also includes disputes that do not progress to litigation and claims.	AC + 12		AC + 12	R	AC = Completion of project. See also item numbers 5.2.003 and 5.2.028. TCDRS AC + 12 retention period exceeds TSL AC + 10 for internal business practices.		
5.2.003	FAC1020B	Building Plans and Specifications Records related to the design and construction of TCERS offices. Includes design documents such as drawings, blueprints, construction reports, and construction testing records. Also includes building construction and inspection documents.	State owned: AC + 10		State owned: AC + 10	R	AC = Building no longer owned. See also item number 5.2.028. See 5.2.008, 5.2.019 for Maintenance, Repair, and Inspection. TCDRS AC + 10 retention period exceeds TSL LA for internal business practices. ARCHIVES NOTE: Archival review designation is for state-owned buildings only. See 5.2.002 FAC1020A		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 046		3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.2.007	ADM1400A	Damage Reports Vehicle Records - Vehicle/Driver Accident Records Records related to accidents in which TCERS vehicles and/or TCERS drivers are involved. Includes accident analyses, vehicle damage reports, and driver accident reports.	AC + 4		AC + 4		AC = Settlement or close of accident evaluation. TCERS AC + 4 retention period exceeds TSL FE + 3 for internal business practices. See 5.4.001 ADM1400B, 5.6.004 ADM1400C, 5.6.005 ADM1400D		
5.2.008	FAC1060A	Equipment History File; Equipment Service Agreements Maintenance, Repair, and Inspection Records related to repair and general maintenance of facilities and equipment. Includes routine maintenance, repair, and inspection. Records include equipment histories, work orders, and OSHA certificates.	LA + 3		LA + 3		See 5.2.002, 5.2.003, for Design and Construction. See 5.2.019 FAC1060B, 5.2.028 FAC1060C, 5.4.003 FAC1060D		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.2.010	FAC1040	Equipment Manuals Maintenance Manuals and Technical Reference Reference and technical instruction manuals provided by the manufacturer for products and equipment used by TCDRS. Includes manuals and technical references for copiers, fax machines, postage meter, department equipment, etc.	LA		LA				
5.2.019	FAC1060B	Service Orders Maintenance, Repair, and Inspection Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	AC + 3		AC + 3		AC = Sale, disposition or destruction of the facility or equipment. See 5.2.002, 5.2.003 for Design and Construction. TCDRS AC + 3 retention period exceeds TSL 1 for internal business practices. See 5.2.008 FAC1060A, 5.2.028 FAC1060C, 5.4.003 FAC1060D		
5.2.026	ADM1120	Facilities Reservation Logs Internal Services – General Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.	3		3		TCDRS 3 yr retention period exceeds TSL 2 for internal business practices.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	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 046		3. Agency Name Texas County & District Retirement System (TCDRS)						
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			
5.2.028	FAC1060C	Building Construction Contract and Inspection Records Records related to the design and construction of TCERS offices. Includes design documents such as drawings, blueprints, construction reports, and construction testing records. Also includes building construction and inspection documents.	LA + 10		LA + 10	R	See also item numbers 5.2.002 and 5.2.003. See 5.2.008 FAC1060A, 5.2.019 FAC1060B, 5.4.003 FAC1060D	

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



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

5.3.007	PUR1000B	<p>Bid Documentation</p> <p>Purchasing Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations, requests for proposals, responses to RFP's and service orders. Does not include payment for products or services.</p>	AC + 4		AC + 4	<p>CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item numbers 5.1.001 and 5.2.028. AC = Completion of the purchase or service order. TCDRS AC + 4 retention period exceeds TSL FE + 3 for internal business practices. See ACC1020 for Accounts Payable - Invoices and Vouchers See 4.2.005 PUR1000A, 5.3.008 PUR1000C, 5.3.009 PUR1000D</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

5.3.008	PUR1000C	Purchasing Logs Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status. Does not include payment for products or services.	AC + 4		AC + 4	AC = Completion of the purchase or service order. TCDCRS AC + 4 retention period exceeds TSL FE + 3 for internal business practices. See ACC1020 for Accounts Payable - Invoices and Vouchers. See 4.2.005 PUR1000A, 5.3.007 PUR1000B, 5.3.009 PUR1000D		
5.3.009	PUR1000D	Requests for Information Requests for information preliminary to the procurement of goods or services by direct purchase or bid. Does not include payment for products or services.	AC + 4		AC + 4	AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable. TCDCRS AC + 4 retention period exceeds TSL AC for internal business practices. See ACC1020 for Accounts Payable - Invoices and Vouchers. See 4.2.005 PUR1000A, 5.3.007 PUR1000B, 5.3.008 PUR1000C		
5.4	RSK1000	Insurance Analysis and Reporting Records related to the analysis and summary of TCDCRS insurance programs. Includes insurance policies coverage reports and insurance risk analysis.	AV		AV			

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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Records Retention Schedule

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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	RSK1020	Insurance Certificates Records related to legal proof of insurance coverage. Includes certificates provided to TCERS by vendors, tenants, vehicle certificates of insurance, and TCERS issued insurance certificates.	AC + 4		AC + 4	AC = Expiration or termination of the certificate.		
5.4	RSK1040	Insurance Claims – General Records related to general claims filed against TCERS insurance policies not covered elsewhere. Includes claim notification and settlement documents.	AC + 4		AC + 4	AC = Resolution of claim. See RSK1060 for Insurance Claims - Liability Claims. See RSK1080 for Insurance Claims - Property Claims. See 5.4.001 for Insurance Claims - Workers' Compensation Claims.		
5.4	RSK1060	Insurance Claims - Liability Claims Records related to claims filed against TCERS for a wide variety of liability exposures. Includes liability claim notifications and settlement documents.	AC + 4		AC + 4	AC = settlement of claim.		
5.4	RSK1080	Insurance Claims - Property Claims Records related to claims filed against TCERS for physical damage or loss of property or the loss of the property's income-producing abilities. Includes property claim and settlement documentation.	AC + 4		AC + 4	AC = settlement of claim.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	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	



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

5.4.001	ADM1400B	<p>Accident Reports and Associated Documentation</p> <p>Vehicle Records - Vehicle/Driver Accident Records</p> <p>Records related to accidents in which TCERS vehicles and/or TCERS drivers are involved. Includes accident analyses, vehicle damage reports, and driver accident reports.</p> <p>Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Workers' Compensation Commission or its predecessors or maintained internally on accident frequency.</p>	CE + 5		CE + 5		<p>29 CFR 1904.33. The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years.</p> <p>See 5.2.007 ADM1400A, 5.6.004 ADM1400C, 5.6.005 ADM1400D</p>		
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Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	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	



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Records Retention Schedule

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.4.001	HRE1140	Accident Reports and Associated Documentation Injuries and Accidents Records related to general liability and on-the-job accidents as required by Texas Workers Compensation regulations. Excludes related employee medical records and actual Workers Compensation Claim.	CE + 5	CE + 5		29 CFR 1904.33. The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years. See 3.1.024 for Physical Exams - Medical Reports. See 5.4.001 for Insurance Claims – Workers' Compensation Claims.		
5.4.001	RSK1100	Accident Reports and Associated Documentation Insurance Claims - Workers' Compensation Claims Records related to workers' compensation claims filed for on-the-job accidents. Includes workers' compensation claim notification documents and claim settlement documents.	CE + 5	CE + 5		29 CFR 1904.33. The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	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	



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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

5.4.003	FAC1000	Inspection Records Air Quality Testing and Monitoring Records related to the monitoring, testing, and assessment of the air at the TCDRS building for the presence of contaminants or pollutants.	AC + 3	AC + 3	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. CAUTION: Does not include inspection reports of building construction. See item number 5.2.028.		
5.4.003	FAC1060D	Inspection Records Design and Construction Records related to the design and construction of TCDRS offices. Includes design documents such as drawings, blueprints, construction reports, and construction testing records. Also includes building construction and inspection documents. Fire, safety, and other inspection records of agency facilities and equipment.	AC + 10	AC + 10	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. CAUTION: Does not include inspection reports of building construction. TCDRS AC + 10 retention period exceeds TSL AC + 3 for internal business practices. See 5.2.008 FAC1060A, 5.2.019 FAC1060B, 5.2.028 FAC1060C		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

5.4.011	ADM1300A	Visitor Control Registers Security – General Records related to routine security actions taken to protect TCERS employees, equipment, buildings, and information. Does not include passwords and clearance lists.	AC + 3		AC + 3	AC = Until superseded, date of expiration, or date of termination, whichever sooner. TCERS AC + 3 retention period exceeds TSL 3 for internal business practices. See 5.4.012 ADM1300B		
5.4.012	ADM1280	Security Access Records Security – Clearance 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 + 3		AC + 3	AC = Until superseded, date of expiration, or date of termination, whichever sooner. TCERS AC + 3 retention period exceeds TSL AC + 2 for internal business practices. See 5.4.011, 5.4.012 for Security - General.		
5.4.012	ADM1300B	Security Access Records Security – General Records related to routine security actions taken to protect TCERS employees, equipment, buildings, and information. Does not include passwords and clearance lists.	AC + 3		AC + 3	AC = Until superseded, date of expiration, or date of termination, whichever sooner. TCERS AC + 3 retention period exceeds TSL AC + 2 for internal business practices. See 5.4.012 for Security - Clearance. See 5.4.011 ADM1300A		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code	046	3. Agency Name	Texas County & District Retirement System (TCDRS)					
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

5.4.013	ISY1020	Disaster Preparedness and Recovery Plans Records related to the documentation of plans which would be implemented in the event of a disaster or systems failure. Includes disaster recovery plans, business resumption plans, and contingency planning.	AC + 6	AC + 6	AC = Until the plan has been superseded or is no longer in effect. TCDRS AC + 6 retention period exceeds TSL US for internal business practices.		
5.6.003	ADM1360A	Inspection Repair and Maintenance Records – Vehicles Records documenting vehicle activity, such as mileage and maintenance. Excludes ownership records, titles and registration.	AC + 3	AC + 3	AC = Sale or disposition of the vehicle. See 5.6.007 for Vehicle Records - Ownership. TCDRS AC + 3 retention period exceeds TSL LA + 1 for internal business practices. See 5.6.005 ADM1360B		
5.6.004	ADM1400C	License and Driving Record Checks	AC	AC	AC = Until superseded or until termination of employment. See 5.2.007 ADM1400A, 5.4.001 ADM1400B, 5.6.005 ADM1400D		
5.6.005	ADM1360B	Vehicle Use Reports Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE + 3	FE + 3	See 5.6.007 for Vehicle Records - Ownership. See 5.6.003 ADM1360A		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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SLR 105

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
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			

5.6.005	ADM1400 D	Vehicle Use Reports Vehicle Records - Vehicle/Driver Accident Records Records related to accidents in which TCERS vehicles and/or TCERS drivers are involved. Includes accident analyses, vehicle damage reports, and driver accident reports. Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	AC + 4		AC + 4		AC = Settlement of the accident evaluation. TCERS AC + 4 retention period exceeds TSL FE + 3 for internal business practices. See 5.2.007 ADM1400A, 5.4.001 ADM1400B, 5.6.004 ADM1400C		
5.6.007	ADM1380	Vehicle Titles & Registrations Ownership Records documenting vehicle ownership, and licensing. Records include vehicle titles and registration.	AC		AC		AC = Sale or disposition of the vehicle.		
6.0	BEN1000	Actuarial Reports Reports projecting life expectancy, future benefits, and other information needed to calculate contributions and provisions of TCERS pension programs.	AC + 4		AC + 4	R	AC = Until the benefit plan is superseded or is no longer in effect.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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SLR 105

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

6.0	BEN1020	Actuarial Rules Records related to the rules used to complete actuarial evaluations. Includes the actuarial cost methods.	AC + 4		AC + 4	AC = Until the benefit plan is superseded or is no longer in effect.		
6.0	BEN1040	Annuitant File Records related to individual member and beneficiary annuitants. Includes active and inactive members records transferred to the annuitant file as well as other retirement documentation. Does not include processing of member transactions or disability medical records.	AC + 75		AC + 75	AC = Termination of the member relationship. See BEN1140 for Member File - Active/Inactive. See BEN1160 for Member File - Disability Retirement Medical Records. See BEN1200 for Members - Retirement Processing. See BEN1220 for Members - Transaction Processing. See BEN1240 for Members - Withdrawal Processing.		
6.0	BEN1060	Employers - Employer Payroll Payroll data and related records transferred from employers to TCERS. Does not include processing documentation.	FE	75	FE + 75	See BEN1120 for Employers - Payroll Processing.	08-046-002	
6.0	BEN1080	Employers - General Records related to individual member employers that indicate current status within the TCERS System. Does not include employer orders and resolutions, contribution rates, and payroll transactions.	4		4	R See BEN1060 for Employers - Employer Payroll. See BEN1100 for Employers - Original Orders and Resolutions.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	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 046		3. Agency Name Texas County & District Retirement System (TCDRS)							
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				
6.0	BEN1100	Employers - Original Orders and Resolutions Records documenting specific employer orders and resolutions regarding employee retirement plans and the plan provisions and changes or potential changes to plans.	AC + 4		AC + 4	R	AC = Until benefits are no longer payable and the benefit plan is inactive.		
6.0	BEN1120	Employers - Payroll Processing Records documenting the receipt and processing of employer payroll information. Does not include payroll data.	FE + 4		FE + 4		See BEN1060 for Employers - Employer Payroll.		
6.0	BEN1140	Member File - Active and Inactive Records related to individual employee members, including account status, service credit, deposits and deductions, and estimates of retirement benefits. Includes active and inactive members. Does not include processing of member transactions, annuitant files, and disability medical records.	AC	75	AC + 75		AC = Termination of the member relationship. See BEN1040 for Annuitant File. See BEN1160 for Member File - Disability Retirement Medical Records. See BEN1200 for Members - Retirement Processing. See BEN1220 for Members - Transaction Processing. See BEN1240 for Members - Withdrawal Processing.	08-046-003	

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	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

6.0	BEN1160	Member File - Disability Retirement Medical Records Medical records submitted to support the decision making process of a members disability retirement. Includes the medical board decision and supporting medical records.	AC + 4		AC + 4		AC = Determination of disability or member eligible for service retirement.	
6.0	BEN1180	Members - Month-End Balancing Records related to the month-end balancing of withdrawal and annuity payments made on employee accounts. Includes withdrawal transfer reports, annuity change reports, and the hold report.	4		4			
6.0	BEN1200	Members - Retirement Processing Records related to processing benefits for System members who are deceased or have retired and are receiving benefits. Does not include Retirement Number logs or the annuitants file.	AC + 4		AC + 4		AC = Creation of the record. See BEN1040 for Annuitant File.	
6.0	BEN1220	Members - Transaction Processing Records used to balance member employee accounts or to update service credit prior to distribution to individual member files.	4		4			

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 046		3. Agency Name Texas County & District Retirement System (TCDRS)						
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			
6.0	BEN1240	Members - Withdrawal Processing Records related to processing applications for withdrawals to individual accounts of members who are no longer participants in TCDRS.	AC	75	AC + 75		AC = Termination of the member relationship.	08-046-004
6.0	BEN1260	Plan Administration - Administrative Reports Reports and related records used to provide information on the management of member benefits.	AV		AV			
6.0	BEN1280	Plan Administration - Prospective Employers - Non Participating Records related to prospective employers communications and documents used in the determination of System eligibility. Includes all employers that did not become a participating employer. Excludes any employer who is a current member or joined the System.	4		4		See BEN1100 for Employers - Original Orders and Resolutions.	
6.0	BEN1300	Plan Administration - Rates and Calculation Factors Records documenting rates and calculations related to plan administration or benefit payments.	AC + 4		AC + 4	R	AC = Until the benefits are no longer payable and the benefit plan is inactive.	

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Records Retention Schedule

SLR 105

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
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			

6.0	BEN1320	Plan Administration - Special Reports – External Records related to the production of routine and special reports requested by employers. Includes ad-hoc exhibit A's, geographic benefit comparison reports, and historical benefit comparison reports.	4	4	4	4			
6.0	BEN1340	Plan Administration - Special Reports – Internal Records related to internal routine and requested reports.	AV		AV				
6.0	BEN1360	Terminated Members Lists Listings and reports on member employees terminated from the System. Does not include terminated member file.	4	4	8		See BEN1140 for Member File - Active and Inactive.	03-046-001	
6.0	BEN1380	Year End Processing Records related to year end processing and schedules. Includes production of estimates of retirement benefits for participating members' annual statement. Does not include individual member statements, which are in the member file. Includes annual statement testing plan, meeting notes, and processing schedules.	4		4		See BEN1140 for Member File - Active and Inactive.		

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SLR 105

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)							
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			
6.0	INV1020	Investment Management Reporting Reports and documents providing useful accounting and financial information to management. These records are not part of accounting transaction processing or financial statement functions.	AV		AV				
6.0	PUB1000	Industry Relations Records related to TCDRS relations and interactions with other pension funds or employer associations. Includes correspondence with other pension funds and associations and TCDRS participation in industry and professional organizations.	AV		AV				

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Records Retention Schedule

SLR 105

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2. Agency Code	046	3. Agency Name Texas County & District Retirement System (TCDRS)						
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		

0	COM1020	Social Networking Communications Consist of content (messages, posts, photographs, videos, etc.) created, submitted or received using a social media application, that is strictly a duplicate, transitory in nature, or a record copy of the information exists elsewhere. [At TCERS, content is captured routinely from individual social media sites and stored until retention period has expired.] Includes blogs, Facebook, Flickr, Twitter, wikis, YouTube and other related applications.	2		2	Caution: content on social media application that meets the TGC §441.180 (11) definition of a State record and is not a duplicate record, transitory or retained elsewhere must be captured by a responsible party and maintained for the full retention period of the appropriate record series. Caution: TCERS has no control over retention policies of social media sites. State records must be captured and maintained in a system under TCERS' control.		
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