

April 21, 2021



Tina Silguero
Legal Assistant
Texas County and District Retirement System
901 Mopac Expressway, Bldg 4, Ste 500
Austin, TX 78746

Dear Ms. Tina Silguero,

Amendment 1 of the 4th recertification of your agency's records retention schedule is approved for use as of **4/15/2021** and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state rules (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency:

Rebecca Hanna
512-463-5494
rhanna@tsl.texas.gov

Sincerely,

A handwritten signature in black ink, appearing to read "C. Kelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

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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
- Recertification - Form SLR 105
- Amendment - Form SLR 122

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

(Check one)

- Agency Head
- Records Management Officer

Signature Tina L Silguero

Name *(Print or type)* Tina L Silguero

Date December 16, 2020

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

(For the exclusive use of the State Auditor's Office)

Signature Not Required at This Time

Name *(Print or type)* _____

Date _____

Texas State Library and Archives Commission

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

Signature Maria Mera

Name *(Print or type)* Gloria Mera

Date 4-15-2021

Cert/Recert No. 4 Amendment No. 1

CAUTION

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

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

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

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





STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
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					Years	Months	Days				
*ACC1000	4.1.001	Accounts Payable Informaiton Expenditure Vouchers - Employee Expenses	Records related to the management and administration of the employee expense reimbursement function. Includes employee expense reports and moving expenses.	FE	3						
*ACC1020	4.1.001	Accounts Payable Information Purchase Vouchers - 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 TCERS system accounts and supporting documentation.	FE	4					TCERS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. See RSIN 4.1.001 PUR1000A.	
*ACC1040	4.5.002	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	6					See 4.1.001, ACC1020. TCERS FE + 6 retention period exceeds TSL FE + 5 for internal business practices.	
*ACC1100	4.5.002	Fiscal Management Reports Accounts Receivable - Management Reports	Records related to the review and management of the accounts receivable function. Includes accounts receivable analysis. Does not include invoices or cash receipts.	FE	6					TCERS FE + 6 retention period exceeds TSL FE + 5 for internal business practices.	
*ACC1120	4.7.003	Uncollectable Accounts Returned Checks/Warrants/Drafts - Bad Debt and Collections	Records related to the monitoring, collecting, and writing off of bad debts. Includes collection records and uncollectible accounts.	FE	4					TCERS FE + 4 retention period exceeds TSL AC + 3 for internal business practices.	



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*ACC1140	4.8.001	Bank Records Banking - Account Reconciliation - General Accounting	Records related to analysis and audit of the TCDRS bank account. These records support the monthly account reconciliation process and are used to document reconciliations that develop from that analysis. Includes bank statements for TCDRS bank accounts.	FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	
*ACC1160	4.7.000	Other Fiscal Banking - Account Set-Up and Management	Records related to the set-up and management of TCDRS' bank accounts. Includes bank account numbers and set-up documentation.	AC	4			AC = Closure of the account.		See RSIN 4.7.012, ACC1180.	
*ACC1180	4.7.012	Signature Authorizations	Records of persons authorized to sign on transactions involving TCDRS bank accounts.	AC	4			AC = Until superseded, date of expiration, or termination of employee, whichever sooner.		See RSIN 4.7.000, ACC1160.	
*ACC1200	4.1.001	Accounts Payable Information Banking - Cancelled Checks and Registers - General Accounting	Records related to cancelled checks and check registers for TCDRS bank accounts, including custodian banks. These records are used to verify the receipt of funds by third parties and the debit of cash from TCDRS accounts. Includes cancelled checks and check registers.	FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	
ACC1220	4.7.000	Other Fiscal Banking - Collateral Agreement	Records related to the collateral provided by banks to secure TCDRS cash balances. Includes collateral agreements and monthly collateral reports.	AC	4			AC = Expiration or termination of the instrument according to its terms.			



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*ACC1240	4.8.001	Banking Records Electronic Fund Transfers Deposits and Wire Transfers	Records related to deposits and wire transfers made to and from TCDRS 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					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	
*ACC1260	4.9.001	Annual Operating Budgets Budgets and Financial Forecasts	Records related to internal planning and financial management. Includes records of TCDRS 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					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	
ACC1280	4.7.004	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					TCDRS LA + 4 retention period exceeds TSL LA + 3 for internal business practices.	
*ACC1300	4.9.001	Annual Operation Budgets Detail Charts of Accounts	Records related to the maintenance and updating of the chart of accounts.	FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	



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*ACC1320 B	4.5.002	Fiscal Management 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 and Annual Financial Reports. Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE	7					TCDRS FE + 7 retention period exceeds TSL FE + 5 for internal business practices.	
ACC1340	4.7.000	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, troubleshooting, and special accounting projects.	FE	4						
*ACC1360	4.1.000	General Accounting General and Subsidiary Ledgers - General Ledger - Journal Entries	Records used to transfer charges between accounts and for summarizing account information. Includes entries made to the general ledger to correct coding errors, correct ledger accounts, accrue for expenses not yet paid, or other similar activities. Includes all final postings to the general ledger.	FE	7					TCDRS FE + 7 retention period exceeds TSL FE + 3 for internal business practices. Vital Record	



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*ACC1400	4.1.000	General Accounting General and Subsidiary Ledgers - General Ledger - Year-End Ledger and Trial Balances	Records related to the general ledger. Includes the actual general ledger that summarizes all TCDRS system accounts.	FE	7					TCDRS FE + 7 retention period exceeds TSL FE + 3 for internal business practices. See RSIN 4.5.002, ACC1440. Vital Record	
ACC1420	4.7.000	Other Fiscal Interfund Accounting	Records related to the review and management of the TCDRS interfund accounting process used to transfer monies between the trust fund and the expense fund.	FE	4						
*ACC1440	4.5.002	Fiscal Management Reports Interim Financial Records	Records related to TCDRS interim financial records. Includes interim general ledgers and financial reporting, as well as quarterly/annual census reports, and financial statements from all business activity, including building operations. These records are superseded by the year-end versions.	FE	7					TCDRS FE + 7 retention period exceeds TSL FE + 5 for internal business practices. See RSIN 4.1.000, ACC1400; 4.5.005, ACC1320B.	
*ACC2000	4.1.009	Accounts Receivable Information Accounts Receivable Ledgers - Plan Administration	Records documenting cash receivables due for Plan contributions and payments.	FE	4					TCDRS FE + 4 retention periods exceeds TSL FE + 3 for internal business practices. Vital Record	
ACC2020	4.7.000	Other Fiscal Escheatment	Records that document unclaimed balances related to inactive member accounts.	FE	4					Property Code 74.103 does not apply to TCDRS.	



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*ACC2040 A	4.1.006	Investment Transaction Files General Ledger - Account Reconciliation - Plan Administration	Records related to analysis and audit of accounts related to TCDRS Plans. These records support the monthly account reconciliation process and are used to document reconciliations that develop from that analysis.	FE	5					See RSIN 4.1.000 ACC2040B, 4.7.004 ACC2040C.	
*ACC2040 B	4.1.000	General Accounting Reconciliations		FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. See RSIN 4.1.006, ACC2040A; 4.7.004, ACC2040C.	
*ACC2040 C	4.7.004	Capital Asset Records General Ledger - Account Reconciliation - Plan Administration	Records related to analysis and audit of accounts related to TCDRS Plans. These records support the monthly account reconciliation process and are used to document reconciliations that develop from that analysis.	LA	4					TCDRS LA + 4 retention period exceeds TSL LA + 3 for internal business practices. See RSIN 4.1.006, ACC2040A; 4.1.000, ACC2040B.	
*ACC2060	4.1.000	General Accounting General and Subsidiary Ledgers - 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					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	



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*ACC2080	4.1.000	General Accounting 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	7					TCDRS FE + 7 retention period exceeds TSL FE + 3 for internal business practices. Vital Record	
ACC2100	4.1.001	Accounts Payable Information Payments to Members - Plan Administration	Records related to payments to members of Plan-related financial obligations.	FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	
*ADM1000	1.1.007	Correspondence - High Level Administrative	Incoming/outgoing and internal leadership, supervisory, managerial, executive, administrative, and other high level correspondence in any media related to the formulation, planning, implementation, interpretation, modification, or redefinition of TCDRS services, projects, or programs and the administrative regulations, policies, and procedures that govern them. Does not include correspondence pertaining to or arising from TCDRS routine business operations.		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 RSIN 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 RSIN 1.1.008, ADM1020. Vital Record	



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*ADM1020	1.1.008	Correspondence - General	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine business operations. This record series is to be used only for correspondence not covered in another records series on the TCDRS approved schedule.		2					See RSIN 1.1.007, ADM1000.	
ADM1040	5.1.014	Office Procedures Department - Organization and Tracking	These records are organizational in nature and are used to document and track department functions, workflow, etc. Does not include documents subject to a different retention code. Example: agency rules, policies, and procedure (1.1.070, AUD1060A).	US	1						



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*ADM1060	1.1.013	Calendars, Appointment and Itinerary Records	Calendars and scheduling programs or applications maintained by staff documenting appointments, itineraries or other activities of TCDRS employees and officials. Includes departmental desk calendars.	CE	1				R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by state officials 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.	
ADM1080	1.1.024	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 adhoc 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 = Decision made to implement or not to implement result of planning process, or completion of project.	R	ARCHIVES NOTE: Data processing planning records are not archival. See 1.1.027 for Proposed Legislation.	



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*ADM110 0A	1.2.003	Forms History and Maintenance Forms and Letter Template Management	Records related to the management of TCDRS forms and letter templates. Includes forms requisitions and samples of forms and draft letters templates. Master versions of all forms and letter templates used internally and externally and all subsequent revisions, including any associated design or design modification requests.	AC	2			AC = Until superseded or use of form or letter template is discontinued.		See 1.2.004, ADM1100B.	
ADM1180	5.1.005	Postage Records Internal Services	Records related to internal postal operations. Includes the postal logs.	FE	3						
ADM1280	5.4.012	Security Access Records Physical Access Records	Records relating to the request and the issuance of physical access to the TCDRS building and grounds. Includes signed statements or similar instruments requesting access and documents granting access of keys, building fobs, parking passes, etc.	AC	2			AC = Until superseded, date of expiration, or date of termination whichever sooner.		Vital Record	
ADM1300 A	5.4.011	Visitor Control Registers Security - General	Records related to logs, registers, or other records documenting visitors to TCDRS offices and/or building.	AC	3			AC = Until superseded, date of expiration, or date of termination whichever sooner.		TCDRS AC + 3 retention period exceeds TSL 3 for internal business practices. See 5.4.0011, 5.4.012 for Security - Clearance.	
ADM1300 B	5.4.012	Security Access Records Security - General	Records related to routine security actions taken to protect TCDRS employees, equipment, buildings, and information. Does not include physical access records.	AC	2			AC = Until superseded, date of expiration, or date of termination whichever sooner.		Vital Record	



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*ADM1320	1.1.055	Strategic and Business Planning	Records that document the strategic and business plans of TCDRS.	AC	8			AC = January 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Strategic Plans must be submitted to the Texas State Publications Depository Program per the Texas Administrative Code. Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period. TCDRS AC + 8 retention period exceeds TSL AC + 6 for internal business practices	



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*ADM1340	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a records series of TCDRS, that are not regularly filed within TCDRS' recordkeeping system, and that are required only for limited period of time for the completion of an action by an official or employee of TCDRS or in the preparation of an ongoing record series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of TCDRS functions. See page xx for examples.	AC				AC = Purpose of record has been fulfilled.		CAUTION: Records management officers should make certain records 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.	
ADM1360A	5.6.003	Inspection Repair and Maintenance Records - Vehicles	Records documenting vehicle activity, such as mileage and maintenance. Excludes ownership records, titles and registration.	AC	3			AC = Settlement or close of accident evaluation.		Note: These records are necessary only in regards to an accident. See 5.6.007 for Vehicle Records - Ownership. TCDRS AC + 3 retention period exceeds TSL LA + 1 for internal business practices.	



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ADM1360 B	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	AC	3			AC = Settlement or close of accident evaluation.		Note: These records are necessary only in regards to an accident. TCDRS AC + 3 retention period exceeds TSL FE + 3 for internal business practices. See 5.6.007 for Vehicle Records - Ownership. See 5.6.003 ADM1360A	
ADM1380	5.6.007	Vehicle Title & Registrations Ownership	Records documenting vehicle ownership, and licensing. Records include vehicle titles and registration.	AC	3			AC = Settlement or close of accident evaluation.		Note: These records are necessary only in regards to an accident.	
ADM1400 C	5.6.004	Licenses and Driving Records Checks		AC				AC = Until superseded or until termination of employment.		See 5.6.005 ADM1400D	
ADM1400 D	5.6.005	Vehicle Use Reports Vehicle Records - Vehicle/Driver Accident Records	Records related to accidents in which TCDRS vehicles and/or TCDRS drivers are involved. Includes accident analyses, vehicle damage reports, and driver accident reports.	AC	4			AC = Settlement or close of the accident evaluation.		TCDRS AC + 3 retention period exceeds TSL FE + 3 for internal business practices. See 5.6.004ADM1400C	
AUD1000	1.1.002	Audits External Audits - Audit Workpapers and Reports	Audits and reviews performed by or on behalf of TCDRS, including the working papers that support the audit. Also includes audits performed on TCDRS.	AC	7			AC = Publication or release of the final audit findings.		Note: The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	Gov't Code, 552.116
AUD1040	1.1.002	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 = Publication or release of the final audit findings.			



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*AUD106 0A	1.1.070	Agency Rules, Policies, and Procedures	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. Also includes working files and related documentation used in creating rules, policies, and procedures.	AC	6			AC = Completion or termination of program, rules, policies or procedures.	R	ARCHIVAL NOTE: Working files and related documentation used in creation the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period. TCDRS AC + 6 retention period exceeds TSL AC + 3 for internal business practices. Vital Record	
AUD1060 C	3.3.024	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					TCDRS US + 6 retention period exceeds TSL US + 3 for internal business practices.	
*AUD106 0D	4.7.001	Accounting Policies and Procedures Manual	Records documenting the internal and external procedural requirements with respect to the accounting department.	US	6					TCDRS US + 6 retention period exceeds TSL US + 3 for internal business practices. Vital Record	
*AUD200 0A	1.1.038	Customer Surveys Customer Satisfaction	Records related to member and employer surveys conducted by TCDRS to gauge a customer's level of satisfaction with recent activity. Includes the statistical data maintained rating TCDRS' performance.	AC	4			AC = Customer survey completed.		TCDRS AC + 4 retention period exceeds TSL AC for internal business practices. See RSIN 1.1.000, AUD2000B.	



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AUD2000 B	1.1.000	Customer Surveys Adhoc and Periodic Surveys	Records related to member and employer surveys conducted by TCDRS to gauge a customer's level of knowledge or need.	AV						AV to be determined by Compliance Assurance Director. See 1.1.038, AUD2000A for Customer Surveys.	
AUD2020 A	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data Benchmarking and Performance Measures Data Collection	Records related to data collection and information compiled for the purpose of producing non-fiscal reports.	AV						CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. AV to be determined by Compliance Assurance Director. See 1.1.067 for Reports and Studies (Non-Fiscal) - Benchmarking and Performance Measures	
*AUD2020 B	1.1.067	Reports and Studies (Non-Fiscal) Benchmarking and Performance Measures Reports	Records related to annual, sub-annual, or special reports and studies on non-fiscal aspects of TCDRS' programs, services, or projects compiled by TCDRS personnel, by advisory committees, or by consultants under contract with TCDRS that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	AC	3			AC = Receipt of updated benchmarking report or performance measures data	E	ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. For agencies that have an archival appraisal, separate this records series by each type of archival coding, A, R, or E. See page ix for more information. See 1.1.065, AUD2020A.	
BEN1000	6.0.000	Actuarial Reports	Reports projecting life expectancy, future benefits, and other information needed to calculate contributions and provisions of TCDRS pension programs.	AC	4			AC = Until the benefit plan is superseded or is no longer in effect.	R		



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BEN1020	6.0.000	Actuarial Rules	Records related to the rules used to complete actuarial evaluations. Includes the actuarial cost methods.	AC	4			AC = Until the benefit plan is superseded or is no longer in effect.			
BEN1040	6.0.000	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 = 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.	
BEN1060	6.0.000	Employers - Employer Payroll	Payroll data and related records transferred from employers to TCDRS. Does not include processing documentation.	FE	75					See BEN1120 for Employers - Payroll Processing.	



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BEN1100	6.0.000	Employers - Employer File	Records documenting an employer's narrative, including creations documents, census data, prior services, orders and resolutions regarding retirement plans, plan provisions, changes or potential changes to plans, annual plan documents, and general correspondence, etc. Any record related to the employer's status within TCDRS. Does not include contribution rates calculations, employer payroll reports and processing, or documents considered part of the official member, annuitant record.	AC	4			AC = Until benefits are no longer payable and the benefit plan is inactive.	R	See BEN1300 for Rates and Calculation factors; BEN1060 and BEN1120 for employer payroll; BEN1040 and BEN1140 for Member and Annuitant records.	
BEN1120	6.0.000	Employers - Payroll Processing	Records documenting the receipt and processing of employer payroll information. Does not include payroll data.	FE	4					See BEN1060 for Employers - Employer Payroll.	
BEN1140	6.0.000	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 = 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.	



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BEN1160	6.0.000	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 = Determination of disability or member eligible for service retirement.			
BEN1180	6.0.000	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						
BEN1200	6.0.000	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 = Creation of the record.		See BEN1040 for Annuitant File.	
BEN1220	6.0.000	Members - Transaction Processing	Records used to balance member employee accounts or to update service credit prior to distribution to individual member files.		4						
BEN1240	6.0.000	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 = Termination of the member relationship.			
BEN1260	6.0.000	Plan Administration - Administrative Reports	Reports and related records used to provide information on the management of member benefits.	AV						AV to be determined by Director of Member Services	



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BEN1280	6.0.000	Plan Administration - Prospective Employers - Non Participating	Records related to prospective employers communications and documents used in the determination of benefit eligibility. Includes all employers that did not become a participating employer. Excludes any employer who is a current member or joined TCDRS.		6					See BEN1100 for Employers - Original Orders and Resolutions.	
BEN1300	6.0.000	Plan Administration - Rates and Calculation Factors	Records documenting rates and calculations related to plan administration.	AC	4			AC = Until the benefits are no longer payable and the benefit plan is inactive.	R		
BEN1320	6.0.000	Plan Administration - Special Reports - External	Records related to the production of routine and special reports requested by employers.		4						
BEN1340	6.0.000	Plan Administration - Special Reports - Internal	Records related to the production of internal routine reports requested by TCDRS staff. Includes benefit plan actuarial reports use for benefit plan development.	AV						AV to be determined by Director of Actuarial Services	
BEN1360	6.0.000	Terminated Members Lists	Listings and reports on member employees terminated from the System. Does not include terminated member file.		8					See BEN1140 for Member File - Active and Inactive.	



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BEN1380	6.0.000	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					See BEN1140 for Member File - Active and Inactive.	
COM1020	6.0.000	Social Networking Communications	Consist of content (messages, posts, photographs, videos, etc.) created, submitted or received for use on a social media application, that is strictly a duplicate, transitory in nature, or the copy of record exist elsewhere. [At TCDRS, content is captured routinely from individual social media sites and stored until retention period has expired.] Includes Facebook, Twitter, YouTube and other related applications.		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: TCDRS has no control over retention policies of social media sites. State records must be captured and maintained in a system under TCDRS' control.	



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COM1060	1.3.001	State Publications	Publications in any format produced internally by or externally for TCDRS (or are required to be distributed under law by the System) and are publicly distributed. Note: A state publication includes but is not limited to: distribution in print, on microfilm, as audiovisual material, as interactive media or on electronic external storage device, as an on-line publication, which is an index to other on-line publications, as a text, graphic, or other digital file, or as a user interface to a computer database.	AC	2			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. 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. Also see EXE1080 for Comprehensive Annual Financial Statements and ADM1320 for Strategic Plans. See 2.1.007 for interactive functions of website such as Benefits Calculator.	Tex Gov't Code 441.101 - 441.106; Requirement for Internet publication see 13TAC§§3.1 - 3.16



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COM1080	1.1.043	Training Materials Training and Development Programs - Employers and Members	Records related to TCDRS efforts to provide awareness, education, and training to employers and members regarding plan features such as employer contributions rates and member benefits, and other TCDRS services. Includes attendance lists, communications, presentations delivered through annual conference, employer visits, and member visits, webinars, and other educational methods. Does not include documents considered part of the official member, annuitant or employer record.	AC	3			AC = Until the training program has been superseded or is no longer offered to employers and members.		TCDRS AC + 3 retention period exceeds TSL US + 1 for internal business practices.	
COM2000	5.1.004	Mail and Telecommunication Listings General Mailings	Records related to TCDRS mailings. Any general mass mailing and individual customized mailing created as an activity, event, campaign from marketing software or third party printer to members, annuitants, employers, etc. Documents include copy of the publication, list of recipients, and point of delivery. Does not include mailings considered part of the official member, annuitant or employer record.	US							



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EXE1000	1.1.000	General Board of Trustees	Records related to appointments and termination of TCDRS Board of Trustees and Committees. These records also include the Board Governance and other Board policies documents.	PM					A		
EXE1010	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of TCDRS.	US	3				A	Vital Record	
*EXE1025	1.1.061	Meetings - Notes	Notes taken during open meetings of the TCDRS Board, committees of the Board, Trustees, and other open meetings from which written minutes are prepared.	AC			90	AC = Approval of the written minutes of the meeting by the governing body.		See caution comment at RSIN 1.1.058, EXE1040.	
*EXE1030	1.1.062	Meetings - Supporting Documentation Meeting Materials	Documents submitted at open meetings of the TCDRS Board, committees of the Board, Trustees, and other open meetings including exhibit items, documentation for agenda items, public comment forms, etc. and documents sent in advance of meetings for briefing purposes. Excludes documents deemed confidential or provided during closed Executive Sessions.	PM					A	See caution comment at RSIN 1.1.058, EXE1040. TCDRS PM retention period exceeds TSL 2 for internal business practices.	



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*EXE1040	1.1.058	Meetings, Agenda and Minutes of Open Board, Committee, and Trustee Meetings	Records documenting proceedings of the TCDRS Board, committees of the Board, Trustees, and other conducted open meetings as required in Government Code, Chapter 551. Includes meeting agenda, meeting minutes and voting records. Excludes audio and video tapes of the meetings.	PM					A	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. CAUTION: This records series and RSINs 1.1.059, EXE1050; 1.1.060; 1.1.061, EXE1025 and 1.1.062, EXE1030 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.	
*EXE1050	1.1.059	Meetings, Agendas or Audiovisual Recordings of Closed	Agendas or audiovisual recordings of TCDRS closed meetings.	AC	2			AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.		See caution comment at RSIN 1.1.058, EXE1040.	Gov't Code, 551.104 (a)



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EXE1080	1.1.000	General TCDRS System Archives	Records documenting TCDRS' creation, structure, governance, development, significant events, plan documents, and key staff. Includes the Comprehensive Annual Financial Report (CAFR), enabling statutes and rules, IRS Determination Letters, etc.	PM					A	ARCHIVES NOTE: In the event that the agency will no longer retain the records of this series permanently, after retention is met those records will be transferred to the Archives and Information Services Division, Texas State Library and Archives Commission.	
EXE1100	1.1.000	General Trustee Education	Records related to new trustee orientation, Pension Review Board (PRB) education requirements, and trustee fiduciary responsibilities.	AC	5			AC = Until the program has been superseded or is no longer offered to trustees.			
FAC1000	5.4.003	Inspection Records Air Quality Testing and Monitoring	Records related to monitoring, testing, and assessment of the air in the TCDRS building for the presence of contaminants or pollutants.	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.	
FAC1020B	5.2.003	Building Plans and Specifications	Records related to the design and construction of TCDRS building. Includes design documents such as drawings, blueprints, construction reports, and construction testing records.	LA	10			AC = Sale or destruction of the asset.	R	See also item number 5.1.001, FAC1100A for Contracts and Leases - Tenant Leasing Proposals and 5.1.001, LEG1060B for Contracts and Leases - Real Estate Leases and 5.2.028 for Building Construction Contracts and Inspections Records Vital Record	



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FAC1040	5.2.010	Equipment Manuals Maintenance Manuals and Technical Reference	Reference and technical instruction manuals provided by the manufacturer for products and building equipment used by TCDRS. Includes manuals and technical references for copiers, fax machines, postage meter, department equipment.	LA							
FAC1060A	5.2.008	Equipment History File Equipment Maintenance and Repair	Records related to routine and/or general maintenance and repair of building equipment. Records include equipment histories and work orders.	LA	3					For service agreements or contracts related to equipment maintenance, repairs and service, retain in accordance with item number 5.1.001.	
*FAC1060 B	5.2.019	Service Orders Building Maintenance and Repair	Records related to routine and/or general maintenance and repair of TCDRS building. Records include the forms completed by management agent personnel or external service providers, service order, labor, parts, and remarks.	AC	3			AC = Sale, disposition or destruction of the building.		TCDRS AC + 3 retention period exceeds TSL 1 for internal business practices. See RSIN 5.2.008, FAC1060A; 5.2.028, FAC1060C.	
FAC1060C	5.2.028	Building Construction Contract and Inspection Records	Records related to construction and improvement contracts and agreements for improvement to real property. Includes all construction and property improvements bid documentation. Includes construction inspection documents. Also includes disputes that do not progress to litigation and claims.	LA	10				R	See also item number 5.1.001, FAC1100A for Contracts and Leases - Tenant Leasing Proposals and 5.1.001, LEG1060B for Contracts and Leases - Real Estate Leases and 5.2.002 for Building Construction Project Files Vital Record	



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					Years	Months	Days				
*FAC1060 D	5.4.003	Inspection Records General	Fire, safety, and other inspection records of TCDRS building and equipment. Records include orders issued by inspectors to correct deficiencies in compliance with code or regulations, OSHA certificates, etc.	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. See RSIN 5.2.028, FAC1060C. TCDRS AC + 10 retention period exceeds TSL AC + 3 for internal business practices.	
FAC1080	5.2.001	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 = Sale or disposition of the asset.	R	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. Vital Record	
*	5.1.001	Contracts Administration Tenant Leasing Proposals	Records related to unsuccessful tenant applications, review and analysis process for prospective tenants that do not result in a tenant leasing contract.							See RSIN 4.7.004, LEG1040; 4.7.004, LEG1080; 5.1.001, 1000; 5.1.001, LEG1060A; 5.2.028, FAC1060C. Vital Record	
*FAC1100 A	5.1.001 a	Contracts Administration Tenant Leasing Proposals	Contracts executed, renewed or amended on or after August 31, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to lease.		Vital Record	Gov't Code, 441.1855
*FAC1100 B	5.1.001 b	Contracts Administration Tenant Leasing Proposals	Contracts executed, renewed or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms or decision not to lease.		Vital Record	Gov't Code, 441.1855



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FAC1120	5.2.000	Building Management Building Operations Report	Records documenting the monthly building operations. Report by the TCDRS management agency. The report generally includes the receipt of security deposits from tenants, tenant rent roll, general management and maintenance expenses.	AC	4			AC = Termination of management relationship.			
FAC1140	5.4.002	Evacuation Plans	Records related to the evacuation of the TCDRS building in cases of emergency. Includes any information of emergency preparedness.	US	1					TCDRS US + 1 retention period exceeds TSL US for internal business practices.	
*FAC1160	5.2.000	Certificates of Property Destruction Confidential Paper and Recycling System	Does not include Certificate of Destructions for records authorized for final disposition.	FE	3					See RSIN 1.2.001, RIM1200.	
*HRB1000	3.3.004	Benefit Plan Benefit Administration	Records related to the general management and administration of TCDRS employee benefit plans. Includes plan-related and vendor correspondence and general employee communications relative to benefits.	AC	5			AC = Until benefits are no longer payable and the benefit plan is inactive.		TCDRS AC + 5 retention period exceeds TSL AC + 1 for internal business practices.	29 CFR 1627.3(b)(2)



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HRB1020	3.1.011	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 TCDRS short term disability benefit. Includes disability benefits review information, long-term benefit calculations, and appeals. Does not include disability retirement benefits granted by the TCDRS pension plan or medical records supporting a disability insurance claim.	AC	4			AC = Until benefits are no longer payable and the benefit plan is inactive.		CAUTION: Documents that serve as payroll deduction authorizations must maintained for the retention period prescribed for item number 3.2.001. TCDRS AC + 4 retention period exceeds TSL AC for internal business practices. See HRB1160 for Employee Disability Insurance Benefits - Medical Records, BEN1160 for Member File - Disability Retirement Medical Records.	
HRB1040	3.1.011	Employee Insurance Records Benefit Enrollment and Participation - General	Records related to the enrollment and participation of employees in TCDRS benefits programs.	AC	4			AC = Termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must maintained for the retention period prescribed for item number 3.2.001. TCDRS AC + 4 retention period exceeds TSL AC for internal business practices. See HRB1060 for Benefit Enrollment and Participation - Loan Applications, HRB1080 for Benefit Enrollment and Participation - Pension Summary Records.	



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HRB1060	3.1.031	Employee Benefits - Other than Insurance Benefit Enrollment and Participation - Loan Applications	Records related to money borrowed by an employee against their 457 deferred compensation plan. Includes employee loan applications and related correspondence.	AC	4			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 TCDRS AC + 4 retention period exceeds TSL AC for internal business practices. Vital Record	
HRB1080	3.1.031	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 = 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. Vital Record	
*HRB1100	3.3.004	Benefit Plan Benefit Plan Development - General	Records related to the design and development of TCDRS benefit plans not covered elsewhere. Includes benefit plan amendments.	AC	4			AC = Until benefits are no longer payable and the benefit plan is inactive.		TCDRS AC + 4 retention period exceeds TSL AC + 1 for internal business practices.	29 CFR 1627.3(b)(2)
*HRB1120	3.3.004	Benefit Plan Benefit Plan Development - Vendor Selection and Renewal	Records related to the assessment, selection, and renewal of benefit plan vendors for TCDRS. Includes employee communications related to the vendor selection and renewal process.	AC	5			AC = Until benefits are no longer payable and the benefit plan is inactive.		TCDRS AC + 5 retention period exceeds TSL AC + 1 for internal business practices.	29 CFR 1627.3(b)(2)



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HRB1160	3.1.011	Employee Insurance Employee Disability Insurance Benefits - Medical Records	Medical records submitted to support the application and decision making process of a TCDRS employee's short term or long term disability insurance claim. Includes doctor statement and all supporting medical records. Excludes records related to disability retirement.	AC	5			AC = Until benefits are no longer payable and the benefit plan is inactive.		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. See BEN1160 for Member File - Disability Retirement Medical Records.	
HRB1180	3.1.031	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 = Until benefits are no longer payable.		CAUTION: Documents that serve as payroll deduction authorization 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. Vital Record	
HRE1000	3.3.000	Personnel Administration Compensation Planning	Records related to the determination and monitoring of salary structures, incentive programs, and job classifications and placement. Includes incentive pay programs documentation and wage and benefit surveys.	AC	5			AC = Until the compensation plan, incentive program, or survey is superseded or is no longer in effect.			
HRE1020	1.1.000	General Employee Communications	Records related to employee announcements and other informative communications.		3						



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HRE1040	3.1.001	Applications for employment - Not Hired Employee Recruitment and Selection - Employee Recruitment Rejections	Records related to the recruitment of applicants for a particular position within TCDRS who are not hired or did not accept the position, including records related to the interview, pre-employment records, the documentation supporting the decision. Also includes employment applications and resumes.		3					TCDRS 3 yr retention period exceeds TSL 2 yr for internal business practices.	26 CFR 1602.31 [State Agencies]
HRE1060A	3.1.012	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					TCDRS 3 yr retention period exceeds TSL 2 for internal business practices. See 3.1.014 HRE1060B	29 CFR 1602.31 [State Agencies]
HRE1060B	3.1.014	Employment Selection Records Employment Recruitment and Selection - General	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.		3					TCDRS 3 yr retention period exceeds TSL 2 for internal business practices. See 3.1.012 HRE1060A Contains records found within records series 3.1.026 Criminal History Checks Vital Record	29 CFR 1602.31 [State Agencies]



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*HRE1080 A	3.1.018	Grievance Records Employee Situations	Records related to employee concerns, complaints, referrals, and disciplinary records. Includes disciplinary documents, employee warnings, and written discipline notices.	AC	5			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 RSIN 1.1.048, LEG1160A. If during the retention period of this records series, any part of this series issued to document and support personnel corrective action under RSIN 3.1.020, 1080B; all documentation from this series used to support corrective action must be retained for the minimum retention period described by RSIN 3.1.020,1080B. TCDRS AC + 5 retention period exceeds TSL AC + 2 for internal business practices. See 3.1.020 HRE1080B, 3.1.021 HRE1080C Vital Record	



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HRE1080B	3.1.020	Personnel Corrective Action Documentation 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.	AC	5			AC = Termination of corrective action.		CAUTION: If during the retention period of this records series, any part of this series issued 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 minimum retention period described by item number 3.1.021. See 3.1.018 HRE1080A, 3.1.021 HRE1080C	
HRE1080C	3.1.021	Personnel Disciplinary Action Documentation 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.	AC	5			AC = Termination of employment.		See 3.1.08 HRE1080A, 3.1.020 HRE1080B Vital Record	



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HRE1100	3.3.031	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					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.	29 CFR 1602.32, 1605.39, 1602.41, 1602.48, and 1605.50
*HRE1120	3.1.029	Employment Eligibility, Documentation Immigration and Naturalization	Records related to the immigration and naturalization of TCDRS employees. Includes federal Form I-9 which certifies employee identity and eligibility to work in the United States.	AC				AC = 3 years from date of hire or 1 year after separation of the employee, whichever later.		Vital Record	8 CFR 274a.2(b)(2)(I)(A) and (c)(2)
*HRE1140	5.4.001	Occupational and 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 Claims.	CE	5					See RSIN 3.1.024, HRE1260; 5.4.001, RSK1100. Vital Record	29 CFR 1904.33
HRE1160	3.1.023	Position/Job Descriptions	Records related to job descriptions such as summary of position responsibilities, requirements, and reporting relationships. Includes job and position descriptions.	AC	6			AC = Until superseded or job eliminated.		TCDRS AC + 6 retention period exceeds TSL AC + 4 for internal business practices. Vital Record	40 TAC 815.106(i)



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*HRE1180	1.1.023	Organization Charts	Records related to the structure and staffing of the organization, including the positions, titles and employee names. Includes organization charts.	US					A	ARCHIVE NOTE: Only charts showing the overall arrangement and administration structure of the state agency need to be transferred to the Archives and Information Services Division, Texas State Library and Archives Division. Organizational charts showing division/department level detail are not considered archival.	
HRE1220C	3.1.014	Employment Selection Records Employee Recruitment and Selection - Personnel Files	Records providing a history of employment from initial hiring, including promotion and transfers. Includes employment application, letters of acceptance, and resumes.	AC	5			AC = Termination of employment.		CAUTION: Does not include criminal history checks. TCDRS AC + 5 retention period exceeds TSL 2 yr for internal business practices. See 3.1.019 for Performance Evaluation, 3.1.024 for Medical Reports, 3.4.007 for Medical Leaves of Absence, 3.4.007 for Non-Medical Leaves of Absence. See 3.1.013 HRE1220B, 3.1.038 HRE1220D, 3.3.011 HRE1220E Vital Record	29 CFR 1602.31 [State Agencies]



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*HRE1220 D	3.1.038	Public Access Option Records	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						CAUTION: Most recent public access election information must be kept as long as the former employee verification records. See RSIN 3.3.011, HRE1220E. See RSIN 3.1.013, HRE1220B; 3.1.014, HRE1220C. Vital Record	
*HRE1220 E	3.3.011	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 authorization.	AC	75			AC = Termination of employment.		See RSIN 3.1.013, HRE1220B; 3.1.014, HRE1220C; 3.1.038, HRE1220D. Vital Record	
HRE1240	3.4.007	Time Off and/or Sick Leave Request Personnel Files - Medical Leaves of Absence	Records related to time taken off by an employee for medical reasons. Includes doctor's authorizations for time off and work directives, and FMLA requests.	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	



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HRE1260	3.1.024	Physical Examinations/Medical Reports	Records documenting individual employee and contractor medical history.	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.	
HRE1280	3.4.007	Time Off and/or Sick Leave Request Personnel Files - Non-Medical Leaves of Absence	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 = 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	
HRE1300	3.1.019	Performance Appraisals 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.	AC	5			AC = Until the evaluation has been superseded or termination of the employment relationship.		TCDRS AC + 5 retention period exceeds TSL 2 for internal business practices.	29 CFR 1620.32 (c)
*	3.1.013	Employment Contracts Personnel File - Temporary Employee Files	Records related to the hiring and management of temporary employees. Includes temporary employee applications, resumes, and contracts.							Vital Record	Gov't Code, 441.1885



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*HRE1320 C	3.1.013 b	Employment Contracts Personnel File - Temporary Employee Files	Contracts executed, renewed or amended on or before August 31, 2015.	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. Vital Record	Gov't Code, 441.1885
*HRE1320 D	3.1.013 a	Employment Contracts Personnel File - Temporary Employee Files	Contracts executed, renewed or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms.		Vital Record	Gov't Code, 441.1885
*HRE1340	3.1.027	Training and Educational Achievement Records (Individual)	Records related to certifications, licenses, certificates of completion, continuing education credits required for maintaining accreditations, or other similar documents of an employee achievements.	AC	5			AC = Termination of employment.		See RSIN 3.3.030, HRE1340A; 3.3.030, HRE1340B	
*HRE1340 A	3.3.030	Training Administration Records Training and Educational Achievement Records (Individual)	Records related to the development and operation of TCDRS sponsored employee training programs, annual assessments (such as annual phishing assessment). Includes course manuals, schedules, and course evaluation sheets. Includes employee sign-in sheets and attendance records, assessment scores.	AC	5			AC = Termination of employment.		TCDRS AC + 5 retention period exceeds TSL US + 2 for internal business practices. See RSIN 3.1.027, HRE1340; 3.3.030, HRE1340B.	



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*HRE1340 B	3.3.030	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					See RSIN 3.1.027, HRE1340; 3.3.030, HRE1340A.	
*HRE1360	3.1.041	Employee Acknowledgement and Agreement Form	Agreements between TCDRS employees and TCDRS authorizing certain actions, including acknowledgement forms, telecommuting agreements or other documentation that show proof of receipt and awareness of and adherence to agency policies and procedures.	AC	2			AC = Until superseded, obsolete, or date of separation, as applicable.			
HRE1380	3.2.001	Employee Deduction Authorizations Court and Governmental Orders	Records related to divorce, POAs, garnishment orders, and other levies received from the court regarding specific TCDRS employees. Includes the court order and related correspondence. Does not include court and government orders received regarding TCDRS members.	AC	4			AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		Vital Record	
HRE1400	3.2.007	Unemployment Compensation Records	Records submitted to state unemployment divisions containing employment and wage information for terminated employees who are requesting unemployment insurance work papers.	FE	5					TCDRS FE + 5 retention period exceeds TSL AC + 5 for internal business practices.	



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					Years	Months	Days				
INT1140	1.1.000	Investment Trustee Education	Records related to trustee fiduciary responsibilities and due diligence reviews. Includes trip files and investment manager visits.	AC	5			AC = Until the program has been superseded or is no longer offered to trustees.			
INT1160	1.1.000	Legal Projects and Analysis - Investments	Legal research and related workpapers for various investment subjects and projects. Excludes legal opinions documenting specific litigation.	PM						See 1.1.048 for Hearings and Litigation - Litigation	
INT3300	3.3.000	Personnel Administration Investments Compensation Planning	Records related to the determination and monitoring of salary structures, incentive programs, and job classifications and placement. Includes incentive pay programs documentation and wage and benefit surveys.	AC	5			AC = Until the compensation plan, incentive program, or survey is superseded or is no longer in effect.			
*INT4100	1.1.008	Correspondence - General Vendor and Supplier Relations	Records related to communications and relationships with TCDRS vendors and suppliers.				3			See RSIN 1.1.007, ADM1000; 1.1.008, ADM1020.	
*INT4110	4.1.006	Investment Transaction Files Investment Cash Management	Records related to the analysis, forecasting and disposition of TCDRS investment cash balances. Includes records used to determine actual and future cash balances, as well as records related to analysis of TCDRS investment strategies.	FE	5						



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*INT4120	4.1.006	Investment Transaction Files Investment Portfolio Management	Records documenting investments purchased, sold, and held by TCDRS. Includes proof of ownership, purchase/sale information, periodic statements, and investment results.	FE	10					TCDRS FE + 10 retention period exceeds TSL FE + 5 for internal business practices. See RSIN 4.7.004, INT4760.	
*NT4130	4.1.006	Investment Transaction Files Strategic Investment Planning and Implementation	Records that document Investments strategic planning and implementation. Includes income projection and asset allocation studies and documentation from investment committee meetings.	FE	5						
*INT4150	4.1.006	Investment Transaction Files Alternative Investment Fund & Consultant Documentation	Non-contract records related to manager and consultant relationships. Includes Capital Account Statements and Financial Statements for all managers.	AC	10			AC = After termination, closure, expiration, or completion of a manager or consultant's contract.		TCDRS AC + 10 retention period exceeds TSL FE + 5 for internal business practices.	
*INT4400	4.1.000	General Accounting General and Subsidiary Ledgers - Investments	Records related to the general ledger, includes Supporting Journal Entry Documentation as well as Trial Balances for Investments.	FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. Vital Record	
*INT4520	4.9.001	Annual Operating Budgets Investments Budgets and Financial Forecasts	Records related to investment internal planning and financial management. Includes records of TCDRS income, and expenses, on a monthly, quarterly, and annual basis. Includes fiscal year budgets for Investment department. Includes monthly and annual reports summarizing investment financial budgets and goals.	FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	



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*INT4700	4.7.000	Other Fiscal Investments Banking - Account Set-Up and Management	Records related to the set-up and management of TCDRS' custodian bank accounts. Includes bank account numbers and set-up documentation.	AC	4			AC = Closure of the account.		See RSIN 4.7.012, INT4780.	
INT4720	4.7.000	Other Fiscal Investments Banking - Custodian Operations	Records related to the custodian including changes in management, legal filings for tax reclaim, procedures, collateral information, STIF holdings updates, STIF Investment Guidelines, etc.	AC	4			AC = Expiration or termination of the instrument according to its terms.			
*INT4740	4.8.001	Bank Records Investments Banking - Account Reconciliation - General Accounting	Records related to analysis and audit of the TCDRS custodian bank accounts. These records support the monthly account reconciliation process and are used to document reconciliations that develop from that analysis. Includes bank statements for TCDRS custodian bank accounts.	FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	
*INT4760	4.7.004	Capital Asset Records Investment Portfolio Management	Records documenting investments purchased, sold, and held by TCDRS. Includes proof of ownership, purchase/sale information, periodic statements, and investment results.	AC	10			AC = Sale or disposal of the investment.		TCDRS AC + 10 retention period exceeds TSL LA + 3 for internal business practices. See RSIN 4.1.006, INT4120.	
*INT4780	4.7.012	Signature Authorizations - Investments	Power of Attorney, and Custodian Authorized Signatures	AC	4			AC = Until superseded, date of expiration, or termination of employee, whichever sooner.		See RSIN INT4700, 4.7.000.	



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*	5.1.001	Contracts Administration General Investments	Records related to obligations under contracts, and other agreements between TCERS and outside parties. Includes contracts for services, custodial agreements, manager contracts, fund declarations, proxy voting guidelines, investment guidelines, NDAs, guaranty agreements, tax agreements, partnership opinions, and legal opinions. Includes disputes that do not progress to litigation and claims.							See RSIN 4.7.004, INT4760. Vital Record	Gov't Code, 441.1855
*INT5100 A	5.1.001 a	Contracts Administration General Investments	Contracts executed, renewed or amended on or before August 31, 2015.	AC	10			AC = Expiration or termination of the instrument according to its terms.		TCERS AC + 10 retention period exceeds TSL AC + 7 for internal business practices. Vital Record	Gov't Code, 441.1855
*INT5100 B	5.1.001 b	Contracts Administration General Investments	Contracts executed, renewed or amended on or after September 1, 2015.	AC	10			AC = Expiration or termination of the instrument according to its terms.		TCERS AC + 10 retention period exceeds TSL AC + 4 for internal business practices. Vital Record	Gov't Code, 441.1855
INT5120	5.1.014	Office Procedures Investment Accounting Policies and Procedures Manual	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for TCERS. For example: Investments Department Policies and Procedures Manual.	US	1						



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*	5.3.007	Bid Documentation Purchasing	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and rejected, and bid tabulation/evaluations, requests for proposals, responses to RFP's and service orders. Does not include payment for products or services.							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 RSIN 5.3.007, INT5300A; 5.3.007,INT5300B; 5.3.007, INT5320; 5.3.009, INT5340	
*INT5300A	5.3.007b	Bid Documentation Purchasing - Successful	Successful bids associated with a contract executed, renewed or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to it's terms or decision not to proceed with the bid.		See RSIN 5.3.007, INT5300B; 5.3.007, INT5320; 5.3.009, INT5340.	Gov't Code, 441.1855
*INT5300B	5.3.007a	Bid Documentation Purchasing - Successful	Successful bids associated with a contract executed, renewed or amended on or after September 1, 2015.	AC	10			AC = Expiration or termination of the instrument according to it's terms or decision not to proceed with the bid.		TCDRS AC + 10 retention period exceeds TSL AC + 7 for internal business practices. See RSIN 5.3.007, INT5300A; 5.3.007, INT5320; 5.3.009, INT5340.	Gov't Code, 441.1855
*INT5320C	5.3.007c	Bid Documentation Purchasing - Unsuccessful	Unsuccessful bids that do not meet TCDRS submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.)	AC	4			AC = Date of notification of denial or date of withdrawal, as applicable.		TCDRS AC + 4 retention period exceeds TSL AC + 2 for internal business practices. See RSIN 5.3.007, INT5300A; 5.3.007, INT5300B; 5.3.009, INT5340.	Gov't Code, 441.1855



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					Years	Months	Days				
*INT5340	5.3.009	Request 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 = Date of direct purchase, issuance of request for bids, or decisions not to proceed with the procurement, as applicable.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007. TCDRS AC + 4 retention period exceeds TSL AC for internal business practices. See RSIN 5.3.007, INT5300A; 5.3.007, INT5300B; 5.3.007, INT5320.	
INT6000	6.0.000	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							



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					Years	Months	Days				
*ISY1000	2.1.009	Hardware and Software Technical Documentation Application Documentation and System Technical Administration	Records documenting the development of new functionality and architecture for TCDRS computer systems and software applications. Examples include requirements documentation and scope documents, as well as information used to provide details and a history of the hardware technical environment such as changes, problems, additions/deletions, and operational status. Includes all technical characteristics necessary for reading or processing electronic records; to document modifications to computer programs; to access, retrieve, manipulate, and interpret data in an automated system and records that explain the meaning purpose, structure, logical relationship, and origin of data elements.	AC				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. 13TAC 6.94.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. Vital Record	13 TAC 6.94
*ISY1020	5.4.013	Disaster Preparedness and Recovery Plans Disaster Recovery and Incident Response - Plan Documentation	Records related to the documentation of plans that would be implemented in the event of a business disruption and include disaster recovery plans, incident response plan, business continuity plans, contingency planning, business impact questionnaires, and another such related documents as required.	AC	3			AC = Until the plan has been superseded or is no longer in effect.		TCDRS AC + 3 retention period exceeds TSL US for internal business practices. Vital Record	



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					Years	Months	Days				
*ISY1040	2.1.007	Computer Software Programs	Records related to source code for TCDRS owned software applications that are either developed internally or externally. Includes source code and their programs, i.e. source code used for TCDRS website and interactive functions on the website.	AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13TAC 6.94.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. See 1.3.001, COM1060 for informational website content. Vital Records	13 TAC 6.94
*ISY1080	2.2.001	System or Computing Monitoring Records	Hardware and software components for monitoring TCDRS' computer system resources and performance.	AV						AV to be determined by Director of Information Technology	
ISY1100	2.2.001	System Monitoring Records Technical Support Request	Records related to external customer and internal employee requests for technical support. These records identify the requestor's concern or request for support and identify TCDRS response and resolution. Includes help desk records, problem tacking documentation, telecommunications service requests.		3					TCDRS 3 yr retention period exceeds TSL AV for internal business practices.	



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					Years	Months	Days				
*ISY1120	5.4.013	Disaster Preparedness and Recovery Plans Disaster Recovery and Incident Response - Recovery Documents	Records related to the documentation of plans that implement the protection of information as a TCDRS asset and procedures detailing the analysis of root causes, evidence collection, data preservation, coordinate response in the event of an incident and other related documents as required.	AC	3			AC = After the conclusion of incident findings		TCDRS AC + 3 retention period exceeds TSL AV for internal business practices. Vital Record	
*ISY1140	5.4.012	Security Access Records Network Access Records	Records related to the request and granting of network access for third party access and permission to TCDRS network systems. Includes signed statements or similar instruments requesting access and documents granting access.	AC	3			AC = Until access is terminated.		TCDRS AC + 3 retention period exceeds TSL AC + 2 for business practices. Vital Record	
*ISY1160	2.1.002	Master Files and Application Data	Computer files containing organized and consistent sets of complete and accurate electronic records and associated processing files. Includes but not limited to data tables of relational databases used by applications or computer programs. An example is the decommission of legacy systems.	AC				AC = Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency master files and application data that the files do not fall under records series listed elsewhere. Vital Record	



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*ISY1180	2.1.010	Audit Trail Records	Files needed for electronic data audits. Records include but are not limited to reports showing transactions, history files or tapes, records of updates to application files, and security logs.	AC				AC = All audit requirements have been met.			
*ISY2000	2.2.017	Help Desk Tickets Technical Support Request and Incidents & Network and Computer Access Records	Records related to external customer and internal employee requests for technical support. These records identify the requestor's concern or request for support and identify TCDRS response and resolution. Includes help desk records, problem tracking documentation, telecommunications service requests. Also includes Information used to provide details and history of network and computer system access records. Does not include third party access records.	AV						AV to be determined by Director of Information Technology. See RSIN 5.4.012, ISY1140.	
*	5.1.001	Contracts Administration General	Records related to obligations under contracts, leases, and other agreements between TCDRS and outside parties. Includes contracts for services, purchases, sales, transportation, hardware, software, and intellectual property agreements. Includes disputes that do not progress to litigation and claims.							See RSIN 4.7.004, LEG1040; 4.7.004, LEG1080; 5.1.001, FAC1100; 5.1.001, LEG1060A; 5.2.028, FAC1060C. Vital Record	Gov't Code, 441.1855



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*LEG1000 A	5.1.001 a	Contracts Administration General	Contracts executed, renewed or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms.		Vital Record	Gov't Code, 441.1855
*LEG1000 B	5.1.001 b	Contracts Administration General	Contracts executed, renewed or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms.		Vital Record	Gov't Code, 441.1855
*LEG1040	4.7.004	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 TCDRS property, as well as easements granted to TCDRS by outside parties for accessing their property. Also includes disputes that do not progress to litigation and claims.	PM						TCDRS PM retention period exceeds TSL LA + 3 for internal business practices. See RSIN 5.1.001, LEG1060A; 5.1.001, LEG1060B.	
*	5.1.001	Contracts Administration Real Estate Leases	Records related to tenant applications, review and analysis process, agreements, amendments, and landlord-tenant-management agency correspondence that result in a tenant leasing contract. Also includes disputes that do not progress to litigation and claims.							See RSIN 4.7.004, LEG1040; 4.7.004, LEG1080; 5.1.001, FAC1100; 5.1.001, 1000; 5.2.028, FAC1060C. Vital Record	Gov't Code, 441.1855
*LEG1060 A	5.1.001 a	Contracts Administration Real Estate Leases	Contracts executed, renewed or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to lease.		Vital Record	Gov't Code, 441.1855



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*LEG1060 B	5.1.001 b	Contracts Administration Real Estate Leases	Contracts executed, renewed or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms or decision not to lease.		Vital Record	Gov't Code, 441.1855
*LEG1080	4.7.004	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						TCDRS PM Retention period exceeds TSL LA + 3 for internal business practices. See RSIN 5.2.001, FAC1080.	
LEG1100	1.1.000	General Copyrights and Trademarks	Records related to the registration and maintenance of TCDRS copyrights and trademarks. Includes copyright registrations and copyright permissions letters.	AC	6			AC = Expiration of the copyright or trademark.			
LEG1160A	1.1.048	Litigation Files Hearings and Litigation - Litigation	Records related to threatened or asserted litigation regarding non-investment and investment matters. Includes pleadings, discovery, attorney work products, legal opinions, transcripts, exhibits, final judgments, settlements, court orders, and other documents specifying final terms, conditions, and decisions related to claims and litigation.	AC	6			AC = As applicable, decision of TCDRS 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.	R	ARCHIVES NOTE Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. TCDRS AC + 6 retention period exceeds TSL AC+ 1 for internal business practices.	



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*LEG1160 B	1.1.048	Litigation Files Hearings and Litigation - Administrative Hearings	Records related to disputes considered by the Texas State Office of Administrative Hearings (SOAH). Includes copies of motions, appeals, administrative decisions, and case files, received from Administrative Law Judges and arbitrators.	AC	3			AC = As applicable, decision of TCDRS 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.	E	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 + 3 retention period exceeds TSL AC+ 1 for internal business practices. See page xx for additional guidelines.	



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*LEG1180	1.1.014	Legal Opinions and Advice Legal Projects and Analysis - Legal Opinions	Records documenting historical legal opinions and/or memorandums generated by TCDRS outside legal counsel.	PM					R	ARCHIVES NOTE: Opinions and advice that set legal precedent or exhibit historical value will be evaluated by the Archives and Information services Division of the Texas State Library and Archives Commission for archival preservation. See page ix for additional guidelines. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation or opinions rendered for Public Information Act Request. See RSIN 1.1.048, LEG1160A; 1.1.020, LEG1220A and 1.1.021, LEG1220B. See RSIN 1.1.000, LEG1200; 1.1.027, LEG1300. TCDRS PM retention period exceeds TSL AV for internal business practices.	
LEG1200	1.1.000	Legal Projects and Analysis - General	Legal research and related workpapers for various subjects and projects related to TCDRS business. Excludes legal opinions documenting specific litigation.	AC	10			AC = Completion of the project.		See 1.1.048 for Hearings and Litigation - Litigation See 1.1.027 for Proposed Legislation - Legal Projects and Analysis - Proposed Legislation and 1.1.014 for Legal Projects and Analysis - Legal Opinions.	



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*LEG1220 A	1.1.020	Public Information Request - Not Excepted	Includes all correspondence and documentation relating to requests for records that are not exempt under the Public Information Act (Chapter 552, Government Code). Includes open records decisions rendered by the Office of the Attorney General. Includes withdrawn requests.	AC	3			AC = Date request fulfilled or withdrawn.		TCDRS AC + 3 retention period exceeds TSL AC + 1 for internal business practices. See RSIN 1.1.021, LEG1220B.	
*LEG1220 B	1.1.021	Public Information Request - Excepted	Includes all correspondence and documentation relating to requests for records that are excepted under the Public Information Act, including records provided to a legislature under section 552.008 (Chapter 552, Government Code). Includes open records decisions rendered by the Office of the Attorney General.	AC	3			AC = Date of notification that records are excepted.		TCDRS AC + 3 retention period exceeds TSL AC + 2 for internal business practices. See RSIN 1.1.020, LEG1220A.	
LEG1280	1.1.026	Texas Register Submissions	Records related to proposed, withdrawn, emergency, and adopted rules; open meeting notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			AC = Date of publication in the Texas Register.			
LEG1300	1.1.027	Proposed Legislation Legal Projects and Analysis - Proposed Legislation	Records documenting proposed legislation affecting TCDRS. Includes drafts analyses, workpapers, studies, fiscal notes, economic studies, bill analyses, etc.		5					See 1.1.000 for Legal Projects and Analysis - General and 1.1.014 for Legal Projects and Analysis - Legal Opinions. TCDRS 5 yr. retention period exceeds TSL AV for internal business practices.	



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*PAY1020	3.4.006	Time Cards and Attendance Records	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						40 TAC 815.106(I)
PAY1060	3.2.002	Employee Earnings Records Payroll Accounting	Records related to payroll accounting, such as input records, summary statements and history. Includes payroll vouchers, reports, payroll registers, and direct deposit payroll plan applications. Includes withholding and payment to third parties of amounts garnished from TCDRS employee wages.	FE	4					Contains records found within records series 3.2.004 Income adjustment Authorizations and 3.2.005 W-4 Forms and 3.2.008 Direct Deposit Authorizations and TCDRS FE + 4 retention period exceeds TSL AC + 4 for internal business practices. Vital Record	40 TAC 815.106(i)
PUB1000	6.0.000	Industry Relations	Records related to TCDRS relations and interactions with other pension funds or industry and professional organizations, speaking engagements (legislative testimony), etc. Includes correspondence, presentations, papers, speeches created specifically with or for other pension funds, industry and professional associations, and speaking engagements.	AV						AV to be determined by the Director of Communications or the owner of the Copy of Record See PUB1040 for Public Relations, COM1060 for State Publications	



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*PUB1040	1.1.019	Public Relations Records	Records related to TCDRS and its services that are released to the media and/or public. These records are informative and promote the TCDRS image. Includes records created internally by or externally for TCDRS. Includes news, press releases, marketing files and collateral or any public relations files, in any media, maintained by TCDRS.		2				R	See RSIN 6.0.000, PUB1000; 1.3.001, COM1060.	
*PUB1060	1.3.002	Production Files	Records related to the creation of production files for internal or external communications created by or for TCDRS. Production files consist of physical and digital development and design files, including but not limited to software applications such as InDesign, Illustrator, Photoshop, PowerPoint, Microsoft Word files, etc. or any application files used to create a final product. Also includes copy of the print master files provided to the printer.	AV					E	ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication' authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use may be archival. Documents that serve as final publications must be maintained for the retention period prescribed for item number 1.3.001. AV to be determined by the Director of Communications	



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					Years	Months	Days				
*PUB1080	1.3.002	Publication Development Files Routing Files	Consist of records related to the review process of production files routed for comments, feedback, suggestions, and approval.	AV					E	ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication' authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use may be archival. Documents that serve as final publications must be maintained for the retention period prescribed for item number 1.3.001. AV to be determined by the Director of Communications	



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					Years	Months	Days				
*PUB2000	1.3.002	Publication Development Files Artwork	Physical and digital development and design files, including but not limited to background material, copy (drafts), original artwork, stock, prints, flats, etc. This includes all work performed both internally by and externally for TCDRS.	AV					E	ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication' authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use may be archival. Documents that serve as final publications must be maintained for the retention period prescribed for item number 1.3.001. AV to be determined by the Director of Communications AV to be determined by the Director of Communications	
*PUB2020	1.1.040	Speeches, Papers, and Presentations	speeches, papers, presentations, or reports delivered in conjunction with TCDRS work not captured elsewhere.	AC	2			AC = End of event, until superseded, or obsolete.	R	ARCHIVE NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff,	



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					Years	Months	Days				
*	5.3.007	Bid Documentation 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.							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 RSIN 5.1.001, 4.7.004, 5.2.028. See RSIN 4.1.001, ACC1020; 4.1.000, PUR1000A; 5.3.007, PUR1000B; 5.3.007, PUR1000E; 5.3.007, PUR1000F; 5.3.008, PUR1000C, 5.3.009, PUR1000D.	
*PUR1000 A	4.1.000	Purchase Vouchers	Records related to the request, authorization, and procurement of goods and services. These records are used to document the requests of products or services. Includes purchase orders and change orders. Does not include payment for products or services.	AC	4			AC = Completion of the purchase or service order.		TCDRS AC + 4 retention period exceeds TSL FE + 3 for internal business practices. See RSIN 4.1.001, ACC1020; 5.3.007, PUR1000B; 5.3.007, PUR1000E; 5.3.007, PUR1000F; 5.3.008, PUR1000C, 5.3.009, PUR1000D.	
*PUR1000 B	5.3.007 b	Bid Documentation Purchasing - Successful	Associated with a contract executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to it's terms or decision not to proceed with the bid.		TCDRS AC + 4 retention period exceeds TSL FE + 3 for internal business practices. See RSIN 4.1.001, ACC1020; 4.1.000, PUR1000A; 5.3.007, PUR1000E; 5.3.007, PUR1000F; 5.3.008, PUR1000C, 5.3.009, PUR1000D.	Gov't Code, 441.1855



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					Years	Months	Days				
*PUR1000 C	5.3.008	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 = Completion of the purchase or service order.		See RSIN 4.1.001, ACC1020; 4.1.000, PUR1000A; 5.3.007, PUR1000B; 5.3.007, PUR1000E; 5.3.007, PUR1000F; 5.3.009, PUR1000D.	
*PUR1000 D	5.3.009	Request 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 = Date of direct purchase, issuance of request for bids, or decisions not to proceed with the procurement, as applicable.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with RSIN 5.3.007. TCDRS AC + 4 retention period exceeds TSL AC for internal business practices. See RSIN 4.1.001, ACC1020; 4.1.000, PUR1000A; 5.3.007, PUR1000B; 5.3.007, PUR1000E; 5.3.007, PUR1000F; 5.3.008, PUR1000C.	



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*PUR1000E	5.3.007a	Bid Documentation Purchasing - Successful	Associated with a contract executed, renewed, or amended on or after September 1, 2015. 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.	AC	7			AC = Expiration or termination of the instrument according to it's terms or decision not to proceed with the bid.		See RSIN 4.1.001, ACC1020; 4.1.000, PUR1000A; 5.3.007, PUR1000B; 5.3.007, PUR1000F; 5.3.008, PUR1000C, 5.3.009, PUR1000D.	Gov't Code, 441.1855
*PUR1000F	5.3.007c	Bid Documentation Purchasing - Unsuccessful	Invalid bids that do not meet TCDRS submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.)	AC	2			AC = Date of notification of denial or date of withdrawal, as applicable.		See RSIN 4.1.001, ACC1020; 4.1.000, PUR1000A; 5.3.007, PUR1000B; 5.3.007, PUR1000E; 5.3.008, PUR1000C, 5.3.009, PUR1000D.	Gov't Code, 441.1855
*PUR1020	1.1.008	Correspondence - General Vendor and Supplier Relations	Records related to communications and relationships with TCDRS vendors and suppliers.		3					See RSIN 1.1.007, ADM1000; 1.1.008, ADM1020.	



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*RIM1200	1.2.001	Destruction Authorizations	TCDRS documents authorizing final disposition of records under a certified records retention schedule. Includes Certificate of Destruction (from third party vendor) and Destruction Authorizations (RMD 102) approved by Texas State Library and Archives Commission.	FE	10					CAUTION: If destruction authorizations are maintained as part of 1.2.010 Records Disposition Logs, then longer retention period applies. TCDRS FE + 10 yr retention period exceeds TSL 3 for internal business practices. See 1.2.010, RIM1220.	
*RIM1220	1.2.010	Records Disposition Logs	Logs or similar records listing records disposed of by TCDRS, showing records series title, dates of records, and date of disposition.		15					TCDRS 15 yr retention period exceeds TSL 10 yr for internal business practices. Retention Note: Disposition can mean destroyed or transferred. See 1.2.001, RIM1200.	
*RIM1240	1.2.005	Records Retention Schedule	TCDRS copy. A records retention schedule identified the records that are created and maintained by TCDRS, provides the minimum timeframes the records must be retained, and includes instruction for their disposition. This series may include working files and documentation of certification and approval by the Texas State Library and Archives Commission.	US	5					Original is retained for 50 years by the State and Local Records Management Division, Texas State Library and Archives Commission. TCDRS US + 5 retention period exceeds TSL US for internal business practices.	
*RIM1260	1.2.014	Records Management Policies and Procedures	Records management plans and similar records that establish the policies and procedures under which records and information are managed in TCDRS.	US	5					TCDRS US + 5 yr retention period exceeds TSL US + 1 yr for internal business practices.	



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*RIM1300	1.2.012	Records Inventories	Worksheets or working papers used to capture records inventory information, including location tracking and to document existence and requirements of a records series.	US	5					TCDRS US + 5 retention period exceeds TSL US for internal business practices.	
RSK1000	5.4.000	Insurance Analysis and Reporting	Records related to the analysis and summary of TCDRS insurance programs. Includes insurance policies coverage reports and insurance risk analysis.	AV						AV to be determined by Director of Administrative Services	
RSK1020	5.4.000	Insurance Certificates	Records related to legal proof of insurance coverage. Includes certificates of insurance provided to TCDRS by vendors, tenants and TCDRS issued insurance certificates.	AC	15			AC = Expiration or termination of the certificate.			
RSK1040	5.4.000	Insurance Claims	Records related to claims filed against TCDRS for a wide variety of liability exposure, includes general claims and claims specific to physical damage or loss of property or the loss of the property's income-producing abilities. Also includes liability claim notifications and settlement documents.	AC	15			AC = Resolution of claim.		See 5.4.001 for Insurance Claims - Workers' Compensation Claims.	
*RSK1100	5.4.001	Occupational and 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					See RSIN 3.1.024, HRE1260; 5.4.001, HRE1140. Vital Record	29 CFR 1904.33



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*	5.1.013	Insurance Policies General	Records describing and administering TCDRS insurance programs that provide coverage affecting TCDRS liabilities, including records related to travel insurance policies providing coverage for board members of TCDRS. Includes insurance policies, amendments and riders, and proof of payment. Does not include employee medical and life insurance.							See RSIN 3.1.011, HRB1040. Vital Record	
*RSK1140 A	5.1.013 a	Insurance Policies General	Contracts executed, renewed, or amended on or after September 1, 2015.	AC	15			AC = Expiration or termination of the policy according to its terms.		TCDRS AC + 15 retention period exceeds TSL AC + 7 for internal business practices. Vital Record	Gov't Code, 441.1855
*RSK1140 B	5.1.013 b	Insurance Policies General	Contracts executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the policy according to its terms.		Vital Record	Gov't Code, 441.1855
TAX1000	3.2.003	Federal Tax Records Federal 1099-R Reporting - Plan Related	Records related to IRS 1099-R tax reporting for TCDRS annuitants and member withdrawals.	AC	6			AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.		TCDRS AC + 6 retention period exceeds TSL AC + 4 for internal business practices. Vital Record	26 CFR 31.6001 - 1(e)(2)
TAX1020	3.2.003	Federal Tax Records Federal 1099 Miscellaneous Reporting and Miscellaneous Tax	Records supporting the taxes paid, withheld, and reported for payments to vendors or other miscellaneous 1099-Misc reporting. Records related to miscellaneous taxes and tax returns and work papers not covered elsewhere. Includes miscellaneous tax returns.	AC	6			AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.		TCDRS AC + 6 retention period exceeds TSL AC + 4 for internal business practices. Vital Record	26 CFR 31.6001 - 1(e)(2)



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*TAX1060	4.1.001	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.	FE	6					TCDRS FE + 6 retention period exceeds TSL FE + 3 for internal business practices.	
TAX1080	3.2.003	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 and quarterly reports to Texas Workforce Commission.	AC	6		AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.			TCDRS AC + 6 retention period exceeds TSL AC + 4 for internal business practices. Vital Record	26 CFR 31.6001 - 1(e)(2)