

June 8, 2020



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

Dear Tina L. Silguero,

Your agency's records retention schedule is approved for use as of 6/3/2020, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **06/03/2025**.

During a certification period, changes may need to be made to your schedule. State rules (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency:

Joslyn Ceasar
512-463-5477
jceasar@tsl.texas.gov

Your efforts in developing a records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program.

Sincerely,

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

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78711-2927

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TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.



STATE OF TEXAS Records Retention Schedule Certification

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
Name (Print or type) Tina L. Silguero
Date May 01, 2019

Section 2. Approvals

(Submitting agencies do not write in this section)

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

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

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

Signature
Name (Print or type) Gloria Méraz
Date 6/3/2020

Cert/Recert No. 4 Amendment No. _____

CAUTION

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

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





STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
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					Years	Months	Days				
ACC1000	4.2.007	Expenditure Vouchers Accounts Payable - Employee Expenses	Records related to the management and administration of the employee expense reimbursement function. Includes employee expense reports and moving expenses.	FE	3						
ACC1020	4.2.005	Purchase Vouchers Accounts Payable - Invoices and Vouchers	Records related to the payment of financial obligations. These records verify the purchase of goods and services, the accuracy of the invoice, and authorize payment. Includes check requests, vendor invoices, cash disbursements, payments for TCDRS system accounts and supporting documentation.	FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. See PUR1000A for Purchase Vouchers Contains records found within records series 4.4.003 Accounts Payable Ledgers	
ACC1040	4.5.002	Internal Fiscal Management Reports Accounts Payable - Management Reports	Records related to the review and management of the accounts payable function. Includes aging and distribution reports. Does not include the actual vendor invoices and supporting documentation.	FE	4					See 4.2.005 for Accounts Payable - Invoices and Vouchers. TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	
ACC1100	4.5.002	Internal 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	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	
ACC1120	4.7.003	Returned Checks/Warrants/Drafts (Uncollectable) Bad Debt and Collections	Records related to the monitoring, collecting, and writing off of bad debts. Includes collection records and uncollectible accounts.	FE	4					TCDRS FE + 4 retention period exceeds TSL AC + 3 for internal business practices.	



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ACC1140	4.7.002	Bank Statements 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 4.7.012 for Banking - Authorized Signatures.	
ACC1180	4.7.012	Signature Authorizations	Records of persons authorized to sign on transactions involving TCDRS bank accounts.	AC	3			AC = US + FE		See ACC1160 for Banking - Account Set-Up and Management.	
ACC1200	4.1.003	Canceled Checks/Stubs/Warrants/Drafts 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	4.1.008	Electronic Fund Transfers Banking - Deposits and Wire Transfers - General Accounting	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	4.5.006	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	4.7.007	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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ACC1320B	4.5.005	External Fiscal Reports Financial Statements	Financial statements, reports, and background information submitted to government agencies (IRS, state legislature, etc.) and others. Includes financial statements from all business activity 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 + 3 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	4.4.001	General and Subsidiary Ledgers General Ledger - Journal Entries - General Accounting	Records used to transfer charges between accounts and for summarizing account information. Includes entries made to the general ledger to correct coding errors, correct ledger accounts, accrue for expenses not yet paid, or other similar activities. Includes all final postings to the general ledger.	FE	7					TCDRS FE + 7 retention period exceeds TSL FE + 3 for internal business practices. Contains records found within records series 4.5.001 Worksheets for Preparing Fiscal Reports Vital Record	



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ACC1400	4.4.001	General and Subsidiary Ledgers General Ledger - Year-End Ledger and Trial Balances - General Accounting	Records related to the general ledger. Includes the actual general ledger that summarizes all TCDRS system accounts.	FE	7					See 4.5.002, ACC1440 for Interim Financial Records. TCDRS FE + 7 retention period exceeds TSL FE + 3 for internal business practices. Contains records found within records series 4.5.001 Worksheets for Preparing Fiscal Reports 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	Internal 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					See 4.4.001, ACC1400 for General Ledger - Year-End Ledger and Trial Balances - General Accounting. See 4.5.005 for Financial Statements. TCDRS FE + 7 retention period exceeds TSL FE + 3 for internal business practices.	
ACC2000	4.4.002	Accounts Receivable Ledgers Accounts Receivable - 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	



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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.	
ACC2040A	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	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. See 4.6.002 ACC2040B, 4.7.004 ACC2040C	
ACC2040B	4.6.002	Reconciliations		FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices. See 4.1.006 ACC2040A, 4.7.004 ACC2040C	
ACC2040C	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 4.1.006 ACC2040A, 4.6.002 ACC2040B	
ACC2060	4.2.006	General Journal Vouchers General Ledger - Journal Entries - Plan Administration	Records used to transfer charges between Plan Administration accounts and for summarizing account information. Includes entries made to the general ledger to correct coding errors, correct ledger accounts, accrue for expenses not yet paid, or other similar activities.	FE	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	



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ACC2080	4.4.001	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. Contains records found within records series 4.5.001 Worksheets for Preparing Fiscal Reports 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.	



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ADM1000	1.1.007	Correspondence - Administrative	Administrative correspondence records related to TCDRS policies, programs, directives, and initiatives. Does not include correspondence relate to specific TCDRS activities, such as Human Resources, Legal, Investments, and Member Benefits.		4				R	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. See 1.1.008 for Correspondence - Departmental. Vital Record	
ADM1020	1.1.008	Correspondence - General Correspondence - Departmental	Records related to primarily internal casual correspondence. This record class is to be used only for correspondence not covered elsewhere.		2					See 1.1.007 for Correspondence - Administrative	



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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						
ADM1060	1.1.013	Calendars, Appointment and Itinerary Records Departmental Administration	Calendars and records of various sorts documenting departmental administration, planning, and management activities. Includes departmental desk calendars, and other miscellaneous administrative records not covered elsewhere.	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.	



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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.	
ADM1100 A	1.2.003	Forms History File Internal Services - 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. Print masters of originals version and all subsequent revisions, including any associated design or design modification requests.	AC	1			AC = Discontinuance of use of form or letter template.		See 1.2.004 ADM1100B	
ADM1100 B	1.2.004	Forms Inventory Internal Services - Forms and Letter Template Management	Records related to the management of TCDRS forms and template letters. Any periodic listing of all forms used internally or externally by TCDRS.	US	1					TCDRS US + 1 yr retention period exceeds TSL US for internal business practices. See 1.2.003 ADM1100A	
ADM1180	5.1.005	Postage Records Internal Services	Records related to internal postal operations. Includes the postal logs.	FE	3						



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ADM1200	1.2.006	Records Transmittal Forms	TCDRS copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC	2			AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the TCDRS records management officer.		See 1.2.001 Destruction Authorizations and 1.2.010 Disposition Logs.	
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.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission. 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 TCERS, that are not regularly filed within TCERS' recordkeeping system, and that are required only for limited period of time for the completion of an action by an official or employee of TCERS 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 TCERS functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; internal meeting notices; routing slips; incoming letter or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific TCERS transaction.	AC				AC = Purpose of record has been fulfilled.		CAUTION: Records Management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014). Records not directly related to state business.	



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ADM1360 A	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.	
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	



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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.			
AUD1060 A	1.1.070	Agency Rules, Policies, and Procedures - Final	Records documenting the guiding principles (policy) and courses of action (program/process) intended to ensure compliance to internal requirements. Includes policy and program documentation and the written procedures related to the adoption of these policies/programs.	AC	6			AC = Completion or termination of program, rules, policies or procedures.	R	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.	
AUD1060 D	4.7.001	Accounting Policies and Procedures Manual		US	6					TCDRS US + 6 retention period exceeds TSL US + 3 for internal business practices. Vital Record	



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AUD2000 A	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.	AC	4			AC = Customer survey completed.		TCDRS AC + 4 retention period exceeds TSL AC for internal business practices. See AUD2000B for Adhoc and Periodic Surveys.	
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	



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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	R	ARCHIVES NOTE: 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 for Reports and Studies (Non-Fiscal) - Benchmarking and Performance Measures Data Collections	
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		
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.	



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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.	
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.	



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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.	
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						



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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	
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	<p>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.</p> <p>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.</p>	AC	2			AC = Until superseded or obsolete.		<p>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.</p> <p>Also see EXE1080 for Comprehensive Annual Financial Statements and ADM1320 for Strategic Plans.</p> <p>See 2.1.007 for interactive functions of website such as Benefits Calculator.</p>	<p>Tex Gov't Code 441.101 - 441.106; Requirement for Internet publication see 13TAC§§3.1 - 3.16</p>



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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 formal minutes by the governing body.		See caution comment at item number 1.1.058	
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 includes documentation for agenda items 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 item 1.1.058.	



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EXE1040	1.1.058	Meeting Agenda and Minutes 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 item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	
EXE1050	1.1.059	Certified Agendas or Tape Recordings of Executive Session Closed	Certified agendas or tape 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 item 1.1.058.	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.	
FAC1060B	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 mechanical service personnel, service order, labor, parts, and remarks.	AC	3			AC = Sale, disposition or destruction of the building.		See 5.2.002 for Design and Construction. TCDRS AC + 3 retention period exceeds TSL 1 for internal business practices. For service agreements or contracts related to building maintenance, repairs and service, retain in accordance with item number 5.1.001.	



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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	
FAC1060D	5.4.003	Inspection Records General	Fire, safety, and other inspection records of TCDRS building and equipment. Records include 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 item number 5.2.028. 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	



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FAC1100A	5.1.001	Contracts and Leases Tenant Leasing Proposals	Contracts executed, renewed or amended on or after August 31, 2015. Records related to unsuccessful tenant applications, review and analysis process for prospective tenants that do not result in a tenant leasing contract.	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to lease.		See item number 5.2.028 for Building Construction Contracts and Inspection Records and LEG1060A for Contracts and Leases - Real Estate Leases and 5.2.002 for Building Construction Project Files Vital Record	Gov't Code, 441.1855
FAC1100B	5.1.001	Contracts and Leases Tenant Leasing Proposals	Contracts executed, renewed or amended on or before August 31, 2015. Records related to unsuccessful tenant applications, review and analysis process for prospective tenants that do not result in a tenant leasing contract.	AC	4			AC = Expiration or termination of the instrument according to its terms or decision not to lease.		See item number 5.2.028 for Building Construction Contracts and Inspection Records and LEG1060B for Contracts and Leases - Real Estate Leases and 5.2.002 for Building Construction Project Files.. Vital Record	Gov't Code, 441.1855
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.	



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FAC1160	5.2.006	Certificates of Property Destruction Confidential Paper and Recycling System	Does not include Certificate of Destructions for records authorized for final disposition.	FE	3					See 1.2.001 for Destruction Authorization	
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 US + 1 for internal business practices.	29 CFR 1627.3(b)(2)
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.	



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HRB1040	3.1.011	Employee Insurance Records Benefit Enrollment and Participation - General	Records related to the enrollment and participation of employees in TCERS 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. TCERS 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.	
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 TCERS AC + 4 retention period exceeds TSL AC for internal business practices. Vital Record	



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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 US + 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 US + 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.			



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HRE1020	1.1.000	General Employee Communications	Records related to employee announcements and other informative communications.		3						
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 Employee 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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HRE1080A	3.1.018	Employee Situations Grievance Records	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. If during the retention period of this records series, any part of this series issued to document and support personnel corrective action under item number 3.1.020, all documentation from this series used to support corrective action must be retained for the minimum retention period described by item number 3.1.020. 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	



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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	
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



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HRE1120	3.1.029	Employment Eligibility, Documentation or Verification of 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	3			AC = Termination of employment.		CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. TCDRS AC + 3 retention period exceeds TSL AC + 1 for internal business practices. Vital Record	8 CFR 274a.2(b)(2)(i)(A) and (c)(2)
HRE1140	5.4.001	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					The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years. See 3.1.024 for Physical Exams - Medical Reports. See 5.4.001 for Insurance Claims - Workers Compensation Claims. 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		
HRE1220B	3.1.013	Employment Contract	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. See 3.1.014 HRE1220C, 3.1.038 HRE1220D, 3.3.011 HRE1220E Vital Record	Gov't Code, 441.1855
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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HRE1220D	3.1.038	Public Access Option Form	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US						See 3.1.013 HRE1220B, 3.1.014 HRE1220C, 3.3.011 HRE1220E Vital Record	
HRE1220E	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 option form.	AC	75			AC = Termination of employment.		See 3.1.013 HRE1220B, 3.1.014 HRE1220C, 3.1.038 HRE1220D Vital Record	
HRE1220F	3.1.013	Employment Contract	Contracts executed, renewed or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms.		See 3.1.014 HRE1220C, 3.1.038 HRE1220D, 3.3.011 HRE1220E Vital Record	Gov't Code, 441.1855
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)



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					Years	Months	Days				
HRE1320A	3.1.001	Applications for employment - Not Hired Personnel Files - Temporary Employee Files	Records related to the hiring and management of temporary employees. Includes temporary employee applications, resumes, and contracts.	AC	5			AC = Hiring decision made.		TCDRS AC + 5 retention period exceeds TSL 2 yr for internal business practices. See 3.1.002 HRE1320B, 3.1.013 HRE1320C, 3.1.013 HRE1320D	29 CFR 1602.31 [State Agencies]
HRE1320B	3.1.002	Application for Employment - Hired Personnel Files - Temporary Employee Files	Records related to the hiring and management of temporary employees. Includes temporary employee applications, resumes, and contracts.	AC	5			AC = Termination of employment		See 3.1.001 HRE1320A, 3.1.013 HRE1320C, 3.1.013 HRE1320D	
HRE1320C	3.1.013	Employment Contracts Personnel File - Temporary Employee Files	Contracts executed, renewed or amended on or before August 31, 2015. Records related to the hiring and management of temporary employees. Includes temporary employee applications, resumes, and contracts.	AC	5			AC = Expiration or termination of the contract according to its terms.		TCDRS AC + 5 retention period exceeds TSL AC + 4 for internal business practices. See 3.1.001 HRE1320A, 3.1.002 HRE1320B, 3.1.013 HRE1320D Vital Record	
HRE1320D	3.1.013	Employment Contracts Personnel File - Temporary Employee Files	Contracts executed, renewed or amended on or after September 1, 2015. Records related to the hiring and management of temporary employees. Includes temporary employee applications, resumes, and contracts.	AC	7			AC = Expiration or termination of the contract according to its terms.		See 3.1.001 HRE1320A, 3.1.002 HRE1320B Vital Record	Gov't Code, 441.1855



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					Years	Months	Days				
HRE1340	3.1.027	Training and Educational Achievement Records (Individual)	Records related to certifications, 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 3.3.030 HRE1340A, 3.3.030 HRE1340B	
HRE1340A	3.3.030	Training Administration Records Training and Educational Achievement Records (Individual)	Records related to the development and operation of TCDCRS 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.		See 3.1.027 HRE1340, 3.3.030 HRE1340B	
HRE1340B	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					CAUTION: Does not include hazardous material training records. See item number 5.4.007. See 3.1.027 HRE1340, 3.3.030 HRE1340A	



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					Years	Months	Days				
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.	
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.			



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INT4100	4.1.000	Vendor and Supplier Relations	Records related to communications and relationships with TCDRS vendors and suppliers.		3						
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	4					TCDRS FE + 4 retention period exceeds TSL FE + 3 for internal business practices.	
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	7					See 4.7.004 INT4760 TCDRS FE + 7 retention period exceeds TSL FE + 3 for internal business practices.	
INT4130	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	7					TCDRS FE + 7 retention period exceeds TSL FE + 3 for internal business practices.	
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 + 3 for internal business practices.	
INT4400	4.4.001	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	



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					Years	Months	Days				
INT4520	4.5.006	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.	
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 INT4780 for Authorized Signatures.	
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	4.7.002	Bank Statements 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.	



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					Years	Months	Days				
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.		See 4.1.006 INT4120 TCDRS AC + 10 retention period exceeds TSL LA + 3 for internal business practices.	
INT4780	4.7.012	Signature Authorizations - Investments	Power of Attorney, and Custodian Authorized Signatures	AC	3			AC = US + FE		See INT4700 for Investment Banking - Account Set-Up and Management.	
INT5100A	5.1.001	Contracts and Leases General Investments	Contracts executed, renewed or amended on or before August 31, 2015. Records related to obligations under contracts, and other agreements between TCDRS 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.	AC	10			AC = Expiration or termination of the instrument according to its terms.		TCDRS AC + 10 retention period exceeds TSL AC + 7 for internal business practices. Vital Record	Tex Gov't Code, 441.1855



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					Years	Months	Days				
INT5100B	5.1.001	Contracts and Leases General Investments	Contracts executed, renewed or amended on or after September 1, 2015. Records related to obligations under contracts, and other agreements between TCDRS 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.	AC	10			AC = Expiration or termination of the instrument according to its terms.		TCDRS AC + 10 retention period exceeds TSL AC + 4 for internal business practices. Vital Record	Tex 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 TCDRS. For example: Investments Department Policies and Procedures Manual.	US	1						



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					Years	Months	Days				
INT5300A	5.3.007	Bid Documentation Purchasing - Successful	Successful bids associated with a contract executed, renewed or amended on or before August 31, 2015. 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.	AC	4			AC = Expiration or termination of the instrument according to it's terms or decision not to proceed with the bid.		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. TCDRS AC + 4 retention period exceeds TSL FE + 3 for internal business practices.	Gov't Code, 441.1855
INT5300B	5.3.007	Bid Documentation Purchasing - Successful	Successful bids 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, 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.	AC	10			AC = Expiration or termination of the instrument according to it's terms or decision not to proceed with the bid.		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. TCDRS AC + 10 retention period exceeds TSL AC + 7 for internal business practices.	Gov't Code, 441.1855



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					Years	Months	Days				
INT5320	5.3.007	Bid Documentation Purchasing - Unsuccessful	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, and bid tabulation/evaluations, requests for proposals, responses to RFP's and service orders. 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.	Gov't Code, 441.1855
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 ACC1020 for Accounts Payable - Invoices and Vouchers. See 4.2.005 PUR1000A, 5.3.007 PUR1000B, 5.3.008 PUR1000C	



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					Years	Months	Days				
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							
ISY1000	2.1.009	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 performance monitoring, problem tracking and incident reports.	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.		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, 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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ISY1040	2.1.007	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 such as the Benefits Calculator.	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.		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 for informational website content. Vital Records	13 TAC 6.94
ISY1080	2.2.001	System Monitoring Records Network and Computer Access Records	Information used to provide details and history of network and computer system access records.		3					TCDRS 3 yr retention period exceeds TSL AV for internal business practices.	
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 US 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, includes third party 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	
LEG1000A	5.1.001	Contracts and Leases General	Contracts executed, renewed or amended on or after September 1, 2015. 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.	AC	7			AC = Expiration or termination of the instrument according to its terms.		See 5.2.002 for Contracts and Agreements - Real Estate Construction and Improvement. See 4.7.004 for Contracts and Agreements - Real Estate Deeds, Titles, and Easements. See 5.1.001 for Contracts and Leases - Real Estate Leases. See item number 5.5.028 for building construction contracts and Inspection Records. Vital Record	Gov't Code, 441.1855



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LEG1000B	5.1.001	Contracts and Leases General	Contracts executed, renewed or amended on or before August 31, 2015. 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.	AC	4			AC = Expiration or termination of the instrument according to its terms.		See 5.2.002 for Contracts and Agreements - Real Estate Construction and Improvement. See 4.7.004 for Contracts and Agreements - Real Estate Deeds, Titles, and Easements. See 5.1.001 for Contracts and Leases - Real Estate Leases. See item number 5.5.028 for building construction contracts and Inspection Records. 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						See 5.1.001 for Contracts and Agreements - Real Estate Leases and Mortgages. TCDRS PM retention period exceeds TSL LA + 3 for internal business practices.	



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
LEG1060A	5.1.001	Contracts and Leases Real Estate Leases	Contracts executed, renewed or amended on or after September 1, 2015. 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.	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to lease.		See item number 5.2.028 for Building Construction Contracts and Inspection Records and FAC1100A for Contracts and Leases - Tenant Leasing Proposals and 5.2.002 for Building Construction Project Files Vital Record	Gov't Code, 441.1855
LEG1060B	5.1.001	Contracts and Leases Real Estate Leases	Contracts executed, renewed or amended on or before August 31, 2015. 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.	AC	4			AC = Expiration or termination of the instrument according to its terms or decision not to lease.		See item number 5.2.028 for Building Construction Contracts and Inspection Records and FAC1100A for Contracts and Leases - Tenant Leasing Proposals and 5.2.002 for Building Construction Project Files 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						See 5.2.001 for Appraisals - Building or Property. TCDRS PM Retention period exceeds TSL LA + 3 for internal business practices.	



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					Years	Months	Days				
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.	
LEG1160B	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.	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 + 3 retention period exceeds TSL AC+ 1 for internal business practices.	



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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	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See 1.1.000 for Legal Projects and Analysis - General and 1.1.027 for Proposed Legislation - Legal Projects and Analysis - Proposed Legislation. 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.	
LEG1220A	1.1.020	Public Information Request - Not Exempted	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.	AC	3			AC = Date request fulfilled.		TCDRS AC + 3 retention period exceeds TSL AC + 1 for internal business practices. See 1.1.021 LEG1220B	



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					Years	Months	Days				
LEG1220B	1.1.021	Public Information Request - Exempted	Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (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 exempt.		TCDRS AC + 3 retention period exceeds TSL AC + 2 for internal business practices. See 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.	
PAY1020	3.4.006	Time Cards and Time Sheets	Records related to the identification and reporting of hours worked by TCDRS employees. Includes all time cards submitted to payroll in order to document hours worked for a particular period.		4						40 TAC 815.106(i)



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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	
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. Also includes press releases.		2				R	See PUB1000 for Industry Relations, COM1060 for State Publications	



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PUB1060	1.3.002	Publication Development Files Production Files	Records related to the creation of production files for internal or external communications created by or for TCDRS. Production files consist of files from 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					R	AV to be determined by the Director of Communications	
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					R	AV to be determined by the Director of Communications	
PUB2000	1.3.002	Publication Development Files Artwork	Background material, copy (drafts), original artwork, stock, prints, flats, etc. This includes all work performed both internally by and externally for TCDRS.	AV					R	AV to be determined by the Director of Communications	
PUB2020	1.1.040	Speeches, Papers, and Presentations	Records related to notes or text of speeches, papers, or presentations not captured elsewhere.	AC					R	AC = End of term in office or termination of service in state position	
PUR1000A	4.2.005	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 ACC1020 for Accounts Payable - Invoices and Vouchers. PUR1000B, 5.3.008 PUR1000C, 5.3.009 PUR1000D, 5.3.007 PUR1000E and PUR1000F	



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PUR1000B	5.3.007	Purchasing - Successful	<p>Associated with a contract executed, renewed, or amended on or before August 31, 2015.</p> <p>Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations, requests for proposals, responses to RFP's and service orders. Does not include payment for products or services.</p>	AC	4			AC = Expiration or termination of the instrument according to it's terms or decision not to proceed with the bid.		<p>CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number 5.1.001 and 5.2.028.</p> <p>TCDRS AC + 4 retention period exceeds TSL FE + 3 for internal business practices.</p> <p>See ACC1020 for Accounts Payable Invoices and Vouchers.</p> <p>See 4.2.005 PUR 1000A, 5.3.008 PUR1000C, 5.3.009 PUR1000D, 5.3.007 PUR1000E and PUR1000F</p>	Gov't Code, 441.1855
PUR1000C	5.3.008	Purchasing Logs	<p>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.</p>	AC	4			AC = Completion of the purchase or service order.		<p>TCDRS AC + 4 retention period exceeds TSL FE + 3 for internal business practices.</p> <p>See ACC1020 for Accounts Payable Invoices and Vouchers.</p> <p>See 4.2.005 PUR1000A, 5.3.007 PUR1000B, 5.3.009 PUR 1000D, 5.3.007 PUR1000E and PUR1000F</p>	



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					Years	Months	Days				
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 item number 5.3.007. TCDRS AC + 4 retention period exceeds TSL AC for internal business practices. See ACC1020 for Accounts Payable - Invoices and Vouchers. See 4.2.005 PUR1000A, 5.3.007 PUR1000B, 5.3.008 PUR1000C, 5.3.007 PUR1000E and PUR1000F	



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					Years	Months	Days				
PUR1000E	5.3.007	Bid Documentation Purchasing - Successful	<p>Associated with a contract executed, renewed, or amended on or after September 1, 2015.</p> <p>Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations, requests for proposals, responses to RFP's and service orders. Does not include payment for products or services.</p>	AC	7			AC = Expiration or termination of the instrument according to it's terms or decision not to proceed with the bid.		<p>CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number 5.1.001 and 5.2.028.</p> <p>See ACC1020 for Accounts Payable - Invoices and Vouchers.</p> <p>See 4.2.005 PUR 1000A, 5.3.007 PUR1000B, 5.3.008 PUR1000C, 5.3.009 PUR1000D, 5.3.007 PUR1000F</p>	Gov't Code, 441.1855
PUR1000F	5.3.007	Bid Documentation Purchasing - Unsuccessful	<p>Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, and bid tabulation/evaluations, requests for proposals, responses to RFP's and service orders. Does not include payment for products or services.</p> <p>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.)</p>	AC	2			AC = Date of notification of denial or date of withdrawal, as applicable.		<p>See 4.2.005 PUR 1000A, 5.3.007 PUR1000B, 5.3.008 PUR1000C, 5.3.009 PUR1000D, 5.3.007 PUR1000E</p>	Gov't Code, 441.1855



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PUR1020	4.1.000	Vendor and Supplier Relations	Records related to communications and relationships with TCDRS vendors and suppliers.		3						
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).	FE	10					TCDRS FE + 10 yr retention period exceeds TSL FE + 3 for internal business practices. See 1.2.010 Records Disposition Logs	
RIM1220	1.2.010	Records Disposition Logs	Logs or similar records listing records destroyed or transferred to the Archives and Information Service Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date of destroyed or transferred.		15					TCDRS 15 yr retention period exceeds TSL 10 yr for internal business practices. See 1.2.001 Destruction Authorizations	
RIM1240	1.2.005	Records Retention Schedule (SLR 105)	TCDRS copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or forms designated by the State Records Administrator.	US	5					Original is retained 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 Plans	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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RIM1280	1.2.008	Request for Authority to Dispose of State Records (RMD 102)	TCDRS copy. Authorizing TCDRS to complete final disposition of records not captured under a certified records retention schedule.	FE	10					Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission TCDRS FE + 10 yr retention period exceeds TSL FE + 3 yr for internal business	
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.	



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RSK1100	5.4.001	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					The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years. Vital Record	29 CFR 1904.33
RSK1140A	5.1.013	Insurance Policies General	Contracts executed, renewed, or amended on or after September 1, 2015. 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.	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. See HRB1040 for Benefit Enrollment and Participation - General Vital Record	Gov't Code, 441.1855



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RSK1140B	5.1.013	General Insurance Policies	Contracts executed, renewed, or amended on or before August 31, 2015. 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.	AC	4			AC = Expiration or termination of the policy according to its terms.		See HRB1040 for Benefit Enrollment and Participation - General 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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					Years	Months	Days				
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.	AC	6			AC = Date of the filing of the tax return.		TCDRS AC + 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)