



December 12, 2013
Ms. Nanci Longoria
Administrative Assistant
Texas Senate
Room 2E.22/Secretary of the Senate
Austin, TX 78711

RE: Agency records retention schedule approved for use

Dear Ms. Longoria:

Your agency's records retention schedule is approved for use as of December 9, 2013. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **December 2016**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Angela Ossar, at 512-463-6623 or aossar@tsl.state.tx.us.

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

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) David Dewhurst

State and Local
Records Management

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Commission Chairman
Michael C. Waters

Members
Sharon T. Carr
Martha Doty Freeman
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Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Director and Librarian
Mark Smith

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.101/10



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

AD

Section 1. Agency Information (Submitting agencies complete this section only)

Agency Code 101
Agency Name Texas Senate

(Check one)

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

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

(Check one)

- [X] Agency Head
Records Management Officer

Signature Patsy Spaw
Name (Print or type) Patsy Spaw
Date 9-25-2013

Section 2. Approvals (Submitting agencies do not write in this section)

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

Signature
Name (Print or type)
Date

Not Required at This Time

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

Signature E. H. ...
Name (Print or type)
Date 12-09-2013

Cert/Recert No. 5 Amendment No.

CAUTION

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

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





STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 38

2. Agency Code	101	3. Agency Name					TEXAS SENATE				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

Texas Government Code 306.003, 306.004, 323.017, and 552.106.

In accordance with the Texas Government Code, Chapter 306, Sections 306.003 and 306.004, and Chapter 323 Section 323.017, Chapter 552, Section 552.106, the Lieutenant Governor, the Members of the Texas Senate, and the Senate departments will comply as follows:

SECTION 306.003. CONFIDENTIAL RECORDS. (a) Records of a member of the legislature or the lieutenant governor that are composed exclusively of memoranda of communications with residents of this state and of personal information concerning the person communicating with the member or lieutenant governor are confidential. However, the member or the lieutenant governor may disclose all or a part of a record to which this subsection applies, and that disclosure does not violate the law of this state. (b) The method used to store or maintain a record covered by Subsection (a) does not affect the confidentiality of the record. Added by Acts 1987, 70th Leg., ch. 167, Sec. 2.05(a), eff. Sept. 1, 1987.

SECTION 306.004. PUBLIC DISCLOSURE PROHIBITED. (a) To ensure the right of the citizens of this state to petition state government, as guaranteed by Article I, Section 27, of the Texas Constitution, by protecting the confidentiality of communications of citizens with a member of the legislature or the lieutenant governor, the public disclosure of all or part of a written or otherwise recorded communication from a citizen of this state received by a member or the lieutenant governor in his official capacity is prohibited unless: (1) the citizen expressly or by clear implication authorizes the disclosure; (2) the communication is of a type that is expressly authorized by statute to be disclosed; or (3) the official determines that the disclosure does not constitute an unwarranted invasion of personal privacy of the communicator or another person. (b) This section does not apply to a communication to a member of the legislature or the lieutenant governor from a public official or public employee acting in an official capacity. (c) A member or the lieutenant governor may elect to disclose all or part of a communication to which this section applies, and that disclosure does not violate the law of this state. Added by Acts 1987, 70th Leg., ch. 167, Sec. 2.05(a), eff. Sept. 1, 1987.

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
					Agency	Storage	Total			

SECTION 323.017 CONFIDENTIAL COMMUNICATIONS. Communications including conversations, correspondence, and electronic communications, between a member of the legislature or the lieutenant governor and an assistant or employee of the council [i.e., the Texas Legislative Council] that relate to a request by the official for information, advice, or opinions from an assistant or employee of the council are confidential. Information, advice, and opinions given privately by an assistant or employee of the council to a member of the legislature, or the lieutenant governor, acting in the person's official capacity, are confidential. However, the member or lieutenant governor may choose to disclose all or a part of the communications, information, advice, or opinions to which this section applies, and such a disclosure does not violate the law of this state. Added by Acts 1987, 70th Leg., ch. 1053, 2, eff. June 20, 1987. Renumbered from V.T.C.A., Government Code 323.016 by Acts 1989, 71st Leg., ch. 2, 16.01(25), eff. Aug. 28, 1989. Amended by Acts 2001, 77th Leg., ch. 1420, 9.002, eff. Sept. 1, 2001.

SECTION 552.106. EXCEPTION: CERTAIN LEGISLATIVE DOCUMENTS. (a) A draft or working paper involved in the preparation of proposed legislation is excepted from the 552.021. (b) An internal bill analysis or working paper prepared by the governor's office for the purpose of evaluating proposed legislation excepted from the requirements of Section 552.021. Added by Acts 1993, 73rd Leg., ch. 268, Sec.1, eff. Sept. 1, 1993. Amended by Acts 1997, 75th Leg., ch. 1437, Sec. 1, eff. June 20, 1997.

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

LT. GOVERNOR'S OFFICE									
1.1.007	LTG-1	Correspondence-Administrative Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.	4		4	A	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 in this schedule. Vital, C, P		
1.1.008	LTG-2	Correspondence-General	2		2		SEE comment to item 1.1.007. Government Code, Section 306.003. SEE ALSO item number 1.1.010. Vital, C, P		
1.1.010	LTG-3a	Directives	US+1		US+1	R	Closed through the retention period. C, P		
1.1.011	LTG-3b	Executive Orders	US+3		US+3	A	P, E		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value C – Confidential CE – Calendar Year End FE – Fiscal Year End O – Open Record LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.013	LTG-4	Calendars, Appointment and Itinerary Records	CE+1	CE+1	A	C, P ARCHIVE 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 a state official or employee to document his or her work activities may be a state records and subject to this retention period. See Open Records Decision 635 issues in December 1995 by the Attorney General.		
1.1.014	LTG-5	Legal Opinions and Advice	AV	AV	R	C, P CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See item 1.1.048.		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 5 of 38

2. Agency Code		3. Agency Name								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.019	LTG-6	Public Relations Records	2		2	R	O, P, Vital			
1.1.020	LTG-7	Public Information Requests – Not Exempted Includes all correspondence and documentation relating to requests for records that are furnished to the public.	AC+1		AC+1		O, P AC=Date request fulfilled.			
1.1.021	LTG-8	Public Information Requests – Exempted Includes all correspondence and documentation relating to requests that are exempt under the Public Information Act (Chapter 552, Government Code).	AC+2		AC+2		C, P AC=Date of notification that records are exempt.			
1.1.023	LTG-9	Organization Charts	US		US	A	O, P, Vital			
1.1.040	LTG-10	Speeches, Papers, and Presentations – Notes or text of speeches, papers, or reports delivered in conjunction with agency work.	AC		AC	R	O, P, Vital AC=End of term of office or termination of service in a state position.			

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	C – Confidential CE – Calendar Year End FE – Fiscal Year End	O – Open Record LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.048	LTG-11	Litigation Files Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC+1		AC+1	R	C, P AC=As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.		
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Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
					Agency	Storage	Total			

1.1.057	LTG-12	<p>Transitory Information Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series.</p>	AC		AC		<p>C, P, E AC=Purpose of record has been fulfilled. Includes paper and electronic routing slips, messages, correspondence attachment requests; phone messages, internal staff meeting notices, tracking and approval routing slips for correspondence. 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 authorizations (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.</p>		
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Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 8 of 38

2. Agency Code		3. Agency Name						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.1.070	LTG-13	Agency Rules, Policies, and Procedures-Final	AC+3		AC+3	R	O, P, Vital AC=Completion or termination of program, rules, policies, or procedures.	
1.1.071	LTG-14	Agency Rules, Policies, and Procedures- Working Files	AC+3		AC+3	R	O, P, Vital AC=Completion or termination of program, rules, policies, or procedures.	
1.2.005	LTG-15	Records Retention Schedule (SLR 105)	US		US		O, P, Vital Original is retained by State and Local Records Management Division, Texas State Library and Archives Commission.	
3.3.020	LTG-16	Work Schedules/Assignments	1		1		C, P	
3.3.024	LTG-17	Personnel Policies and Procedures Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of any agency.	US+3		US+3		O, P	
5.4.011	LTG-18	Visitor Control Registers Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3		C, P Government Code, Section 306.003.	
5.5.002	LTG-19	Long Distance Telephone Logs	AV		AV		C, E	

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
	LTG-20	Special Project Files Includes documents generated from legislative management system.	3		3	R	C, P		

<p>Retention Codes (Field 7)</p> <p>P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p>	<p>Archival Codes (Field 8)</p> <p>C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist</p>
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				

		SENATE OFFICES							
	SPR1	Senate Journal Manuscripts	1	3	4		O, P	90-101-001	
	SPR2	Committee Working Files Committee files may include meeting files, bill files, reports and studies, administrative correspondence, project files, resident/constituent casework and correspondence, and administrative files.	AV	4	AV+4	A	C, P CAUTION: Official committee working files must remain separate from the office records of senators serving on the committee. SEE ALSO note for SPR3.	90-101-002	
	SPR3	Senators Legislative Working Files Senators files may include administrative correspondence, resident/constituent casework and correspondence, proposed legislation, committee files, press releases, district files, photographs, and clippings, calendars, and schedules.	AV	AC	AV+ AC	A	C, P, E AC=term of office CAUTION: Senators' own working files must remain separate from the official working files of the committees on which they serve. SEE ALSO note for SPR2.	91-101-005 90-101-003	

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.1	SPR4a	Personnel Files – 2005 and earlier only Includes: 3.1.002 Applications for employment – Hired 3.1.022 – Personnel Action Forms 3.1.029 – Employment Eligibility 3.1.037 – Employee Recognition 3.4.002 – Leave Status and Reports 3.4.006 – Time Cards and Time Sheets 3.4.007 – Time Off and/or Sick Leave	AC+1	4	AC+5		C, P, Vital AC=Termination of employment.	91-101-007		
3.1	SPR4b	Personnel Files 2006 and after Includes: 3.1.002 – Applications for employment – hired 3.1.037 – Employee Recognition Records	AC+5		AC+5		C, P, Vital AC=Termination of employment.			
	SPR5	Reports – Administrative	AV	3	AV+3	A	C, P	97-101-013		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	C – Confidential CE – Calendar Year End FE – Fiscal Year End	O – Open Record LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.002	SA1	Audits Audits and reviews performed by an agency on external entities, on the agency by other entities, or on the agency by internal auditors.	AC+7		AC+7		O, P AC=Publication or release of final audit findings. The record copy of any audit performed by the State Auditor's Office is retained permanently by that agency.		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist
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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.007	SA2	<p>Correspondence- Administrative Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.</p>	4		4	R	<p>C, P, Vital C=Some may be Open 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. For example, a memorandum that documents an appropriation request must be retained for the minimum retention period prescribed by item number 1.1.004. SEE ALSO item number 1.1.011.</p>		
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<p>Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p>	<p>Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist</p>
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Records Retention Schedule

SLR 105

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.008	SA3	Correspondence – General Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2		2		C, P, E; C=some may be Open SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist
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2. Agency Code		3. Agency Name							
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			Agency	Storage	Total	9. Remarks			

1.1.013	SA4	<p>Calendars, Appointment and Itinerary Records Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.</p>	CE+1		CE+1	R	<p>C, P, E; C=some may be Open ARCHIVE 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 a state official or employee to document his or her work activities may be a state records and subject to this retention period. See Open Records Decision 635 issues in December 1995 by the Attorney General.</p>		
1.1.014	SA5	<p>Legal Opinions & Advice From agency legal counsel or the Attorney General, including any requests eliciting the opinions.</p>	AV		AV	R	<p>C, P; C=Some may be Open CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.</p>		

<p>Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p>	<p>Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist</p>
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Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
1.1.020	SA6	Public Information Requests – Not Exempted Includes all correspondence and documentation relating to requests for records that are furnished to the public.	AC+1		AC+1		O, P AC=Date request fulfilled.	
1.1.021	SA7	Public Information Requests – Exempted Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC+2		AC+2		O, P AC=Date of notification that records are exempt.	
1.1.023	SA8	Organization Charts	US		US	A	O, P	
1.1.027	SA9	Proposed Legislation and Legislative Documents Includes proposed legislation, committee printings, engrossed bills, enrolled bills, amendments offered, resolutions, and related correspondence.	AC		AC	A	C, P, E AC=At the completion of the legislative session, documents are transferred to the Legislative Reference Library.	

Retention Codes (Field 7)						Archival Codes (Field 8)		
P – Paper	M – Microfilm	E – Electronic	C – Confidential	O – Open Record	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 17 of 38

2. Agency Code		3. Agency Name						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
1.1.040	SA10	Speeches, Papers, Presentations Notes or text of speeches, papers, or reports delivered in conjunction with agency work.	AC		AC	R O, P, E, Vital AC=End of term in office or termination of service in a state position.		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 18 of 38

2. Agency Code		3. Agency Name								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
					Agency	Storage	Total			

1.1.057	SA11	<p>Transitory Information Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC		AC	C, P, E; C=some may be open AC=After purpose of records 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 sign offs) 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).		
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Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 19 of 38

2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.058	SA12	<p>Meeting Agenda & Minutes Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.</p>	PM		PM	A	<p>O, P, E 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.</p>		
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Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months	PM – Permanent US – Until Superseded



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 20 of 38

2. Agency Code		3. Agency Name								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.060	SA20	Meetings, Audio or Videotapes of Open Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC+90	days	AC+90	days	AC=Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE ALSO caution comment at item 1.1.058.		
1.1.066	SA13	Reports – Biennial or Annual Agency Narrative Biennial narrative reports to the governor and legislature as required by an agency’s enabling statutes, including annual narrative reports if they are required by statute.	AC+6		AC+6	A	O, P AC=September 1 of odd-numbered calendar years. The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks	Remarks		

1.1.070	SA14	Agency Rules, Policies, and Procedures – Final Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies and procedures that govern an agency's programs, services, or projects.	AC+3		AC+3	R	O, P, Vital AC=Completion or termination of program, rules, policies, or procedures. SEE ALSO: Agency Rules, Policies and Procedures Working Files 1.1.071.		
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Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months	PM – Permanent US – Until Superseded



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 22 of 38

2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks			
1.1.071	SA15	Agency Rules, Policies, and Procedures – Working Files Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC+3		AC+3	R	O, P, Vital AC=Completion or termination of program, rules, policies, or procedures. SEE ALSO: Records Series Item Number 1.1.070.		
1.2.005	SA16	Records Retention Schedule (SLR 105) Formerly RMD 105. Includes documentation of certification and approval – forms SLR 105C(formerly RMD 105C) and/or other forms designated by the State Records Administrator.	US		US		O, P Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 23 of 38

2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks	Remarks		

1.2.010	SA17	Records Disposition Logs Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library, showing records series title, dates of records, and date destroyed or transferred.	10		10		O, P		
1.2.011	SA18	Records Center Storage Approval Forms (RMD 106) Agency Copy.	US		US		O, P		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	C – Confidential CE – Calendar Year End FE – Fiscal Year End	O – Open Record LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.3.001	SA21	<p>State Publications One copy of each state publication, except a publication that is subject to a different retention period in this schedule.</p>	AC+2		AC+2	<p>AC=Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code § 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).</p>		
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<p>Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic C – Confidential AC – After Closed, Terminated, Completed, Expired, Settled CE – Calendar Year End O – Open Record AV – Administrative Value FE – Fiscal Year End LA – Life of Asset PM – Permanent</p>	<p>Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist</p>
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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 25 of 38

2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks	Remarks		

1.3.002	SA19	Publication Development Files Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV		AV	R	O, P, E		
2.1.007	SE1	Software Programs Automated software applications and operative system files including job control language, program listing/source code, etc.	AC		AC		C, E, Vital; C=some may be open 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 requires the software to be retrieved and read. 13 TAC 6.97(a). CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

2.1.008	SE2	<p>Hardware Documentation Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.</p>	AC		AC	<p>C, P, E, Vital; C=same may be open 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 requires the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p>		
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<p>Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p>	<p>Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist</p>
<p>C – Confidential O – Open Record CE – Calendar Year End LA – Life of Asset FE – Fiscal Year End MO – Months PM – Permanent US – Until Superseded</p>	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
2.1.009	SE3	<p>Technical Documentation Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.</p>	AC		AC	C, P, E, Vital; C=some may be open 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 requires the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.001	SP1	Applications for Employment – Not Hired Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	2		2		O, P 29 CFR 1602.31		
3.1.002	SP2	Applications for Employment – Hired Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC+5		AC+5		O, P AC=Termination of employment.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.011	SP3	Employee Insurance Records Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC		AC		C, P AC=Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.022	SP4	Personnel Action Forms Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, and termination of employment.	2		2		C, P 29 CFR 1602.31		
3.1.023	SP5	Position/Job Descriptions Job descriptions, including all associated task for skill statements, for positions in an agency.	AC+4		AC+4		O, P, E, Vital AC=Until superseded or job eliminated. 40 TAC 815.106(i)		

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



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

3.1.029	SP6	Employment Eligibility, Documentation or Verification of Federal reporting form (INS 1-9).	AC+1		AC+1	O, P, Vital AC=Termination of employment. CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS 1-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3-year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2)		
3.1.031	SP7	Employee Benefits – Other than Insurance Agency copies of information relating to the selection of available benefit options other than insurance.	AC+2		AC+2	C, P, Vital AC=Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.037	SP8	Employee Recognition Records Awards, incentives, tenure, etc.	AC+5		AC+5	AC=Termination of employment.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.2.001	SP9	Employee Deduction Authorizations Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC+4		AC+4	C, P, Vital AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	SP10	Employee Earnings Records Includes 1099, W2, FICA, and other tax records.	4		4	O, P, Vital 40 TAC 815.106(i)		
3.2.003	SP11	Federal Tax Records Includes 1099, W2, FICA, and other tax records.	AC+4		AC+4	O, P, Vital AC=Tax due date, date claim is filed, or date tax is paid, whichever is later.		
3.2.005	SP12	W-4 Forms Employer's copy of "Employee's Withholding Exemption Certificate."	AC+4		AC+4	O, P, Vital AC=Until superseded, obsolete, or upon separation of employment. 26 CFR 31.6001-1(e)(2)		
3.2.007	SP 21	Unemployment Compensation Records Includes 1099, W2, FICA, and other tax records.	AC+5		AC+5	AC=Disposition of claim.		
3.2.008	SP13	Direct Deposit Application/Authorizations Includes 1099, W2, FICA, and other tax records.	US		US	C, P, Vital		

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



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Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2.009	SP14	State Deferred Compensation Records	AC+5		AC+5		AC=All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.		
3.3.011	SP15	Former Employee Verification Records Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC+75		AC+75		O, P, Vital AC=Termination of employment.		
3.3.022	SP22	Texas Workforce Commission (TWC) Reports. Reports to the agency from TWC or its predecessor pertaining to employees.	3		3				

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



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.3.024	SP16	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.	US+3		US+3		O, P		
3.3.031	SP17	EEO Reports and Supporting Documentation Includes documentation used to complete EEO reports.	3		3		O, P 29 CFR 1602.32		
3.4.002	SP18	Leave Status Reports Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE+3		FE+3		O, P, E, Vital		
3.4.006	SP19	Time Cards and Time Sheets	4		4		O, P 40 TAC 815.106(i)		
3.4.007	SP20	Time Off and/or Sick Leave Requests	FE+3		FE+3		O, P		
4.1.003	SP23	Canceled Checks/Stubs/Warranty Drafts	FE+3		FE+3				
4.1.008	SP24	Electronic Funds Transfer. Direct Deposit Registers.	FE+3		FE+3				

Retention Codes (Field 7)						Archival Codes (Field 8)		
P – Paper	M – Microfilm	E – Electronic	C – Confidential	O – Open Record	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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SLR 105

Form SLR 105C must accompany this form.

1. Page 34 of 38

2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.4.004	SP25	Employee Savings Bond Ledgers	FE+3		FE+3				
4.5.007	SP26	USAS Reports--Daily	AC		AC		AC=Receipt and reconciliation of monthly reports.		
4.5.008	SP27	USAS Reports--Monthly	AC		AC		AC=Receipt and reconciliation of annual report.		
4.5.009	SP28	USAS Reports--Annual	FE+3		FE+3				
4.1.001	SF1	Accounts Payable Information	FE+3		FE+3		O, P		
4.1.005	SF2	Inventory and other Cost Files Production, job, labor, quotes, pricing, specifications, etc.	FE+3		FE+3		O, P		
4.2.005	SF3	Purchase Vouchers Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE+3		FE+3		O, P		
4.2.007	SF4	Expenditure Vouchers Travel, payroll, etc.	FE+3		FE+3		O, P		
4.4.001	SF5	General and Subsidiary Ledgers	FE+3		FE+3		O, P, Vital		
4.4.002	SF6	Accounts Receivable Ledgers	FE+3		FE+3		O, P, Vital		
4.5.001	SF7	Worksheets for Preparing Fiscal Reports	FE+3		FE+3		O, P		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	C – Confidential CE – Calendar Year End FE – Fiscal Year End	O – Open Record LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 35 of 38

2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks	Remarks		

4.5.002	SF8	Internal Fiscal Management Reports Includes agency monthly budget reports.	FE+3		FE+3		O, P		
4.5.003	SF9	Annual Financial Reports Required by the General Appropriations Act (100 Day Report).	AC+6		AC+6	A	O, P AC=September 1 of odd-numbered calendar years. CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
4.5.006	SF10	Annual Operating Budgets Required by the General Appropriations Act.	FE+3		FE+3		O, P		
4.7.004	SF11	Capital Asset Records	LA+3		LA+3		O, P		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 36 of 38

2. Agency Code		3. Agency Name						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		
4.7.011	SF12	Texas Facilities Commission Statements (TFC) Charge or bill statements received by agencies from the TFC for services provided.	FE+3		FE+3			
5.1.001	SS1	Contracts & Leases Contracts, leases, and agreements include general obligation, land lease utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC+4		AC+4	O, P, Vital AC=Expiration or termination of the instrument according to its terms.		
5.1.005	SS2	Postage Records Records and reports of postage expenses, including postal meter usage.	FE+3		FE+3	O, P		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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			Agency	Storage	Total				
5.2.008	SS3	Equipment History File; Equipment Service Agreements Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair log books, etc.	LA+3		LA+3		O, P		
5.2.014	SS4	Inventory – Annual Physical Property, equipment, supply verification	FE+3		FE+3		O, P		
5.4.007	SS5	Hazardous Materials Training Records Records of training given employees in an agency hazard communications program.	5		5		O, P, E Health and Safety Code, 502.009(g)		
5.4.013	SS6	Disaster Preparedness & Recovery Plans	US		US		O, P, E, Vital		

Retention Codes (Field 7)	Archival Codes (Field 8)
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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

5.5.001	SS7	Billing Detail – Telecommunications (Other than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls. SEE item number 5.5.006 for TEX-AN billing detail.	FE+3		FE+3		O, P SEE item number 5.5.006 for TEX-AN billing detail.		
5.5.006	SS8	Billing Detail- Telecommunications (TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.		

Retention Codes (Field 7) P – Paper M – Microfilm E – Electronic AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
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