



State and Local  
Records Management

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*Assistant State Librarian*  
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*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

September 11, 2014

Mr. James Freeman  
Manager, Payroll and Personnel  
Texas House of Representatives  
105 W. 15th St., Room 210  
John H. Reagan Building  
Austin, TX 78701

RE: Agency records retention schedule approved for use

Dear Mr. Freeman:

Your agency's records retention schedule is approved for use as of September 3, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/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 Please ensure all old copies of the schedule are superseded with this recertified copy.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 **September 2019**.

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.texas.gov](mailto:aossar@tsl.texas.gov).

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

Sincerely,

Craig Kelso  
Director and State Records Administrator

cc: State Auditor, State Archivist, Joe Straus



# STATE OF TEXAS Records Retention Schedule Certification

SLR 105C

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

### Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 102  
Agency Name Texas House of Representatives

(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 James L. Freeman  
Name (Print or type) James L. Freeman  
Date May 24, 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. Hidenberg  
Name (Print or type) \_\_\_\_\_  
Date 09-03-2014

Cert/Recert No. 3 Amendment No. \_\_\_\_\_

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## CAUTION

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

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





# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

2. Agency Code	102	3. Agency Name						Texas House of Representatives					
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					

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



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*Form SLR 105C must accompany this form.*

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2. Agency Code	102	3. Agency Name					Texas House of Representatives				
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					

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### Texas Government Code 306.003, 306.004, and 323.017

In accordance with the Texas Government Code Chapter 306, sections 003 and 004, the Members of the House of Representatives and its departments will comply as follows:

**306.003: (Confidential Information)**

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. 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, 70<sup>th</sup> Legislature, ch. 167, subsection 2.05(a). eff. Sept 1, 1987.

Retention Codes <i>(Field 7)</i>				Archival Codes <i>(Field 8)</i>	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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## Records Retention Schedule

**SLR 105**

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2. Agency Code	102	3. Agency Name Texas House of Representatives						
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		

**306.004: (Public Disclosure Prohibited)**

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 of part of 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 legislature or the lieutenant governor from a public official or public employee acting in an official capacity. 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 violate the law of this state. Added by Acts 2.05(a), eff. Sept. 1, 1987, 70<sup>th</sup> Legislature, ch. 167, subsection

**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 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, Sec. 2, eff. June 20, 1987. Renumbered from Sec. 323.016 by Acts 1989, 71st Leg., ch. 2, Sec. 16.01(25), eff. Aug. 28, 1989. Amended by Acts 2001, 77th Leg., ch. 1420, Sec. 9.002, eff. Sept. 1, 2001.

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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## Records Retention Schedule

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*Form SLR 105C must accompany this form.*

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

<b>ADMINISTRATIVE</b>									
1.1.007	EA.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	R	<p>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.</p> <p>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 appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc.</p>		

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



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## Records Retention Schedule

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*Form SLR 105C must accompany this form.*

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			
1.1.008	EA.2	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		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		

Retention Codes ( <i>Field 7</i> )	Archival Codes ( <i>Field 8</i> )
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
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## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **6** of **48**

2. Agency Code	102	3. Agency Name						Texas House of Representatives					
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							

1.1.013	EA.3	DESK CALENDARS/APPOINTMENT BOOKS – Desk calendars, appointment books, and similar records, purchased with state funds, that document appointments, itineraries, and other activities of an agency official or employee	CE + 1		CE + 1	A	<p>ARCHIVES NOTE: Only the calendars, appointment, and itinerary records 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. Calendars, appointment, and itinerary records of state representatives fall under series LW.1 and are not transferred to the State Archives until at the end of term of office.</p> <p>CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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## Records Retention Schedule

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*Form SLR 105C must accompany this form.*

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

1.1.069	EA.4	REPORTS – EMPLOYEE REPORTS – ACTIVITY - Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities	1		1				
1.1.020	EA.5	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED - Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC + 1		AC + 1		AC = Date request fulfilled.		
1.1.021	EA.6	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		AC = Date of notification that records are exempt.		
1.1.026	EA.7	TEXAS REGISTER SUBMISSIONS - Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC + 1		AC + 1		AC = Date of publication in the Texas Register.		

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

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

1.1.043	EA.8	TRAINING MATERIALS - Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US + 1		US + 1			
5.4.013	EA.9	Disaster Preparedness and Recovery Plans	US		US			
2.1.007	EA.10	SOFTWARE PROGRAMS Automated software applications and operating system files including job control language, program listing/source code, etc. (All information is available with the Legislative Council)	AC		AC		AC = Until electronic records are transferred and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94.  Caution: Software needed for access to electronic records must be retained for the period of time required to access records.	

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



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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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	EA.11	<b>HARDWARE DOCUMENTATION</b> Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. (All information is available with the Legislative Council)	AC		AC	AC = Until electronic records are transferred and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware 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 records.		
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Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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	EA.12	<p>TECHNICAL DOCUMENTATION Records adequate to specify all technical characteristics necessary for reading or processing electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary material for using the system such a user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flow charts, 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 element dictionary, file layout, code book or table, another records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. (Provided by the Legislative Council)</p>	AC		AC		<p>AC = Until electronic records are transferred to and made usable in a new hardware or software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94.</p> <p>Caution: Software needed for access to electronic records must be retained for the period of time required to access records.</p>		
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Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

<b>ACCOUNTING</b>									
4.6.001	A.1	BALANCING RECORDS	FE + 3		FE + 3				
4.7.006	A.2	COMPTROLLER STATEMENTS	FE + 3		FE + 3				
4.3.002	A.3	RECEIPTS JOURNALS OR REGISTERS	FE + 3		FE + 3				
4.4.001	A.4	GENERAL AND SUBSIDIARY LEDGERS	FE + 3		FE + 3				
4.4.002	A.5	ACCOUNTS RECEIVABLE LEDGERS	FE + 3		FE + 3				
4.4.003	A.6	ACCOUNTS PAYABLE LEDGERS	FE + 3		FE + 3				
4.5.001	A.7	WORKSHEETS FOR PREPARING FISCAL RECORDS	FE + 3		FE + 3				
4.5.002	A.8	INTERNAL FISCAL MANAGEMENT REPORTS - Includes agency monthly budget reports.	FE + 3		FE + 3				
4.6.002	A.9	RECONCILIATIONS	FE + 3		FE + 3				
4.2.005	A.10	PURCHASE VOUCHERS – Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3				

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

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
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5.1.001	A.11	CONTRACTS AND 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, inspections reports, and correspondence	AC + 4		AC + 4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		
5.5.001	A.12	BILLING DETAIL – TELECOMMUNICATIONS (Other than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		SEE item number 5.5.006 for TEX-AN billing detail.		
5.5.006	A.13	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. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.		

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

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2. Agency Code 102		3. Agency Name Texas House of Representatives							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.2.007	A.14	EXPENDITURE VOUCHERS – Travel, payroll, etc.	FE + 3		FE + 3				
4.1.001	A.15	ACCOUNTS PAYABLE INFORMATION	FE + 3		FE + 3				
5.2.008	A.16	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/repairs logbooks, etc.	LA + 3		LA + 3				
2.1.001	A.17	PROCESSING FILES – Machine-readable files used in the creation, utilization, and updating of master files, including printing, raw data input, maintenance and test, working, and transactional files.	AC		AC		AC = Completion of 3 <sup>rd</sup> verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.  CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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## Records Retention Schedule

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2. Agency Code 102		3. Agency Name Texas House of Representatives						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
4.5.003	A.18	ANNUAL FINANCIAL REPORTS – Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6	A	AC = September 1 of odd-numbered calendar years.	
4.5.006	A.19	ANNUAL OPERATING BUDGETS – Required by the General Appropriations Act.	FE + 3		FE + 3			
1.1.002	A.20	AUDITS - Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC + 7		AC + 7		AC = Publication or release of final audit findings. The State Auditor and Comptroller's Office retains any copies of its audits performed on Texas state agencies.	

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

## Records Retention Schedule

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*Form SLR 105C must accompany this form.*

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

CHIEF CLERK									
1.1.027	CC.1	Original file copies of House bills, House joint resolutions, House concurrent resolutions and House resolutions (original documents as filed)	AC		AC		AC = at the conclusion of the legislative session. Documents are transferred to the Legislative Reference Library (LRL) following the Chief Clerk's retention.		
1.1.027	CC.2	Second file copies of House bills, House joint resolutions, House concurrent resolutions and House resolutions (original documents as filed)	AC		AC		AC = when pre-filing begins for the next legislative session. Original filed with LRL.		
1.1.027	CC.3	Bill Stage working files (master files containing various items associated with house measures, mainly produced by the legislative process)	AC		AC		AC = at the conclusion of legislative session. Documents are transferred to the LRL following Chief Clerk's retention.		
1.1.027	CC.4	Co-authorship and joint authorship record sheets	AC		AC		AC = at the conclusion of legislative session. Documents are transferred to the LRL following Chief Clerk's retention.		
1.1.027	CC.5	House sponsor for Senate measures forms	AC		AC		AC = at the end of the term of the current legislature.		
1.1.027	CC.6	Messages from the House and Senate	AC		AC		AC = at the end of the term of the current legislature. Recorded in the permanent House and Senate Journals.		
1.1.027	CC.7	House and Senate record vote sheets from Journal Clerk.	AC		AC		AC = at the end of the term of the current legislature. Original kept by Journal Clerk.		

**Retention Codes (Field 7)**

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

CE – Calendar Year End  
 FE – Fiscal Year End

LA – Life of Asset  
 MO – Months

PM – Permanent  
 US – Until Superseded

**Archival Codes (Field 8)**

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **16** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
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	CC.8	House measures ledger control books	AC + 1		AC + 1		AC = at the end of the term of the current legislature.		
1.1	CC.9	Legislative routing books	AC + 1		AC + 1		AC = at the end of the term of the current legislature		
1.1	CC.10	Member History Cards	PM		PM				
1.1	CC.11	Member information cards	AV		AV				
1.1	CC.12	Miscellaneous member information	AV		AV				
1.1	CC.13	Resignations, special elections and oath records	PM		PM	R	Original sent to Governor.		
1.1	CC.14	Speaker candidate campaign	PM		PM		Original sent to Ethics Commission.		
1.1	CC.15	Interim charges	AV		AV				
1.1	CC.16	Work history files of office employees	AC		AC		AC = termination of employee. Original copy sent to House Payroll/Personnel.		
1.1	CC.17	Office budget planning files	FE + 3		FE + 3				

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **17** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

COMMITTEE COORDINATOR									
1.1.058	CD.1	Committee minutes	AC		AC	A	AC= Original kept in Committee Services for the term of current legislature, then transferred to House Video/Audio.  Vernon's Texas Codes Annotated Government Code 306. Refer to 306 on Page 2 of this document.		
1.1.058	CD.2	Witness affirmations	AC		AC	A	AC= Original kept in Committee Services for the term of current legislature, then transferred to House Video/Audio Department.		
1.1	CD.3	Committee meetings postings	AC		AC		AC = at the end of the term of the current legislature.		
1.1	CD.4	Office Budget Planning Files	FE + 3		FE + 3				
1.1.008	CD.5	Correspondence – general memoranda and incoming/outgoing letters related to routine correspondence, general inquiries, and request for materials.	2		2				
1.1	CD.6	Committee ledger control book	AC + 1		AC + 1		AC = At the end of the term of the current legislature.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **18** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

JOURNAL CLERK									
1.3.001	JC.1	Hard-bound permanent journal	PM		PM	A	Also sent to Texas State Library and Archives Commission and LRL.		
	JC.2	Journal manuscripts and notes	AC + 1		AC + 1		AC = At the end of the term of the current legislature. All information recorded in permanent, hard-bound journal.		
	JC.3	Journal text and appendix	AC + 3		AC + 3		AC = at the end of the term of the current legislature. All information recorded in permanent, hard-bound journal.		
	JC.4	Original record vote printouts	PM		PM		All information recorded in permanent, hard-bound journal.		
1.1.027	JC.5	File copies of bills and resolutions	AC		AC		AC = when prefiling begins for the next legislative session. Original filed with LRL.		
1.1	JC.6	Office budget planning files	FE + 3		FE + 3				
1.1	JC.7	Work history files of office employees	AC		AC		AC = termination of employee. Original sent to House Payroll/Personnel.		
1.1.008	JC.8	Correspondence – general memoranda and incoming/outgoing letters relating to routine correspondence, general inquiries, and requests for materials	2		2				

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

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **19** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

### PAYROLL DEPARTMENT

3.3.004	PA.1	BENEFIT PLANS – Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc; including amendments.	US + 1		US + 1	29 CFR 1627.3(b)(2)		
3.2.002	PA.2	Employee Earnings Records	4		4	40 TAC 815.106(i)		
3.2.003	PA.3	Federal Tax Records Includes 1099, W2, FICA, and other tax records.	AC + 4		AC + 4	AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.  26 CFR 31.6001 - 1(e)(2).		
3.2.005	PA.4	W-4 FORMS – Employer’s copy of “Employee’s Withholding Exemption Certificate”.	AC + 4		AC + 4	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		
3.2.008	PA.5	DIRECT DEPOSIT APPLICATION/AUTHORIZATIONS	US		US			
3.2.001	PA.6	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	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **20** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.3.011	PA.7	FORMER EMPLOYEE VERIFICATION RECORDS – Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC + 75		AC + 75		AC = Termination of employment. See item number 3.1.038		
3.2.003	PA.8	IRS & Social Security Reports (Monthly & Quarterly) FEDERAL TAX RECORDS – Includes 1099, W2, FICA and other tax records.	AC + 4		AC + 4		26 CFR 31.6001-1(e)(2). AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.		
4.2.007	PA.9	EXPENDITURE VOUCHERS – Travel, payroll, etc.	FE + 3		FE + 3				
3.1.022	PA.10	PERSONNEL INFORMATION OR 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, evaluation date, and termination of employment	2		2		29CFR 1602.31(a) [State Agencies].		
3.1.011	PA.11	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		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.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **21** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.1.031	PA.12	EMPLOYEE BENEFITS – OTHER THAN INSURANCE – Agency copies of information relating to the selection of available benefit options other than insurance	AC +2		AC + 2	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		
3.2.009	PA.13	STATE DEFERRED COMPENSATION RECORDS.	AC + 5		AC + 5	AC = All accounts with a vendor or vendors for the individual participant have been closed.		
4.4.004	PA.14	EMPLOYEE SAVINGS BOND LEDGERS	FE + 3		FE + 3			
1.1.008	PA.15	CORRESPONDENCE – GENERAL – Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, program, services, or projects of an agency.	2		2	SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		

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

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **22** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

### PERSONNEL DEPARTMENT

1.1.070	PE.1	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 program, services or projects	AC + 3		AC + 3	R	AC = Completion or termination of program, rules, policies or procedures.		
1.1.023	PE.2	ORGANIZATION CHARTS	US		US	A			
3.3.024	PE.3	PERSONNEL POLICIES AND PROCEDURES Housekeeping Resolution and House Policies and Procedures Manual	US + 3		US + 3				
3.4.006	PE.4	TIME CARDS AND TIME SHEETS	4		4		40 TAC 815.106(i).		
3.4.007	PE.5	TIME OFF AND/OR SICK LEAVE REQUESTS	FE + 3		FE + 3				
3.4.002	PE.6	LEAVE STATUS REPORTS – Cumulative report is issued each pay cycle and provides employee leave status information for each position	FE + 3		FE + 3				

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **23** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
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	PE.7	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		29 CFR 1602.31 [State Agencies]		
3.1.002	PE.8	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		AC = Termination of employment		
3.3.031	PE.9	EEO REPORTS AND SUPPORTING DOCUMENTATION – Includes documentation used to complete EEO reports.	3		3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50		

**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
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CE – Calendar Year End  
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LA – Life of Asset  
MO – Months

PM – Permanent  
US – Until Superseded

**Archival Codes (Field 8)**

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **24** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.4.001	PE.10	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION – Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE + 5		CE + 5	29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.		
3.1.012	PE.11	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS – Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2	29 CFR 1602.31[State Agencies]		
3.1.014	PE.12	EMPLOYMENT SELECTION RECORDS – Includes notes of interviews with candidates; questions asked of applicants; audio and videotapes of job interviews; driving record and previous injury checks; pre-employment physical examinations; polygraph examination results; and all other records that document the selection process.	2		2	29 CFR 1602.31[State Agencies]		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **25** of **48**

2. Agency Code	102	3. Agency Name							Texas House of Representatives	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks				

3.1.018	PE.13	GRIEVANCE RECORDS – Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC + 2		AC + 2	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.		
3.3.022	PE.14	TEXAS WORKFORCE COMMISSION (TWC) REPORTS – Reports to the agency from TWC or its predecessor pertaining to employees.	3		3			
3.1.019	PE.15	PERFORMANCE APPRAISALS	2		2	29 CFR 1620.32 ( c ).		
3.1.020	PE.16	PERSONNEL CORRECTIVE ACTION DOCUMENTATION – 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 + 5	AC = Termination of corrective action.  CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **26** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.1.021	PE.17	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION – 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 + 5		AC = Termination of employment.		
3.1.023	PE.18	POSITION/JOB DESCRIPTIONS – Job Descriptions, including all associated task or skill statements, for positions in an agency.	AC + 4		AC + 4		AC = Until Superseded or job eliminated. 40 TAC 815.106(i).		

**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
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CE – Calendar Year End  
FE – Fiscal Year End

LA – Life of Asset  
MO – Months

PM – Permanent  
US – Until Superseded

**Archival Codes (Field 8)**

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **27** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.1.029	PE.19	EMPLOYMENT ELIGIBILITY, DOCUMENTATION OR VERIFICATION OF – Federal reporting form (INS I-9).	AC + 1		AC + 1	AC = Termination of employment.  CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from the date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the IN I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		
3.2.010	PE.20	Human Resource Information System (HRIS) Reports Includes supporting documentation	AC + 4		AC + 4	AC = until report is verified		
3.3.026	PE.21	AGENCY STAFFING REPORTS – Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name; staff hired during a month; detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US + 3		US + 3			

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

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **28** of **48**

2. Agency Code 102		3. Agency Name Texas House of Representatives						
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			
3.3.011	PE.22	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 personal information access option form	AC + 75		AC + 75		AC = Termination of employment See item number 3.1.038	
3.1.022	PE.23	PERSONNEL INFORMATION OR 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, evaluation date, and termination of employment.	2		2		29 CFR 1602.31[State Agencies].	
1.1.008	PE.24	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		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **29** of **48**

2. Agency Code	102	3. Agency Name	Texas House of Representatives						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.2.006	PE.25	RECORDS TRANSMITTAL FORMS – Agency copy (includes RMD 101, TX-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC + 2		AC + 2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
1.2.005	PE.26	RECORDS RETENTION SCHEDULE (SLR 105) – Agency copy. Formerly RMD 105. Includes documentation of certification and approval – forms SLR 105C (formerly RMD 105C) and/or SLR 115.	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
1.2.010	PE.27	RECORDS DISPOSITION LOGS – Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10		10				
1.2.011	PE.28	RECORD CENTER STORAGE APPROVAL FORMS (RMD 106) – Agency copy.	US		US				

Retention Codes (Field 7)	Archival Codes (Field 8)
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LA – Life of Asset MO – Months	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **30** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.4.012	PE.29	SECURITY ACCESS RECORDS – Records relating to the issuance of keys, identification cards, building passes, passwords, or similar instruments of access to agency facilities or equipment	AC + 2		AC + 2		AC = Until superseded, date of expiration, or date of termination, whichever sooner.		
3.1.038	PE.30	PUBLIC ACCESS OPTION FORM Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024	US		US		US = Until Superseded		

**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
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**Archival Codes (Field 8)**

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **31** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

### PHOTOGRAPHY

1.3.002	PH.1	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			
1.1.008	PH.2	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		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

PROPERTY									
1.1.008	PR.1	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		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
4.7.004	PR.2	Capital Asset Record	LA + 3		LA + 3				
5.2.014	PR.3	INVENTORY – ANNUAL PHYSICAL – Property, equipment, supply verification	FE + 3		FE + 3				
5.2.009	PR.4	EQUIPMENT INVENTORY DETAIL REPORT FORMS – Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 3		FE + 3				

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



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## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

<b>POST OFFICE</b>									
1.1.008	HPO.1	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		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010		
5.1.005	HPO.2	POSTAGE RECORDS – Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3				

<b>Retention Codes (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **34** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

### PURCHASING AND SUPPLY

1.1.008	PS.1	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	SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
4.1.005	PS.2	Inventory and Other Cost Files Production, job, labor, quotes, pricing, specifications, etc.	FE + 3	FE + 3			
5.1.012	PS.3	CHARGE SCHEDULES/PRICE LISTS – Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US + 3	US + 3			
5.3.004	PS.4	ORDER- ACKNOWLEDGEMENTS	AV	AV			
4.2.005	PS.5	PURCHASE VOUCHERS – Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3	FE + 3			

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			

REPRODUCTION									
5.1.001	R.1	CONTRACTS AND 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		AC = Expiration of termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		
5.1.007	R.2	REQUISITIONS FOR IN-AGENCY COPY/PRINTING SERVICE – Includes word processing and data processing.	AV		AV				
5.4.007	R.3	Hazardous Materials Training Records Records of training given employees in an agency hazard communications program.	5		5		Texas Health and Safety Code, 502.009 (g)		
1.1.008	R.4	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		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **36** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives						
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			

<b>SERGEANT-AT-ARMS</b>								
1.1	S.1	DOCUMENTS APPROVED FOR FLOOR DISTRIBUTION	AC		AC	AC = at the end of the term of the current legislature.		
1.1	S.2	OFFICE BUDGET PLANNING FILES	FE + 3		FE + 3			
1.1	S.3	WORK HISTORY FILES OF OFFICE EMPLOYEES	AC		AC	AC = termination of employee. Original copy sent to House Payroll/Personnel.		
1.1.008	S.4	CORRESPONDENCE – GENERAL – Memoranda and incoming/outgoing letters relating to routine correspondence, general inquiries, and requests for materials.	2		2			

**Retention Codes (Field 7)**

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

CE – Calendar Year End  
 FE – Fiscal Year End

LA – Life of Asset  
 MO – Months

PM – Permanent  
 US – Until Superseded

**Archival Codes (Field 8)**

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



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## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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				

### SPEAKER'S OFFICE

1.1.007	SP.1	<p>CORRESPONDENCE – ADMINISTRATIVE – Incoming/outgoing and internal correspondence, in any format, 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>Incoming/outgoing and internal correspondence pertaining to the Speaker of the House may be confidential.</p> <p><b>CAUTION:</b> 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. For example, a memoranda that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc.</p> <p>Vernon's Texas Codes Annotated Government Code 306. Refer to 306 on Page 2 of this document.</p>		
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Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **38** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			
1.1.008	SP.2	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	Incoming/outgoing and internal correspondence pertaining to or arising from routine operations of the office. Records may be confidential.  SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.			
1.1.010	SP.3	DIRECTIVES – Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1	Documents that officially initiate, rescind, or amend general office procedures.			

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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	SP.4	DESK CALENDARS/APPOINTMENT BOOKS – Desk calendars, appointment books, and similar records, purchased with state funds, that document appointments, itineraries, and other activities of an agency official or employee	CE + 1		CE + 1 A	<p>ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. Calendars, appointment, and itinerary records of state representatives fall under series LW.1 and are not transferred to the State Archives until at the end of term of office.</p> <p>CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p>		
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Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **40** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives						
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			

1.1.014	SP.5	LEGAL OPINIONS AND ADVICE – From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	Records may be confidential.  CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.		
1.1.019	SP.6	NEWS OR PRESS RELEASES – News or press releases issued by an agency.	2		2	R			
1.1.020	SP.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		AC = Date request fulfilled.  Vernon’s Texas Codes Annotated Government Code 306. Refer to 306 on Page 2 of this document.		
1.1.021	SP.8	PUBLIC INFORMATION REQUESTS – EXEMPTED – Includes all correspondence and documentation relating to requests for records that are exempted under exceptions to the Public Information Act (Chapter 552, Government Code).	AC + 2		AC + 2		AC = Date of notification that records are exempt.  Vernon’s Texas Code Annotated Government Code 306. Refer to 306 on Page 2 of this document.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **41** of **48**

2. Agency Code	102	3. Agency Name Texas House of Representatives						
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	SP.9	AGENCY RULES, POLICIES, AND PROCEDURES – 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	AC = Completion or termination of program, rules, policies or procedures.		
1.1.027	SP.10	PROPOSED LEGISLATION – Drafts of proposed legislation and related correspondence.	AV		AV	R	<p>Drafts of proposed legislation and related documents.</p> <p>Vernon’s Texas Codes Annotated Government Code 306. Refer to 306 on page 2 of this document.</p> <p>552.016 Exceptions: Certain Legislative Documents</p> <p>A draft or working paper involved in the preparation of proposed legislation is excepted from requirements of Section 552.021</p>		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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	SP.11	SPEECHES AND PAPERS – Notes or text of speeches, papers, or reports delivered in conjunction with agency work.	AC		AC	R	AC = End of term in office or termination of service in a state position.		
1.2.005	SP.12	RECORDS RETENTION SCHEDULE (SLR 105) – Agency copy. Formerly RMD 105. Includes documentation of certification and approval – forms SLR 105C (formerly RMD 105C) and/or SLR 115.	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

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



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**SLR 105**

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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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				

1.3.001	SP.13	<p>STATE PUBLICATIONS – One copy of each state publication as defined under the heading of “Explanation of Terms” in the introduction of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a news release (see item number 1.1.019) meets the definition of a state publication, but it needs to be retained for only a minimum of 2 years; a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.</p>	AC + 2		AC + 2	A	<p>AC = Until superseded or obsolete.</p> <p>CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code, Section 441.101). 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>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 Sections 3.1-3.10).</p>		
2.1.011	SP.14	<p>FINDING AIDS, INDEXES, AND TRACKING SYSTEMS – Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records.</p>	AC		AC	R	<p>AC = The related hard copy or electronic records have been disposed in accordance with retention rules.</p> <p>Vernon’s Texas Codes Annotate Government Code 306. Refer to 306 on Page 2 of this document.</p>		

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



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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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			Agency	Storage	Total	9. Remarks			
5.1.004	SP.15	MAIL AND TELECOMMUNICATIONS LISTINGS – Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US		US		Records may be confidential.		

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



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2. Agency Code	102	3. Agency Name Texas House of Representatives							
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				

VIDEO/AUDIO									
1.1	VA.1	VIDEO/AUDIO RECORDINGS OF HOUSE PROCEEDINGS	PM		PM	R	Video/Audio Recordings – permanent because of historical value.		
1.1.008	VA.2	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		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
1.1.058	VA.3	Committee Minutes	PM		PM	A	Vernon's Texas Codes Annotated Government Code 306. Refer to 306 on page 2 of this document.		
1.1.058	VA.4	Witness affirmations	PM		PM	A	Original kept in Committee Services for the term of current legislature, then transferred to House Audio/Video.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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2. Agency Code	102	3. Agency Name						Texas House of Representatives					
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					

### LEGISLATIVE WORKING FILES

	LW.1	Representatives' Legislative Working files (files include working drafts, bill analysis, and correspondence) Typically includes: <ul style="list-style-type: none"> <li>(1) Administrative Correspondence</li> <li>(2) Constituent Case Work</li> <li>(3) Proposed Legislation</li> <li>(4) Committee Files</li> <li>(5) Project/Issue Files</li> <li>(6) Press Releases</li> <li>(7) District Files</li> <li>(8) Photographs</li> <li>(9) Calendars and Appointment Books</li> <li>(10) Speeches</li> <li>(11) General Office Files</li> </ul>	AC		AC	A	Some records may be open.  AC = After closed or at the end of term of office.  Vernon's Texas Codes Annotated Government Code 306. Refer to 306 on Page 2 of this document.  <b>CAUTION:</b> Official committee working files must remain separate from the office records of representatives serving on the committee. SEE ALSO note for CLW.1.		
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Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
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PM – Permanent US – Until Superseded	



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2. Agency Code	102	3. Agency Name						Texas House of Representatives					
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					

### COMMITTEE LEGISLATIVE WORKING FILES

	CLW.1	Committee Legislative Working Files typically include:  (1) Meeting Files (2) Bill Files (3) Reports and Studies (4) Administrative Correspondence (5) Project Files (6) Constituent Case Work (7) Administrative Files	AC		AC	A	Some records may be open.  AC = Term of office of Chair.  Vernon's Texas Codes Annotated Government Code 306. Refer to 306 on Page 2 of this document.  <b>CAUTION:</b> Representatives' own working files must remain separate from the official working files of the committees on which they serve. SEE ALSO note for LW.1.		
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<b>Retention Codes (Field 7)</b>  AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	<b>Archival Codes (Field 8)</b>  A – Transfer to State Archives R – Review by State Archivist
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2. Agency Code	102	3. Agency Name Texas House of Representatives						
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			Agency	Storage	Total	9. Remarks		

### ALL DEPARTMENTS

1.1.057	AD.1	<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 record keeping system, and that are required for only 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. Examples of transitory information are routine messages (can be recorded on any medium, such as hard copy message slips or in an electronic format on e-mail and voice mail); internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC		AC	<p>AC = Purpose of records has been fulfilled.</p> <p>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.</p> <p>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).</p>		
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Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	