



December 1, 2016

Mr. Jon Heining
General Counsel
Texas Legislative Council
Robert E. Johnson Bldg., #3.117
Austin, TX 78701

RE: Agency records retention schedule approved for use

Dear Mr. Heining:

Your agency's records retention schedule is approved for use as of November 21, 2016. 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 Please ensure all old copies of the schedule are superseded with this recertified copy.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 every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **November 2021**.

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, Megan Carey, at 512-463-5494 or mcarey@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, Jeff Archer

Lorenzo de Zavala
State Archives and
Library Building

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Austin, Texas
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Informing today
Inspiring tomorrow*

R01.103/103



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 103

Agency Name Texas Legislative Council

(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 [Handwritten Signature]

Name (Print or type) Jon Heining

Date 13 July 16

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)

Not Required at This Time

Signature

Name (Print or type)

Date

Texas State Library and Archives Commission

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

Signature [Handwritten Signature]

Name (Print or type) Donna Osborne

Date 11/21/16

Cert/Recert No. 7 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.



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Retention Codes (Field 8)

AC – After closed, terminated, completed, expired, settled
AV – Administratively valuable

CE – Calendar year end
FE – Fiscal year end

LA – Life of asset
PM – Permanent

US – Until superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archives
R/O – Review by State/University Archivist



STATE OF TEXAS Records Retention Schedule

1. Agency Code:		2. Agency Name:										
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Retention Period			8. Ret. Code	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations	13. Amendment
				Years	Months	Days						
<p>NOTE REGARDING CONFIDENTIAL CLIENT INFORMATION</p>										<p>NOTE REGARDING CONFIDENTIAL CLIENT INFORMATION: In addition to other laws governing the confidentiality of specific types of information, the following may be applicable to all or part of any council record and should be considered in maintaining, disclosing, and archiving council records: Council communications with legislators and the lieutenant governor relating to requests for information, advice, or opinions, and council information, advice, and opinions given privately to a legislator or the lieutenant governor, are confidential unless the legislator or lieutenant governor chooses to disclose all or part of the item. Sec. 323.017 Govt. Code. Records relating to requests of council staff for the drafting of proposed legislation or for assistance, information, advice, or opinion are not public information. Sec 323.018 Govt. Code.</p>		

<i>Retention Codes (Field 8)</i>				<i>Archival Codes (Field 10)</i>			
AC – After closed, terminated, completed, expired, settled	CE – Calendar year end	LA – Life of asset	US – Until superseded	A/I – Transfer to State/University Archives	R/O – Review by State/University Archivist		
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Agency-wide (AW)											
AW.01	1.1.007	Correspondence- Administrative		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. CAUTION: The records series and agency item number AW.02 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 agency item number A.02; a letter concerning an audit for that prescribed by agency item number A.01, etc.</p>
AW.02	1.1.008	Correspondence- General		2							SEE comment to agency item number AW.01.

<p>Retention Codes (Field 8)</p> <p>AC – After closed, terminated, completed, expired, settled AV – Administratively valuable</p>	<p>CE – Calendar year end FE – Fiscal year end</p>	<p>LA – Life of asset PM – Permanent</p>	<p>US – Until superseded</p>	<p>Archival Codes (Field 10)</p> <p>A/I – Transfer to State/University Archives R/O – Review by State/University Archivist</p>
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STATE OF TEXAS Records Retention Schedule

AW.03	1.1.013	Calendars, Appointment, and Itinerary Records		1		CE		R	<p>ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of executive staff and division directors require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p>
AW.04	1.1.024	Division Level Strategic Plans and Analyses	Plans and records relating to the process of planning new or redefined council programs, services, or projects that are not included in or directly related to other records series in this schedule.	3		AC	AC = Decision made to implement or not to implement result of planning process.	R	
AW.05	1.1.043	Training Materials-- External		1		US			
AW.06	3.3.030	Training Administration Records- Internal		2		US			Caution: Does not include hazardous material training records. See agency item number AS.09.

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AW.07	1.1.057	Transitory Information	<p>Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series.</p> <p>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; telephone message notifications; 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= Purpose of record has been fulfilled.	<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 in records disposition logs (A.08).</p>		
AW.08	1.1.058	Meeting Agenda and Minutes	Official agenda and minutes of state legislative committee meetings administered or clerked by Legislative Council.				PM	A		

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AW.09	1.1.060	Meetings, Audio or Videotapes of Open				90	AC	AC= Official approval of written minutes of the meeting by the governing body of an agency.	CAUTION: Minutes of council board meetings are permanent records. Audio and videotapes are not permanent media. The council may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number E.02.		
AW.10	1.1.062	Meetings -- Supporting Documentation	Documents submitted at state legislative committee meetings staffed or clerked by the council, including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.			2			A		
AW.11	1.1.063	Staff Meeting Minutes and Notes				1					
AW.12	1.1.065	Reports and Studies (Non-Fiscal) -- Raw Data					AV		CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule.		

Retention Codes (Field 8)				Archival Codes (Field 10)			
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AW.13	1.1.067	Reports and Studies (Non-Fiscal) -- Final Product		3					R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page ix, Texas State Records Retention Schedule (Revised 4th Edition), for more information.	
AW.14	1.1.069	Reports- Activity		1							
AW.15	1.2.013	Records Control Locator Aids	Job tracking indexes, maintenance call logs, HEAT call logs.				AC	AC= When control aid is updated, revised, or no longer needed.		CAUTION: These records must carry the same retention period and archival code of the records they support.	
AW.16	1.3.001	State Publications - Final Work Product	One copy of each state publication as defined on page xii, Texas State Records Retention Schedule (Revised 4th Edition), except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number E.02) also meets the definition, but it must be retained permanently; item numbers E.01, A.02, and A.20, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	2			AC	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.	13 TAC 3.1-3.8
AW.17	1.3.002	State Publication Development Files	Background material, draft copies, original artwork, photo negatives, prints, flats, etc.				AV		R		

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AW.18	3.3.020	Work Schedules/Assignments		1					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).		
AW.19	5.1.004	Mail and Telecommunications Listings	Council-wide personnel	1			US		Employees may choose to disclose this information under Sec. 552.024, Gov Code. Paper and electronic. See reference to HR.17, Public Access Option Forms.		
AW.20	5.1.014	Office Procedures		1			US				
Administrative Division (A)											
A.01	1.1.002	Audits	Comptroller audits	7			AC	AC= Publication or release of final audit findings.	The State Auditor's Office retains any copies of its audits performed on Texas state agencies. See AS.01 for other audits.		
A.02	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	6			AC	AC= September 1 of odd-numbered calendar years.	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program.	A	
A.03	1.1.020	Public Information Requests- Not Exempted		1			AC	AC= Date request fulfilled.			
A.04	1.1.021	Public Information Requests- Exempted		2			AC	AC= Date of notification that records are exempt.			

Retention Codes (Field 8) AC – After closed, terminated, completed, expired, settled AV – Administratively valuable	Archival Codes (Field 10) A/I – Transfer to State/University Archives R/O – Review by State/University Archivist
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A.05	1.2.005	Records Retention Schedule (SLR 105)				US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
A.06	1.2.006	Records Transmittal Forms		2		AC	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.		
A.07	1.2.008	Request for Authority to Dispose of State Records (RMD 102)		3		FE		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
A.08	1.2.010	Records Disposition Logs		10					
A.09	1.2.012	Records Inventory Work Sheets				US			
A.10	3.2.002	Employee Earning Records		4					40 TAC 815.106(i)
A.11	3.2.003	Federal Tax Records		4		AC	AC= Tax due date, date the claim is filed, or date tax is paid, whichever is later.		26 CFR 31.6001-1(e)(2)
A.12	4.1.004	Encumbrance Detail		3		FE			
A.13	4.1.007	Transfers or Budget Revisions	Interagency Transfer Voucher (ITV) Holding File	3		FE			
A.14	4.2.001	Cash Deposit Vouchers / Receipts / Reports		3		FE			

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A.15	4.2.005	Purchase Vouchers	Requisitions, orders, receiving reports, invoices, change orders, best value determinations, etc.	3		FE				
A.16	4.3.003	Records of Expenditures	Includes travel, payroll, journals, reports, reconciliations, etc.	3		FE			Includes RSIN 4.2.007- Expenditure Vouchers	
A.17	4.4.004	Employee Savings Bond Ledgers		3		FE				
A.18	4.5.001	Worksheets for Preparing Fiscal Reports		3		FE				
A.19	4.5.002	Internal Fiscal Management Reports		3		FE				
A.20	4.5.003	Annual Financial Reports		6		AC	AC= September 1 of odd-numbered calendar years.	A	CAUTION: If an agency does not produce a biennial or annual narrative report, 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.	
A.21	4.5.005	External Fiscal Reports	HUB Reports	3		FE				
A.22	4.5.006	Annual Operating Budget		3		FE				
A.23	4.6.002	Reconciliations	Inventory	3		FE				
A.24	4.7.001	Accounting Policies and Procedures Manuals		3		US				
A.25	4.7.002	Bank Statement	Includes bank statements relating to expenditures for travel.	3		FE				

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A.26	4.7.004	Capital Asset Records		3		LA			
A.27	4.7.006	Comptroller Statements		3		FE			
A.28	4.7.007	Detail Chart of Accounts		3		FE			
A.29A	5.1.001	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, successful and unsuccessful bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or after September 1, 2015	7		AC	AC = Expiration or termination of the instrument according to its terms.	SEE related item numbers A.15A, A.15B, A.37A, and A.37B.	Section 441.1855, Government Code

Retention Codes (Field 8)				Archival Codes (Field 10)			
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A.29B	5.1.001	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, successful and unsuccessful bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended before September 1, 2015	4			AC	AC = Expiration or termination of the instrument according to its terms.	SEE related item numbers A.15A, A.15B, A.37A, and A.37B.	Section 441.1855, Government Code
A.30	5.1.005	Postage and Shipping Records		3			FE			
A.31	5.2.007	Damage Reports	Reports of damage to state property	3			FE			
A.32	5.2.009	Equipment Inventory Detail Report Forms	Includes inventory disposition records. Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	3			FE			
A.33	5.2.014	Inventory- Annual Physical		3			FE			
A.34	5.2.015	Inventory, Notices of Equipment Removed From		3			FE			
A.35	5.2.016	Inventory System Update Listings					AC	AC= Transfer of information into annual listing.		
A.36	5.2.026	Facilities Reservation Logs		2						

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A.37A	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations that are associated with a contract executed, renewed, or amended on or after September 1, 2015	7			AC	AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.	See related item numbers A.15A, A.29A, and A.29B.	Section 441.1855, Government Code
A.37B	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations that are associated with a contract executed, renewed, or amended before September 1, 2015	3			FE		See related item numbers A.15A, A.29A, and A.29B.	Section 441.1855, Government Code

Retention Codes (Field 8)				Archival Codes (Field 10)			
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A.37C	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations from unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.).	2		AC	AC=Date of notification of denial or date of withdrawal, as applicable.		Section 441.1855, Government Code
A.38	5.3.009	Requests for Information.	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.			AC	AC= Date of direct purchase or decision not to proceed with the procurement, as applicable.	CAUTION: If the request for information leads to request for proposal or bid, see item numbers A.37A and A.37B.	
A.39	5.6.007	Vehicle Titles and Registration				LA			

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Assurance Services Section (AS)												
AS.01	1.1.002	Audits- non comptroller		7			AC	AC= Publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
AS.02	1.1.040	Scripts	Scripts from gubernatorial inauguration				AC	AC= End of term in office or termination of service in a state position.	R			
AS.03	5.2.003	Building Plans and Specifications	For state-owned buildings only				LA		R			
AS.04	5.2.010	Equipment Manuals					LA					
AS.05	5.2.017	Lost and Stolen Property Reports		3			FE					
AS.06	5.2.027	Space Utilization Reports					AV					
AS.07	5.4.002	Evacuation Plans					US					
AS.08	5.4.004	Fire Orders	Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	3			AC	AC= Deficiency corrected.				
AS.09	5.4.007	Hazardous Materials Training Records		5								Texas Health and Safety Code, 502.009 (g).
AS.10	5.4.008	Hazard Communication Plans		5			US					Texas Health and Safety Code, 502.009 (g).
AS.11	5.4.013	Disaster Preparedness and Recovery Plans					US					
AS.12	5.6.003	Inspection Repair and Maintenance Records- Vehicles		1			LA					
AS.13	5.6.005	Vehicle Use Reports		3			FE					

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Document Production Division (D)											
D.01	5.1.012	Charge Schedules/Price Lists		3			US				

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E.01	1.1.055	Agency-wide Strategic Plans		6			AC	AC= September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
E.02	1.1.058	Agendas and Minutes for Meetings of the Council's Governing Board					PM		A	<p>ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.</p> <p>CAUTION: This records series and item numbers AW.10 and E.03 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>	Chapter 551, Government Code
E.03	1.1.062	Meetings - Supporting Documentation	Documents submitted at Legislative Council governing board meetings.	2					A	See CAUTION note from E.02	

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Human Resources Section (HR)												
HR.01	1.1.023	Organization Charts						US		A		
HR.02	1.1.048	Files for Litigation Involving the Agency		1				AC	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; of final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	
HR.03	1.1.056	ADA (Americans With Disabilities Act) Documentation		3								28 CFR 35.105(c)
HR.04	3.1.001	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. Includes unsolicited resumes.	2								29 CFR 1602.31
HR.05	3.1.002	Applications for Employment- Hired		5				AC	AC= Termination of employment.			

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HR.06	3.1.011	Employee Insurance Records				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 HR.18	
HR.07	3.1.014	Employment Selection Records		2					29 CFR 1602.31
HR.08	3.1.018	Grievance Records		2		AC	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 US Department of Labor. See item number HR.02.	
HR.09	3.1.019	Performance Appraisals		2					29 CFR 1620.32(c)
HR.10	3.1.021	Personnel Disciplinary Action Documentation		5		AC	AC= Termination of employment.		
HR.11	3.1.022	Personnel Information or Action Forms		2					29 CFR 1602.31
HR.12	3.1.023	Position/Job Descriptions		4		AC	AC= Until superseded or job eliminated.		40 TAC 815.106(i)
HR.13	3.1.027	Training and Educational Achievement Records (Individual)		5		AC	AC= Termination of employment.		

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HR.14	3.1.029	Employment Eligibility, Documentation or Verification of		1			AC	AC= Termination of employment.	CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.	8 CFR 274a.2(b)(2)(i)(A) and CFR 274a.2(c)(2)
HR.15	3.1.031	Employee Benefits- Other than Insurance		2			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 HR.18.	
HR.16	3.1.037	Employee Recognition Records		5			AC	AC= Termination of employment.		
HR.17	3.1.038	Public Access Option Form	Employee's personal information disclosure election.				US		Operative form included in agency item number HR.27. See reference to AW.19, Mail and Telecommunications Listings.	
HR.18	3.2.001	Employee Deduction Authorizations		4			AC	AC= After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.		
HR.19	3.2.004	Income Adjustment Authorizations		2						29 CFR 516.6(c)

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HR.20	3.2.005	W-4 Forms		4		AC	AC= Until superseded, obsolete, or upon separation of employee.		26 CFR 31.6001-1(e)(2)
HR.21	3.2.007	Unemployment Compensation Records		5		AC	AC= Final decision or matter closed.		
HR.22	3.2.008	Direct Deposit Application/Authorizations				US			
HR.23	3.2.009	State Deferred Compensation Records		5		AC	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 Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.	
HR.24	3.2.010	Human Resources Information System (HRIS) Reports	Includes supporting documentation	4		AC	AC= Until superseded.		
HR.25	3.3.004	Benefit Plans		1		US			29 CFR 1627.3(b)(2)
HR.26	3.3.010	Labor Statistics Reports		3					
HR.27	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	75		AC	AC= Termination of employment.	See agency item number HR.17.	
HR.28	3.3.015	Positions/Job Classification Review File		3		US			

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HR.29	3.3.022	Texas Workforce Commission (TWC) Reports		3							
HR.30	3.3.024	Personnel Policies and Procedures -- Includes Working Files	Employee Manual	3			US				
HR.31	3.3.031	EEO Reports and Supporting Documentation		3						29 CFR 1602.32, 1602.39,1602.41,1602.48, and 1602.50	
HR.32	3.4.006	Time Cards and Time Sheets		4					Paper or electronic.	40 TAC 815.106(i)	
HR.33	3.4.008	Sick Leave Pool Documentation		3			FE				
HR.34	5.4.001	Accident Reports and Associated Documentation		5			CE		The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33	
HR.35	5.4.011	Visitor Control Registers		3							
HR.36	5.4.012	Security Access Records		2			AC	AC= Until superseded, date of expiration, or date of termination, whichever is sooner.			
HR.37	5.6.004	License and Driving Record Checks					AC	AC= Until superseded or until termination of employment.			
HR.38	5.6.009	Parking Permits or Assignments					US				

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Information Systems Division (I)											
I.01	1.1.057	Project Files	Documentation of standard services provided to clients, including device maintenance, device replacement, trouble calls, and assistance with questions on how to use council software					AC	AC= Completion of project.		
I.02	2.1.002	Master Files						AC	AC= Completion of update audit.		
I.03	2.1.007	Software Programs						AC	AC= Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.	CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
I.04	2.1.008	Hardware Documentation						AC	AC= Until electronic records are transferred to 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.	CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. Paper and electronic.	13 TAC 6.94

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I.05	2.1.009	Technical Documentation					AC= Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. Paper and electronic.	13 TAC 6.94
I.06	2.2.012	Output Records for Computer Production					AV			
I.07	2.2.016	Software Registrations, Warranties, and License Agreements				3	LA		Paper and electronic	
I.08	5.4.013	Disaster Preparedness and Recovery Plans					US		Paper and electronic.	
Legal Division (L)										
L.01	1.1.014	Legal or Legislative Advice	Formal legal or legislative opinions, research, memoranda, and other communications produced by the legal division				AV	AV = Client to whom the advice was provided leaves the legislature	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE agency item number HR.02.
L.02	1.1.027	Legislative Drafting Files	Includes delivered legislative draft, working papers, and related correspondence				AV			

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Research Division (R)											
R.01	1.1.027	Special Projects	Election contest documents; other special projects for legislators or lieutenant governor at their request						AV		
R.02	1.1.027	Legislative Documents	Simple resolutions, policy resolutions, bill analyses, House Amendment Analyses (HAAs), Senate Amendment Analyses (SAAs), Side by Side Analyses (SXSs)						AV		
R.03	1.1.065	Research Reports and Studies Raw Data and Working Papers	Backup materials used in producing research memoranda, surveys, and maps; includes historical census, election, and GIS data						AV		
R.04	1.1.067	Research Reports and Studies -- Final Work Product	Redistricting data, reports, and maps; research memoranda and surveys	3					AV = Client to whom the report or study was provided leaves the legislature	R	

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