



January 5, 2015

Ms. Lynn Santos
Administrative Assistant
Texas Holocaust and Genocide Commission
1511 Colorado St.
Austin, TX 78711

RE: Agency records retention schedule approved for use

State and Local
Records Management

Dear Ms. Santos:

P.O. Box 12927
Austin, Texas
78711.2927

Your agency's records retention schedule is approved for use as of December 22, 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 Please ensure all old copies of the schedule are superseded with this recertified copy.

4400 Shoal Creek Blvd.
Austin, Texas
78756

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.

www.tsl.texas.gov

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 **December 2019**.

Commission Chairman
Michael C. Waters

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, Marianna Symeonides, at 512-463-5448 or msymeonides@tsl.texas.gov.

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

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.

Director and Librarian
Mark Smith

Sincerely,

Assistant State Librarian
Edward Seidenberg

A handwritten signature in blue ink, appearing to be "C. Kelso".

Craig Kelso
Director and State Records Administrator

*Preserving yesterday,
informing today,
inspiring tomorrow.*

cc: State Auditor, State Archivist, Pete Berkowitz

R01.1158/1158

M-5



Texas State Library and Archives Commission

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 1158
Agency Name Texas Holocaust & Genocide Commission

(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 Marie Lynn Santos

Name (Print or type) Marie Lynn Santos

Date 10/28/14

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 E. Siderberg
Name (Print or type) _____
Date 12-22-14

Cert/Recert No. 2 Amendment No. —

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 6

2. Agency Code 1158		3. Agency Name Texas Holocaust & Genocide Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.007	HGC1	Correspondence - Administrative Incoming/Outgoing & Internal correspondence	2	2	4	R	Only the administrative correspondence of the executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule.		
1.1.008	HGC2	Correspondence - General/Interoffice Non-Administrative incoming/outgoing and internal correspondence	2		2	R	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. 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	



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Records Retention Schedule

SLR 105

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1. Page 5 of 6

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			Agency	Storage	Total				

1.1.010	HGC3	Directives	US	1	US+1	Any document that officially initiates, rescinds or amends general office procedures.		
1.1.011	HGC4	Executive Orders	US	3	US+3	A Any document that initiates, rescinds, or amends a regulation, policy or procedure that governs the programs, services or projects of an agency. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.		

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			Agency	Storage	Total				

1.1.013	HGC5	Calendars, Appointment and Itinerary Records	CE+1	CE+1	R	Only calendars, appointment & itinerary records of elected offices, executive staff, board or commission members, division directors & program heads require archival review. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his/her work activities may be state records, & subject to this retention period.		
1.1.014	HGC6	Legal Opinions and Advice From agency legal counsel or the Attorney General, including any request eliciting the opinions	AV	AV	R	Office of Attorney General retains copies permanently. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048		

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1.1.019	HGC7	Public Relations Records, News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio and audiovisual records.	2		2	R			
1.1.020	HGC8	Public Information Requests - Not Exempted - Includes all correspondence and documents relating to the request 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	HGC9	Public Information Requests - Exempted Included 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.		
1.1.023	HGC10	Organizational Charts	US		US	A			
1.1.024	HGC11	Plans and Planning Records	AC	3	AC+3	R	AC= Decision made to implement or not the result of planning process. ARCHIVES NOTE: Data processing planning records are not archival.		

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1.1.026	HGC12	Texas Register Submission	AC	1	AC+1		AC= Date of publication in the Texas Register.		
1.1.027	HGC13	Proposed Legislation Drafts of proposed legislation and related correspondence	AC	5	AC+5		AC= Date of proposal.		
1.1.038	HGC14	Customer Surveys - Evaluation of Teachers Workshops	AC	4	AC+4		AC= Final disposition of summary report.		
1.1.040	HGC15	Speeches, Papers & Presentations Notes or text of speeches, papers, presentations 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.		
1.1.053	HGC16	Registration Logs Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports files with the Texas Ethics Commission	AC		AC		AC= Report filed with Texas Ethics Commission		

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			Agency	Storage	Total	9. Remarks		

1.1.057	HGC17	<p>Transitory Records Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed with in an agency's recording keeping 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>	AC	AC	<p>AC= Purpose of record has been fulfilled. CAUTION: : Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p>		
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			Agency	Storage	Total			

1.1.058	HGC18	Texas Holocaust & Genocide Commission (THGC) Quarterly Meeting Agenda & Minutes	PM		PM	A Copies of the THGC commission & committees meeting agendas and minutes are sent to the TSLAC, originals are retained by the THGC. CAUTION: This record series and items numbers 1.1.059, 1.1.060, 1.1.061 and 1.1.062 must be used for those state boards, committees, commissions and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all other related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.		
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			Agency	Storage	Total				

1.1.060	HGC19	THGC Quarterly Meeting Audio (Open Meetings)	AC+90 Days	AC+90 Days		AC= Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records, Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceeding of all meetings of state boards, committees, commissions and councils must be reduced to writing. SEE caution comment at item number 1.1.058		

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