



June 29, 2016

Ms. Dawn Roberson
Records Management Officer
Sunset Advisory Commission
1501 N. Congress, 6th Floor
Austin, TX 78701

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Ms. Roberson:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 2 to your agency's 8th recertification of your records retention schedule is approved for use as of Friday, June 24, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.
Austin, Texas
78756

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

www.tsl.texas.gov

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Commission Chairman
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

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

Sincerely,

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

Craig Kelso
Director and State Records Administrator

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, Ken Levine

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.116/116



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 116
Agency Name Sunset Advisory 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 Dawn Roberson

Name *(Print or type)* Dawn Roberson

Date September 11, 2015

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 Donna Osborne

Name *(Print or type)* Donna Osborne

Date 6/24/16

Cert/Recert No. 8 Amendment No. 2

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 Amendment #2

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 3

2. Agency Code 116		3. Agency Name Sunset Advisory Commission								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks		Page No.	Agency Item No.	

4.	5.	6.	7.	7.	7.	8.	10.	11.	11.	12.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	Page No.	Agency Item No.	Amend. Type
1.1.072	24a	AG Open Records Reports	2		2	Recording of Open Records Request				N
3.1.001	28	Application for Employment-Not Hired	4		4	4 years from the month hiring was closed		11	28	C
3.1.012	31	Employment Opportunity Announcements (job postings)	4		4	4 years from the month hiring was closed		12	31	C
3.1.014	32	Employment Selection Records	4		4	4 years from the month hiring was closed		13	32	C
3.1.026	37a	Criminal History Checks	AC		AC	AC=The criminal history record has served the immediate purpose for which it was obtained.				N
3.1.034	40	Resumes-unsolicited	4		4	4 years from the month hiring was closed		17	40	C
4.2.001	66	Cash Treasury Deposit Cash deposit slips	FE + 3		FE + 3			23	66	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	D – Deleted		
	LA – Life of Asset	US – Until Superseded				



STATE OF TEXAS

Records Retention Schedule Amendment #2

SLR 122

Form SLR 105C must accompany this form.

1. Page 2 of 3

2. Agency Code 116		3. Agency Name Sunset Advisory Commission								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			9. Remarks	Page No.	

4.2.005	68	Purchase Vouchers Requisitions, orders, receiving reports, invoices, or statements, change orders, telecommunication work orders.	FE + 3		FE + 3				23	68	C
4.1	62a	Payment Card Services Correspondence "Travel and Purchase Credit Cards"	FE		FE						N
3.1	27a	Employee Acknowledgment and Permission Forms	AC		AC	AC=until superseded or separation of employee					N
1.1	bb	Social Media Post	AV		AV						N
1.1	ee	Members Support Documentation-Public	AV		AV	R These materials include working drafts and research done for commission members as they prepare to make decisions.					N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
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STATE OF TEXAS

Records Retention Schedule Amendment #2

SLR 122

Form SLR 105C must accompany this form.

1. Page 3 of 3

2. Agency Code 116		3. Agency Name Sunset Advisory Commission									
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			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

1.1	eee	Members Support Documentation-Private	AV		AV	These materials include working drafts and research done for commission members as they prepare to make decisions.					N
1.1	gg	Vote Sheets	PM		PM						N
4.7.004		Capitol Asset Records	LA + 3		LA + 3	Framed flag		25	83		D

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.state.tx.us

Commission Chairman
Michael C. Waters

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

*Interim
Director and Librarian*
Edward Seidenberg

November 22, 2013

Ms. Dawn Roberson
Records Management Officer
Sunset Advisory Commission
1501 N. Congress, 6th Floor
Austin, TX 78701

Re: Agency records retention schedule amendment approved for use

Dear Ms. Roberson:

Amendment 1 to your agency's 8th recertification of your records retention schedule is approved for use as of Wednesday, November 20, 2013. Your currently approved records retention schedule and all amendments are available on our website at <http://www.tsl.state.tx.us/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.state.tx.us.

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Ken Levine

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.116/116



STATE OF TEXAS
Records Retention Schedule Certification

SLR 105C ^{EW}

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 116

Agency Name Sunset Advisory 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 Dawn Roberson

Name *(Print or type)* Dawn Roberson

Date September 5, 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 _____

Name *(Print or type)* _____

Date E. S. Hildebrand 11-20-2013

Cert/Recert No. 8 Amendment No. 1

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 Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 7

2. Agency Code 116		3. Agency Name Sunset Advisory Commission								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			9. Remarks	Page No.	

1.1	a	In-coming Agency & Affected Agency correspondence	AV		AV			1	a	C
1.1	aa	In-coming Stakeholder correspondence	AV		AV					N
1.1	b	Out-going Correspondence	10		10	Limited to the official correspondence of the agency.		1	b	C
1.1	c	Working Papers	AV		AV	Notes and drafts				N
1.1	c	Hearing Material and Decision Books	10		10	A This material is now produced in the Final Report with Legislative Action, which is archived.		1	c	D
1.1	e	Research and Support Material	AV		AV	Material that was collected during the review process, but not used, but could have future value.				N
1.1	e	Response Material Correspondence	10		10	Falls under 1.1a and 1.1aa.		1	e	D

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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	LA – Life of Asset	US – Until Superseded				



STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 2 of 7

2. Agency Code 116		3. Agency Name Sunset Advisory 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. Current Schedule		12. Amend. Type
			Agency	Storage	Total			Page No.	Agency Item No.	

1.1	f	SAC Introduced Bill and Bill Journal	10		10	Change from bill summary to bill journal because bill journal contains more information.		1	f	C
1.1	i	Interest Group Correspondence	10		10	Falls under 1.1a and 1.1aa.		1	i	D
1.1	j	Fiscal Note	10		10	Fiscal Notes are retained by Legislative Budget Board		1	j	D
1.1	j	Session Documents -- Supplemental documents produced for the legislature and legislative agencies	AV		AV	Sunset materials relating to current Legislative Session				N
1.1	k	Issue Reference Documents	10		10	Contained in Issue Material (d)		1	k	D
1.1	l	Commission Resource Documents	10		10	No longer produced		1	l	D
1.1	m	Audit Management Letters/Reports	10		10	Added Reports and kept electronically		1	m	C

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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 3 of 7

2. Agency Code 116		3. Agency Name Sunset Advisory Commission								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			9. Remarks	Page No.	

1.1	o	Self-Evaluation Report (SER)	10		10		Document not produced by Sunset and not valuable once a new SER is published by the agency.		1	o	C
1.1	p	Enrolled Bill and Bill Journal	10		10		Change from PM to 10 because after a new bill is drafted the old bill is of no value. The Legislative Research Library will have copies of all the enrolled bills.		1	p	C
1.3	r	Final Report with Legislative Action	PM		PM	A	Changed name		1	r	C
1.3	s	Final Results of Sunset Reviews	PM		PM	A	Changed name		1	s	C
1.3	t	Compliance Report	PM		PM	A	Not currently on the schedule.				N
1.3	u	Report to the Legislature	PM		PM	A	Not currently on the schedule.				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 4 of 7

2. Agency Code 116		3. Agency Name Sunset Advisory 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. Current Schedule		12. Amend. Type
			Agency	Storage	Total			Page No.	Agency Item No.	

1.1	13a	Business Plan	AV		AV	The Sunset Business Plan is an internal document staff uses to gauge performance in fulfilling Sunset's overall mission. The Business Plan contains a list of internally set goals, objectives, and strategies, along with a number of performance measures and corresponding results.				N
1.1.027	15	Proposed legislation	10		10	Now included in session documents		6	15	D

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 5 of 7

2. Agency Code 116		3. Agency Name Sunset Advisory Commission									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

1.1.057	18a	Transitory Information	AC		AC	AC=Purpose of record has been fulfilled. CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory				N
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 6 of 7

2. Agency Code 116		3. Agency Name Sunset Advisory 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. Current Schedule		12. Amend. Type
			Agency	Storage	Total			Page No.	Agency Item No.	

						information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).				
3.4.004	59	Overtime Authorizations	2		2	We are overtime exempt.		22	59	D
3.4.007	61	Time off request	FE+3		FE+3	A request is only required for vacation leave of 3 days or more.		22	61	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 7 of 7

2. Agency Code 116		3. Agency Name Sunset Advisory Commission									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

5.3.007	99a	Bid Documentation	FE+3		FE+3	CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number 5.1.001 and 5.2.028.					N
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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April 8, 2013

Ms. Dawn Roberson
Records Management Officer
Sunset Advisory Commission
1501 N. Congress, 6th Floor
Austin, TX 78701

RE: Sunset Advisory Commission
Retention schedule approved for use.

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711-2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.state.tx.us

Commission Chairman
Michael C. Waters

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

Interim
Director and Librarian
Edward Seidenberg

Dear Ms. Roberson:

Enclosed is a copy of your recertified records retention schedule. Please ensure all old copies of the schedule are superseded with this recertified copy.

Your recertified 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.

During a certification period, state regulations (13 TAC §6.4) also require 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, contact the government information analyst assigned to your agency.

Your efforts in maintaining an up-to-date 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. Your schedule will be due for recertification on the last working day of April 2016. If you have any questions, call the information analyst assigned to your agency, Erica Wilson, at 512-463-6627.

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Ken Levine

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01-116/116



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 116

Agency Name Sunset Advisory 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 Dawn Roberson

Name (Print or type) Dawn Roberson

Date November 20, 2012

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, Name (Print or type), Date

Cert/Recert No. 8 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 31

2. Agency Code	116	3. Agency Name	Sunset Advisory Commission						
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			

Category 1: Administrative Records Section 1.1 General										
Sunset Review Process										
Agency Review Material										
1.1	a	In-coming Correspondence	10	10	A					A1 (items a, b, c, e, f, i, j, k, l, m, o, p, r, s)
	b	Out-going Correspondence	10	10						
	c	Hearing Material & Decision Books	10	10						
	d	Issue Material	10	10						
	e	Response Material Correspondence	10	10						
	f	SAC Introduced Bill & Bill Summary	10	10						
	g	Witness Affirmation Form/Public Testimony	10	10						
	h	Compliance Review	10	10						
	i	Interest Group Correspondence	10	10						
	j	Fiscal Notes	10	10						
	k	Issue Reference Documents	10	10						
	l	Commission Resource Document	10	10						
	m	Audit Management Letters	10	10						
	n	Future Reviews	10	10						
1.3.001	o	Self-Evaluation Report	PM	PM	A	Copy sent to Archives & Information Services Division, TSL&AC.				
	p	Enrolled Bill & Bill Summary	PM	PM						
	Agency Publications									
	q	Staff Reports**	PM	PM	A	**Archival requirement is met by sending required number of copies of the report to the Publications Depository Program, TSL&AC.				
	r	Final Reports**	PM	PM	A					
	s	Summary of Final Report**	PM	PM	A					

Retention Codes (Field 7)	Archival Codes (Field 8)
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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 **2** of **31**

2. Agency Code	116	3. Agency Name <p style="text-align: center;">Sunset Advisory Commission</p>							
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	2	Legislative Tracking Document	10		10				
1.1	3	Sunrise Process	6		6	A			
1.1	4	Commission Appointments	AC + 2		AC + 2	A	AC = Term of the Appointment of the Commissioners.		
1.1.002	5	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's Office retains any copies of its audits performed on Texas state agencies.		
1.1.004	6	Legislative Appropriation Requests (Letter to LBB only) Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC + 6		AC + 6	A	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, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.		

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 **3** of **31**

2. Agency Code	116	3. Agency Name <p style="text-align: center;">Sunset Advisory Commission</p>							
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			

1.1.007	7	Correspondence - Administrative (Executive Directors Correspondence) Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.	4		4	A	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an 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. SEE ALSO item number 1.1.011.		
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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 **4** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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			
1.1.008	8	Correspondence - General (ERS & TBPC) 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.	
1.1.013	9	Calendars, Appointment and Itinerary Records Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE + 1		CE + 1	R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by 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.	

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 **5** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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	10	Legal Opinions and Advice From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	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.	
1.1.020	11	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	12	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.	
1.1.023	13	Organization Charts	US		US	A	Included in annual financial report. The archival requirement will be met by sending the required number of copies to the publications TSL Depository Program.	

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 **6** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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			
1.1.026	14	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.		
1.1.027	15	Proposed Legislation (Included in 1.1g) Drafts of proposed legislation and related correspondence.	10		10			A1
1.1.048	16	Litigation Files (Lottery) Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC + 1		AC + 1	R AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. 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.		

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 **7** of **31**

2. Agency Code		116		3. Agency Name <p style="text-align: center;">Sunset Advisory Commission</p>					
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	A	9. Remarks		
1.1.055	17	Strategic Plans Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	AC + 6		AC + 6	A	AC = September 1 of odd-numbered calendar years. 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.		
1.1.056	18	ADA (Americans with Disabilities Act) Documentation Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.	3		3		28 CFR 35.105(c).		

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	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **8** of **31**

2. Agency Code	116	3. Agency Name <p style="text-align: center;">Sunset Advisory Commission</p>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

1.1.058	19	Meeting Agenda and Minutes Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM		PM	A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	
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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 **9** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory 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				
1.1.060	20	Meetings, Audio or Videotapes of Open Audio or videotapes of open meetings of state boards, commissions, committees, and councils.....(Cassette tapes and DVD)	PM		PM		CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058.		
1.1.063	21	Staff Meeting Minutes and Notes Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1		1				
1.1.065	22	Reports and Studies (Non-Fiscal) - Raw Data (Special Legislative Report) Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV		CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.		

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

Form SLR 105C must accompany this form.

1. Page **10** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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			
1.1.067	23	Reports and Studies (Non-Fiscal) (Special Legislative Project) Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3		3	A	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 viii for more information.	
1.1.070	24	Agency Rules, Policies, and Procedures - Final (Guide to the Sunset Process) 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	A	AC = Completion or termination of program, rules, policies, or procedures. The archival requirement is met by sending the required number of copies of the Guide to the Sunset Process to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
1.2.001	25	Destruction Authorizations Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE + 3		FE + 3			

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 **11** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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			
1.2.005	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 other forms designated by the State Records Administrator.	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
1.2.010	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			
3.1.001	28	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].	A2

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 **12** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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			
3.1.002	29	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.		
3.1.011	30	Employee Insurance Records (in Personnel File) 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 + 5		AC + 5	AC = Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.012	31	Employment Opportunity Announcements (Job Postings) Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2	29 CFR 1602.31 [State Agencies].		A2

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 **13** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory 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			
3.1.014	32	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, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.	AC + 5		AC + 5	29 CFR 1602.31 [State Agencies]. CAUTION: Does not include criminal history checks. SEE item number 3.1.026. AC= After closed		A2
3.1.019	33	Performance Appraisals	AC + 5		AC + 5	29 CFR 1620.32(c). AC= Termination of employment		

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 **14** of **31**

2. Agency Code		116		3. Agency Name					Sunset Advisory 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						
3.1.020	34	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 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	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **15** of **31**

2. Agency Code	116	3. Agency Name Sunset Advisory Commission						
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	35	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.		
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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 **16** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory 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			
3.1.022	36	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.	AC + 5		AC + 5	29 CFR 1602.31 [State Agencies]. AC= Termination of employment		
3.1.023	37	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)				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

Form SLR 105C must accompany this form.

1. Page **17** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory 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			
3.1.029	38	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 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS 1-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		
3.1.031	39	Employee Benefits-Other than Insurance Agency copies of information relating to the selection of available benefit options other than insurance. (EAP)	AC+2		AC+2	AC = Until superseded or termination of employment CAUTION: Documents that serve as payroll deduction authorizations must be maintained under item number 3.2.001.		
3.1.034	40	Resumes - Unsolicited Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV		AV	SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.		A7

Retention Codes (Field 7)

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

CE – Calendar Year End
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MO – Months

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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.

1. Page **18** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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		
3.1.037	41	Employee Recognition Records (w/Purchase Vouchers) Awards, incentives, tenure, etc.	AC + 5		AC + 5	AC = Termination of employment.		
3.1.038	42	Public Access Option Form (in Personnel File) 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.	AC + 5		AC + 5	SEE item number 3.3.011. AC= Termination of employment		
3.2.001	43	Employee Deduction Authorizations (in Personnel File) Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC + 5		AC + 5	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	44	Employee Earnings Records (USPS)	4		4	40 TAC 815.106(i).		

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

Form SLR 105C must accompany this form.

1. Page **19** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory 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			
3.2.003	45	Federal Tax Records Includes FICA 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	46	W-4 Forms (in Personnel File) Employer's copy of "Employees' Withholding Exemption Certificate."	AC + 5		AC + 5	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		
3.2.006	47	Wage Rate Tables (USPS)	2		2	29 CFR 516.6(a)(2).		
3.2.007	48	Unemployment Compensation Records	AC + 5		AC + 5			
3.2.008	49	Direct Deposit Application/Authorizations (in Personnel File)	AC + 5		AC + 5	AC= Termination of employment		

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

Form SLR 105C must accompany this form.

1. Page **20** of **31**

2. Agency Code 116		3. Agency Name Sunset Advisory 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			
3.2.009	50	State Deferred Compensation Records	AC + 5		AC + 5	AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.		
3.2.010	51	Human Resources Information System (HRIS) Reports Includes supporting documentation.	AC + 4		AC + 4			
3.3.004	52	Benefit Plans Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	AC + 5		AC + 5	29 CFR 1627.3(b)(2). AC= Termination of employment		

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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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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	53	Former Employee Verification Records (in Personnel File) 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.	
3.3.022	54	Texas Workforce Commission (TWC) Reports Reports to the agency from TWC or its predecessor pertaining to employees.	3		3			
3.3.024	55	Personnel Policies and Procedures (Employee Manual) Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US + 3		US + 3			
3.3.031	56	EEO Reports and Supporting Documentation (HRIS reports 3.2.010) 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)				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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Form SLR 105C must accompany this form.

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2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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		
3.4.001	57	Accumulated Leave Adjustment Requests (USPS) Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE + 3		FE + 3			
3.4.002	58	Leave Status Reports Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE + 3		FE + 3			
3.4.004	59	Overtime Authorizations	2		2			A1
3.4.006	60	Time Cards and Time Sheets	4		4	40 TAC 815.106(i).		
3.4.007	61	Time Off and/or Sick Leave Request	FE + 3		FE + 3			A1
3.4.008	62	Sick Leave Pool Documentation Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3		FE + 3			
4.1.001	63	Accounts Payable Information	FE + 3		FE + 3			

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



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2. Agency Code 116		3. Agency Name Sunset Advisory Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			
4.1.004	64	Encumbrance Detail	FE + 3		FE + 3				
4.1.007	65	Transfers or Budget Revisions Transfers or adjustment to budgets.	FE + 3		FE + 3				
4.2.001	66	Cash Deposit Vouchers Cash deposit slips.	FE + 3		FE + 3				A2
4.2.003	67	Daily Cash Receipts Logs	FE + 3		FE + 3				
4.2.005	68	Purchase Vouchers Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3				A2
4.2.006	69	General Journal Vouchers	FE + 3		FE + 3				
4.2.007	70	Expenditure Vouchers Travel, payroll, etc.	FE + 3		FE + 3				
4.3.002	71	Receipts Journals or Registers (Sale of Publications/Copies)	FE + 3		FE + 3				
4.4.003	72	Accounts Payable Ledgers	FE + 3		FE + 3				

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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2. Agency Code 116		3. Agency Name Sunset Advisory Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			
4.5.001	73	Worksheets for Preparing Fiscal Reports	FE + 3		FE + 3				
4.5.002	74	Internal Fiscal Management Reports Includes agency monthly budget reports.	FE + 3		FE + 3				
4.5.003	75	Annual Financial Reports Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6		AC = September 1 of odd-numbered calendar years. CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

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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2. Agency Code 116		3. Agency Name Sunset Advisory 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			
4.5.005	76	External Fiscal Reports Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE + 3		FE + 3	Binding Encumbrance report, SORM reports, On-line FTE report, TWC quarterly reports, ABEST reports, IRS 941s		
4.5.006	77	Annual Operating Budgets Required by the General Appropriations Act.	FE + 3		FE + 3			
4.5.007	78	USAS Reports – Daily	AC		AC	AC = Receipt and reconciliation of monthly report.		
4.5.008	79	USAS Reports - Monthly	AC		AC	AC = Receipt and reconciliation of annual report.		
4.6.001	80	Balancing Records	FE + 3		FE + 3			
4.6.002	81	Reconciliations	FE + 3		FE + 3			
4.7.001	82	Accounting Policies and Procedures Manual	US + 3		US + 3			
4.7.004	83	Capital Asset Records	LA + 3		LA + 3	Framed flag		A2
4.7.006	84	Comptroller Statements (Monthly USAS)	FE + 3		FE + 3			
4.7.007	85	Detail Chart of Accounts One for all accounts in use for a fiscal year.	FE + 3		FE + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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SLR 105

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2. Agency Code 116		3. Agency Name Sunset Advisory Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			
4.7.012	86	Signature Authorizations Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	US + FE + 3		US + FE + 3				
5.1.001	87	Contracts and Leases (Copier) 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 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.		
5.1.004	88	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				

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

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2. Agency Code	116	3. Agency Name <p style="text-align: center;">Sunset Advisory Commission</p>						
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		

5.1.005	89	Postage Records Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3			
5.1.011	90	Photocopier and Telefax Usage Logs & Reports	AV		AV			
5.1.012	91	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			
5.1.014	92	Office Procedures (Staff Handbook & Sunset Style Guide) Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US + 1		US + 1			

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 116		3. Agency Name Sunset Advisory 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				
5.2.008	93	Equipment History File; Equipment Service Agreements (Copier) Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA + 3		LA + 3				
5.2.014	94	Inventory - Annual Physical Property, equipment, supply verification.	FE + 3		FE + 3				
5.2.015	95	Inventory, Notices of Equipment Removed From	FE + 3		FE + 3				
5.2.016	96	Inventory System Update Listings Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC		AC		AC = Transfer of information into annual listing.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 116		3. Agency Name Sunset Advisory Commission							
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			
5.2.023	97	Year-to-Date Activity (Inventory Listing) Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE + 3		FE + 3				
5.2.027	98	Space Utilization Reports	AV		AV				
5.3.005	99	Packing Slips (with purchase vouchers)	FE + 3		FE + 3				
5.3.008	100	Purchasing Logs Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3		FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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	101	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 Workers' Compensation Commission or its predecessors or maintained internally on accident frequency.	CE + 5		CE + 5	29 CFR 1904.33. The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years.		
5.4.002	102	Evacuation Plans Plans for evacuation of agency facilities in cases of emergency.	US		US	Draft		
5.4.011	103	Visitor Control Registers Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3			
5.4.012	104	Security Access Records Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC + 2		AC + 2	AC = Until superseded, date of expiration, or date of termination, whichever sooner.		

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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2. Agency Code 116		3. Agency Name Sunset Advisory Commission						
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			
5.4.013	105	Disaster Preparedness and Recovery Plans	US		US		Draft	
5.5.001	106	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	107	Billing Detail - Telecommunications (TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.	
5.6.009	108	Parking Permits or Assignments	US		US			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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