



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. | |

| | | | | | | | | | | |
|---------|-----|---|--------|--|--------|--|--|----|----|---|
| 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 | | |
| AV – Administrative Value | FE – Fiscal Year End | PM – Permanent | R – Review by State Archivist | C – Changed | | |
| | LA – Life of Asset | US – Until Superseded | | D – Deleted | | |



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 | | | | | | | | |
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| | | | | | | | | | | | |
|---------|-----|--|--------|--|--------|---|--|--|----|----|---|
| 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 |

| | | | | | | |
|---|------------------------|-----------------------|--------------------------------|-------------|----------------------------|--|
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STATE OF TEXAS

Records Retention Schedule Amendment #2

SLR 122

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| | | | | | | | | | | | |
|---------|-----|---------------------------------------|--------|--|--------|--|--|----|----|--|---|
| 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 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
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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

Amendment Codes (Field 12)

N – New
 C – Changed
 D – Deleted



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

EW
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 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.

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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 | | | | | | | | |
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| 4. Records Series Item No. | 5. Agency Item No. | 6. Record Series Title | 7. Retention Period | | | 8. Archival | 10. 106 No. | 11. 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

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| | | | | | | | | | | |
|-----|---|---|----|--|----|--|--|---|---|---|
| 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

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

| | | | | | | | |
|--|------------------------|--------------------|-----------------------|--------------------------------|-------------------------------|----------------------------|-------------|
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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

| | | | | | | | | | | |
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| | | | | | | | | | | |
|---------|-----|----------------------|----|--|----|--|--|---|----|---|
| 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 |

| | | | | | | |
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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

| | | | | | | | | | | | |
|----------------------------|--------------------|--|---------------------|---------|-------|-------------|----------|-------------|----------------------|--|-----------------|
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| | | | | | | | | | | |
|---------|-----|------------------------|----|--|----|--|--|--|--|---|
| 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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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

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1. Page 6 of 7

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| | | | | | | | | | | |
|---------|----|-------------------------|------|--|------|--|--|----|----|---|
| | | | | | | 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 |

| | | | | | |
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

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1. Page 7 of 7

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| | | | | | | | | | | | |
|---------|-----|-------------------|------|--|------|---|--|--|--|--|---|
| 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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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
[]
[X] Recertification - Form SLR 105
[] Amendment - Form SLR 122

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

(Check one)

- Agency Head []
Records Management Officer [X]

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 Donna Osborne
Name (Print or type) Donna Osborne
Date 4/3/13

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 | | | | | | |
| 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 | | | | | | | | | | |
| 1.3.001 | 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) |
| 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 **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 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 | | | |
| 1.1.007 | 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. | |

| | | | | | |
|--|------------------------|--------------------|-----------------------|--------------------------------|--|
| 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 **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 | 9. Remarks | 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 | 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 **7** 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 | | | |
| 1.1.055 | 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 | |
| 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 **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. | | |
|---------|----|---|----|--|----|---|---|--|--|

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 **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 | |



STATE OF TEXAS

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 | 9. Remarks | | | |
| 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]. | |

| | | | | | |
|--|------------------------|--------------------|-----------------------|--------------------------------|--|
| 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]. | | |

| | | | | | |
|--|------------------------|--------------------|-----------------------|--------------------------------|--|
| 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 | | |
| 3.1.019 | 33 | Performance Appraisals | AC + 5 | | AC + 5 | 29 CFR 1620.32(c). AC= Termination of employment | | |

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

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



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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). | | |

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

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. | | |

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

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

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 | | |

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

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|--|------------------------|--------------------|-----------------------|--------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | A – Transfer to State Archives | |
| 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 **21** 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 | | |
| 3.3.011 | 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. | |

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|--|------------------------|--------------------|-----------------------|--------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | A – Transfer to State Archives | |
| 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 **22** 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 | | | | |
| 3.4.001 | 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)

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

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Form SLR 105C must accompany this form.

1. Page **23** 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 | | | |
| 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 | | | | |
| 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 | | | | |
| 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 | | | | |

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



STATE OF TEXAS

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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 | | | |
| 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. | | |

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

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Form SLR 105C must accompany this form.

1. Page **25** 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 | | | |
| 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 | | |
| 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 | | | |

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

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| 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 | | | | |

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|--|------------------------|--------------------|-----------------------|--------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | A – Transfer to State Archives | |
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Form SLR 105C must accompany this form.

1. Page **27** 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 | | |

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|---------|----|--|--------|--|--------|--|--|--|
| 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 | | | |

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



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Records Retention Schedule

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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 | 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. | | |

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

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Form SLR 105C must accompany this form.

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| 2. Agency Code 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 | | | |
| 5.2.023 | 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 | | | |

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|--|------------------------|--------------------|-----------------------|--------------------------------|--|
| Retention Codes (Field 7) | | | | Archival Codes (Field 8) | |
| AC – After Closed, Terminated, Completed, Expired, Settled | CE – Calendar Year End | LA – Life of Asset | PM – Permanent | A – Transfer to State Archives | |
| 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 **30** 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 | | | |
| 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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **31** 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 | | | |
| 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 | | | |

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