

October 29, 2020



Ms. Janet Wood
Office Manager
Texas Sunset Advisory Commission
1501 N. Congress, 6th Floor
Austin, TX 78701

Dear Ms. Wood,

Your agency's records retention schedule is approved for use as of **10/7/2020**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (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. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **October 2025**.

During a certification period, changes may need to be made to your schedule. State rules (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency:

Rebecca Hanna
rhanna@tsl.texas.gov
512-463-5494

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

Sincerely,

A handwritten signature in black ink, appearing to read "CK", written over a light blue horizontal line.

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

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Gloria Meraz

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*



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

Name *(Print or type)* Janet Wood

Date June 28, 2019

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)* Gloria Meraz
 Date 10-7-2020

Cert/Recert No. 9 Amendment No. _____

CAUTION

A state record with an expired retention period 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 with a retention period that 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.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).

State and Local Records Management Division
Texas State Library and Archives Commission
(Rev. 7/20)





STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end
 FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

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

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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8.			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
a	1.1	In-coming Agency & Affected Agency Correspondence		AC	2			AC=September 1 of the Sunset date.			
aa	1.1	In-coming Stakeholder Correspondence		AC	2			AC=September 1 of the Sunset date.			
b	1.1	Out-going Correspondence	Limited to the official correspondence of the agency.		10						
bb	1.1	Social Media Post		AC	2			AC= The posting date.			
c	1.1	Working Papers	Notes and drafts	AV							
d	1.1	Issue Material			10						
e	1.1	Research and Support Material	Material that was collected during the review process, but not used, but could have future value.	AV							
ee	1.1	Members Support Documentation Public	These materials include working drafts and research done for commission members as they prepare to make decisions.	AV					R		
eee	1.1	Members Support Documentation Private	These materials include working drafts and research done for commission members as they prepare to make decisions.	AV					R		
f	1.1	SAC Introduced Bill and Bill Journal			10						
g	1.1	Witness Affirmation Form/Public Testimony			10						
gg	1.1	Vote Sheets		PM							
h	1.1	Compliance Review			4						
j	1.1	Session Documents	Sunset materials relating to current Legislative Session. Supplemental documents produced for the legislature and legislative agencies.	AV							
m	1.1	Audit Management Letters/Reports			10						
n	1.1	Future Reviews			10						
o	1.1	Self-Evaluation Report (SER)			10						
p	1.1	Enrolled Bill and Bill Journal			10						
q	1.3.001	Staff Reports		PM					A	Archival requirement is met by sending required number of copies of the report to the Publications Depository Program, TSI & AC	



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r	1.3	Final Report with Legislative Action		PM					A	Archival requirement is met by sending required number of copies of the report to the Publications Depository Program, TSI & AC	
s	1.3	Final Results of Sunset Reviews		PM					A	Archival requirement is met by sending required number of copies of the report to the Publications Depository Program, TSI & AC	
t	1.3	Compliance Report			4				A	Courtesy report to our members.	
u	1.3	Report to the Legislature		PM					A	Archival requirement is met by sending required number of copies of the report to the Publications Depository Program, TSI & AC	
2	1.1	Legislative Tracking Document			10						
3	1.1	Sunrise Process			6				A		
4	1.1	Commission Appointments		AC	2			AC = As long as the member remains eligible.	A		
5	1.1.002	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 = Publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	
6	1.1.004	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 = September 1 of odd-numbered calendar years.	A	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.	



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7	1.1.007	Correspondence – Administrative	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.		4				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.	
8	1.1.008	Correspondence – General	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	



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9	1.1.013	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				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.	
10	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	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.	
11	1.1.020	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 = Date request fulfilled.			
12	1.1.021	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 = Date of notification that records are exempt.			
13	1.1.023	Organization Charts		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.	



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13a	1.1	Business Plan	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.	US							
14	1.1.026	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 = Date of publication in the Texas Register			
16	1.1.048	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 = 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.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	
17	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	AC	6			AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
18	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.		3						28 CFR 35.105(c).



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18a	1.1.057	Transitory Information		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 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).	
19	1.1.058	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					A	<p>ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.</p> <p>CAUTION: This records series and item numbers 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.</p>	



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20	1.1.060	Meetings, Audio or Video tapages of Open	Audio or videotapes of open meetings of state boards, commissions, committees, and councils.....(Cassette tapes and DVD)	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.	
21	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1						
22	1.1.065	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						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.	
23	1.1.067	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				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.	
24	1.1.070	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 = Completion or termination of program, rules, policies, or procedures.	A	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.	
24a	1.1.072	AG Open Records Reports	Recording of Open Records Requests		2						
25	1.2.001	Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE	3						



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26	1.2.005	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						Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
27	1.2.010	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						
27a	3.1	Employee Acknowledgement and Permission Forms		AC				AC = Until superseded or separation of employment.			
28	3.1.001	Applications for Employment - Not Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	4			AC= The month hiring was closed.			29 CFR 1602.31 [State Agencies].
29	3.1.002	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 = Termination of employment.			
30	3.1.011	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 = 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.	
31	3.1.012	Employment Opportunity Announcements (Job Postings)	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime	AC	4			AC= The month hiring was closed.			29 CFR 1602.31 [State Agencies].



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32	3.1.014	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	4			AC= The month hiring was closed.		CAUTION: Does not include criminal history checks. SEE item number 3.1.026.	29 CFR 1602.31 [State Agencies].
32a	3.1.018	Grievance Records	Records relating to the review of Sunset employee grievances against internal personnel policies, working conditions, etc.	AC	2			AC=Final decision on the grievance.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. SEE item number 1.1.048.	
33	3.1.019	Performance Appraisals		AC	5			AC= Termination of employment.			29 CFR 1620.32(c).
34	3.1.020	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 = 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.	
35	3.1.021	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 = Termination of employment.			



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36	3.1.022	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= Termination of employment.			29 CFR 1602.31 [State Agencies].
37	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC = Until superseded or job eliminated.			40 TAC 815.106(i).
37a	3.1.026	Criminal History Checks		AC				AC=The criminal history record has served the immediate purpose for which it was obtained.		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	
38	3.1.029	Employment Eligibility, Documentation or Verification of	Federal reporting form (INS I-9).	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 I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.	8 CFR 274a.2(b)(2)(i)(A) and (c)(2).
39	3.1.031	Employee Benefits-Other than Insurance	Agency copies of information relating to the selection of available benefit options other than insurance. (EAP)	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.	
40	3.1.034	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.	AC	4			AC= The month hiring was closed.		SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
41	3.1.037	Employee Recognition Records (w/Purchase Vouchers)	Awards, incentives, tenure, etc.	AC	5			AC = Termination of employment.			



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42	3.1.038	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= Termination of employment.		SEE item number 3.3.011.	
43	3.2.001	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 = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.			
44	3.2.002	Employee Earnings Records (USPS)			4						40 TAC 815.106(i).
45	3.2.003	Federal Tax Records	Includes FICA records.	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).
46	3.2.005	W-4 Forms (in Personnel File)	Employer's copy of "Employees' Withholding Exemption Certificate."	AC	5			AC = Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001-1 (e)(2).
47	3.2.006	Wage Rate Tables (USPS)			2						29 CFR 516.6(a)(2).
48	3.2.007	Unemployment Compensation Records		AC	5			AC= Completion of payment.			
49	3.2.008	Direct Deposit Application/Authorizations (in Personnel File)		AC	5			AC= Termination of employment.			
50	3.2.009	State Deferred Compensation Records		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 Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.	
51	3.2.010	Human Resources Information System (HRIS) Reports	Includes supporting documentation.	AC	4			AC=Date report is issued.			
52	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	AC	5			AC= Termination of employment			29 CFR 1627.3(b)(2).



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53	3.3.011	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 = Termination of employment.			
54	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
55	3.3.024	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						
56	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO reports.		3					HRIS Reports 3.2.010	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.
57	3.4.001	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						
58	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						
60	3.4.006	Time Cards and Time Sheets			4						40 TAC 815.106(i).
61	3.4.007	Time Off Request		FE	3						
62	3.4.008	Sick Leave Pool Documentation	Requests submitted, approvals, number of hours transferred in and out, etc.	FE	3						
62a	4.1	Payment Card Services Correspondence – Travel and Purchase Credit Cards		FE	3						
63	4.1.001	Accounts Payable Information		FE	3						
64	4.1.004	Encumbrance Detail		FE	3						
65	4.1.007	Transfers or Budget Revisions	Transfers or adjustment to budgets.	FE	3						
66	4.2.001	Cash Deposit Vouchers	Cash deposit slips.	FE	3						
67	4.2.003	Daily Cash Receipts Logs		FE	3						



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68	4.2.005	Purchase Vouchers	Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE	3						
69	4.2.006	General Journal Vouchers		FE	3						
70	4.2.007	Expenditure Vouchers	Travel, payroll, etc.	FE	3						
71	4.3.002	Receipts Journals or Registers (Sale of Publications/Copies)		FE	3						
72	4.4.003	Accounts Payable Ledgers		FE	3						
73	4.5.001	Worksheets for Preparing Fiscal Reports		FE	3						
74	4.5.002	Internal Fiscal Management Reports	Includes agency monthly budget reports.	FE	3						
75	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day Report).	AC	6			AC = September 1 of odd-numbered calendar years.	A	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.	
76	4.5.005	External Fiscal Reports	Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE	3					Binding Encumbrance report, SORM reports, On-line FTE report, TWC quarterly reports, ABEST reports, IRS 941s	
77	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act.	FE	3						
78	4.5.007	USAS Reports – Daily		AC				AC = Receipt and reconciliation of monthly report.			
79	4.5.008	USAS Reports - Monthly		AC				AC = Receipt and reconciliation of annual report.			
80	4.6.001	Balancing Records		FE	3						
81	4.6.002	Reconciliations		FE	3						
82	4.7.001	Accounting Policies and Procedures Manual		US	3						
84	4.7.006	Comptroller Statements (Monthly USAS)		FE	3						



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85	4.7.007	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	FE	3						
86	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	3			AC=US+FE			Sec. 441.1855, Tex. Govt. Code
87	5.1.001	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	7			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.	
88	5.1.004	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							
89	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						
90	5.1.011	Photocopier and Telefax Usage Logs & Reports		CE	1						
91	5.1.012	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						
92	5.1.014	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						
93	5.2.008	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.	AC	7						
94	5.2.014	Inventory - Annual Physical	Property, equipment, supply verification.	FE	3						



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95	5.2.015	Inventory, Notices of Equipment Removed From		FE	3						
96	5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				AC = Transfer of information into annual listing.			
97	5.2.023	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						
98	5.2.027	Space Utilization Reports		AV							
99	5.3.005	Packing Slips (with purchase vouchers)		FE	3						
99a	5.3.007	Bid Documentation		AC	7			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		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.	
100	5.3.008	Purchasing Logs	Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE	3						
101	5.4.001	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					The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33.
102	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US						Draft	
103	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3						
104	5.4.012	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 = Until superseded, date of expiration, or date of termination, whichever sooner.			



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105	5.4.013	Disaster Preparedness and Recovery Plans		US						Draft	
106	5.5.001	Billing Detail - Telecommunications (Other Than TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					SEE item number 5.5.006 for TEX-AN billing detail.	
107	5.5.006	Billing Detail - Telecommunications (TEXAN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	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.	
108	5.6.009	Parking Permits or Assignments		US							