



January 9, 2015

Mr. Blake Hawthorne  
Clerk of the Court  
Texas State Supreme Court  
201 W. 14th St. Room 104  
Supreme Court Building  
Austin, TX 78701

RE: Agency records retention schedule approved for use

State and Local  
Records Management

Dear Mr. Hawthorne:

P.O. Box 12927  
Austin, Texas  
78711.2927

Your agency's records retention schedule is approved for use as of December 22, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

Your approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state regulations (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. We urge on you the importance of disposing of the records of your agency in a timely manner in accordance with the retention periods on your schedule. The destruction of any records of your agency not on your schedule requires special authorization from us.

[www.tsl.texas.gov](http://www.tsl.texas.gov)

*Commission Chairman*  
Michael C. Waters

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **December 2019**.

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

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Michael Reagor, at 512-463-5494 or [mreagor@tsl.texas.gov](mailto:mreagor@tsl.texas.gov).

*Director and Librarian*  
Mark Smith

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.

*Assistant State Librarian*  
Edward Seidenberg

Sincerely,

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

Craig Kelso  
Director and State Records Administrator

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

cc: State Auditor, State Archivist, Nathan L. Hecht

R01.201/201



# 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 201

Agency Name Texas Supreme Court

*(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 Blake A. Hawthorne

Name *(Print or type)* Blake A. Hawthorne

Date 10/22/14

### Section 2. Approvals

*(Submitting agencies do not write in this section)*

#### State Auditor's Office

*(For the exclusive use of the State Auditor's Office)*

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 E. Siderberg

Name *(Print or type)* \_\_\_\_\_

Date 12-22-14

Cert/Recert No. 8 Amendment No. —

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## 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 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

Category 1 : Administrative Records Section 1.1 –General									
1.1.002	F1	<b>Audits</b> 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	F2	<b>Legislative Appropriations Request</b> 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)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 2 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

1.1.006	A3	<b>Complaint Records</b> Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC + 2		AC + 2	AC= Final disposition of the complaint.  CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 3 of 65

2. Agency Code 201		3. Agency Name Texas Supreme Court								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.007	A1	<p><b>Correspondence- Administrative</b> 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.</p>	4		4	R	<p><b>ARCHIVES NOTE:</b> 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.</p> <p><b>CAUTION:</b> This records series and item number 1.1.008 and 1.1.009 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 1.1.011.</p>			
Retention Codes (Field 7)							Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value		CE – Calendar Year End FE – Fiscal Year End		LA – Life of Asset MO – Months		PM – Permanent US – Until Superseded		A – Transfer to State Archives R – Review by State Archivist		



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page 4 of 65

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

1.1.008	A2	<b>Correspondence- General</b> 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.		
1.1.008	A3	<b>Correspondence- Matters Not Filed</b> External correspondence unsuccessfully attempting to file matters before the Court which are not under the Court's jurisdiction or purview.	2		2		SEE comment to item number 1.1.007		
1.1.010	A39	<b>Directives</b> Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1				

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

Records Retention Schedule

SLR 105

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1. Page 5 of 65

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

1.1.013	A40	<p><b>Calendars, Appointment and Itinerary Records</b></p> <p>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.</p>	CE + 1		CE + 1	R	<p><b>ARCHIVES NOTE:</b> 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.</p> <p><b>CAUTION:</b> A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 6 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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	A77	<b>Legal Opinions and Advice</b> From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	<b>CAUTION:</b> 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.		
1.1.019	A78	<b>Public Relations Records</b> News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2		2	R			
1.1.020	A41	<b>Public Information Requests- Not Exempted</b> 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 filled.		
1.1.021	A42	<b>Public Information Requests- Exempted</b> 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.		

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		
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 7 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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			

1.1.023	A8	<b>Organization Charts</b>	US		US	A			
1.1.024	A79	<b>Plans and Planning Records</b> Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC + 3		AC + 3	R	AC = Decision made to implement or not to implement result of planning process.  <b>ARCHIVES NOTE:</b> Data processing planning records are not archival.		
1.1.026	A80	<b>Texas Register Submissions</b> 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	A81	<b>Proposed Legislation</b> Drafts of proposed legislation and related correspondence.	AV		AV				
1.1.040	A82	<b>Speeches, Papers and Presentations</b> Notes or text of speeches, papers, or reports delivered in conjunction with agency work.	AC		AC	R	AC = End of term in office or termination of service in a state position.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 8 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

1.1.043	A43	<b>Training Materials</b> Instructional materials developed by an agency for training entities or individuals it regulates or serves.	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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 9 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

1.1.048	A83	<p><b>Litigation Files</b> Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit. Retention: AC + 1 year.</p>	AC + 1		AC + 1 R	<p>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.</p> <p><b>ARCHIVES NOTE:</b> 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.</p>		
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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		
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 10 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

1.1.056	A44	<b>ADA (Americans with Disabilities Act) Documentation</b> Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.	3		3	28 CFR 35.105(c).		
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<b>Retention Codes (Field 7)</b>  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	<b>Archival Codes (Field 8)</b>  A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 11 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

1.1.057	A45	<p><b>Transitory Information</b> Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC		AC	<p>AC = Purpose of record has been fulfilled.</p> <p><b>CAUTION:</b> Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p> <p>The disposal of transitory information need not be documented through destruction signoffs (<a href="#">1.2.001</a>) or in records disposition logs (<a href="#">1.2.010</a>), but agencies should establish procedures governing disposal of these records as part of its records management plan (<a href="#">1.2.014</a>).</p>	
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Retention Codes (Field 7)				Archival Codes (Field 8)			
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 12 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

1.1064	A47	<b>Agency Performance Measures Documentation</b> Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	Fe + 3		FE + 3	<b>CAUTION:</b> The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.		
1.1.065	A48	<b>Reports and Studies (Non-Fiscal)- Raw Data</b> Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV	<b>CAUTION:</b> 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)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 13 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

1.1.067	A10	<b>Reports and Studies (Non-Fiscal)</b> 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. Retention: 3 years. Vital: No. Archival: R - Review required before disposal.	3		3	R	<b>ARCHIVES NOTE:</b> For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE explanation of codes for more information.		
1.1.068	A17	<b>Reports on Performance Measures</b> Quarterly and annual reports on agency performance measures submitted to the executive and legislative offices.	AC + 6		AC + 6		AC= September 1 of odd-numbered calendar years.		

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

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 14 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

1.1.071	A9	<b>Agency Rules, Policies, and Procedures- Working Files</b> 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	R	AC= Completion or termination of program, rules, policies, or procedures.		
1.1	A7	<b>Minutes of the Court- Administrative Orders</b>	PM		PM				
1.1	A14	<b>Application/Petition Memos</b>	PM		PM	R			
1.1	A15	<b>Rules of Procedure</b>	PM		PM	R			
1.1	A16	<b>Justices' Working Files</b>	AV		AV				
1.1	C4	<b>Minutes of the Court- Cases</b>	50		50	A	Pre-1944 minute books in State Archives custody.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page 15 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			Agency	Storage	Total			

1.1	C1A	Case Files, Civil			PM		PM	A	<p>Tex. Gov't Code, Section 51.205(b)</p> <p>Pre-2005 cases in State Archives custody.</p> <p>If at any time the Court wishes to change the retention to anything other than PM, agency will transfer to the State Archives.</p>	
1.1	C1B	Case Files, Civil- Multi District Litigation Files			PM		PM	A	<p>Pre-2005 cases in State Archives custody.</p> <p>If at any time the Court wishes to change the retention to anything other than PM, agency will transfer to the State Archives.</p>	
1.1	26	Exhibits, Civil			AC + 3		AC + 3	R	<p>Tex. Gov't Code, Sec. 51.204(b)(2)</p> <p>AC= After final disposition of the case or at an earlier date if ordered by the Court.</p>	

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page 16 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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1.1	27	<b>Opinions</b>	PM		PM	A	CAUTION: Does not include legal opinions or advice rendered on a case in litigation or with regard to pending litigation.		
1.1	C56A	<b>Sealed Records</b>	PM		PM		CAUTION: Does not include Parental Notification Records.		
1.1	C56B	<b>Sealed Records- Parental Notification Records</b> Cases filed with the Court by minors seeking waivers to the Texas Parental Notification Act.	PM		PM				
1.1	C56C	<b>Sealed Records- Filed Rule 76a Notices</b> Notices filed with the Clerk documenting a party's written motion to seal court records.	20		20		Notices open to public inspection.  SEE: Texas Rules of Civil Procedure 76a (3)		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 17 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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	C57	<b>Special Court of Review Records</b> Records regarding the disciplinary hearings of Texas judges accused of violating the Rules of Judicial Administration.	PM		PM	R	Supreme Court appoints judges for the Special Court of Review, and the Clerk of the Supreme Court acts as clerk for the Special Court of Review.		
1.1	C12A	<b>Administrative Orders</b>	PM		PM	R			
1.1	C12B	<b>Administrative Orders, Expunged</b> Administrative orders which reference expunged lower court orders.	PM		PM				
1.1	C2	<b>Docket Sheets</b>	US		US		Temporary docket sheets		
1.1	C3	<b>Docket Books</b>	PM		PM		Pre-1981 books in State Archives		
1.1	C30	<b>Court of Appeals Transfer</b>	PM		PM	R			
1.1	C31	<b>Annual Reports</b>	PM		PM		Court retains permanent copy; sends copy to State Publications Depository Program		
1.1.	C9	<b>Fee Books</b>	FE + 3		FE + 3		Tex. Gov't Code Ann§ 51.207(b), (c), as amended by Tex. S.B. 1534, 75 <sup>th</sup> Leg.: Tex. R. App. P. Appendix.		
1.1	C32	<b>Sr. Judges Subject to Assignment</b>	PM		PM				

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 18 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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.	6.	7.			8.	9.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	TSLAC ONLY Amend. No.
1.1	C27	History- Justices	PM		PM	R			
1.1	C28	History- Court Staff	PM		PM	R			
1.1	C29	History- Memorials & Resolutions	PM		PM	R			
1.1.011	C34	State Bar- Canons of Ethics	PM		PM	A			
1.1	C35	State Bar- Committees	PM		PM	A	Appointments		
1.1	C36	State Bar- Bar Building	PM		PM	A	Reports, Orders, Correspondence		
1.1.011	C37	State Bar- Dues Referenda	US + 3		US + 3	A	Tex. Gov't Code section 81.024; AC= report of referendum and issuance of order		
1.1	C38	State Bar- Law Students	AC + 10		AC + 10		Limited Practice, etc. Gov't Code section 81.102(b). AC= Grant or denial of requests.		
1.1	C39	State Bar- Resolutions	PM		PM	A	Resolutions from local bar associations memorializing deceased members		
1.1.011	C40	State Bar- Rules and Recommendations	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 19 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.	5.	6.	7.			8.		10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival		106 No.	TSLAC ONLY Amend. No.
1.1	C41	State Bar- Court Orders	PM		PM	A			
4.5.005	C42	State Bar- Financial Reports	10		10				
1.1	C46	Attorney Licensing- Administrative Working File	US		US				
1.1	C47	Attorney Licensing- - Attorney Card Reference File	PM		PM		Card file is over 150 years old.		
1.1	C48A	Attorney Licensing- Bar Exam Results	PM		PM				
1.1	C48B	Attorney Licensing- Licensing Ceremony Programs	PM		PM		One preserved per ceremony in May and November.		
1.1	C49	Attorney Licensing- Record of Disposed Licenses	PM		PM	R			
1.1	C50	Attorney Licensing- Requests for Certificates of Good Standing	AV		AV				
1.1	C51	Attorney Licensing- Probationary Licenses	3		3				
1.1	C52	Attorney Licensing- Rolls of Attorneys	PM		PM				
1.1	C53	Attorney Licensing- Attorney Name Changes	5		5				
1.1	C54	Attorney Licensing- Unused License Drafts	AV		AV				

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 20 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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	C58	<b>Attorney Licensing- Disciplinary Files</b> Files on attorneys disciplined by the State Bar.	PM	PM				
1.1	C59	<b>Attorney Licensing- Suspended Attorney's Licenses</b>	AC + 75	AC + 75	R			
1.1.072	A51	<b>Public Information Reports</b> Reports made to Office of the Attorney General on an agency's Public Information Act activities.	2	2				
1.1.075	A52	<b>Alternative Dispute Resolutions- Final Agreement</b> Final agreement described by Government Code §2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC + 4	AC + 4		AC = Date of final agreement.  Texas Civil Practice and Remedies Code 154.071.		

<b>Retention Codes (Field 7)</b> 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	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 21 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

<u>Category 1 : Administrative Records</u> <u>Section 1.2 –Records Management</u>									
1.2.001	A53	<b>Destruction Authorizations</b> Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE + 3		FE + 3				
1.2.004	A54	<b>Forms Inventory</b> Any periodic listing of all forms used internally or externally by an agency.	US		US				
1.2.005	A21	<b>Records Retention Schedule (SLR 105)</b> 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.		

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 22 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

1.2.006	A23	<b>Records Transmittal Forms</b> Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC + 2		AC + 2	AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
1.2.008	A49	<b>Request for Authority to Dispose of State Records (RMD 102)</b> Agency copy.	FE + 3		FE + 3	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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 23 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

1.2.010	A21	<b>Records Disposition Logs</b> Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library, showing records series title, dates of records, and date destroyed or transferred.	10		10				
1.2.011	A22	<b>Record Center Storage Approval Forms</b> Agency copy.	US		US				
1.2.012	A50	<b>Records Inventory Worksheets</b>	US		US				
1.2.013	A55	<b>Records Control Locator Aids</b> Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC		AC = When control aid is updated, revised, or no longer needed. <b>CAUTION:</b> These records must carry the same retention period and archival code of the records they support.		

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 24 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

1.2.014	A56	<b>Records Management Plans</b> Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US + 1		US + 1			
2.1.007	C55	<b>Category 2: Electronic Data Processing Records</b> <b>Software Programs</b> Automated software applications and operating system files including job control language, program listing/source code, etc.	AC		AC		AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94.	
2.1.010	C60	<b>Audit Trail Records</b> Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC		AC		AC = All audit requirements have been met.	

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 25 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

		<b><u>Category 2.2 Computer Operations and Technical Support</u></b>							
2.2.001	C61	<b>System Monitoring Records</b> Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV		AV				
2.2.016	C62	<b>Software Registrations, Warranties, and License Agreement</b>	LA + 3		LA + 3				
		<b><u>Category 3: Personnel Records</u></b> <b><u>Section 3.1 Employee</u></b>							
3.1.001	A24	<b>Applications for Employment- Not Hired</b> 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 26 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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			

3.1.002	A25	<b>Applications for Employment- Hired</b> 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.		
3.1.006	A73	<b>Employee Counseling Records</b> Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC + 3		AC + 3		AC= Termination of counseling.		

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 27 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

3.1.011	A28	<b>Employee Insurance Records</b> 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		AC	AC = Until superseded or termination of employment.  <b>CAUTION:</b> Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.012	A26	<b>Employment Opportunity Announcements</b> Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2	29 CFR 1602.31(a) [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 28 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

3.1.014	A29	<p><b>Employment Selection Records</b> 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.</p>	2		2	<p>29 CFR 1602.31 [State Agencies].</p> <p><b>CAUTION:</b> Does not include criminal history checks. SEE item number 3.1.026.</p>		
3.1.018	A84	<p><b>Grievance Records</b> Records relating to the review of employee grievances against personnel policies, working conditions, etc.</p>	AC + 2		AC + 2	<p>AC = Final decision on the grievance.</p> <p><b>CAUTION:</b> 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.</p>		

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 29 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

3.1.019	A52	Performance Appraisals	2		2	29 CFR 1620.32(c).		
3.1.020	A85	<b>Personnel Corrective Action Documentation</b> 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 employment.  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 minimum retention period described by item number 3.1.021.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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	A86	<p><b>Personnel Disciplinary Action Documentation</b></p> <p>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.</p>	AC + 5		AC + 5		AC= Termination of employee.		
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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 31 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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	A53	<b>Personnel Information or Action Forms</b> 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.	2		2		29 CFR 1602.31 [State Agencies].		
3.1.023	A33	<b>Position/Job Descriptions</b> 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).		
3.1.024	A87	<b>Physical Examinations/Medical Reports</b> Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC + 2		AC + 2		<b>CAUTION:</b> Does not include pre-employment physical examinations. SEE item number 3.1.014.		

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 32 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

3.1.026	A88	<b>Criminal History Checks</b> Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC	<b>CAUTION:</b> Some agencies that are authorized to obtain criminal history record information from DPS are required to destroy the information after it is used for the immediate purpose for which it was obtained. SEE Subchapter F, Chapter 411, Government Code.		
3.1.027	A54	<b>Training and Educational Achievement Records (Individual)</b> Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC + 5		AC + 5	AC= Termination of employment.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 33 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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	A31	<b>Employment Eligibility, Documentation or Verification of</b> Federal reporting form (INS I-9).	AC + 1		AC + 1	<p>AC = Termination of employment. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).</p> <p><b>CAUTION:</b> 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.</p>		
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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 34 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

3.1.031	A55	<b>Employee Benefits- Other than Insurance</b> Agency copies of information relating to the selection of available benefit options other than insurance.	AC + 2		AC + 2	AC = Until superseded or termination of employment.  <b>CAUTION:</b> Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.034	A56	<b>Resumes- Unsolicited</b> 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.		
3.1.035	A57	<b>Performance Bonds</b> Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency.	AC + 4		AC + 4	AC = Expiration or termination of the bond according to its terms. <b>CAUTION:</b> Does not include construction or architectural surety bonds. SEE item number 5.2.028.		

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 35 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court								
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					

3.1.037	A89	<b>Employee Recognition Records</b> Awards, incentives, tenure, etc.	AC + 5		AC + 5	AC= Termination of employment.		
3.1.038	A90	<b>Public Access Option Form</b> 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.	US		US	SEE item number 3.3.011.		
3.2.001	F5	<b>Category 3: Personnel Records</b> <b>Section 3.2 – Payroll</b> <b>Employee Deduction Authorizations</b> Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC + 4		AC + 4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		

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			



Texas  
State Library  
and Archives  
Commission

# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 36 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

3.2.002	F6	<b>Employee Earnings Records</b>	4		4	40 TAC 815.106(i).		
3.2.003	F7	<b>Federal Tax Records</b> Includes 1099, W2, FICA, and other tax records.	AC + 4		AC + 4	AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.		
3.2.004	F8	<b>Income Adjustment Authorizations</b> Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2		2	29 CFR 516.6(c).		
3.2.005	F9	<b>W-4 Forms</b> Employer's copy of "Employee's Withholding Exemption Certificate."	AC + 4		AC + 4	AC= Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		
3.2.006	F10	<b>Wage Rate Tables</b>	2		2	29 CFR 516.6(a)(2).		
3.2.007	A30	<b>Unemployment Compensation Records</b>	AC + 5		AC + 5			
3.2.008	F34	<b>Direct Deposit Application/Authorization</b>	US		US			

<p>Retention Codes (Field 7)</p> <p>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</p>	<p>Archival Codes (Field 8)</p> <p>A – Transfer to State Archives          R – Review by State Archivist</p>
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 37 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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	F35	<b>State Deferred Compensation Records</b>	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 Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.		
3.2.010	A58	<b>Human Resources Information System (HRIS) Reports</b> Includes supporting documentation.	AC + 4		AC + 4			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 38 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

<b>Category 3: Personnel Records</b>								
<b>Section 3.3- Personnel Administration</b>								
3.3.004	F11	<b>Benefit Plans</b> Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US + 1		US + 1		29 CFR 1627.3(b)(2).	
3.3.010	A27	<b>Labor Statistics Reports</b> Reports providing statistical information on labor force.	3		3			
3.3.011	A32	<b>Former Employee Verification Records</b> 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. SEE item number 3.1.038.	

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 39 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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			

3.3.015	A59	<b>Positions/Job Classification Review File</b> Records relating to review and monitoring of job classifications within an agency.	US + 3		US + 3			
3.3.020	A60	<b>Work Schedules/Assignments</b> Work, duty, shift, crew, or case schedules, rosters, or assignments.	1		1			
3.3.022	A61	<b>Texas Workforce Commission (TWC) Reports</b> Reports to the agency from TWC or its predecessor pertaining to employees.	3		3			
3.3.023	F36	<b>Reimbursable Activities, Requests and Authorizations to Engage in</b> Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE + 3		FE + 3			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 40 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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			

3.3.024	A62	<b>Personnel Policies and Procedures</b> 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				
3.3.025	A90	<b>Job Procedure Records</b> Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US + 3		US + 3				
3.3.026	A63	<b>Agency Staffing Reports</b> Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name; staff hired during a month; detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US + 3		US + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 41 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

3.3.027	A64	<b>Aptitude and Skills Tests</b> Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US + 2		US + 2	29 CFR 1602.31 [State Agencies].  <b>CAUTION:</b> One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.		
3.3.028	A65	<b>Aptitude and Skills Tests (Test Papers)</b> Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer	2		2	29 CFR 1602.31 [State Agencies].		
3.3.029	A66	<b>Aptitude and Skills Tests (Validation Records)</b> Records of the validation of aptitude and skills tests.	AC + 2		AC + 2	29 CFR 1602.31 [State Agencies].  AC= As long as the test is used by an agency.		

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

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 42 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

3.3.030	A67	<b>Training Administration Records</b> Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.	US + 2		US + 2		<b>CAUTION:</b> Does not include hazardous material training records. SEE item number 5.4.007.		
3.3.031	A68	<b>EEO Reports and Supporting Documentation</b> Includes documentation used to complete EEO reports.	3		3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		

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

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 43 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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. 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.
		<b>Category 4: Fiscal Records</b> <b>Section 3.4- Time and Leave</b>					
3.4.001	A69	<b>Accumulated Leave Adjustment Requests</b> 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	A70	<b>Leave Status Reports</b> Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE + 3		FE + 3		
3.4.003	A71	<b>Less than Full-Time Worked Reports</b> Dates and hours.	4		4	40 TAC 815.106(i).	
3.4.004	A74	<b>Overtime Authorizations</b>	2		2		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 44 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

3.4.005	A91	<b>Overtime Schedules</b>	2		2			
3.4.006	A34	<b>Time Cards and Time Sheets</b>	4		4		40 TAC 815.106(i).	
3.4.007	A92	<b>Time Off and/or Sick Leave Requests</b>	FE + 3		FE + 3			
3.4.008	A72	<b>Sick Leave Pool Documentation</b> Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3		FE + 3			
4.1.001	F37	<b><u>Category 4: Fiscal Records</u></b> <b><u>Section 4.1- Worksheets, Detail Information on Financial Event or Transaction</u></b>  <b>Accounts Payable Information</b>	FE + 3		FE + 3			
4.1.002	F38	<b>Billing Detail</b>	FE + 3		FE + 3		Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.	

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 45 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

4.1.003	F28	<b>Canceled Checks/Stubs/Warrants/Drafts</b>	FE + 3		FE + 3			
4.1.004	F39	<b>Encumbrance Detail</b>	FE + 3		FE + 3			
4.1.005	F40	<b>Inventory and Other Cost Files</b> Production, job, labor, quotes, pricing, specifications, etc.	FE + 3		FE + 3			
4.1.006	F64	<b>Investment Transaction Files</b>	FE + 3		FE + 3			
4.1.007	F41	<b>Transfers or Budget Revisions</b> Transfers or adjustment to budgets.	FE + 3		FE + 3			
4.1.008	F42	<b>Electronic Fund Transfers</b> Direct deposit registers.	FE + 3		FE + 3			
4.2.001	F15	<b><u>Category 4: Fiscal Records</u></b> <b><u>Section 4.2- Documents of Original Entry</u></b> <b>Cash Deposit Vouchers</b> Cash deposit slips.	FE + 3		FE + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 46 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

4.2.002	F65	<b>Cash Receipts</b> Includes receipts for fees (permits, licenses, renewals, etc).	FE + 3		FE + 3				
4.2.003	F16	<b>Daily Cash Receipts Logs</b>	FE + 3		FE + 3				
4.2.004	F43	<b>Encumbrance Vouchers</b> Orders, statements, change orders, etc.	FE + 3		FE + 3				
4.2.005	F17	<b>Purchase Vouchers</b> Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3				
4.2.006	F44	<b>General Journal Vouchers</b>	FE + 3		FE + 3				
4.2.007	F45	<b>Expenditure Vouchers</b> Travel, payroll, etc.	FE + 3		FE + 3				
4.3.001	F68	<b>Sales Journals or Registers</b>	FE + 3		FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 47 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

4.3.002	F46	<b>Receipts Journals or Registers</b>	FE + 3		FE + 3				
4.3.003	F47	<b>Expenditures Journals or Registers</b>	FE + 3		FE + 3				
4.4.001	F19	<b><u>Category 4: Fiscal Records</u> <u>Section 4.4- Ledgers</u> General and Subsidiary Ledgers</b>	FE + 3		FE + 3				
4.4.002	F20	<b>Accounts Receivable Ledgers</b>	FE + 3		FE + 3				
4.4.003	F21	<b>Accounts Payable Ledgers</b>	FE + 3		FE + 3				
4.4.004	F48	<b>Employee Savings Bond Ledgers</b>	FE + 3		FE + 3				
4.5.001	F22	<b><u>Category 4: Fiscal Records</u> <u>Section 4.5- Reports</u> Worksheets for Preparing Fiscal Reports</b>	FE + 3		FE + 3				

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

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 48 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				
4.5.002	F23	<b>Internal Fiscal Management Reports</b> Includes agency monthly budget reports.	FE + 3		FE + 3				

Retention Codes ( <i>Field 7</i> )						Archival Codes ( <i>Field 8</i> )			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 49 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

4.5.003	F24	<p><b>Annual Financial Reports</b> Required by the General Appropriations Act (100 Day Report).</p>	AC + 6		AC + 6	<p>AC = September 1 of odd-numbered calendar years.</p> <p><b>CAUTION:</b> 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.</p>	
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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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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 50 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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	F69	<b>External Fiscal Reports</b> Special purpose- ie federal financial reports, salary reports, etc. Includes HUB reports.	FE + 3		FE + 3				
4.5.006	F49	<b>Annual Operating Budgets</b> Required by the General Appropriations Act.	FE + 3		FE + 3				
4.5.007	F50	<b>USAS Reports- Daily</b>	AC		AC		AC = Receipt and reconciliation of monthly report.		
4.5.008	F51	<b>USAS Reports- Monthly</b>	AC		AC		AC = Receipt and reconciliation of monthly report.		
4.5.009	F52	<b>USAS Reports- Annual</b>	FE + 3		FE + 3				

Retention Codes (Field 7)				Archival Codes (Field 8)			
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Texas  
State Library  
and Archives  
Commission

# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 51 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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			

4.6.001	F25A	<b><u>Category 4: Fiscal Records</u></b> <b><u>Section 4.6- Document Showing Compliance with System of Internal Control</u></b>  <b>Balancing Records</b>	FE + 3	FE + 3				
4.6.002	F25B	<b>Reconciliations</b>	FE + 3	FE + 3				
4.6.003	F25C	<b>Cash Counts</b>	FE + 3	FE + 3				
4.7.001	F26	<b><u>Category 4: Fiscal Records</u></b> <b><u>Section 4.7- Other Fiscal Records</u></b>  <b>Accounting Policies and Procedures Manual</b>	US + 3	US + 3				
4.7.002	F27	<b>Bank Statements</b>	FE + 3	FE + 3				
4.7.003	F53	<b>Returned Checks/Warrants/Drafts (Uncollectable)</b>	AC + 3	AC + 3				

AC = After deemed uncollectable.

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 52 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
4.7.004	F54	<b>Capital Asset Records</b>	LA + 3		LA + 3				
4.7.005	F55	<b>Claim Files</b>	AC + 3		AC + 3		AC= Resolution of claim.		
4.7.006	F56	<b>Comptroller Statements</b>	FE + 3		FE + 3				
4.7.007	F63	<b>Detail Chart of Accounts</b> One for all accounts in use for a fiscal year.	FE + 3		FE + 3				

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	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 53 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

4.7.008	F58	<b>Federal Grant Records</b>	AC + 3		AC + 3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). <b>CAUTION:</b> Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		
4.7.009	F59	<b>Fixed Asset Sequential Number Logs</b>	US + 3		US + 3				
4.7.011	F54	<b>Texas Facilities Commission Statements (TFC)</b> <b>Charge or bill statements received by agencies from the TFC for services provided.</b>	FE + 3		FE + 3				

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 54 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

4.7.012	F62	<b>Signature Authorizations</b> 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	F29	<b>Category 5: Support Services Records</b> <b>Section 5.1- General</b>  <b>Contracts and Leases</b> 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.	

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 55 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

5.1.004	F60	<b>Mail and Telecommunications Listings</b> 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				
5.1.005	F30	<b>Postage Records</b> Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3				
5.1.007	F32	<b>Requisitions for In-Agency or Inter-Agency Copy/Printing Services</b> Includes word processing and data processing.	AV		AV				
5.1.011	F56	<b>Photocopier and Telefax Usage Logs &amp; Reports</b>	AV		AV				

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 56 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

5.1.012	F61	<b>Charge Schedule/Price Lists</b> 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				
5.1.013	F62	<b>Insurance Policies</b> For vehicles, equipment, etc.	AC + 4		AC + 4	AC= Expiration or termination of the policy according to its terms.			
5.1.014	A91	<b>Office Procedures</b> Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US + 1		US + 1				

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	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 57 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

5.1.015	A92	<b>Correspondence Tracking Records</b> Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.	1		1			
5.2.002	A93	<b>Category 5: Support Services Records</b> <b>Section 5.2- Facility Management</b>  <b>Building Construction Project Files</b> Planning, design, and construction records; accepted and rejected bids, correspondence; etc.	AC + 10		AC + 10	R	AC = Completion of project. SEE ALSO item numbers 5.2.003 and 5.2.028.	

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 58 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.2.003	A35	<b>Building Plans and Specifications</b> Includes architectural and engineering drawings, profiles, and blueprints.	State owned: LA. Leased: AC + 2 years.		State owned: LA. Leased: AC + 2 years.	R	AC = For leased buildings; termination or cancellation of lease. SEE ALSO item numbers 5.2.002 and 5.2.028.  <b>ARCHIVES NOTE:</b> Archival Review designation is for state-owned building only.		
5.2.008	A36	<b>Equipment History File; Equipment Service Agreements</b> Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repairs logbooks, etc.	LA + 3		LA + 3				

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 59 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.2.009	A37A	<b>Equipment Inventory Detail Report Forms</b> Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 3		FE + 3				
5.2.010	A37B	<b>Equipment Manuals</b>	LA		LA				
5.2.011	A37C	<b>Equipment Warranties</b>	AC + 1		AC + 1		AC= Expiration of warranty.		
5.2.012	A37D	<b>Estimate Files (Supply and Repair Cost Estimates)</b>	1		1				
5.2.014	A38	<b>Inventory- Annual Physical</b> Property, equipment, supply verification.	FE + 3		FE + 3				
5.2.019	A94	<b>Service Orders</b> Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	1		1				

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 60 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.2.021	A95	<b>Surplus Property Sale Reports</b>	FE + 3		FE + 3			
5.2.023	A74	<b>Year-to-Date Activity (Inventory Listing)</b> 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			
5.2.026	A95	<b>Facilities Reservation Logs</b> Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.	2		2			
5.2.027	A75	<b>Space Utilization Reports</b>	AV		AV			
5.2.028	A96	<b>Building Construction Contract and Inspection Records</b> Building construction contracts, surety bonds, and inspection records.	LA + 10		LA + 10	R	SEE ALSO item numbers 5.2.002 and 5.2.003.	

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 61 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.3.002	F63	<b>Category 5: Support Services Records</b> <b>Section 5.3- Purchasing</b> <b>Freight Bills Paid</b>	FE + 3		FE + 3				
5.3.003	F64	<b>Freight Claims</b>	AC + 2		AC + 2		AC= Resolution of claim.		
5.3.004	F57	<b>Orders- Acknowledgements</b>	AV		AV				
5.3.005	F58	<b>Packing Slips</b>	AV		AV				

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 62 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

5.3.007	F35	<b>Bid Documentation</b> Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE + 3		FE + 3		<b>CAUTION:</b> 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.		
5.3.008	F67	<b>Purchasing Logs</b> Log, register, etc. providing a record of purchase orders issued, orders received, and similar date on procurement status.	FE + 3		FE + 3				

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 63 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court						
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			

5.3.009	F66	<b>Requests for Information</b> Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC		AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		
5.4.002	A97	<b>Category 5: Support Services Records</b> <b>Section 5.4- Risk Management</b> <b>Evacuation Plans</b> Plans for evacuation of agency facilities in cases of emergency.	US		US				

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 64 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
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				

5.4.003	A98	<b>Inspection Records</b> Fire, safety, and other inspection records of agency facilities and equipment.	AC + 3		AC + 3	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.  <b>CAUTION:</b> Does not include inspection reports of building construction. See item number 5.2.028.		
5.4.004	A76	<b>Fire Orders</b> Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC + 3		AC + 3	AC= Deficiency corrected.		
5.4.011	A77	<b>Visitor Control Registers</b> Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3			

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 65 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.4.012	F13	<b>Security Access Records</b> 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.		
5.4.013	A18	<b>Disaster Preparedness and Recovery Plans</b>	US	US			
5.5.001	F60	<u><b>Category 5: Support Services Records</b></u> <u><b>Section 5.5- Telecommunications</b></u>  <b>Billing Detail- Telecommunications (Other than TEX-AN)</b> 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.		

<b>Retention Codes (Field 7)</b>	<b>Archival Codes (Field 8)</b>
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
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 66 of 66

2. Agency Code 201		3. Agency Name Texas Supreme Court							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.5.002	F66	<b>Long Distance Telephone Logs</b> Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV		AV			
5.5.006	F61	<b>Billing Detail- Telecommunications (TEX-AN)</b> 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.	

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	