



State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

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

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

May 23, 2014

Ms. Rebecca Henly
Executive Assistant
Board of Law Examiners
205 W. 14th St., #500
Tom C. Clark Bldg.
Austin, TX 78711

Re: Agency records retention schedule amendment approved for use

Dear Ms. Henly:

Amendment 1 to your agency's 5th recertification of your records retention schedule is approved for use as of Thursday, May 22, 2014. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

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

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Julia E. Vaughan

R01.203/203

EW



Texas State Library and Archives Commission

STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 203
Texas Board of Law Examiners

(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 Rebecca Henly
Name (Print or type) Rebecca Henly
Date April 10, 2014

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. Hidenky
Name (Print or type)
Date 05-22-14

Cert/Recert No. 5 Amendment No. 1

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 1

2. Agency Code 203		3. Agency Name TEXAS BOARD OF LAW EXAMINERS									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	10	Files - Candidates for Admission without Exam ("AWOX")	AC	5	AC+5	Candidate application files - attorney applicants from other states who qualified for admission w/o exam. Considered confidential. AC=date the application was received by the Board, date the license was issued, or date of last formal activity, whichever is later.	12-203-003	2	10	C

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



October 18, 2012

Ms. Rebecca Henly
Executive Assistant
Board of Law Examiners
205 W. 14th St., #500
Tom C. Clark Bldg.
Austin, TX 78711

State and Local
Records Management

RE: Board of Law Examiners
Retention schedule approved for use.

Dear Ms. Henly:

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

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

4400 Shoal Creek Blvd.
Austin, Texas
78756

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

www.rsl.state.tx.us

Commission Chairman
Michael C. Waters

During a certification period, state regulations (13 TAC §6.4) also require the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, contact the government information analyst assigned to your agency.

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

Your efforts in maintaining an up-to-date records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program. Your schedule will be due for recertification on the last working day of October 2015. If you have any questions, call the information analyst assigned to your agency, Erica Wilson, at 512-463-6627.

Director and Librarian
Peggy D. Rudd

Sincerely,

Assistant State Librarian
Edward Seidenberg


Craig Kelso

Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Julia E. Vaughan

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01-203/203



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 203
Texas Board of Law
Agency Name Examiners

(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 Rebecca Henley
Name (Print or type) Rebecca Henly
Date April 2, 2012

Section 2. Approvals

(Submitting agencies do not write in this section)

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 Peggy D. Rudd
Name (Print or type) Peggy D. Rudd
Date 10/17/12

Cert/Recert No. 5 Amendment No. -

CAUTION

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

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





Texas
State Library
and Archives
Commission

STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 18

2. Agency Code		203		3. Agency Name						TEXAS BOARD OF LAW EXAMINERS	
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						
	01	Analysts' Pending File	AV		AV		Information concerning potential applicants received before the submission of a Declaration or Application. Considered confidential.				
	02	Annual Bar Admission Form	2		2		Documents pertaining to annual luncheon hosted by BLE recognizing Supreme Court, State Bar of Texas leaders, Texas Young Lawyers Association leaders, Law School Deans, and agency Board members and staff.				
	03	Applicant / Declarant Chemical Dependency Evaluation/Result Log	50		50		Log of evaluations/results about applicants and declarants. Historical and statistical significance. Considered confidential.				
	04	Board Orders	PM		PM		Copies of orders and/or stipulated agreements related to character and fitness matters issued to applicants and/or declarants. Considered confidential.				
	05	Exam Questions -- Confidential	15		15		Texas Bar Exam Procedure & Evidence questions given before February 1998.				
	06	Exam Questions -- Open	50		50		Texas essay exam questions Procedure & Evidence questions after February 1998.				

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 2 of 18

2. Agency Code		3. Agency Name								
203		TEXAS BOARD OF LAW EXAMINERS								
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					
	07	Exam Blue-books	AC + 1		AC + 1		Per Rule XI(i) of the <i>Rules Governing Admission to the Bar of Texas</i> , test answer booklets of examinees who failed the most recent Texas Bar Exam. Considered confidential. AC = ending date of last 2½-day bar exam given			
	08	Files -- Bar Exam Candidates Eligible to be Licensed	AC	5	AC + 5		Law license application files wherein no Probationary License was issued - passed exam; met all licensing requirements; eligible to have license issued. Considered confidential. AC = date license was issued	95-203-002		
	09	Files -- Bar Exam Candidates Not Eligible to be Licensed	AC + 5		AC + 5		Bar Exam candidate application files -- passed exam; has not met all licensing requirements. Considered confidential. AC = date the application was received by the Board, date the license was issued, or date of last formal activity, whichever is later.			
	10	Files -- Candidates for Admission without Exam ("AWOX") and/or the Short Form Exam ("SFX")	AC	5	AC + 5		Candidate application files -- attorney applicants from other states who qualified for admission w/o exam or by successful completion of the SFX. Considered confidential. AC = date the application was received by the Board, date the license was issued, or date of last formal activity, whichever is later.	12-203-003	A1	

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



Texas
State Library
and Archives
Commission

STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 3 of 18

2. Agency Code		3. Agency Name							
203		TEXAS BOARD OF LAW EXAMINERS							
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
	11	Files -- Candidates Granted Probationary License wherein no Regular License has been issued	AC	10	AC + 10		Probationary license application files. Considered confidential. AC = date of last formal activity	12-203-004	
	12	Files -- Candidates Granted Probationary License wherein a Regular License has been issued	AC	10	AC + 10		Probationary license application files. Considered confidential. AC = date the regular license was issued.	12-203-005	
	13	Files -- Inactive -- Declarant / Bar exam application files wherein applicant has not applied for or passed any exam and has not met all licensing requirements	AC + 5		AC + 5		Considered confidential. AC = date the application was received by the Board, date the license was issued, or date of last formal activity, whichever is later		
	14	Hearing Worksheets	AV		AV		Board deliberations concerning bar admission candidates' character and fitness hearings. Considered confidential.		
	15	Investigation Reports for Department of Public Safety	AV		AV		Applicant background check report run after data entry. Accessed monthly.		
	16	Law Study Certification Notebooks (9)	50		50		Alphabetic lists provided by Texas law schools to verify Juris doctorate degree recipients and/or those falling within the "4 hour" rule.		
	17	Lawful practice	15		15		Internal documentation of what constitutes lawful practice for the purposes of determining attorney eligibility		

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 4 of 18

2. Agency Code		203		3. Agency Name						TEXAS BOARD OF LAW EXAMINERS	
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						
	18	Multistate Bar Exam ("MBE") Score Transfer Requests	AV		AV		Information from and agency responses to previous bar exam candidates requesting that their MBE score be transferred to another state. Considered confidential.				
	19	Multistate Professional Responsibility Examination ("MPRE") Master List Notebooks	6		6		List provided by NCBE of examinees who requested their MPRE score be submitted to Texas. Considered confidential.				
	20	Potential Hearings Reports -- Investigations	50		50	R	Historical and statistical significance. Considered confidential.				
	21	Pre-Certification Report for AWOX/SFX files -- Internal Tracking Log	75		75		Report generated to determine licensure eligibility for AWOX/SFX candidates. Historical significance.				
	22	Previous Exam Result List(s)	75		75		Alphabetic list of bar exam candidates who were successful/eligible to be licensed, successful/not eligible to be licensed, and unsuccessful. Some information considered confidential.				
	23	Probationary License	AV		AV		Notes and documentation concerning Probation License process				
	24	Records Division Delivery Recelpts	AV		AV		Yellow agency final copy.				
	25	Reinstatement	15		15		Interaction between agency and SBOT concerning admittance rules and disciplinary rules.				

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 5 of 18

2. Agency Code		203		3. Agency Name						TEXAS BOARD OF LAW EXAMINERS	
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						
	26	Reports -- Notification date deadline analysis	AV		AV		Reports generated to determine when the investigation should/must be completed per statutory requirements. Considered confidential.				
	27	Rules Governing Admission to the Bar of Texas	PM		PM		Includes any/all proposed and Supreme Court-approved rule changes and revisions				
	28	Short Form Exam Notebooks (2)	50		50		Record of detailed score breakdowns for every SFX. Historical and statistical significance. Considered confidential.				
	29	TBE Testing Accommodations ("NTA")	AV		AV		Alphabetic listing of NTA bar exam candidates' names and testing accommodations requested and ultimately granted. Considered confidential.				
	30	Travel Management	FE+3		FE+3		Information about employees that travel on agency business.				
	31	Unauthorized Practice of Law ("UPL") Committee File	AV		AV		Copies of minutes from UPL meetings relating to District 7 and 14B Subcommittee's active investigations.				

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 6 of 18

2. Agency Code		203		3. Agency Name						TEXAS BOARD OF LAW EXAMINERS	
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						
1.1.006	32	Complaint / Compliment File	AC + 2		AC + 2		Complaints and/or compliments concerning the agency. AC = receipt of compliment or final disposition of 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.				
1.1.007	33	Correspondence -- Administrative	4		4	R	Documentation outlining changes of agency policies and procedures. Considered vital.				
1.1.008	34	Correspondence -- General	2		2		Correspondence received from various sources				
1.1.008	35	Internal Communications	AC + 2		AC + 2		Communication between agency departments. AC = purpose of record has been fulfilled.				
1.1.008	36	Law Schools	15		15						
1.1.008	37	Old / New Memos	2		2		Office interagency memorandums. Considered confidential.				
1.1.008	38	Outside inquiries	AC + 5		AC + 5		Notes and correspondence from third parties concerning agency processes. AC = after inquiry has been fulfilled.				
1.1.008	39	Requests from Character and Fitness Information	10		10						

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 7 of 18

2. Agency Code		3. Agency Name								
203		TEXAS BOARD OF LAW EXAMINERS								
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	40	State Bar of Texas	AC + 3		AC + 3		Agency interaction with the SBOT. Some information may be confidential. AC = purpose of action has been fulfilled.			
1.1.014	41	Legal Opinions and Advice	AV		AV	R	Attorney General opinion requested			
1.1.014	42	Outside Counsel	10		10	R	Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation (those may be 1.1.048, "Litigation Files").			
1.1.020	43	Open Records Requests - - Approved	AC + 1		AC + 1		Correspondence and documentation of requests AC = date response sent.			
1.1.020	44	Pass Label / list Notebook	AC + 5		AC + 5		Written requests and agency responses for mailing labels and/or lists of bar exam candidates. AC = date request was received by the Board.			
1.1.021	45	Open Records Requests -- Denied	AC + 2		AC + 2		Correspondence and documentation of requests. AC = date response sent			
1.1.002 1.1.074	46	Outside Reviews	AC+25		AC+25	R	Agency documentation of each statutorily required outside review, specifically by State Auditor and Sunset Advisory Committee. 1.1.002 and 1.1.074 AC = conclusion of review.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 8 of 18

2. Agency Code		3. Agency Name								
203		TEXAS BOARD OF LAW EXAMINERS								
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					
1.1.024	47	Computer Project	AC + 3		AC + 3	R	Notes and documentation concerning computer upgrade project. AC = decision made to implement or not to implement result of planning process.			
1.1.070	48	Administrative Procedures for Exams	AC+3		AC+3	R	Considered vital			
1.1.070	49	Eligibility and Examination Procedure Manual	US + 3		US + 3	R	Detailed explanations of all Eligibility and Examination procedures. Amended and used daily. Considered vital.			
1.1.070	50	Policy Memos	US + 3		US + 3	R	Memos from management to staff regarding policies and procedures. Considered vital.			
1.1.070	51	Receptionist Procedure Notebook	US + 3		US + 3	R	Detailed operating procedures for the Receptionist. Considered vital.			
1.1.026	52	Texas Register Submissions	AC +1		AC +1		Copies of all open meeting notices; or any other documents required by law to be submitted to the <i>Texas Register</i> AC= End of FE in which published			
1.1.027	53	Legislation	6		6		Documentation of legislation filed that effects the agency and/or it's programs/projects and related correspondence.			

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 9 of 18

2. Agency Code		3. Agency Name							
203		TEXAS BOARD OF LAW EXAMINERS							
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	54	Litigation updates	AC + 2		AC + 2	R	Current BLE litigation 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.		
1.1.056	55	Information of Testing Accommodations	20		20		Information concerning each exam administration, policies, physician's list, litigation/A.D.A., and petition forms. Considered confidential. 28 CFR 35.105(c)		
1.1.057	56	Transitory Information	AC		AC		Bar exam application requests, memos, meeting notices, and miscellaneous information received including e-mail. AC = purpose of record has been fulfilled		
1.1.058	57	Meeting Agendas	PM		PM	A	Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives & Information Services Div., TX State Lib. & Archives Comm.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 10 of 18

2. Agency Code		3. Agency Name							
203		TEXAS BOARD OF LAW EXAMINERS							
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				
1.1.058	58	Meeting Minutes	PM		PM	A	Minutes taken at board meetings and panel hearings. Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives & Information Services Div., TX State Lib. & Archives Comm. Considered vital.		
1.1.059	59	Executive Session Minutes	PM		PM		Certified agenda minutes taken of portions of board meetings and panel hearings that are closed to the public. Considered vital & confidential.		
1.1.063	60	Staff Meetings	1		1				
1.1.065	61	Hearing Statistics	50		50		Does not include source documentation used for information or data included in or directly related to another record series related to documentation of agency performance measures. Considered vital & confidential.		
1.1.065	62	Statistical Information – Confidential	PM		PM		Exam/Grade folders. Does not include source documentation used for information or data included in or directly related to documentation of agency performance measures. Considered vital & confidential.		

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 11 of 18

2. Agency Code		3. Agency Name							
203		TEXAS BOARD OF LAW EXAMINERS							
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				
1.1.065	63	Statistical Information – Open	PM		PM		Statistics related to the Texas Bar Exam, the Multistate Bar Exam, attorneys admitted w/o exam and/or the SFX. Does not include source documentation used for information or data included in or directly related to documentation of agency performance measures. Considered vital.		
1.1.066	64	Reports – Biennial or Annual Agency financial reports	AC + 6		AC + 6	A	Agency retains original. Report sent to Governor, State Comptroller, Legislative Budget Board, and State Auditor. AC = September 1 of odd-numbered calendar years		
1.1.067	65	Reports – Consultants and Committees	10		10	R	Reports from Risk Management, Sunset Committee, and State Auditors		
1.1.067	66	Weekly Certification Reports	75		75	R	Alphabetic list of candidates eligible to be issued a law license by Supreme Court Clerk's office. Considered vital.		
1.2.001	67	Destruction Sign-offs	FE + 3		FE + 3				
1.2.005	69	Records Retention Schedule (SLR105)	US		US		Agency copy		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 12 of 18

2. Agency Code		3. Agency Name							
203		TEXAS BOARD OF LAW EXAMINERS							
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				
1.2.006	70	Records Transmittal Forms (RMD101) -- includes index of files in stored boxes	AC + 20		AC + 20		Agency copy AC = date of authorization for destruction, permanent transfer from storage, or transfer to the Archives & Information Div., TX State Lib. & Archives Comm., by the agency records administrator.		
1.2.008	71	Requests for Authority to Dispose of State Records (RMD 102)	FE + 3		FE + 3		Original is retained by the State & Local Records Management Div., TX State Library & Archives Comm.		
1.2.010	72	Records Disposition Logs	20		20		Listing of records destroyed that shows series, dates of records, and date destroyed. Historical significance.		
1.2.011	73	Records Center Storage Approval Forms (RMD 106)	US		US		Agency copy		
1.2.013	74	Archives Cross-Reference List	PM		PM		Alphabetical listing of licensees identifying where the licensee file is stored.		
1.3.002	75	Publication development files- drafts, photo negatives, prints, etc.	AV		AV	R			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 13 of 18

2. Agency Code		203		3. Agency Name						TEXAS BOARD OF LAW EXAMINERS	
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						
2.1.007	76	Software Programs	AC		AC		Compacts disks and/or floppy disks containing the following programs: Microsoft Access, Lotus 123, Microsoft Word 2000, Excel, Adobe Acrobat 4 and 5, Word Perfect 8, Quicken, Zetafax, and PowerPoint. Considered vital. AC = Until electronic records are transferred to and made useable 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				
2.1.008	77	Hardware Documentation	AC		AC		Operational manuals for each personal computer, printer, and/or server(s). Considered vital. AC = Until electronic records are transferred to and made useable 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				
3.1	78	Personnel	AC + 5		AC + 5		Files for current employees containing personal information; records documenting the selection process; W-4; payroll; performance reviews; and job descriptions. Considered vital. AC = termination date				
3.1.001	79	Applications for Permanent Employment - Not hired	2		2		29 CFR 1602.31				

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 14 of 18

2. Agency Code		3. Agency Name							
203		TEXAS BOARD OF LAW EXAMINERS							
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
3.1.011	80	Employee Insurance Records	US		US	Separate files for current employees containing benefits, insurance, and ERS general information. Considered confidential.			
3.1.012	81	Employment Advertisements	2		2	29 CFR 1602.31			
3.1.023	82	Position/Job Descriptions	AC + 4		AC + 4	Considered vital. AC=until superseded or job eliminated. 40 TAC 815.106(j)			
3.1.027	83	Training Records	AC + 5		AC + 5	AC = termination of employment			
3.1.029	84	Employment Eligibility, Documentation or Verification of	AC + 1		AC + 1	1-9 forms AC = 3 years after date of hire or 1 year after termination date, whichever is later. Considered vital. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2)			
3.2.002	85	Previous Employee Payroll Records	AC + 7		AC + 7	Considered vital. AC = termination date. 40 TAC 815.106(j)			
3.2.003	86	Completed 1099	AC + 7		AC + 7	Record of payments to non-employees. Considered vital. AC = tax due date, date the claim is filed, or date tax is paid, whichever is later. 26 CFR 31.6001 - 1(e)(2)			
3.2.010	87	Human Resources Information System (HRIS) Reports	AC + 4		AC + 4	Considered vital. AC = date of receipt of updated report from HRIS.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 15 of 18

2. Agency Code		3. Agency Name							
203		TEXAS BOARD OF LAW EXAMINERS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks
3.3.011	88	Former Employee Verification Records	AC + 75		AC + 75				
3.3.024	89	Policies and Procedures Manuals	US + 3		US + 3	R			
3.3.030	90	Board Member Training	US + 5		US + 5				
3.3.031	91	EEO4 Reports	3		3				
3.4.004	92	Compensatory Time Accrual Authorization	FE + 3		FE + 3				
3.4.006	93	Time Cards and Time Sheets	CE + 4		CE + 4				
3.4.007	94	Time Off and/or Sick Leave Requests	FE + 3		FE + 3				
3.4.008	95	Sick Leave Pool Documentation	PM		PM				
4.1.001	96	Accounts Payable	FE + 2	4	FE + 6		12-203-006		
4.1.006	97	Investment transaction files	FE + 2	4	FE + 6				
4.2.001	98	Cash deposit vouchers	FE + 2	4	FE + 6				

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 16 of 18

2. Agency Code		3. Agency Name							
203		TEXAS BOARD OF LAW EXAMINERS							
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				
4.2.003	99	Daily Cash Receipts Log	6		6		Petty cash journal.		
4.2.005	100	Prior Fiscal Year Purchase Orders	FE + 2	4	FE + 6		Record of purchases with documentation.		
4.5.001	101	Budget Category Worksheets	FE + 3		FE + 3		Detailed worksheets completed by senior staff members concerning individual categories within the budget.		
4.5.002	102	Internal fiscal management reports	FE + 2	4	FE + 6		Monthly financial statements. Considered vital.		
4.5.006	103	Fiscal Year Budgets	FE + 6		FE + 6		Includes any/all proposed and Supreme Court-approved miscellaneous orders outlining each fiscal year's projected operating budget and/or amendments.		
4.7.001	104	Accounting Procedure Manuals	US + 3		US + 3		Encompasses Accounting procedures, purchasing procedures, and mail check-in procedures. Considered vital.		
4.7.002	105	Bank statements	FE + 2	4	FE + 6		Considered vital.		
4.7.004	106	Asset History File	LA + 3		LA + 3		Records on purchase and ownership of vehicle and major agency equipment, including manuals		
4.7.004	107	Modular Furniture File	LA + 3		LA + 3		Notes and documentation concerning purchase, installation, and maintenance of modular furniture.		
4.7.011	108	General Services Commission (dba TBPC) statements	FE + 3		FE + 3				
4.7.012	109	Credit Card File	JS + FE + 3		JS + FE + 3		File of information concerning employees who have been issued an agency credit card.		

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 18

2. Agency Code		3. Agency Name							
203		TEXAS BOARD OF LAW EXAMINERS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks
4.7.012	110	Long Distance Information	JS + FE + 3		JS + FE + 3	File of information concerning employees who have been issued an agency AT&T Long Distance Calling Card.			
5.1.004	111	Address / Phone lists	US		US	Lists of address, telephone, fax, and e-mail addresses for agency staff, Board members, and law school administrative staff. Considered confidential.			
5.1.005	112	Postage Expense Reports	FE + 2	4	FE + 6	Postage meter / business reply mail and daily logs.			
5.1.007	113	Print Shop	AV		AV	Requests for print jobs, and completed by agency printshop. Historical review.			
5.1.013	114	Insurance Policies	AC + 4		AC + 4	Considered vital. AC = expiration or termination of the policy according to its terms			
5.1.014	115	Proctor Information / Manuals	US + 1		US + 1	Bi-annual list of proctors hired to assist agency staff in monitoring the bar exam administration. Instructional manuals distributed to prepare for administering exams.			
5.1.015	116	Acknowledgment Letter Log	1		1	Log of dates when letters to examinees acknowledging receipt of the declaration and/or application are run. Considered confidential.			
5.1.015	117	Reception Delivery Log	1		1	Record of items delivered by U.S. Postal Service, overnight and local delivery services when a signature is required. Electronic record.			

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 18 of 18

2. Agency Code		3. Agency Name						
203		TEXAS BOARD OF LAW EXAMINERS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
5.2.014	118	Inventory	FE + 6		FE + 6	Files contain one or more of the following: service agreements/contracts between agency and equipment vendor providing maintenance; details relating to additions, changes, transfers, or deletions from inventory listing; equipment histories, manuals, and warranties; list showing all annual additions, changes, transfers, and/or deletions. Data includes agency, tag number, transaction date, location, and cost. Used for certification of inventory and reconciling of Annual Financial Report.		
5.3.008	119	Purchase Voucher Number Log	FE + 3		FE+3	Used and available purchase order numbers (by fiscal year).		
5.4.012	120	Security Access Records (Department of Public Safety)	AC + 2		AC + 2	Employee I.D. forms, parking, building access, memos, reports, and key list. Considered vital. AC = until superseded, date of expiration, or date of termination, whichever is sooner.		
5.4.013	121	Disaster Preparedness and Recovery Plan	US		US	Considered vital.		
5.5.003	122	Telecommunication Information / D.I.R.	AV		AV	Information about inner-office telephone stations/set-up and agency phone and voice mail systems.		
5.6.003	123	Inspection Repair and Maintenance Records – Vehicles	LA + 1		LA + 1	Vehicle maintenance.		

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	