



March 4, 2014
Ms. Audrey Banda
Administrative Assistant
Texas Court of Criminal Appeals
210 W. 14th Street
Supreme Court Bldg.
Austin, TX 78701

RE: Agency records retention schedule approved for use

Dear Ms. Banda:

Your agency's records retention schedule is approved for use as of February 21, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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.

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 triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **February 2017**.

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, Bonnie Zuber, at 512-463-0188 or bzuber@tsl.texas.gov.

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

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Sharon Keller

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

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Austin, Texas
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Commission Chairman
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Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

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 Certification

32
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 211

Agency Name Court of Criminal Appeals

(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 Audrey Banda

Name *(Print or type)* Audrey Banda

Date June 25, 2013

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

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

Signature _____

Name *(Print or type)* _____

Date _____

Not Required at This Time

Texas State Library and Archives Commission

(For the exclusive use of the State Library and Archives Commission)

Signature E. Hildner

Name *(Print or type)* _____

Date 02-21-2014

Cert/Recert No. 8 Amendment No. —



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 18

2. Agency Code 211		3. Agency Name COURT OF CRIMINAL APPEALS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

Category 1: Administration Records Section 1.1 - General									
1.1	5	Minutes of the Court	PM		PM	A	Judgments & Orders		
1.1	13	Case Files - Criminal (Granted PDRs & File and Set Writs and Other Appeals)	AC+1	20	AC+21	A	AC=Mandate Issued. Paper record destroyed 30 days after converting to electronic storage. SEE GOV'T CODE, SEC. 51.105	91-211-001	
1.1	13A	Case Files - Death Penalty Appeals & 11.071 Writs and 11.071 File and Set Writs	AC		AC	A	AC=Executed, reversed with no further prosecution for death penalty. Paper record transferred to State Archives 30 days after converting to electronic storage. SEE GOV'T CODE, SEC. 51.105; CODE OF CRIMINAL PROCEDURES, ART. 11.071		
1.1	14	Opinions	PM		PM	A	Paper record destroyed 30 days after converting to electronic storage.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	211	3. Agency Name					COURT OF CRIMINAL APPEALS				
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	15	Docket Sheets	PM	PM	A	Paper record destroyed 30 days after converting to electronic storage.		
1.1	16	Motion Dockets	PM	PM	A	Paper record destroyed 30 days after converting to electronic storage.		
1.1	18	Indexes of cases filed	PM	PM	A	Paper record destroyed 30 days after converting to electronic storage.		
1.1	19	Writs & Extraordinary Matters (11.07)	AC+ 10	40	AC+50	E	AC=Order issued, relief denied or dismissed on first writ filed. Paper record destroyed 30 days after converting to electronic storage. Scan all previous writs if this is not the first. SEE GOV'T CODE, SEC. 51.105; CODE OF CRIMINAL PROCEDURES, ART. 11.07; (NOTE: FILED & SET WRITS TRANSFERRED TO ITEM NO. 13).	95-211-015

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	



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Records Retention Schedule

SLR 105

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2. Agency Code	211	3. Agency Name					COURT OF CRIMINAL APPEALS				
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	63	Judges Files	AV	AV					
1.1.002	1	Audits – External	AC	7	AC+7	A	AC=Publication or release of final audit findings. Paper record destroyed 30 days after converting to electronic storage.		
1.1.004	2	Biennial Budget Requests	AC	6	AC+6	A	Legislative Appropriations Requests (LAR) AC=September 1 of odd – numbered calendar years. Copies to Texas State Publications Depository Program TSLAC. Paper record destroyed 30 days after converting to electronic storage.		
1.1.007	3	Correspondence Administrative	4	4		R	Paper record destroyed 30 days after converting to electronic storage		
1.1.008	4	Correspondence, General	2	2					
1.1.023	5A	Organization Charts	US	US		A	A=Copies filed with Archives with LAR		

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 211		3. Agency Name COURT OF CRIMINAL APPEALS							
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				

1.1.040	10	Speeches	PM	PM	R	Retained by Court – Copies to State Archives.	
1.1.043	12	Training Manuals	US	1	US+1	Paper record destroyed 30 days after converting to electronic storage.	
1.1.057	12A	Transitory Information	AC	AC		AC= Purpose of record has been fulfilled.	
1.1.067	7	Reports – Consultants and Committees	3	3	R	Send non-restricted records to Archives for Review.	
1.1.068	12B	Reports – Performance and Funds Management (Semi-annual and annual)	AC	6	AC+6	AC=September 1, of odd-numbered calendar year. Paper record destroyed 30 days after converting to electronic storage.	
1.1.070	6	Policy and Procedure Manuals	AC	3	AC+3	R AC=Completion or termination of program, rules, policies. Paper record destroyed 30 days after converting to electronic storage.	
1.1.071	9	Rules & Regulations	AC	3	AC+3	R AC=Completion or termination of program, rules, policies. Paper record destroyed 30 days after converting	

Retention Codes (Field 7)

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

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	211	3. Agency Name					COURT OF CRIMINAL APPEALS				
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					

to electronic storage.									
Category 1: Administrative Records									
Section 1.2 – Records Management									
1.2.005	20	Records Retention Schedule (SLR 105) Agency copy. Formerly RMD 105. Includes documentation of certification and approval – forms SLR 105C (formerly RMD 105C) and /or SLR 115	US	US	Original is retained by the State and Local Records Management Division, Texas State Library.				
1.2.006	20A	Transmittal of State Records	AC	2	AC+2	RMD 101 (agency copy) AC=Date of authorization for destruction permanent transfer from storage, or transfer to Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records administrator. Paper record destroyed 30 days after converting to electronic storage.			
1.2.008	20B	Request for Authority to Dispose of State Records (RMD 102) Agency copy and State Auditor’s Copy.	FE	3	FE+3	Original is retained by the State and Local Records Management Division, Texas State Library. Paper record destroyed 30 days after converting			

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 211		3. Agency Name COURT OF CRIMINAL APPEALS							
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			

						to electronic storage.	
1.2.010	20C	Records Disposition Log	10	10		Paper record destroyed 30 days after converting to electronic storage.	
1.2.011	20D	Record Center Storage Approval Form	US	US		Form RMD 106. Paper record destroyed 30 days after converting to electronic storage.	
Category 2: Automation Records							
Section 2.1 – Automated Applications							
2.1.007	21	Software Programs					
		Accounting System	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 and approved retention period that require the software to be retrieved and read. 13 TAC 6.94	

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	211	3. Agency Name					COURT OF CRIMINAL APPEALS				
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					

		Payroll System	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.
		Case Management System	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.
Category 3: Employment Records					
3.1	34	Personnel Files – Active	AC	5 AC+5	AC=Termination of Employment. Paper record destroyed 30 days after converting to electronic storage.
3.1.001	24	Applications and Resumes of People Not Hired	AC	2 AC+2	29 CFR 1602..31 AC=Date position closed. Paper record

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	



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Records Retention Schedule

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Form SLR 105C must accompany this form.

1. Page **8** of **18**

2. Agency Code	211	3. Agency Name						COURT OF CRIMINAL APPEALS					
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								

3.1.002	24A	Applications and Resumes of People – Hired	AC	5	AC+5	AC=Termination of Employment. Paper record destroyed 30 days after converting to electronic storage.		
3.1.011	25A	Employee’s Insurance File	AC		AC	AC=Until superseded or termination of employment. Paper record destroyed 30 days after converting to electronic storage. CAUTION: Documents that serve as payroll deduction authorization must be maintained for the retention period prescribed for item # 3.2.001		
3.1.029	33	Citizenship, Documentation or Verification of. Federal reporting form (INS I-9)	AC	1	AC+1	8 CFR 274a.2(b)(2)(I)(A) and (c)2 AC=Termination of employment. Paper record destroyed 30 days after converting to electronic storage. CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 211		3. Agency Name COURT OF CRIMINAL APPEALS							
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			

3.2.003	26D	Federal Tax Records	AC	4	AC+4		after converting to electronic storage.		
3.2.004	26E	Income Adjustment Authorization	FE	4	FE+4		26 CFR 31.6001-1(e)(2) AC=Tax due date, date claim is filed or date tax is paid whichever is later. Paper record destroyed 30 days after converting to electronic storage.		
3.2.005	26F	W-4 Forms	AC	4	AC+4		29CFR516.6(c) Included on personnel info and action form. Paper record destroyed 30 days after converting to electronic storage.		
3.2.006	26G	Wage Rate Table	AC	4	AC+4		26 CFR 31.6001-1(e)(2) AC=Until superseded, obsolete, or upon separation of employee. Paper record destroyed 30 days after converting to electronic storage.		
			FE	4	FE+4		29CFR 516.6 (a) (2) Paper record destroyed 30 days after converting		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 211		3. Agency Name COURT OF CRIMINAL APPEALS							
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			

3.2.008		Direct Deposit Application/Authorizations	US	US	to electronic storage. Paper record destroyed 30 days after converting to electronic storage.
3.2.009	32A	Deferred Comp Plans	AC	5 AC+5	AC=All accounts with a vendor or vendors for the individual participant have been closed. Paper record destroyed 30 days after converting to electronic storage.
3.2.010	26C	Human Resource Information System (HRIS)	AC	4 AC+4	Monthly Reports AC=FY End . Paper record destroyed 30 days after converting to electronic storage.
Section 3.3 – Personnel Administration					
3.3.004	32	Benefit Plans (Includes Group-Insurance)	US	3 US+3	29 CFR 1627.3(b)(2). Paper record destroyed 30 days after converting to electronic storage.
3.3.011	35A	Former Employee Records	AC	75 AC+75	AC=Termination of Employment. Paper record destroyed 30 days after

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 211		3. Agency Name COURT OF CRIMINAL APPEALS							
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			

3.3.022	36A	TWC Reports	FE	3	FE+3	converting to electronic storage. Paper record destroyed 30 days after converting to electronic storage.	
3.3.031	25	EEO Reports and Supporting Documentation	3		3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, 1602.50 Paper record destroyed 30 days after converting to electronic storage.	
Section 3.4 – Time and Leave Records							
3.4	37	Time/Leave Records	FE	4	FE+4	Leave Taken, Sick Leave, Requests, Overtime Authorization.	
Section 4.2 – Documents of Original Entry							
4.2	41	Vendor Files with Purchase Voucher	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.	

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

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	211	3. Agency Name					COURT OF CRIMINAL APPEALS				
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.		
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4.2.001	38	Cash Deposit Vouchers	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.
4.2.003	39	Daily Cash Receipts Log	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.
4.2.005	40A	Purchase Vouchers	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.
4.2.007	40B	Travel Vouchers	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.
Section 4.4 – Ledgers						
4.4.001	42	General Ledger	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.
4.4.002	43	Accounts Receivable Ledgers	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.

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

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Form SLR 105C must accompany this form.

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2. Agency Code 211		3. Agency Name COURT OF CRIMINAL APPEALS							
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4.4.003	44	Accounts Payable Ledgers	FE	3	FE+3	storage. Paper record destroyed 30 days after converting to electronic storage.	
Section 4.5 – Reports							
4.5.001	45	Annual Financial Report Worksheets	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.	
4.5.002	46	Internal Management Reports (Includes General Journal Vouchers)	FE	3	FE+3	6 Month Report Paper record destroyed 30 days after converting to electronic storage.	
4.5.003	47	Annual Financial Report	AC	6	AC+6	Copies to Texas State Publications Depository Program TSLAC. Archived upon submitting copies TSLAC annually. AC=September 1 of odd-numbered calendar years. Paper record destroyed 30 days after converting to electronic storage.	

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

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2. Agency Code 211		3. Agency Name COURT OF CRIMINAL APPEALS						
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			Agency	Storage	Total			

4.5.006	47A	Annual Operating Budget	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.	
		Section 4.6 – Documents showing compliance Internal Control					
4.6.001	48	Balancing Records Monthly	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.	
		Section 4.7 - Other					
4.7.011	51	Texas Facilities Commission Statements	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.	

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

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			Agency	Storage	Total	9. Remarks			

Category 5: Support Services Section 5.1 - General									
5.1.001	52	Contracts and Lease	AC	4	AC+4	Inter Agency Contracts AC=Expiration or termination of the instrument according to its terms. Paper record destroyed 30 days after converting to electronic storage.			
5.1.005	53	Postage Expense Reports	FE	3	FE+3	Paper record destroyed 30 days after converting to electronic storage.			
5.1.007	55	Requisition for Copy/Printing Service	AV		AV	Paper record destroyed 30 days after converting to electronic storage.			
Section 5.2 - Facility Management									
5.2.019	56	Service Orders	1		1	Paper record destroyed 30 days after converting to electronic storage.			
	58	Inventory Year/Date Listing	FE	3	FE+3	Paper record destroyed 30 days after			

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



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Records Retention Schedule

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			Agency	Storage	Total	9. Remarks			

5.2.009							converting to electronic storage.		
Section 5.3 – Purchasing									
5.3.004	60	Orders – Acknowledgements	AV		AV		Paper record destroyed 30 days after converting to electronic storage.		
5.3.007	61	Bid Documentation: Purchase requisition/authorization, invitation to bid, or propose Bid specifications, and Bid tabulation/evaluation.	FE	3	FE+3		Formerly request for information. Paper record destroyed 30 days after converting to electronic storage.		
5.4.013	19A	Disaster Preparedness and Recovery Plan	US		US		Paper record destroyed 30 days after converting to electronic storage.		
5.5.001	64	Billing Detail – Telecommunications (Other than Tex-An)	4		4		Paper record destroyed 30 days after converting to electronic storage.		

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 **18**

2. Agency Code 211		3. Agency Name COURT OF CRIMINAL APPEALS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

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