

November 18, 2019



Deana Williamson
Clerk of the Court
Court of Criminal Appeals
210 W. 14th Street
Supreme Court Bldg.
Austin, TX 78701

Dear Ms. Williamson,

Your agency's records retention schedule is approved for use as of **11/6/2019**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members

David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Darryl Tocker
Martha Wong

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

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

Each agency schedule must be reviewed, updated and submitted for recertification 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 **November 2024**.

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

Bonnie Zuber
bzuber@tsl.texas.gov
512-463-3178

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

Sincerely,

A handwritten signature in black ink, appearing to be "CK" or similar initials.

Craig Kelso
Director and State Records Administrator

cc: Agency head

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow



TEXAS STATE
LIBRARY
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 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 Deana Williamson

Name *(Print or type)* Deana Williamson

Date 02/28/19

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 Gloria Meroz

Name *(Print or type)* Gloria Meroz

Date 11/6/19

Cert/Recert No. 9 Amendment No. _____

CAUTION

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

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





STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 211		2. Agency Name: Court of Criminal Appeals									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
5	1.1	Minutes of the Court	Judgments & Orders	PM					A		
13	1.1	Case Files - Criminal	Granted PDRs (Petition for Discretionary Review) & File and Set Writs and Other Appeals	AC	21			AC=Mandate Issued.	A	Paper record destroyed 30 days after converting to electronic storage.	SEE GOV'T CODE, SEC. 51.105
13A	1.1	Case Files - Death Penalty Appeals & 11.071 Writs and 11.071 File and Set Writs		AC				AC=Executed, reversed with no further prosecution for death penalty.	A	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
14	1.1	Opinions		PM					A	Paper record destroyed 30 days after converting to electronic storage.	
15	1.1	Docket Sheets		PM					A	Paper record destroyed 30 days after converting to electronic storage.	
16	1.1	Motion Dockets		PM					A	Paper record destroyed 30 days after converting to electronic storage.	
18	1.1	Indexes of cases filed		PM					A	Paper record destroyed 30 days after converting to electronic storage.	



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19	1.1	Writs & Extraordinary Matters (11.07)		AC	50			AC=Order issued, relief denied or dismissed on first writ filed.	E	Paper record destroyed 30 days after converting to electronic storage. Scan all previous writs if this is not the first. (NOTE: FILED & SET WRITS TRANSFERRED TO ITEM NO. 13).	SEE GOV'T CODE, SEC. 51.105; CODE OF CRIMINAL PROCEDURES, ART. 11.07;
63	1.1	Judges Files		AV							
1	1.1.002	Audits - External		AC	7			AC=Publication or release of final audit findings.	A	Paper record destroyed 30 days after converting to electronic storage.	
2	1.1.004	Biennial Budget Requests	Legislative Appropriations Requests (LAR)	AC	6			AC=September 1 of odd - numbered calendar years.	A	Copies to Texas State Publications Depository Program TSLAC. Paper record destroyed 30 days after converting to electronic storage.	
3	1.1.007	Correspondence Administrative			4				R		
4	1.1.008	Correspondence, General			2					Paper record destroyed 30 days after converting to electronic storage	
5A	1.1.023	Organization Charts		US					A	A=Copies filed with Archives with LAR	



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10	1.1.040	Speeches		PM					R	Retained by Court - Copies to State Archives.	
12	1.1.043	Training Manuals		US	1					Paper record destroyed 30 days after converting to electronic storage.	
12A	1.1.057	Transitory Information		AC				AC= Purpose of record has been fulfilled.			
7	1.1.067	Reports - Consultants and Committees			3				R	Send non-restricted records to Archives for Review.	
12B	1.1.068	Reports - Performance and Funds Management	Semi-annual and annual	AC	6			AC=September 1, of odd-numbered calendar year.		Paper record destroyed 30 days after converting to electronic storage.	
6	1.1.070	Policy and Procedure Manuals		AC	3			AC=Completion or termination of program, rules, policies	R	Paper record destroyed 30 days after converting to electronic storage.	
9	1.1.071	Rules & Regulations		AC	3			AC=Completion or termination of program, rules, policies.	R	Paper record destroyed 30 days after converting to electronic storage.	
20	1.2.005	Records Retention Schedule (SLR 105) Agency copy	Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C) and /or SLR 115	US						Original is retained by the State and Local Records Management Division, Texas State Library.	



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20A	1.2.006	Transmittal of State Records		AC	2			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.		RMD 101 (agency copy) Paper record destroyed 30 days after converting to electronic storage.	
20B	1.2.008	Request for Authority to Dispose of State Records (RMD 102)	Agency copy and State Auditor's Copy.	FE	3					Original is retained by the State and Local Records Management Division, Texas State Library. Paper record destroyed 30 days after converting to electronic storage.	
20C	1.2.010	Records Disposition Log			10					Paper record destroyed 30 days after converting to electronic storage.	
20D	1.2.011	Record Center Storage Approval Form		US						Form RMD 106. Paper record destroyed 30 days after converting to electronic storage.	



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					Years	Months	Days				
21	2.1.007	Software Programs	Accounting System, Payroll System, Case Management System	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
34	3.1	Personnel Files - Active		AC	5			AC=Termination of Employment		Paper record destroyed 30 days after converting to electronic storage.	
24	3.1.001	Applications and Resumes of People Not Hired		AC	2			AC=Date position closed.		Paper record destroyed 30 days after converting to electronic storage	29 CFR 1602..31
24A	3.1.002	Applications and Resumes of People - Hired		AC	5			AC=Termination of Employment.		Paper record destroyed 30 days after converting to electronic storage.	



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25A	3.1.011	Employee's Insurance File		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	
33	3.1.029	Citizenship, Documentation or Verification of. Federal reporting form (INS I-9)		AC	1			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 make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.	8 CFR 274a.2(b)(2)(I)(A) and (c)2



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					Years	Months	Days				
11	3.1.035	Surety Bonds	Does not include construction and architectural surety bonds	AC	7			AC=Expiration or termination of the bond according to its terms.		Paper record destroyed 30 days after converting to electronic storage.	Government Code, 441.1855
26A	3.2.001	Employee Deduction Authorization		AC	4			AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		Paper record destroyed 30 days after converting to electronic storage.	
26	3.2.002	Payroll Employee Earnings Records		FE	4					Payroll Detail Sheet and Pay Sheets Paper record destroyed 30 days after converting to electronic storage.	40 TAC 815.106(i)
26D	3.2.003	Federal Tax Records		AC	4			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.	26 CFR 31.6001-1(e)(2)
26E	3.2.004	Income Adjustment Authorization		FE	4					Included on personnel info and action form. Paper record destroyed 30 days after converting to electronic storage.	29CFR516.6(c)



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					Years	Months	Days				
26F	3.2.005	W-4 Forms		AC	4			AC=Until superseded, obsolete, or upon separation of employee.		Paper record destroyed 30 days after converting to electronic storage.	26 CFR 31.6001-1(e)(2)
26G	3.2.006	Wage Rate Table		FE	4					Paper record destroyed 30 days after converting to electronic storage.	29CFR 516.6 (a) (2)
TEMP001	3.2.008	Direct Deposit Application/Authorizations		US						Paper record destroyed 30 days after converting to electronic storage.	
32A	3.2.009	Deferred Comp Plans		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.	
26C	3.2.010	Human Resource Information System (HRIS)		FE	4					Monthly Reports. Paper record destroyed 30 days after converting to electronic storage.	
32	3.3.004	Benefit Plans	Includes Group-Insurance	US	3					Paper record destroyed 30 days after converting to electronic storage.	29 CFR 1627.3(b)(2).
35A	3.3.011	Former Employee Records		AC	75			AC=Termination of Employment.		Paper record destroyed 30 days after converting to electronic storage.	



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36A	3.3.022	Texas Workforce Commission (TWC) Reports		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
25	3.3.031	EEO Reports and Supporting Documentation			3					Paper record destroyed 30 days after converting to electronic storage.	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, 1602.50
37	3.4	Time/Leave Records	Leave Taken, Sick Leave, Requests, Overtime Authorization.	FE	4					Paper record destroyed 30 days after converting to electronic storage.	
41	4.2	Vendor Files with Purchase Voucher		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
38	4.2.001	Cash Deposit Vouchers		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
39	4.2.003	Daily Cash Receipts Log		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
40A	4.2.005	Purchase Vouchers		FE	3					Paper record destroyed 30 days after converting to electronic storage.	



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40B	4.2.007	Travel Vouchers		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
42	4.4.001	General Ledger		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
43	4.4.002	Accounts Receivable Ledgers		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
44	4.4.003	Accounts Payable Ledgers		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
45	4.5.001	Annual Financial Report Worksheets		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
46	4.5.002	Internal Management Reports	Includes General Journal Vouchers	FE	3					6 Month Report Paper record destroyed 30 days after converting to electronic storage.	



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47	4.5.003	Annual Financial Report		AC	6			AC=September 1 of odd-numbered calendar years.	A	Copies to Texas State Publications Depository Program TSLAC. Archived upon submitting copies TSLAC annually. Paper record destroyed 30 days after converting to electronic storage.	
47A	4.5.006	Annual Operating Budget		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
48	4.6.001	Balancing Records Monthly		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
51	4.7.011	Texas Facilities Commission Statements		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
52	5.1.001	Contracts and Lease	Inter Agency Contracts	AC	7			AC=Expiration or termination of the instrument according to its terms.		Paper record destroyed 30 days after converting to electronic storage.	



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53	5.1.005	Postage Expense Reports		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
55	5.1.007	Requisition for Copy/Printing Service		AV						Paper record destroyed 30 days after converting to electronic storage.	
56	5.2.019	Service Orders			1					Paper record destroyed 30 days after converting to electronic storage.	
58	5.2.009	Inventory Year/Date Listing		FE	3					Paper record destroyed 30 days after converting to electronic storage.	
60	5.3.004	Orders - Acknowledgements		AV						Paper record destroyed 30 days after converting to electronic storage.	
61		Bid Documentation	Purchase requisition/authorization, invitation to bid, or propose bid specifications, and bid tabulation/evaluation. Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		Formerly request for information. Paper record destroyed 30 days after converting to electronic storage.	



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					Years	Months	Days				
61A		Bid Documentation	Purchase requisition/authorization, invitation to bid, or propose bid specifications, and bid tabulation/evaluation. Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3					Formerly request for information. Paper record destroyed 30 days after converting to electronic storage.	
61B	5.3.007	Bid Documentation	Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.)	AC	2			AC=Date of notification of denial or date of withdrawal, as applicable.		Formerly request for information. Paper record destroyed 30 days after converting to electronic storage.	
19A	5.4.013	Disaster Preparedness and Recovery Plan		US						Paper record destroyed 30 days after converting to electronic storage.	
64	5.5.001	Billing Detail - Telecommunications (Other than Tex-An)			4					Paper record destroyed 30 days after converting to electronic storage.	