



Ms. Sandra Justice  
Senior Accountant / HR  
Office of Capital and Forensic Writs  
1700 N. Congress Ave, Suite 460  
Austin, TX 78701

RE: Agency records retention schedule approved for use

State and Local  
Records Management

Dear Ms. Justice:

P.O. Box 12927  
Austin, Texas  
78711.2927

Your agency's records retention schedule is approved for use as of March 16, 2016. 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 Please ensure all old copies of the schedule are superseded with this recertified copy.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)

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 **March 2021**.

*Commission Chairman*  
Michael C. Waters

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](mailto:bzuber@tsl.texas.gov).

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

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.

*Director and Librarian*  
Mark Smith

Sincerely,

*Assistant State Librarian*  
Edward Seidenberg

A handwritten signature in blue ink, appearing to read "CK", positioned above the typed name of the Director and State Records Administrator.

Craig Kelso  
Director and State Records Administrator

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

cc: State Auditor, State Archivist, Benjamin B. Wolff

215 BZ



# 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 215  
Agency Name Office of Capital Writs

- (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 *Sandra B. Justice*  
Name *(Print or type)* Sandra B. Justice  
Date 03/18/2015

## 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)*

**Not Required at This Time**

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

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

Signature *Donna Osborne*  
Name *(Print or type)* Donna Osborne  
Chief Operator & Fiscal Officer  
Date 3/16/16

Cert/Recert No. 2 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 46

2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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			

1.1.002	AR 1.2	<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	AR 1.4	<b>Legislative Appropriation Requests</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.  <b>ARCHIVES NOTE:</b> 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.		
1.1.006	AR 1.6	<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.  <b>CAUTION:</b> 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.		

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 **2** of **46**

2. Agency Code	215	3. Agency Name							OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS
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	AR 1.7	<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>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.</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 **3** of **46**

2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
1.1.008	AR 1.8	<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.	3		3		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	
1.1.010	AR 1.10	<b>Directives</b> Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1			
1.1.011	AR 1.11	<b>Executive Orders</b> Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US + 3		US + 3	A		

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 **4** of **46**

2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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	AR 1.13	<b>Calendars, Appointment and Itinerary Records</b> Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE + 3		CE + 3	R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods.  CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.		
1.1.014	AR 1.14	<b>Legal Opinions and Advice</b> From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.		

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 **5** of **46**

2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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			

1.1.019	AR 1.19	<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	AR 1.20	<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 fulfilled.	
1.1.021	AR 1.21	<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.	
1.1.023	AR 1.23	<b>Organization Charts</b>	US		US	A		
1.1.024	AR 1.24	<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.  ARCHIVES NOTE: Data processing planning records are not archival.	

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 **6** of **46**

2. Agency Code	215	3. Agency Name							OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS
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	Remarks		

1.1.027	AR 1.27	<b>Proposed Legislation</b> Drafts of proposed legislation and related correspondence.	AV		AV				
1.1.040	AR 1.40	<b>Speeches, Papers and Presentations</b> Notes or text of speeches, papers, presentations, 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.		
1.1.041	AR 1.41	<b>Suggestion System Records</b> Suggestions submitted by agency personnel and responses.	1		1				
1.1.043	AR 1.43	<b>Training Materials</b> Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US + 1		US + 1				

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 **7** of **46**

2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
1.1.048	AR 1.48	<b>Litigation Files</b> Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC + 1		AC + 1	R		
						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.  ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.		
1.1.056	AR 1.56	<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).	

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 **8** of **46**

2. Agency Code	215	3. Agency Name						OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS					
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	9. Remarks						

1.1.057	AR 1.57	<p><b>Transitory Information</b></p> <p>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 ongoing records series.</p> <p>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 authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p>		
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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 **9** of **46**

2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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		

1.1.064	AR 1.64	<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	CAUTION: 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	AR 1.65	<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	CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.		
1.1.066	AR 1.66	<b>Reports - Biennial or Annual Agency (Narrative)</b> Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	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 reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

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 **10** of **46**

2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS							
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	AR 1.67	<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.	3		3	R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page ix in the Texas State Records Retention Schedule for more information.		
1.1.068	AR 1.68	<b>Reports on Performance Measures</b> Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC + 6		AC + 6		AC = September 1 of odd-numbered calendar years.		
1.1.069	AR 1.69	<b>Reports - Activity</b> Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	1		1		CAUTION: SEE item number 1.1.064.		

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 **11** of **46**

2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
1.1.070	AR 1.70	<b>Agency Rules, Policies, and Procedures - Final</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.  SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.	
1.1.071	AR 1.71	<b>Agency Rules, Policies, and Procedures - Working Files</b> Working files used in the development of 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.  SEE ALSO Records Series Item Number 1.1.070.	
1.1.072	AR 1.72	<b>Public Information Reports</b> Reports made to the Office of the Attorney General on an agency's Public Information Act activities.	2		2			

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 **12** of **46**

2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
1.1.075	AR 1.75	<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 , Chapter 154.071.		
1.2.001	AR 2.1	<b>Destruction Authorizations</b> Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE + 3		FE + 3			
1.2.003	AR 2.3	<b>Forms History File</b> Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC + 1		AC + 1	AC = Discontinuance of use of form.		
1.2.004	AR 2.4	<b>Forms Inventory</b> Any periodic listing of all forms used internally or externally by an agency.	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	
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **13** of **46**

2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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			

1.2.005	AR 2.5	<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.		
1.2.006	AR 2.6	<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	AR 2.8	<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.		
1.2.010	AR 2.10	<b>Records Disposition Logs</b> Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10		10			

<b>Retention Codes (Field 7)</b>  AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value  CE – Calendar Year End FE – Fiscal Year End	<b>Archival Codes (Field 8)</b>  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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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **14** of **46**

2. Agency Code	215	3. Agency Name							OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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				

1.2.011	AR 2.11	<b>Record Center Storage Approval Forms (RMD 106)</b> Agency copy.	US	US	NOTE: This records series should only appear on the schedules for OCW that have in the past or currently store records at the TSLAC Records Storage Center.		
1.2.012	AR 2.12	<b>Records Inventory Worksheets</b>	US	US			
1.2.013	AR 2.13	<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.		
					CAUTION: These records must carry the same retention period and archival code of the records they support.		
1.2.014	AR 2.14	<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			
1.2.015	AR 2.15	<b>Disaster Recovery Service Transmittals (RMD 109)</b> Also includes documentation for disaster recovery services provided by other entities.	FE + 1	FE + 1			
1.2.016	AR 2.16	<b>Disaster Recovery Service Approval Form (RMD 113)</b> Agency copy of form.	AC	AC	AC = Until superseded or termination of service.		

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 **15** of **46**

2. Agency Code	215	3. Agency Name					OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS				
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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			

1.3.001	AR 3.1	<p><b>State Publications</b>            One copy of each state publication as defined on page xi of the Texas State Records Retention Schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.</p>	AC + 2		AC + 2	<p>AC = Until superseded or obsolete.</p> <p><b>CAUTION:</b> Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.</p> <p>For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §3.1-3.16).</p>		
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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 **16** of **46**

2. Agency Code	215	3. Agency Name							OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS	
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					

2.1.002	ED 1.2	<b>Master Files</b> Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.  <b>CAUTION:</b> Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		
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**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 **17** of **46**

2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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	ED 1.7	<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.  CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
2.1.008	ED 1.8	<b>Hardware Documentation</b> Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94.  CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

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.*

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2. Agency Code	215	3. Agency Name				OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS			
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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				

2.1.009	ED 1.9	<p><b>Technical Documentation</b>            Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.</p>	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94.  <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.		
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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 **46**

2. Agency Code **215**      3. Agency Name **OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS**

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.
			Agency	Storage	Total			

2.1.010	ED 1.10	<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.		
2.2.010	ED 2.10	<b>Data Processing Policies and Procedures</b> Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US + 3	US + 3	CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.		
2.2.012	ED 2.12	<b>Output Records for Computer Production</b> Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV	AV			

Retention Codes (Field 7)	Archival Codes (Field 8)
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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.*

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2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
2.2.013	ED 2.13	<b>Quality Assurance Records</b> Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC		AC	AC = No longer needed as an audit trail for any records modified.		
2.2.014	ED 2.14	<b>Internet Cookies</b> Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV		AV	The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		
2.2.015	ED 2.15	<b>History Files - Web Sites</b> A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV		AV	The disposal of history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		

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

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*Form SLR 105C must accompany this form.*

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2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS					
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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		

2.2.016	ED 2.16	<b>Software Registrations, Warranties and License Agreements</b>	LA + 3	LA + 3			
3.1.001	PR 1.1	<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.	
3.1.002	PR 1.2	<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	PR 1.6	<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.	

<p><i>Retention Codes (Field 7)</i></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><i>Archival Codes (Field 8)</i></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.*

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2. Agency Code	215	3. Agency Name							OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS	
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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				

3.1.011	PR 1.11	<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.		
3.1.012	PR 1.12	<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.		
3.1.013	PR 1.13	<b>Employment Contracts</b>	AC + 4		AC + 4	AC = Expiration or termination of the contract according to its terms.		
3.1.014	PR 1.14	<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.	2		2	29 CFR 1602.31.  CAUTION: Does not include criminal history checks. SEE item number 3.1.026.		

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

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2. Agency Code	215	3. Agency Name					OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS				
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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			

3.1.018	PR 1.18	<b>Grievance Records</b> Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC + 2		AC + 2	AC = Final decision on the grievance.  <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.		
3.1.019	PR 1.19	<b>Performance Appraisals</b> Performance appraisals are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	2		2	29 CFR 1620.32(c).		
3.1.020	PR 1.20	<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 corrective action.  <b>CAUTION:</b> If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the the minimum retention period described by item number 3.1.021.		

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

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2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
3.1.021	PR 1.21	<b>Personnel Disciplinary Action Documentation</b> Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC + 5		AC + 5	AC = Termination of employment.		
3.1.022	PR 1.22	<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.		

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.*

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2. Agency Code	215	3. Agency Name						OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS					
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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			

3.1.023	PR 1.23	<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).		
3.1.026	PR 1.26	<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	AC = The criminal history record has served the immediate purpose for which it was obtained.  <b>CAUTION:</b> An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.		
3.1.027	PR 1.27	<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 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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2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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	PR 1.29	<b>Employment Eligibility, Documentation or Verification of</b> Federal reporting form (INS I-9).	AC + 1		AC + 1	AC = Termination of employment.  CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS 1-9 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).		
3.1.031	PR 1.31	<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.  CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.034	PR 1.34	<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.		

**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.*

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2. Agency Code	215	3. Agency Name						OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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			

3.1.035	PR 1.35	<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.  CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028.		
3.1.036	PR 1.36	<b>Apprenticeship Records</b> Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	5		5	29 CFR 30.8(e).		
3.1.037	PR 1.37	<b>Employee Recognition Records</b> Awards, incentives, tenure, etc.	AC + 5		AC + 5	AC = Termination of employment.		

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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**SLR 105**

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2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
3.1.038	PR 1.38	<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	PR 2.1	<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.		
3.2.002	PR 2.2	<b>Employee Earnings Records</b>	4		4	40 TAC 815.106(i).		
3.2.003	PR 2.3	<b>Federal Tax Records</b> Includes 1099, W2(Wage & Tax Statement), FICA(Federal Insurance Contribution Act), 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.  26 CFR 31.6001 - 1(e)(2).		
3.2.004	PR 2.4	<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).		

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.*

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2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
3.2.005	PR 2.5	<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	PR 2.6	<b>Wage Rate Tables</b>	2		2	29 CFR 516.6(a)(2).		
3.2.007	PR 2.7	<b>Unemployment Compensation Records</b>	AC + 5		AC + 5	AC = After compensation paid or rejected.		
3.2.008	PR 2.8	<b>Direct Deposit Application/Authorizations</b>	US		US			
3.2.009	PR 2.9	<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 <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.		
3.2.010	PR 2.10	<b>Human Resources Information System (HRIS) Reports</b> Includes supporting documentation.	AC + 4		AC + 4	AC = Termination of employment.		
3.3.001	PR 3.1	<b>Affirmative Action Plans</b> Affirmative action plans for both regular employees and apprenticeship programs.	5		5	29 CFR 30.8(e) for apprenticeship plans.		

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.*

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2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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		

3.3.004	PR 3.4	<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	PR 3.10	<b>Labor Statistics Reports</b> Reports providing statistical information on labor force.	3		3			
3.3.011	PR 3.11	<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.		
3.3.015	PR 3.15	<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	PR 3.20	<b>Work Schedules/Assignments</b> Work, duty, shift, crew, or case schedules, rosters, or assignments.	1		1			
3.3.022	PR 3.22	<b>Texas Workforce Commission (TWC) Reports</b> Reports to the agency from TWC or its predecessor pertaining to employees.	3		3			

**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.*

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2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
3.3.023	PR 3.25	<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			
3.3.024	PR 3.24	<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	PR 3.25	<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			

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 **32** of **46**

2. Agency Code	215	3. Agency Name					OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS				
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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			

3.3.026	PR 3.26	<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			
3.3.027	PR 3.27	<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.		
3.3.028	PR 3.28	<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.		
3.3.029	PR 3.29	<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.  AC = As long as the test is used by an agency.		

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.*

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2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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		
3.3.030	PR 3.30	<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		CAUTION: Does not include hazardous material training records.	
3.3.031	PR 3.31	<b>EEO Reports and Supporting Documentation</b> Includes documentation used to complete EEO (Equal Employment Opportunity) reports.	3		3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.	
3.3.032	PR 3.32	<b>Equal Pay Records</b> Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	3		3		29 CFR 1620.32.	
3.4.001	PR 4.1	<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			

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 **34** of **46**

2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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		

3.4.002	PR 4.2	<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	PR 4.3	<b>Less Than Full-Time Worked Reports</b> Dates and hours.	4		4	40 TAC 815.106(i).		
3.4.004	PR 4.4	<b>Overtime Authorizations</b>	2		2			
3.4.005	PR 4.5	<b>Overtime Schedules</b>	2		2			
3.4.006	PR 4.6	<b>Time Cards and Time Sheets</b>	4		4	40 TAC 815.106(i).		
3.4.007	PR 4.7	<b>Time Off and/or Sick Leave Requests</b>	FE + 3		FE + 3	29 CFR 825.500.		
3.4.008	PR 4.8	<b>Sick Leave Pool Documentation</b> Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3		FE + 3			
4.1.001	FR 1.1	<b>Accounts Payable Information</b>	FE + 3		FE + 3			
4.1.002	FP 1.2	<b>Billing Detail</b>	FE + 3		FE + 3	CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001 and 5.5.007.		
4.1.003	FR 1.3	<b>Canceled Checks/Stubs/Warrants/Drafts</b>	FE + 3		FE + 3			
4.1.004	FR 1.4	<b>Encumbrance Detail</b>	FE + 3		FE + 3			
4.1.005	FR 1.5	<b>Inventory and Other Cost Files</b> Production, job, labor, quotes, pricing, specifications, etc.	FE + 3		FE + 3			
4.1.007	FR 1.7	<b>Transfers or Budget Revisions</b> Transfers or adjustment to budgets.	FE + 3		FE + 3			

**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
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CE – Calendar Year End  
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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.*

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2. Agency Code	215	3. Agency Name							OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS
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			

4.1.008	FR 1.8	<b>Electronic Fund Transfers</b> Direct Deposit Registers.	FE + 3		FE + 3			
4.2.001	FR 2.1	<b>Cash Deposit Vouchers</b> Cash deposit slips.	FE + 3		FE + 3			
4.2.002	FR 2.2	<b>Cash Receipts</b> Includes receipts for fees (permits, licenses, renewals, etc.).	FE + 3		FE + 3			
4.2.003	FR 2.3	<b>Daily Cash Receipts Logs</b>	FE + 3		FE + 3			
4.2.004	FR 2.4	<b>Encumbrance Vouchers</b> Orders, statements, change orders, etc.	FE + 3		FE + 3			
4.2.005	FR 2.5	<b>Purchase Vouchers</b> Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3			
4.2.006	FR 2.6	<b>General Journal Vouchers</b>	FE + 3		FE + 3			
4.2.007	FR 2.7	<b>Expenditure Vouchers</b> Travel, payroll, etc.	FE + 3		FE + 3			
4.3.002	FR 3.2	<b>Receipts Journals or Registers</b>	FE + 3		FE + 3			
4.3.003	FR 3.3	<b>Expenditures Journals or Registers</b>	FE + 3		FE + 3			
4.4.001	FR 4.1	<b>General and Subsidiary Ledgers</b>	FE + 3		FE + 3			
4.4.002	FR 4.2	<b>Accounts Receivable Ledgers</b>	FE + 3		FE + 3			
4.4.003	FR 4.3	<b>Accounts Payable Ledgers</b>	FE + 3		FE + 3			
4.5.001	FR 5.1	<b>Worksheets for Preparing Fiscal Reports</b>	FE + 3		FE + 3			

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

## Records Retention Schedule

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*Form SLR 105C must accompany this form.*

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2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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	FR 5.2	<b>Internal Fiscal Management Reports</b> Includes agency monthly budget reports.	FE + 3		FE + 3			
4.5.003	FR 5.3	<b>Annual Financial Reports</b> Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6	AC = September 1 of odd-numbered calendar years.  CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
4.5.005	FR 5.5	<b>External Fiscal Reports</b> Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE + 3		FE + 3			
4.5.006	FR 5.6	<b>Annual Operating Budgets</b> Required by the General Appropriations Act.	FE + 3		FE + 3			

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	



# STATE OF TEXAS

## Records Retention Schedule

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*Form SLR 105C must accompany this form.*

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2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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		
4.5.007	FR 5.7	<b>USAS Reports – Daily</b>	AC		AC			
4.5.008	FR 5.8	<b>USAS Reports - Monthly</b>	AC		AC			
4.5.009	FR 5.9	<b>USAS Reports - Annual</b>	FE + 3		FE + 3			
4.6.001	FR 6.1	<b>Balancing Records</b>	FE + 3		FE + 3			
4.6.002	FR 6.2	<b>Reconciliations</b>	FE + 3		FE + 3			
4.6.003	FR 6.3	<b>Cash Counts</b>	FE + 3		FE + 3			
4.7.001	FR 7.1	<b>Accounting Policies and Procedures Manual</b>	US + 3		US + 3			
4.7.002	FR 7.2	<b>Bank Statements</b>	FE + 3		FE + 3			
4.7.003	FR 7.3	<b>Returned Checks/Warrants/Drafts (Uncollectable)</b>	AC + 3		AC + 3		AC = After deemed uncollectable.	
4.7.004	FR 7.4	<b>Capital Asset Records</b>	LA + 3		LA + 3			
4.7.005	FR 7.5	<b>Claim Files</b>	AC + 3		AC + 3		AC = Resolution of claim.	
4.7.006	FR 7.6	<b>Comptroller Statements</b>	FE + 3		FE + 3			
4.7.007	FR 7.7	<b>Detail Chart of Accounts</b> One for all accounts in use for a fiscal year.	FE + 3		FE + 3			
4.7.009	FR 7.9	<b>Fixed Asset Sequential Number Logs</b>	US + 3		US + 3			
4.7.011	FR 7.11	<b>Texas Facilities Commission Statements (TFC)</b> Charge or bill statements received by agencies from the TFC for services provided.	FE + 3		FE + 3			

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

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*Form SLR 105C must accompany this form.*

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2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
4.7.012	FR 7.12	<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	SS 1.1	<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.	
5.1.003	SS 1.3	<b>Delivery Reports</b>	2		2			
5.1.004	SS 1.4	<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	SS 1.5	<b>Postage Records</b> Records and reports of postage expenses, including postal meter usage.	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.*

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2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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		

5.1.007	SS 1.7	<b>Requisitions for In-Agency or Inter-Agency Copy/Printing Service</b> Includes word processing and data processing.	AV	AV			
5.1.010	SS 1.10	<b>Licenses and Permits for Non-vehicles</b> Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC + 2	AC + 2	AC = Expiration date of license or permit.		
5.1.011	SS 1.11	<b>Photocopier and Telefax Usage Logs &amp; Reports</b>	AV	AV			
5.1.012	SS 1.12	<b>Charge Schedules/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	SS 1.13	<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	SS 1.14	<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)

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 MO – Months

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Archival Codes (Field 8)

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



# STATE OF TEXAS

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*Form SLR 105C must accompany this form.*

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2. Agency Code	215	3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS							
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			

5.1.015	SS 1.15	<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				
5.1.017	SS 1.17	<b>Contract Log</b> List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE + 3		FE + 3				
5.2.003	SS 2.3	<b>Building Plans and Specifications</b> Includes architectural and engineering drawings, profiles, and blueprints.	State owned: LA		State owned: LA		R		
5.2.006	SS 2.6	<b>Property Destruction, Certificates of</b>	FE + 3		FE + 3				
5.2.007	SS 2.7	<b>Damage Reports</b> Reports of damage to state property.	FE + 3		FE + 3				
5.2.008	SS 2.8	<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/repair logbooks, etc.	LA + 3		LA + 3				

**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
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**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.*

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2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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		

5.2.009	SS 2.9	<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	SS 2.10	<b>Equipment Manuals</b>	LA		LA			
5.2.011	SS 2.11	<b>Equipment Warranties</b>	AC + 1		AC + 1		AC = Expiration of Warranty.	
5.2.012	SS 2.12	<b>Estimate Files (Supply and Repair Cost Estimates)</b>	1		1			
5.2.014	SS 2.14	<b>Inventory - Annual Physical</b> Property, equipment, supply verification.	FE + 3		FE + 3			
5.2.015	SS 2.15	<b>Inventory, Notices of Equipment Removed From</b>	FE + 3		FE + 3			
5.2.016	SS 2.16	<b>Inventory System Update Listings</b> Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC		AC		AC = Transfer of information into annual listing.	
5.2.017	SS 2.17	<b>Lost &amp; Stolen Property Reports</b>	FE + 3		FE + 3			
5.2.018	SS 2.18	<b>Quality Control Reports</b>	2		2			
5.2.019	SS 2.19	<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			
5.2.020	SS 2.20	<b>Supply Usage Records</b>	FE + 1		FE + 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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2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS					
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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	SS 2.21	<b>Surplus Property Sale Reports</b>	FE + 3		FE + 3			
5.2.023	SS 2.23	<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			
5.2.025	SS 2.25	<b>Equipment Descriptions and Specifications</b>	AC + 2		AC + 2	AC = Equipment is no longer in the agency.		
5.2.026	SS 2.26	<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			
5.2.028	SS 2.28	<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 5.2.003.		
5.3.002	SS 3.2	<b>Freight Bills Paid</b>	FE + 3		FE + 3			
5.3.003	SS 3.3	<b>Freight Claims</b>	AC + 2		AC + 2	AC = Resolution of claim.		
5.3.004	SS 3.4	<b>Order - Acknowledgments</b>	AV		AV			
5.3.005	SS 3.5	<b>Packing Slips</b>	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 **43** of **46**

2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
5.3.007	SS 3.7	<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	CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.		
5.3.008	SS 3.8	<b>Purchasing Logs</b> Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3		FE + 3			
5.3.009	SS 3.9	<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.		
5.4.001	SS 4.1	<b>Accident Reports and Associated Documentation</b> Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE + 5		CE + 5	29 CFR 1904.33. The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years.		

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 **44** of **46**

2. Agency Code	215	3. Agency Name	OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS		
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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		

5.4.002	SS 4.2	<b>Evacuation Plans</b> Plans for evacuation of agency facilities in cases of emergency.	US	US			
5.4.003	SS 4.3	<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.  CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028.	
5.4.004	SS 4.4	<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	SS 4.11	<b>Visitor Control Registers</b> Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3	3			
5.4.012	SS 4.12	<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	SS 4.13	<b>Disaster Preparedness and Recovery Plans</b>	US	US			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
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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 **45** of **46**

2. Agency Code **215**      3. Agency Name **OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS**

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			

5.5.001	SS 5.1	<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			
5.5.002	SS 5.2	<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			
5.5.003	SS 5.3	<b>Station Activity Reports</b> Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV		AV			
5.5.004	SS 5.4	<b>System Activity Reports</b> Internal listing of all incoming/outgoing agency telephone activity.	AV		AV			
5.5.007	SS 5.7	<b>Disputed Call Documentation</b> Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	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 **46**

2. Agency Code 215		3. Agency Name OFFICE OF CAPITAL WRITS – AUSTIN, TEXAS						
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			
	OCW 1	<b>Case Files &amp; Exhibits</b> Documentation related to the client's Capital post-conviction litigation.	AC		AC			

**Retention Codes (Field 7)**

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MO – Months

PM – Permanent  
US – Until Superseded

**Archival Codes (Field 8)**

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