



November 1, 2017

Mr. Keith Hottle
Clerk of the Court
Texas Court of Appeals – 04th Court of Appeals District
300 Dolorosa, #3200
San Antonio, TX 78205-3037

Re: Agency records retention schedule approved for use.

Dear Mr. Hottle,

Lorenzo de Zavala
State Archives and
Library Building

Your agency's records retention schedule is approved for use as of October 30, 2017. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure that all old copies of the schedule are superseded with this recertified copy.

1201 Brazos Street
Austin, Texas
78701

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. The destruction of any records of your agency not on your schedule requires special authorization from us.

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

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 October 2022.

www.tsl.texas.gov

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.

Members

Sharon T. Carr
F. Lynwood Givens
Larry G. Holt
Romanita Mata-Barrera
Wm. Scott McAfee
Martha Wong

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
Gloria Meraz

Craig Kelso
Director and State Records Administrator

cc: Agency head

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow



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 224

Agency Name Fourth Court of Appeals-San Antonio

(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

Name *(Print or type)* Keith E. Hottle, Clerk of the Court

Date March 21, 2017

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

Name *(Print or type)* Donna Estorino

Date 10/30/17

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
 FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 224		2. Agency Name: Texas Court of Appeals - 04th Court of Appeals District									
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				
		Section 1.1 - General	Category I: Administration Records								
5	1.1	General Minutes of the Court	Proceedings of the Court, except opinions and orders on motions.	PM					A	Records may be maintained in an electronic storage format. Judgments & Orders- Agency of origin retains permanent record copy. The archival requirement for minutes will be met by sending a copy of the State Archives.	Tex. Gov't Code, Section 51.204 (d) (3)
11	1.1.002	Audits	Audits and reviews performed by an agency on external entities, on the agency by other entities, or on the agency by internal auditors.	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.	



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2	1.1.004	Legislative Appropriations Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC= September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	



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3	1.1.007	Correspondence, Administrative	Incoming/outgoing and internal correspondence, in any format, 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.		4				R	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. CAUTION: This record series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another record 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 that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.	



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4	1.1.008	Correspondence - General	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					See comment to item number 1.1.007 SEE ALSO item number 1.1.010.	
10	1.1.010	Directives	Any document that officially initiates rescinds or amends general office procedures.	US	1						



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80	1.1.013	Desk Calendars/Appointment Books	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	1				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 period. 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.	



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81	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV					R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.	
82	1.1.020	Public Information Requests - Not Exempted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under the Public Information Act (Chapter 552, Government Code).	AC	1			AC = Date request fulfilled.			
83	1.1.021	Public Information Requests - Exempted	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= Date of notice that records are exempt.			
84	1.1.023	Organization Charts		US					A		
9	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US	1						



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13	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with Section 2054.095 and 256.002 Govt. Code.	AC	6			AC= September 1 of odd-numbered calendar years.	A	The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
14	1.1.056	ADA (Americans with Disability Act) Documentation	Self evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.		3						28 CFR 35.105 (c)



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8	1.1.057	Transitory Information	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. 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; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; telephone message notifications; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.	AC				AC=Purpose of record has been fulfilled.		CAUTION: Records management officers should use caution in assigning this record 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. The disposal of transitory information need not be documented through destruction signoffs (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)	



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					Years	Months	Days				
15a	1.1	a. Case Files - Civil		AC	6			AC= After Mandate Issued	R	Records may be maintained in an electronic storage format.	Texas Gov't Code 51.204 (d); SB469; Tex. Gov't Code, Section 51.205(a)
15b	1.1	b. Case Files - Criminal & Juvenile	(Defendant's sentence is 20 years or less)	AC	25			AC= After the final disposition of the case.	R	Records may be maintained in an electronic storage format.	Texas Gov't Code 51.204; Tex. Gov't Code, Section 51.205(a)
15c	1.1	c. Case Files - Criminal & Juvenile	(Defendant's sentence is greater than 20 years)	PM					A	Records may be maintained in an electronic storage format.	Tex. Gov't Code, Section 51.204; Tex. Gov't Code, Section 51.205(a)
15d	1.1	d. Exhibits		AC	3			AC= After final disposition of the case or at an earlier date if ordered by the court.		Exhibits submitted to the court by a party may be withdrawn by that party or the party's attorney of record and exhibits on file with the court will be destroyed three years after final disposition of the case or at an earlier date if ordered by the court. Records may be maintained in an electronic storage format.	Tex. Gov't Code, Section 51.204(d) (3); Tex. Gov't Code, Section 51.205(a)



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16	1.1	Opinions		PM					A	Records may be maintained in an electronic storage format.	Tex. Gov't Code, Section 51.204(d) (3); Tex. Gov't Code, Section 51.205(a)
17	1.1	Docket Sheets		PM					A	Records may be maintained in an electronic storage format.	Tex. Gov't Code, Section 51.204(d) (3); Tex. Gov't Code, Section 51.205(a)
18	1.1	Motion Dockets		PM					A	Records may be maintained in an electronic storage format.	Tex. Gov't Code, Section 51.204(d) (3); Tex. Gov't Code, Section 51.205(a)
19	1.1	Indexes to Cases - Civil and Criminal		PM					A	Records may be maintained in an electronic storage format.	Tex. Gov't Code, Section 51.204(d) (3); Tex. Gov't Code, Section 51.205(a)



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85	1.1.064	Agency Performance Measures Documentation	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					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.	
87	1.1.066	Reports - Biennial or Annual Agency (Narrative)	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= September 1 of odd-numbered calendar years.	A	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.	



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7	1.1.067	Reports and Studies (Non-Fiscal)	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 noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.		3				R		
12	1.1.068	Reports - Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to the executive and legislative offices.	AC	6			AC= September 1 of odd-numbered calendar years.			
86	1.1.069	Reports - Activity	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					CAUTION: See item 1.1.064	



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					Years	Months	Days				
75	1.1.070	Agency Rules, Policies, and Procedures - Final	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 = Completion or termination of program, rules, policies, or procedures.	R	SEE ALSO Agency Rules, Policies, and Procedures - Working Files, 1.1.071.	
76	1.1.071	Agency Rules, Policies, and Procedures - Working Files	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 = Completion or termination of program, rules, policies, or procedures.	R	SEE ALSO Records Series Item Number 1.1.070.	
74+A1	1.2.001	Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE	3						



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					Years	Months	Days				
		Section 1.2 Records Management									
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 other forms designated by the State Records Administrator.	US						Original is maintained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
21	1.2.010	Records Disposition Logs	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, TX State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.		10						
		Section 2.1 Automated Applications	Category 2: Electronic Data Processing Records								
22	2.1	Accounting Systems (System Programs)		US						The comptroller creates our automated accounting programming (USAS, USPS, SPA, CAPPs) and keeps us advised as to all updates.	



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23	2.1	Payroll System (System Programs)		US							
24	2.1	Case Management System (System Programs)		US						The Office of Court Administration creates our case management system and keeps us advised as to all updates.	
88	2.1.002	Master Files	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 or relational databases used by applications or computer programs.	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.		CAUTION: 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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89	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program/listing source code, etc.	AC				AC = Until electronic records are transferred to and made usable in a new environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
90	2.1.008	Hardware Documentation	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 = 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.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94



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91	2.1.009	Technical Documentation	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 modification 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, logic relationships, and origin of the data elements.	AC				AC= Until electronic records are transferred to and made usable in a new hardware or software environment or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94



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		Section 3.1 Employee	Category 3: Personnel Records								
25	3.1.001	Application for Employment - Not Hired	Applications, resumes, transcripts, letters of references, 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						29 CFR 1602.31
26	3.1.002	Application for Employment - Hired	Applications, resumes, transcripts, letters of references, 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 = Termination of Employment			
28	3.1.011	Employee Insurance Records	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 = 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.	



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29	3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.		2						29 CFR 1602.31
25A	3.1.014	Employment Selection Records	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					CAUTION: Does not include criminal history checks. See item number 3.1.026.	29 CFR 1602.31
111	3.1.018	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC	2			AC = Final decision on the grievance		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U.S. Department of Labor.	
59	3.1.019	Performance Appraisals			2						29 CFR 1602.32 (c)



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92	3.1.022	Personnel Information or Action Forms	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						29 CFR 1602.31
45	3.1.023	Position/Job Description	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC = Until superseded or termination of employment.			40 TAC 815.106(i)
30	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				AC = The criminal history record has served the immediate purpose for which it was obtained.		CAUTION: 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.	



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32	3.1.029	Employment Eligibility, Documentation or Verification of	Federal Reporting form (INS I-9).	AC	1			AC = Termination of employment.		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 any 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).
43	3.1.031	Employee Benefits - Other than Insurance	Agency copies of information relating to the selection of available benefit options other than insurance.	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.	
33	3.1.034	Resumes - Unsolicited	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						SEE item 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	



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31a	3.1.035	Performance Bonds	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. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC= Expiration or termination of the bond according to its terms.		CAUTION: Does not include construction or architectural surety bonds. SEE related item 5.1.001 Contracts and Leases.	Government Code, 441.1855
31b	3.1.035	Performance Bonds	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. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC= Expiration or termination of the bond according to its terms.		CAUTION: Does not include construction or architectural surety bonds. SEE related item 5.1.001 Contracts and Leases.	Government Code, 441.1855
		Section 3.2 Payroll									
34	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.			
35	3.2.002	Employee Earnings Records			4						40 TAC 815.106(i)



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					Years	Months	Days				
36	3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	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)
37	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		2						29 CFR 516.6 (c)
38	3.2.005	W-4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate."	AC	4			AC = Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001 - 1(e)(2).
39	3.2.006	Wage Rate Tables			2						29 CFR 516.6(a)(2)
93	3.2.008	Direct Deposit Application/ Authorizations		US							
40	3.2.009	State Deferred Compensation Records		AC	5			AC = All accounts with a vendor or vendors for the individual participant have been closed.		For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.	



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					Years	Months	Days				
41	3.2.010	Human Resource Information System (HRIS) Reports	Includes supporting documentation.	AC	4			AC = Termination of Employment.			
		Section 3.3 Personnel Administration									
42	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health and disability insurance; deferred compensation, etc., including amendments.	US	1						29 CFR 1627.3(b)(2)
94	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.		3						
44	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment, includes name, social security number, exact dates of employment, and last known address and most recent public access option form.	AC	75			AC = Termination of employment			
47	3.3.022	Texas Workforce Commission Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						



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95	3.3.023	Reimbursable Activities, Requests and Authorizations to Engage in	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						
96	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3						
46	3.3.026	Agency Staffing Reports (FTE report)	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, analysis of turnover rates and seasonality of employment, etc.	US	3						



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					Years	Months	Days				
98	4.1.001	Accounts Payable Information		FE	3						
51	4.1.003	Cancelled Check/Stubs/Warrants/Drafts		FE	3						
60	4.1.005	Inventory and Other Cost Files	Production, job, labor, quotes, pricing, specifications, etc.	FE	3						
		Section 4.2 Documents of Original Entry									
52	4.2.001	Cash Deposit Vouchers	Cash deposit slips.	FE	3						
53	4.2.003	Daily Cash Receipts Logs		FE	3						
54	4.2.005	Purchase Vouchers	Requisitions, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE	3						
99	4.2.006	General Journal Vouchers		FE	3						
100	4.2.007	Expenditure Vouchers	Travel, payroll, etc.	FE	3						
		Section 4.3: Journals or Registers									
56	4.3	Fee Books	Fees collected pursuant to Tex. R. App. P. 5	FE	3						



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101	4.3.002	Receipts Journals or Registers		FE	3						
102	4.3.003	Expenditures Journals or Registers		FE	3						
		Section 4.4 Ledgers									
57	4.4.001	General and Subsidiary Ledgers		FE	3						
65	4.4.002	Accounts Receivable Ledgers		FE	3						
68	4.4.003	Accounts Payable Ledgers		FE	3						
		Section 4.5 Reports									
69	4.5.001	Worksheets for Preparing Fiscal Reports		FE	3						
61	4.5.002	Internal Fiscal Management Reports	Includes agency monthly budget reports.	FE	3						



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62	4.5.003	Agency Financial Reports	Required by the General Appropriations Act (100 Day Report)	AC	6			AC = September 1 of odd-numbered calendar years.	A	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.	
103	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act	FE	3						
77	4.5.007	USAS Reports- Daily		AC				AC = Receipt and reconciliation of annual report.			
78	4.5.008	USAS Reports - Monthly		AC				AC = Receipt and reconciliation of annual report.			



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66a	5.1.001	Contracts and Leases	Contracts, leases and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publications of calls for bids, performance bonds, contracts, purchase orders, inspection reports and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms.		See related item numbers 3.1.035 Performance Bonds .	Government Code, 441.1855



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66b	5.1.001	Contracts and Leases	Contracts, leases and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publications of calls for bids, performance bonds, contracts, purchase orders, inspection reports and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms.		See related item numbers 3.1.035 Performance Bonds .	Government Code, 441.1855
1	5.1.004	Mail and Telecommunications Listings	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							



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67	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						
107	5.1.012	Charge Schedules/Price Lists	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						
		Section 5.2 Facility Management									
6	5.2.003	Building Plans and Specifications	Includes architectural and engineering drawings, profiles and blueprints.	LA					R	ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	
108	5.2.008	Equipment History File	Include requests for installation, moves, services, etc. and service/repair logbooks, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	
70	5.2.009	Equipment Inventory Detail Report Forms	Updates agency portion of the inventory listing and adds, changes, transfers or deletes items from inventory.	FE	3						
71	5.2.010	Equipment Manuals		LA							



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109	5.2.011	Equipment Warranties		AC	1			AC = Expiration of warranty.			
110	5.2.014	Inventory - Annual Physical	Property, equipment, supply verification	FE	3						
72	5.2.017	Lost and Stolen Property Reports		FE	3						
73	5.2.021	Surplus Property Sale Reports		FE	3						