



March 20, 2012

Ms. Debbie Autrey
Clerk of the Court
Texas Court of Appeals - 06th Court of Appeals District
100 N. State Line Ave., Box 20
Texarkana, TX 75503

RE: Texas Court of Appeals - 06th Court of Appeals District
Retention schedule approved for use.

State and Local
Records Management

Dear Ms. Autrey:

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

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 Please ensure all old copies of the schedule are superseded with this recertified copy.

4400 Shoal Creek Blvd.
Austin, Texas
78756

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

www.tsl.state.tx.us

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

Commission Chairman
Sandra J. Pickett

Your efforts in maintaining an up-to-date records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program. Your schedule will be due for recertification on the last working day of March 2015. If you have any questions, call the information analyst assigned to your agency, Angela Ossar, at 512-463-6623.

Members
Sharon T. Carr
Martha Doty Freeman
Larry G. Holt
Wm. Scott McAfee
Sally Reynolds
Michael C. Waters

Sincerely,

Sarah Jacobson
Manager, Records Management Assistance

Director and Librarian
Peggy D. Rudd

Assistant State Librarian
Edward Seidenberg

Enclosure
cc: State Auditor, State Archivist
cc: (without enclosure) Josh R. Morriss, III

*Making
information
work
for all
Texans*

R01-226/226



Texas
State Library
and Archives
Commission

STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 226

Agency Name Sixth Court of Appeals

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature Debbie Autrey

Name *(Print or type)* Debbie Autrey

Date 4-29-11

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 Peggy D. Rudd

Name *(Print or type)* Peggy D. Rudd

Date 3/15/12

Cert/Recert No. 10 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

Form SLR 105C must accompany this form.

1. Page 1 of 31

2. Agency Code	226	3. Agency Name						Sixth Court of Appeals – Texarkana					
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								

1.1.002	1	Audits 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	2	Legislative Appropriation Requests 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. 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.		
1.1.006	3	Complaint Records 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. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		

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



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Records Retention Schedule

SLR 105

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2. Agency Code	226	3. Agency Name						Sixth Court of Appeals – Texarkana		
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			Agency	Storage	Total					

1.1.007	4	Correspondence - Administrative 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.	3		3	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 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.		
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Records Retention Schedule

SLR 105

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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			Agency	Storage	Total			
1.1.008	5	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.	1		1		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	
1.1.010	6	Directives Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1			

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Records Retention Schedule

SLR 105

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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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	7	Calendars, Appointment and Itinerary Records 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		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 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.	
1.1.020	8	Public Information Requests - Not Exempted 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.	

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana							
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			Agency	Storage	Total				
1.1.021	9	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 + 2		AC = Date of notification that records are exempt.		
1.1.023	10	Organization Charts	US		US	A			
1.1.040	11	Speeches, Papers and Presentations 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.		
1.1.043	12	Training Materials 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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Records Retention Schedule

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2. Agency Code		226		3. Agency Name					Sixth Court of Appeals – Texarkana		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						
1.1.048	13	Litigation Files 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	14	ADA (Americans with Disabilities Act) Documentation Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.	3		3		28 CFR 35.105(c).				

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2. Agency Code	226	3. Agency Name						Sixth Court of Appeals – Texarkana					
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						

1.1.057	15	<p>Transitory Information</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>CAUTION: 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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<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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SLR 105

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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
1.1.064	16	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		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.		
1.1.067	17	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 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.		
1.1.068	18	Reports on Performance Measures 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.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code	226	3. Agency Name							Sixth Court of Appeals – Texarkana	
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					

1.1.069	19	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		1		CAUTION: SEE item number 1.1.064.		
1.1.070	20	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 + 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	21	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 + 3	R	AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.070.		

Retention Codes (Field 7)

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 AV – Administrative Value

CE – Calendar Year End
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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



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Form SLR 105C must accompany this form.

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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
1.2.001	22	Destruction Authorizations Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE + 3		FE + 3			
1.2.005	23	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		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
1.2.006	24	Records Transmittal Forms 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.	
1.2.010	25	Records Disposition Logs 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			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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	26	Software Programs 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	27	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	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.		

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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			Agency	Storage	Total			
2.2.014	28	Internet Cookies 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	29	History Files - Web Sites 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).		
3.1.001	30	Applications for Employment - Not Hired 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.		

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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			Agency	Storage	Total			
3.1.002	31	Applications for Employment - Hired 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.		
3.1.011	32	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	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.		
3.1.012	33	Employment Opportunity Announcements Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2	29 CFR 1602.31.		

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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			Agency	Storage	Total			
3.1.014	34	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		2	29 CFR 1602.31. CAUTION: Does not include criminal history checks.		
3.1.018	35	Grievance Records Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC + 2		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.		
3.1.019	36	Performance Appraisals	2		2	29 CFR 1620.32(c).		

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3.1.021	37	Personnel Disciplinary Action Documentation 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	38	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		2	29 CFR 1602.31.		

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **16** of **31**

2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
3.1.023	39	Position/Job Descriptions 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).		
3.1.029	40	Employment Eligibility, Documentation or Verification of 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 I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		
3.1.031	41	Employee Benefits - Other than Insurance 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.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **17** of **31**

2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
3.1.035	42	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.	AC + 4		AC + 4	AC = Expiration or termination of the bond according to its terms. CAUTION: Does not include construction or architectural surety bonds.		
3.1.038	43	Public Access Option Form 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	44	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 + 4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	45	Employee Earnings Records Payroll detail sheets and paysheets.	4		4	40 TAC 815.106(i).		

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



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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
3.2.003	46	Federal Tax Records Includes 1099, W2, FICA, 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	47	Income Adjustment Authorizations 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).		
3.2.005	48	W-4 Forms 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	49	Wage Rate Tables	2		2	29 CFR 516.6(a)(2).		
3.2.007	50	Unemployment Compensation Records	AC + 5		AC + 5	AC = Compensation paid or rejected.		
3.2.008	51	Direct Deposit Application/Authorizations	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	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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SLR 105

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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
3.2.009	52	State Deferred Compensation Records	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	53	Human Resources Information System (HRIS) Reports Includes supporting documentation.	AC + 4		AC + 4	AC = Issuance or report.		
3.3.004	54	Benefit Plans 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	55	Labor Statistics Reports Reports providing statistical information on labor force.	3		3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Form SLR 105C must accompany this form.

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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
3.3.011	56	Former Employee Verification Records 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.		
3.3.022	57	Texas Workforce Commission (TWC) Reports Reports to the agency from TWC or its predecessor pertaining to employees.	3		3			
3.3.023	58	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		FE + 3			
3.3.024	59	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		US + 3			

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



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Form SLR 105C must accompany this form.

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2. Agency Code	226	3. Agency Name						Sixth Court of Appeals – Texarkana					
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							

3.3.026	60	Agency Staffing Reports 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	61	Aptitude and Skills Tests 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	62	Aptitude and Skills Tests (Test Papers) 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	63	Aptitude and Skills Tests (Validation Records) 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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	226	3. Agency Name						Sixth Court of Appeals – Texarkana					
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							

3.3.031	64	EEO Reports and Supporting Documentation Includes documentation used to complete EEO reports.	3		3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		
3.4.002	65	Leave Status Reports Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE + 3		FE + 3			
3.4.004	66	Overtime Authorizations	2		2			
3.4.006	67	Time Cards and Time Sheets	4		4	40 TAC 815.106(i).		
3.4.007	68	Time Off and/or Sick Leave Requests	FE + 3		FE + 3	29 CFR 825.500.		
3.4.008	69	Sick Leave Pool Documentation Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3		FE + 3			
4.1.003	70	Canceled Checks/Stubs/Warrants/Drafts	FE + 3		FE + 3			
4.1.004	71	Encumbrance Detail	FE + 3		FE + 3			
4.1.007	72	Transfers or Budget Revisions Transfers or adjustment to budgets.	FE + 3		FE + 3			
4.1.008	73	Electronic Fund Transfers Direct Deposit Registers.	FE + 3		FE + 3			
4.2.001	74	Cash Deposit Vouchers Cash deposit slips.	FE + 3		FE + 3			
4.2.003	75	Daily Cash Receipts Logs	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



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2. Agency Code	226	3. Agency Name						Sixth Court of Appeals – Texarkana					
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							

4.2.004	76	Encumbrance Vouchers Orders, statements, change orders, etc.	FE + 3		FE + 3			
4.2.005	77	Purchase Vouchers Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3			
4.2.006	78	General Journal Vouchers	FE + 3		FE + 3			
4.2.007	79	Expenditure Vouchers Travel, payroll, etc.	FE + 3		FE + 3			
4.3.002	80	Receipts Journals or Registers	FE + 3		FE + 3			
4.3.003	81	Expenditures Journals or Registers	FE + 3		FE + 3			
4.4.001	82	General and Subsidiary Ledgers	FE + 3		FE + 3			
4.4.002	83	Accounts Receivable Ledgers	FE + 3		FE + 3			
4.4.003	84	Accounts Payable Ledgers	FE + 3		FE + 3			
4.5.001	85	Worksheets for Preparing Fiscal Reports	FE + 3		FE + 3			
4.5.002	86	Internal Fiscal Management Reports Includes agency monthly budget reports.	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



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Records Retention Schedule

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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
4.5.003	87	Annual Financial Reports Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6	A	AC = September 1 of odd-numbered calendar years. CAUTION: 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.	
4.5.005	88	External Fiscal Reports Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE + 3		FE + 3			
4.5.006	89	Annual Operating Budgets Required by the General Appropriations Act.	FE + 3		FE + 3			
4.5.007	90	USAS Reports – Daily	AC		AC		AC = Receipt and reconciliation of monthly report.	
4.5.008	91	USAS Reports - Monthly	AC		AC		AC = Receipt and reconciliation of annual report.	
4.5.009	92	USAS Reports - Annual	FE + 3		FE + 3			
4.6.001	93	Balancing Records	FE + 3		FE + 3			
4.6.002	94	Reconciliations	FE + 3		FE + 3			
4.7.001	95	Accounting Policies and Procedures Manual	US + 3		US + 3			
4.7.002	96	Bank Statements	FE + 3		FE + 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



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Records Retention Schedule

SLR 105

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2. Agency Code	226	3. Agency Name						Sixth Court of Appeals – Texarkana					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival			10. 106 No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks							

4.7.003	97	Returned Checks/Warrants/Drafts (Uncollectable)	AC + 3		AC + 3		AC = After deemed uncollectable.		
4.7.004	98	Capital Asset Records	LA + 3		LA + 3				
4.7.011	99	Texas Facilities Commission Statements (TFC) Charge or bill statements received by agencies from the TFC for services provided.	FE + 3		FE + 3				
4.7.012	100	Signature Authorizations 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	101	Contracts and Leases 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		
5.1.005	102	Postage Records Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
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LA – Life of Asset
MO – Months

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US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	226	3. Agency Name <p style="text-align: center;">Sixth Court of Appeals – Texarkana</p>							
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				

5.1.011	103	Photocopier and Telefax Usage Logs & Reports	AV		AV				
5.1.013	104	Insurance Policies For vehicles, equipment, etc.	AC + 4		AC + 4		AC = Expiration or termination of the policy according to its terms.		
5.1.014	105	Office Procedures 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				
5.2.006	106	Property Destruction, Certificates of	FE + 3		FE + 3				
5.2.008	107	Equipment History File; Equipment Service Agreements 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				
5.2.009	108	Equipment Inventory Detail Report Forms Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 3		FE + 3				

Retention Codes (Field 7)

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

CE – Calendar Year End
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LA – Life of Asset
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Archival Codes (Field 8)

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



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2. Agency Code	226	3. Agency Name								
		Sixth Court of Appeals – Texarkana								
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					

5.2.010	109	Equipment Manuals	LA		LA				
5.2.011	110	Equipment Warranties	AC + 1		AC + 1		AC = Expiration of Warranty.		
5.2.014	111	Inventory - Annual Physical Property, equipment, supply verification.	FE + 3		FE + 3				
5.2.015	112	Inventory, Notices of Equipment Removed From	FE + 3		FE + 3				
5.2.019	113	Service Orders Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	1		1				
5.2.021	114	Surplus Property Sale Reports	FE + 3		FE + 3				
5.3.002	115	Freight Bills Paid	FE + 3		FE + 3				
5.3.004	116	Order - Acknowledgments	AV		AV				
5.3.005	117	Packing Slips	AV		AV				
5.3.007	118	Bid Documentation 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.		

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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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
5.3.008	119	Purchasing Logs Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3		FE + 3			
5.4.012	120	Security Access Records 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	121	Disaster Preparedness and Recovery Plans	US		US			
5.5.001	122	Billing Detail - Telecommunications (Other Than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3			
5.5.002	123	Long Distance Telephone Logs Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV		AV			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
5.5.006	124	Billing Detail – Telecommunications (TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for detail from carriers other than TEX-AN.	
	125	Case File Exhibits	AC +3		AC + 3		AC = final disposition of the case or at an earlier date if ordered by the court. Tx Gov't Code 51.204(b)(2). Records may be maintained in an electronic storage format. Tex. Gov't Code, Section 51.205(a)	
	126	Case Files, Civil (not successful on appeal to higher court)	AC + 6		AC + 6	R	AC = after final disposition, but not sooner than 90 days after the date the court clerk provides notice to the district or county clerk. TX Gov't Code 51.204(d). Records may be maintained in an electronic storage format. Tex. Gov't Code, Section 51.205(a)	

Retention Codes (Field 7)

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US – Until Superseded

Archival Codes (Field 8)

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



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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			
	127	Case Files, Criminal (Sentence 20 years or less)	AC + 25		AC + 25	R		
	128	Case Files, Criminal (Sentence of 20 years or more)	PM		PM	A	AC = after the final disposition. TX Gov't Code 51.204(e). Records may be maintained in an electronic storage format. Tex. Gov't Code, Section 51.205(a)	
	129	Minute Books Proceedings of the Court, except opinions and orders on motions.	PM		PM	A	TX Gov't Code 51.204(e). Retained by Court. Records may be maintained in an electronic storage format. Tex. Gov't Code, Section 51.205(a)	
	130	Opinions	PM		PM	A	TX Gov't Code 51.204(d)(3). Retained by Court. Records may be maintained in an electronic storage format. Tex. Gov't Code, Section 51.205(a)	

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 226		3. Agency Name Sixth Court of Appeals – Texarkana						
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			
	131	Dockets	PM		PM	A	TX Gov't Code 51.204(d)(3). Retained by Court. Records may be maintained in an electronic storage format. Tex. Gov't Code, Section 51.205(a)	
	132	Case File Indexes	PM		PM	A	TX Gov't Code 51.204(d)(3). Retained by Court. Records may be maintained in an electronic storage format. Tex. Gov't Code, Section 51.205(a)	
	133	Fee Books	FE +3		FE +3		TX Gov't Code 51.207(b) and (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	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	