



Ms. Vivian Long  
Clerk  
Texas Court of Appeals - 07th Court of Appeals District  
501 S. Fillmore, Suite 2A  
Amarillo, TX 79101

RE: Agency records retention schedule approved for use

State and Local  
Records Management

P.O. Box 12927  
Austin, Texas  
78711.2927

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

[www.tsl.texas.gov](http://www.tsl.texas.gov)

*Commission Chairman*  
Michael C. Waters

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

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Edward Seidenberg

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

Dear Ms. Long:

Your agency's records retention schedule is approved for use as of November 12, 2015. 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 Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **November 2020**.

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).

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

Sincerely,

A handwritten signature in blue ink, appearing to read "CK", written over a light blue circular stamp.

Craig Kelso  
Director and State Records Administrator

cc: State Auditor, State Archivist, Brian Quinn



STATE OF TEXAS  
**Records Retention Schedule Certification**

SLR 105C

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

BZ

**Section 1. Agency Information**

*(Submitting agencies complete this section only)*

Agency Code 227  
 Agency Name SEVENTH 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   
 Name (Print or type) Peggy Culp  
 Date June 5, 2014

**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 Osborne  
 Date 11/12/15

Cert/Recert No. 10 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 29

2. Agency Code	227	3. Agency Name SEVENTH COURT OF APPEALS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

		<b>Category 1: Administrative Records Section 1.1 - General</b>						
1.1.002	1	<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	2	<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.	

<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>  A – Transfer to State Archives R – Review by State Archivist
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 **2** of **29**

2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.1.007	3	<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.	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.</p>	

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 **3** of **29**

2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.008	4	<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.	2		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
1.1.010	5	<b>Directives</b> Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 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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1. Page **4** of **29**

2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.1.013	6	<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 + 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.	
1.1.014	7	<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.	

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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 **5** of **29**

2. Agency Code	227	3. Agency Name	SEVENTH COURT OF APPEALS		
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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		

1.1.019	8	<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	9	<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	10	<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	11	<b>Organization Charts</b>	US		US	A		
1.1.040	12	<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.	

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
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **6** of **29**

2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.1.043	13	<b>Training Materials</b> Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US + 1		US + 1			
1.1.056	14	<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	
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 7 of 29

2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.057	15	<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; 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 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.</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 **8** of **29**

2. Agency Code **227**      3. Agency Name **SEVENTH COURT OF APPEALS**

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.063	16	<b>Staff Meeting Minutes and Notes</b> Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1	1				
1.1.064	17	<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	18	<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.		
1.1.068	19	<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.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page **9** of **29**

2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.1.069	20	<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.	
1.1.070	21	<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.	

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 **10** of **29**

2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.071	22	<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	23	<b>Minutes of the Court, Proceedings of the Court, except opinions and orders on motions</b>	PM		PM	A	Judgments & Orders-Agency of origin retains permanent record copy. The archival requirement will be met by sending a copy to the State Archives. Tex. Gov't Code, Section 51.204(d)(3).		
1.1	24	<b>Case Files, Civil</b> Cases not successfully appealed to a higher court.	AC	6	AC + 6	R	Tex. Gov't Code, Section 51.204(d) AC = After final disposition of the case but not sooner than 90 days; "the clerk provides notice to the district or county clerk. . ."		

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 **11** of **29**

2. Agency Code	227	3. Agency Name	SEVENTH COURT OF APPEALS					
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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				

1.1	25	<b>Case Files, Criminal (Sentence of 20 years or less)</b> Cases not successfully appealed to a higher court.	AC	25	AC + 25	R	Tex. Gov't Code, Section 51.204(e) AC = After final disposition of the case, where the sentence is "...20 years or less." See complete citation noted above.		
1.1	26	<b>Case Files, Criminal (Sentence of more than 20 years)</b>	PM		PM	A	Tex. Gov't Code, Section 51.204(e) Case files were originally sent as PS + 20; case files are to be returned to the Court 20 years after the date files were stored (first year of cases are to be returned September 1, 2010).		
1.1	27	<b>Exhibits, Civil</b>	AC + 3		AC + 3		Tex. Gov't Code, Sec. 51.204(b)(2) AC = After final disposition of the case or at an earlier date if ordered by the court.		
1.1	28	<b>Opinions</b>	PM		PM	A	<b>CAUTION:</b> Does not include legal opinions or advice rendered on a case in litigation or with regard to pending litigation. Tex. Gov't Code, Section 51.204(d)(3).		
1.1	29	<b>Docket Sheets</b>	PM		PM	A	Tex. Gov't Code, Section 51.204(d)(3).		
1.1	30	<b>Motion Dockets</b>	PM		PM	A			

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.

2. Agency Code	227	3. Agency Name	SEVENTH COURT OF APPEALS		
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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	31	<b>Fee Books</b> Fees collected for cases on appeal pursuant to Texas Rules of Appellate Procedure 5.	FE + 3		FE + 3	Tex. Gov't Code Ann § 51.207(b), (c), as amended by Tex. S.B. 1534, 75 <sup>th</sup> Leg.; Tex. R. App. P. Appendix.		
1.2.001	32	<b>Destruction Authorizations</b> Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE + 3		FE + 3			
1.2.005	33	<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	34	<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	35	<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.		

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

**SLR 105**

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1. Page **13** of **29**

2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.2.010	36	<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				
1.2.012	37	<b>Records Inventory Worksheets</b>	US		US				
2.1.002	38	<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.  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.		

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

**SLR 105**

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1. Page **14** of **29**

2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
2.1.007	39	<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.		
3.1.001	40	<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 [State Agencies].		

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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1. Page **15** of **29**

2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.1.002	41	<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.		
3.1.011	42	<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.  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	43	<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 [State Agencies].		
3.1.013	44	<b>Employment Contracts</b>	AC + 4		AC + 4	AC = Expiration or termination of the contract according to its terms.		

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 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.1.014	45	<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 [State Agencies].  CAUTION: Does not include criminal history checks.		
3.1.019	46	<b>Performance Appraisals</b>	2		2	29 CFR 1620.32(c).		
3.1.022	47	<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 [State Agencies].		
3.1.023	48	<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).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.1.027	49	<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.		
3.1.029	50	<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 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).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.1.031	51	<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	52	<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.		
3.1.035	53	<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.		
3.2.001	54	<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	55	<b>Employee Earnings Records</b>	4		4	40 TAC 815.106(i).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.2.003	56	<b>Federal Tax Records</b> Includes FICA 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	57	<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).		
3.2.005	58	<b>W-4 Forms</b> Employer's copy of "Employees' 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	59	<b>Wage Rate Tables</b>	2		2	29 CFR 516.6(a)(2).		
3.2.007	60	<b>Unemployment Compensation Records</b>	AC + 5		AC + 5			
3.2.008	61	<b>Direct Deposit Application/Authorizations</b>	US		US			

Retention Codes ( <i>Field 7</i> )				Archival Codes ( <i>Field 8</i> )	
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2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.2.009	62	<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	63	<b>Human Resources Information System (HRIS) Reports</b> Includes supporting documentation.	AC + 4		AC + 4			
3.3.004	64	<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).		
3.3.011	65	<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.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.3.015	66	<b>Positions/Job Classification Review File</b> Records relating to review and monitoring of job classifications within an agency.	US + 3		US + 3			
3.3.022	67	<b>Texas Workforce Commission (TWC) Reports</b> Reports to the agency from TWC or its predecessor pertaining to employees.	3		3			
3.3.023	68	<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	69	<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			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.3.030	70	<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	71	<b>EEO Reports and Supporting Documentation</b> Includes documentation used to complete EEO reports.	3		3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		
3.4.001	72	<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			
3.4.002	73	<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			
3.4.004	74	<b>Overtime Authorizations</b>	2		2			
3.4.006	75	<b>Time Cards and Time Sheets</b>	4		4	40 TAC 815.106(i).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code	227	3. Agency Name	SEVENTH COURT OF APPEALS		
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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			

3.4.007	76	<b>Time Off and/or Sick Leave Requests</b>	FE + 3		FE + 3			
3.4.008	77	<b>Sick Leave Pool Documentation</b> Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3		FE + 3			
4.1.001	78	<b>Accounts Payable Information</b>	FE + 3		FE + 3			
4.1.003	79	<b>Canceled Checks/Stubs/Warrants/Drafts</b>	FE + 3		FE + 3			
4.1.004	80	<b>Encumbrance Detail</b>	FE + 3		FE + 3			
4.1.007	81	<b>Transfers or Budget Revisions</b> Transfers or adjustment to budgets.	FE + 3		FE + 3			
4.2.001	82	<b>Cash Deposit Vouchers</b> Cash deposit slips.	FE + 3		FE + 3			
4.2.002	83	<b>Cash Receipts</b> Includes receipts for fees (permits, licenses, renewals, etc.).	FE + 3		FE + 3			
4.2.003	84	<b>Daily Cash Receipts Logs</b>	FE + 3		FE + 3			
4.2.004	85	<b>Encumbrance Vouchers</b> Orders, statements, change orders, etc.	FE + 3		FE + 3			
4.2.005	86	<b>Purchase Vouchers</b> Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3			
4.2.006	87	<b>General Journal Vouchers</b>	FE + 3		FE + 3			
4.2.007	88	<b>Expenditure Vouchers</b> Travel, payroll, etc.	FE + 3		FE + 3			

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
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2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.3.002	89	<b>Receipts Journals or Registers</b>	FE + 3		FE + 3				
4.3.003	90	<b>Expenditures Journals or Registers</b>	FE + 3		FE + 3				
4.4.001	91	<b>General and Subsidiary Ledgers</b>	FE + 3		FE + 3				
4.4.002	92	<b>Accounts Receivable Ledgers</b>	FE + 3		FE + 3				
4.4.003	93	<b>Accounts Payable Ledgers</b>	FE + 3		FE + 3				
4.5.001	94	<b>Worksheets for Preparing Fiscal Reports</b>	FE + 3		FE + 3				
4.5.002	95	<b>Internal Fiscal Management Reports</b> Includes agency monthly budget reports.	FE + 3		FE + 3				
4.5.003	96	<b>Annual Financial Reports</b> Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6	A	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.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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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			
4.5.005	97	<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	98	<b>Annual Operating Budgets</b> Required by the General Appropriations Act.	FE + 3		FE + 3			
4.5.007	99	<b>USAS Reports – Daily</b>	AC		AC	AC = Receipt and reconciliation of monthly report.		
4.5.008	100	<b>USAS Reports - Monthly</b>	AC		AC	AC = Receipt and reconciliation of annual report.		
4.5.009	101	<b>USAS Reports - Annual</b>	FE + 3		FE + 3			
4.6.001	102	<b>Balancing Records</b>	FE + 3		FE + 3			
4.6.002	103	<b>Reconciliations</b>	FE + 3		FE + 3			
4.7.001	104	<b>Accounting Policies and Procedures Manual</b>	US + 3		US + 3			
4.7.002	105	<b>Bank Statements</b>	FE + 3		FE + 3			
4.7.003	106	<b>Returned Checks/Warrants/Drafts (Uncollectable)</b>	AC + 3		AC + 3	AC = After deemed uncollectable.		
4.7.011	107	<b>Texas Facilites Commission (TFC) Statements</b> Charge or bill statements received by agencies from the TBPC for services provided.	FE + 3		FE + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 227		3. Agency Name SEVENTH COURT OF APPEALS						
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			Agency	Storage	Total			
4.7.012	108	<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	109	<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 + 7		AC + 7	AC = Expiration or termination of the instrument according to its terms.		
5.1.005	110	<b>Postage Records</b> Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3			

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			Agency	Storage	Total			
5.1.014	111	<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			
5.2.008	112	<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			
5.2.009	113	<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	114	<b>Equipment Manuals</b>	LA		LA			
5.2.011	115	<b>Equipment Warranties</b>	AC + 1		AC + 1			
5.2.014	116	<b>Inventory - Annual Physical</b> Property, equipment, supply verification.	FE + 3		FE + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total	9. Remarks			
5.2.019	117	<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				
5.2.021	118	<b>Surplus Property Sale Reports</b>	FE + 3		FE + 3				
5.2.023	119	<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				
5.3.004	120	<b>Order - Acknowledgments</b>	AV		AV				
5.3.007	121	<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.		

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			Agency	Storage	Total			
5.3.008	122	<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			
5.4.011	123	<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	124	<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	125	<b>Disaster Preparedness and Recovery Plans</b>	US		US			

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