



November 1, 2017

Ms. Denise Pacheco  
Clerk of the Court  
Texas Court of Appeals – 08<sup>th</sup> Court of Appeals District  
500 E. San Antonio Ave., #1203  
El Paso, TX 79901

Re: Agency records retention schedule approved for use.

Dear Ms. Pacheco,

Lorenzo de Zavala  
State Archives and  
Library Building

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 Please ensure that all old copies of the schedule are superseded with this recertified copy.

1201 Brazos Street  
Austin, Texas  
78701

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

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of October 2022.

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

*Commission Chairman*  
Michael C. Waters

During a certification period, changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Bonnie Zuber at 512-463-0188 or [bzuber@tsl.texas.gov](mailto:bzuber@tsl.texas.gov).

*Members*

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

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

*Director and Librarian*  
Mark Smith

Sincerely,

*Assistant State Librarian*  
Gloria Meraz

Craig Kelso  
Director and State Records Administrator

cc: Agency head

**TSLAC**

Preserving yesterday  
Informing today  
Inspiring tomorrow



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 228

Agency Name Court of Appeals Eighth District

(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 Denise Pacheco

Name (Print or type) Denise Pacheco

Date 3-1-2017

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office (For the exclusive use of the State Auditor's Office)

Signature, Name, 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, Date (Donna Boone, 10/30/17)

Cert/Recert No. 1 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  
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

| 1. Agency Code: 228 |                           | 2. Agency Name: Texas Court of Appeals - 08th Court of Appeals District |   |              |                     |        |      |  |              |  |                     |
|---------------------|---------------------------|---|---|--------------|---------------------|--------|------|--|--------------|--|---------------------|
| 3. Agency Item No.  | 4. Record Series Item No. | 5. Record Series Title  | 6. Description  | 7. Ret. Code | 8. Retention Period |        |      | 9. AC Definition                                     | 10. Archival | 11. Remarks  | 12. Legal Citations |
|                     |                           |   |   |              | Years               | Months | Days |  |              |  |                     |
| 1                   | 1.1.002                   | 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 = Publication or release of final audit findings. |              | The State Auditor's Office retains any copies of its audits performed on Texas state agencies.   |                     |
| 2                   | 1.1.004                   | Legislative Appropriation Requests                                      | Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.                           | AC           | 6                   |        |      | AC = September 1 of odd-numbered calendar years.     | A            | ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival. |                     |



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|                     |                           |                                 |   |              | Years               | Months | Days |                  |              |   |                     |
| 4                   | 1.1.007                   | 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. |              | 4                   |        |      |                  | R            | ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This 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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| 5                   | 1.1.008                   | Correspondence - General  | Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency. |              | 2                   |        |      |                  |              | SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010. |                     |
| 6                   | 1.1.010                   | Directives  | Any document that officially initiates, rescinds, or amends general office procedures.  | US           | 1                   |        |      |                  |              |   |                     |



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| 7                   | 1.1.013                   | 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                   |        |      |                  | 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. |                     |



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|                     |                           |   |  |              | Years               | Months | Days |  |              |  |                     |
| 124                 | 1.1.014                   | Legal Opinions and Advice   | From agency legal counsel or the Attorney General, including any requests eliciting the opinions.  | AV           |                     |        |      |  | R            | CAUTION: Does not include legal opinions or advice rendered on a matter in litigation. Or with regard to pending litigation. |                     |
| 8                   | 1.1.019                   | Public Relations Records  | News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.                           |              | 2                   |        |      |  | R            |  |                     |
| 9                   | 1.1.020                   | Public Information Requests - Not Exempted                              | Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code). | AC           | 1                   |        |      | AC = Date request fulfilled.                       |              |  |                     |
| 10                  | 1.1.021                   | Public Information Requests - Exempted                                  | Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).              | AC           | 2                   |        |      | AC = Date of notification that records are exempt. |              |  |                     |
| 11                  | 1.1.023                   | Organization Charts   |  | US           |                     |        |      |  | A            |  |                     |



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|                     |                           |   |   |              | Years               | Months | Days |                  |              |             |                     |
| 12                  | 1.1.043                   | Training Materials  | Instructional materials developed by an agency for training entities or individuals it regulates or serves. | US           | 1                   |        |      |                  |              |             |                     |



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|                     |                           |                        |   |              | Years               | Months | Days |  |              |  |                     |
| 13                  | 1.1.057                   | Transitory Information | Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency’s recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; 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. | AC           |                     |        |      | AC = Purpose of record has been fulfilled. |              | 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. The disposal of transitory information need not be documented through destruction signoffs 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. |                     |



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|                     |                           |   |   |              | Years               | Months | Days |  |              |   |                     |
| 14                  | 1.1.064                   | Agency Performance Measures Documentation                               | Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency. | FE           | 3                   |        |      |  |              | CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures. |                     |
| 15                  | 1.1.065                   | Reports and Studies (Non-Fiscal) - Raw Data                             | Information or data collected and compiled for the purpose of producing non-fiscal reports.   | 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.         |                     |
| 16                  | 1.1.066                   | Reports - Biennial or Annual Agency (Narrative)                         | Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.  | AC           | 6                   |        |      | AC = September 1 of odd-numbered calendar years. | A            | ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.       |                     |



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|                     |                           |   |  |              | Years               | Months | Days |  |              |  |                     |
| 17                  | 1.1.067                   | Reports and Studies (Non-Fiscal)  | Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities. |              | 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. |                     |
| 18                  | 1.1.068                   | Reports on Performance Measures   | Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.  | AC           | 6                   |        |      | AC = September 1 of odd-numbered calendar years.                           |              |  |                     |
| 19                  | 1.1.070                   | Agency Rules, Policies, and Procedures - Final                          | Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.                                     | AC           | 3                   |        |      | AC = Completion or termination of program, rules, policies, or procedures. | R            | SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071. Formerly RSIN 1.1.025.  |                     |



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|                     |                           |   |   |              | Years               | Months | Days |  |              |   |                     |
| 20                  | 1.1.071                   | Agency Rules, Policies, and Procedures - Working Files                  | Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. | AC           | 3                   |        |      | AC = Completion or termination of program, rules, policies, or procedures. | R            | SEE ALSO Records Series Item Number 1.1.070.  |                     |
| 125                 | 1.2.001                   | Destruction Authorizations  | Agency level documents authorizing final disposition of records under a certified records retention schedule  | FE           | 3                   |        |      |  |              |   |                     |
| 21                  | 1.2.005                   | Records Retention Schedule (SLR 105)                                    | Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.   | US           |                     |        |      |  |              | Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. |                     |



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| 22                  | 1.2.006                   | 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 = 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. |              |  |                     |
| 23                  | 1.2.010                   | 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                  |        |      |  |              |  |                     |
| 24                  | 1.2.013                   | Records Control Locator Aids  | Includes indexes, card files, shelf lists, registers, guides, etc.  | AC           |                     |        |      | AC = When control aid is updated, revised, or no longer needed.  |              | CAUTION: These records must carry the same retention period and archival code of the records they support. |                     |



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| 25                  | 2.1.007                   | Software Programs   | Automated software applications and operating system files including job control language, program listing/source code, etc. | AC           |                     |        |      | AC = Until electronic records are transferred to and made usable in a new 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. |              |             |                     |



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| 26                  | 2.1.008                   | Hardware Documentation  | Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. | AC           |                     |        |      | AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 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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| 27                  | 2.1.009                   | Technical Documentation | Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. | AC           |                     |        |      | AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94. 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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| 122                 | 2.2.014                   | 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           |                     |        |      |                  |              | 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. |                     |
| 123                 | 2.2.015                   | 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           |                     |        |      |                  |              | The disposal of history files need not be documented through destruction authorizations 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.              |                     |
| 28                  | 2.2.016                   | Software Registrations, Warranties and License Agreements               |  | LA           | 3                   |        |      |                  |              |   |                     |



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| 29                  | 3.1.001                   | 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                   |        |      |   |              |   | 29 CFR 1602.31.     |
| 30                  | 3.1.002                   | 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 = Termination of employment.                     |              |   |                     |
| 31                  | 3.1.011                   | Employee Insurance Records              | Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.   | AC           |                     |        |      | AC = Until superseded or termination of employment. |              | CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. |                     |



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|                     |                           |   |   |              | Years               | Months | Days |                                       |              |  |                     |
| 32                  | 3.1.012                   | Employment Opportunity Announcements                                    | Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.   |              | 2                   |        |      |                                       |              |  | 29 CFR 1602.31.     |
| 126                 | 3.1.014                   | Employment Selection Records  | Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results, and all other records that document the selection process. |              | 2                   |        |      |                                       |              | CAUTION: Does not include criminal history checks. See item number 3.1.026.  | 29 CFR 1602.31      |
| 33                  | 3.1.018                   | Grievance Records   | Records relating to the review of employee grievances against personnel policies, working conditions, etc.  | AC           | 2                   |        |      | AC = Final decision on the grievance. |              | CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. |                     |
| 34                  | 3.1.019                   | Performance Appraisals  |   |              | 2                   |        |      |                                       |              |  | 29 CFR 1620.32(c).  |



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|                     |                           |   |  |              | Years               | Months | Days |  |              |  |                     |
| 35                  | 3.1.020                   | Personnel Corrective Action Documentation                               | Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance. | AC           | 5                   |        |      | AC = Termination of corrective action. |              | CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the the minimum retention period described by item number 3.1.021. |                     |



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|                     |                           |   |   |              | Years               | Months | Days |                                 |              |             |                     |
| 36                  | 3.1.021                   | 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 = Termination of employment. |              |             |                     |



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|                     |                           |   |  |              | Years               | Months | Days |  |              |  |                     |
| 37                  | 3.1.022                   | Personnel Information or Action Forms                                   | Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment. |              | 2                   |        |      |  |              |  | 29 CFR 1602.31.     |
| 38                  | 3.1.023                   | Position/Job Descriptions   | Job descriptions, including all associated task or skill statements, for positions in an agency.   | AC           | 4                   |        |      | AC = Until superseded or job eliminated.   |              |  | 40 TAC 815.106(i).  |
| 127                 | 3.1.026                   | Criminal History Checks   | Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).   | AC           |                     |        |      | AC = The criminal history record has served the immediate purpose for which it was obtained. SEE item number 3.1.014 |              | CAUTION: An agency that is authorized to obtain criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information. |                     |



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|                     |                           |   |  |              | Years               | Months | Days |   |              |   |                                      |
| 39                  | 3.1.027                   | Training and Educational Achievement Records (Individual) | Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee. | AC           | 5                   |        |      | AC = Termination of employment.                     |              |   |                                      |
| 40                  | 3.1.029                   | Employment Eligibility, Documentation or Verification of  | Federal reporting form (INS I-9).  | AC           | 1                   |        |      | AC = Termination of employment.                     |              | CAUTION: Federal regulation requires that INS 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). |
| 41                  | 3.1.031                   | Employee Benefits - Other than Insurance                  | Agency copies of information relating to the selection of available benefit options other than insurance.  | AC           | 2                   |        |      | AC = Until superseded or termination of employment. |              | CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.   |                                      |



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|                     |                           |   |   |              | Years               | Months | Days |   |              |   |                     |
| 42                  | 3.1.034                   | Resumes - Unsolicited   | Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.  | AV           |                     |        |      |   |              | See item no. 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process. |                     |
| 43                  | 3.1.037                   | Employee Recognition Records  | Awards, incentives, tenure, etc.  | AC           | 5                   |        |      | AC = Termination of employment.   |              |   |                     |
| 140                 | 3.1.038                   | Public Access Option Form   | Form completed or 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           |                     |        |      |   |              | For the judiciary all info is confidential. See item 3.3.011  |                     |
| 44                  | 3.2.001                   | Employee Deduction Authorizations                                       | Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.   | AC           | 4                   |        |      | AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. |              |   |                     |



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| 45                  | 3.2.002                   | Employee Earnings Records   |  |              | 4                   |        |      |   |              |             | 40 TAC 815.106(i).        |
| 46                  | 3.2.003                   | Federal Tax Records   | Includes 1099, W2, FICA, and other tax records.  | AC           | 4                   |        |      | AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. |              |             | 26 CFR 31.6001 - 1(e)(2). |
| 47                  | 3.2.004                   | Income Adjustment Authorizations  | Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes. |              | 2                   |        |      |   |              |             | 29 CFR 516.6(c).          |
| 48                  | 3.2.005                   | W-4 Forms   | Employer's copy of "Employee's Withholding Exemption Certificate."   | AC           | 4                   |        |      | AC = Until superseded, obsolete, or upon separation of employee.                    |              |             | 26 CFR 31.6001-1 (e)(2).  |
| 49                  | 3.2.006                   | Wage Rate Tables  |  |              | 2                   |        |      |   |              |             | 29 CFR 516.6(a)(2).       |
| 50                  | 3.2.007                   | Unemployment Compensation Records                                       |  | AC           | 5                   |        |      | AC = Termination of employment.   |              |             |                           |
| 51                  | 3.2.008                   | Direct Deposit Application/Authorizations                               |  | US           |                     |        |      |   |              |             |                           |



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| 52                  | 3.2.009                   | State Deferred Compensation Records                                     |   | AC           | 5                   |        |      | AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas. |              |             |                      |
| 53                  | 3.2.010                   | Human Resources Information System (HRIS) Reports                       | Includes supporting documentation.  | AC           | 4                   |        |      | AC = Termination of employment.   |              |             |                      |
| 54                  | 3.3.004                   | Benefit Plans   | Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments | US           | 1                   |        |      |   |              |             | 29 CFR 1627.3(b)(2). |



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| 55                  | 3.3.010                   | Labor Statistics Reports  | Reports providing statistical information on labor force.   |              | 3                   |        |      |   |              |             |                     |
| 56                  | 3.3.011                   | 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 = Termination of employment. See item number 3.1.038 |              |             |                     |
| 57                  | 3.3.015                   | Positions/Job Classification Review File                                | Records relating to review and monitoring of job classifications within an agency.  | US           | 3                   |        |      |   |              |             |                     |
| 58                  | 3.3.022                   | Texas Workforce Commission (TWC) Reports                                | Reports to the agency from TWC or its predecessor pertaining to employees.  |              | 3                   |        |      |   |              |             |                     |
| 59                  | 3.3.023                   | Reimbursable Activities, Requests and Authorizations to Engage in       | Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed. | FE           | 3                   |        |      |   |              |             |                     |



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| 60                  | 3.3.024                   | Personnel Policies and Procedures                                       | Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.  | US           | 3                   |        |      |                  |              |              |   |
| 61                  | 3.3.026                   | 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                   |        |      |                  |              | FTE REPORTS. |   |
| 62                  | 3.3.031                   | EEO Reports and Supporting Documentation                                | Includes documentation used to complete EEO reports.   |              | 3                   |        |      |                  |              |              | 29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50. |



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|                     |                           |   |   |              | Years               | Months | Days |                  |              |             |                     |
| 63                  | 3.4.001                   | Accumulated Leave Adjustment Requests                                   | 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                   |        |      |                  |              |             |                     |
| 64                  | 3.4.002                   | Leave Status Reports  | Cumulative report is issued each pay cycle and provides employee leave status information for each position.  | FE           | 3                   |        |      |                  |              |             |                     |
| 136                 | 3.4.004                   | Overtime Authorizations   |   |              | 2                   |        |      |                  |              |             |                     |
| 65                  | 3.4.006                   | Time Cards and Time Sheets  |   |              | 4                   |        |      |                  |              |             | 40 TAC 815.106(i).  |
| 137                 | 3.4.007                   | Time Off and/or Sick Leave Requests                                     |   | FE           | 3                   |        |      |                  |              |             |                     |
| 66                  | 3.4.008                   | Sick Leave Pool Documentation   | Requests submitted, approvals, number of hours transferred in and out, etc.   | FE           | 3                   |        |      |                  |              |             |                     |
| 67                  | 4.1.001                   | Accounts Payable Information  |   | FE           | 3                   |        |      |                  |              |             |                     |



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| 68                  | 4.1.002                   | Billing Detail  |  | FE           | 3                   |        |      |                  |              | Caution: Does not include long distance telephone billing detail. See item numbers 5.5.001. |                     |
| 69                  | 4.1.003                   | Canceled Checks/Stubs/Warrants/Drafts                                   |  | FE           | 3                   |        |      |                  |              |   |                     |
| 70                  | 4.1.004                   | Encumbrance Detail  |  | FE           | 3                   |        |      |                  |              |   |                     |
| 71                  | 4.1.005                   | Inventory and Other Cost Files  | Production, job, labor, quotes, pricing, specifications, etc.  | FE           | 3                   |        |      |                  |              |   |                     |
| 72                  | 4.1.007                   | Transfers or Budget Revisions   | Transfers or adjustment to budgets.  | FE           | 3                   |        |      |                  |              |   |                     |
| 73                  | 4.1.008                   | Electronic Fund Transfers   | Direct Deposit Registers.  | FE           | 3                   |        |      |                  |              |   |                     |
| 74                  | 4.2.001                   | Cash Deposit Vouchers   | Cash deposit slips.  | FE           | 3                   |        |      |                  |              |   |                     |
| 75                  | 4.2.003                   | Daily Cash Receipts Logs  |  | FE           | 3                   |        |      |                  |              |   |                     |
| 76                  | 4.2.005                   | Purchase Vouchers   | Requisitions, receiving reports, invoices, or statements, change orders, best value determinations, etc. | FE           | 3                   |        |      |                  |              |   |                     |
| 77                  | 4.2.006                   | General Journal Vouchers  |  | FE           | 3                   |        |      |                  |              |   |                     |



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| 78                  | 4.2.007                   | Expenditure Vouchers  | Travel, payroll, etc.                   | FE           | 3                   |        |      |                  |              |             |                     |
| 79                  | 4.3.002                   | Receipts Journals or Registers  |   | FE           | 3                   |        |      |                  |              |             |                     |
| 80                  | 4.3.003                   | Expenditures Journals or Registers                                      |   | FE           | 3                   |        |      |                  |              |             |                     |
| 81                  | 4.4.001                   | General and Subsidiary Ledgers  |   | FE           | 3                   |        |      |                  |              |             |                     |
| 82                  | 4.4.002                   | Accounts Receivable Ledgers   |   | FE           | 3                   |        |      |                  |              |             |                     |
| 82                  | 4.4.003                   | Accounts Payable Ledgers  |   | FE           | 3                   |        |      |                  |              |             |                     |
| 84                  | 4.5.001                   | Worksheets for Preparing Fiscal Reports                                 |   | FE           | 3                   |        |      |                  |              |             |                     |
| 85                  | 4.5.002                   | Internal Fiscal Management Reports                                      | Includes agency monthly budget reports. | FE           | 3                   |        |      |                  |              |             |                     |



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| 86                  | 4.5.003                   | Annual Financial Reports  | Required by the General Appropriations Act (100 Day Report).                                 | AC           | 6                   |        |      | AC = September 1 of odd-numbered calendar years. | A            | CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. |                     |
| 87                  | 4.5.005                   | External Fiscal Reports   | Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports. | FE           | 3                   |        |      |  |              |  |                     |
| 88                  | 4.5.006                   | Annual Operating Budgets  | Required by the General Appropriations Act.  | FE           | 3                   |        |      |  |              |  |                     |



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| 128                 | 4.5.007                   | USAS Reports - Daily  |  | AC           |                     |        |      | AC= Receipt and reconciliation of monthly report. |              |             |                     |
| 129                 | 4.5.008                   | USAS Reports- Monthly   |  | AC           |                     |        |      | AC= Receipt and reconciliation of annual report.  |              |             |                     |
| 130                 | 4.5.009                   | USAS Reports - Annual   |  | FE           | 3                   |        |      |   |              |             |                     |
| 89                  | 4.6.001                   | Balancing Records   |  | FE           | 3                   |        |      |   |              |             |                     |
| 90                  | 4.6.002                   | Reconciliations   |  | FE           | 3                   |        |      |   |              |             |                     |
| 91                  | 4.7.001                   | Accounting Policies and Procedures Manual                               |  | US           | 3                   |        |      |   |              |             |                     |
| 131                 | 4.7.002                   | Bank Statements   |  | FE           | 3                   |        |      |   |              |             |                     |
| 92                  | 4.7.003                   | Returned Checks/Warrants/Drafts (Uncollectable)                         |  | AC           | 3                   |        |      | AC = After deemed uncollectable.                  |              |             |                     |
| 93                  | 4.7.011                   | Texas Facilities Commission Statements (TFC)                            | Charge or bill statements received by agencies from the TFC for services provided.   | FE           | 3                   |        |      |   |              |             |                     |
| 141                 | 4.7.012                   | Signature Authorizations  | Signature cards or similar records establishing authority of any agency employee to initiate or authoimize financial transactions on behalf of an agency | AC           | 3                   |        |      | AC = US + FE                                      |              |             |                     |



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|                     |                           |   |   |              | Years               | Months | Days |  |              |  |                     |
| 132                 | 5.1.001                   | Contracts and Leases  | Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. | AC           | 7                   |        |      | AC = Expiration or termination of the instrument according to its terms. |              | SEE item number 5.3.007 Bid Documentation and Government Code 441.1855 |                     |
| 94                  | 5.1.005                   | Postage Records   | Records and reports of postage expenses, including postal meter usage.  | FE           | 3                   |        |      |  |              |  |                     |
| 95                  | 5.1.012                   | Charge Schedules/Price Lists  | Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges  | US           | 3                   |        |      |  |              |  |                     |



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| 96                  | 5.1.014                   | 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                   |        |      |                              |              |   |                     |
| 97                  | 5.2.006                   | Property Destruction, Certificates of                                   |  | FE           | 3                   |        |      |                              |              |   |                     |
| 98                  | 5.2.007                   | Damage Reports  | Reports of damage to state property.   | FE           | 3                   |        |      |                              |              |   |                     |
| 99                  | 5.2.008                   | Equipment History File  | Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.  | LA           | 3                   |        |      |                              |              | For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001 |                     |
| 100                 | 5.2.009                   | Equipment Inventory Detail Report Forms                                 | Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.   | FE           | 3                   |        |      |                              |              |   |                     |
| 101                 | 5.2.010                   | Equipment Manuals   |  | LA           |                     |        |      |                              |              |   |                     |
| 102                 | 5.2.011                   | Equipment Warranties  |  | AC           | 1                   |        |      | AC = Expiration of Warranty. |              |   |                     |
| 103                 | 5.2.014                   | Inventory - Annual Physical   | Property, equipment, supply verification.  | FE           | 3                   |        |      |                              |              |   |                     |



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| 104                 | 5.2.015                   | Inventory, Notices of Equipment Removed From                            |  | FE           | 3                   |        |      |                  |              |             |                     |
| 105                 | 5.2.017                   | Lost & Stolen Property Reports  |  | FE           | 3                   |        |      |                  |              |             |                     |
| 133                 | 5.2.019                   | Service Orders  | Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.  |              | 1                   |        |      |                  |              |             |                     |
| 134                 | 5.2.021                   | Surplus Property Sale Reports   |  | FE           | 3                   |        |      |                  |              |             |                     |
| 135                 | 5.2.023                   | Year-to-Date Activity (Inventory Listing)                               | 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                   |        |      |                  |              |             |                     |
| 106                 | 5.3.004                   | Order - Acknowledgments   |  | AV           |                     |        |      |                  |              |             |                     |
| 142                 | 5.3.005                   | Packing Slips   |  | AV           |                     |        |      |                  |              |             |                     |



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| 107a                | 5.3.007                   | Bid Documentation   | Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Associated with a contract executed, renewed or amended on or after September 1, 2015. | AC           | 7                   |        |      | AC = expiration or termination of the instrument according to its terms and decision not to proceed with the bid. |              |             |                     |
| 107b                | 5.3.007                   | Bid Documentation   | Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Associated with a contract executed, renewed, or amended on or before August 31, 2015. | FE           | 3                   |        |      |   |              |             |                     |



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| 107c                | 5.3.007                   | Bid Documentation   | Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.. | AC           | 2                   |        |      | AC= Date of notification of denial or date of withdrawal, as applicable. |              |             |   |
| 108                 | 5.3.008                   | Purchasing Logs   | Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.  | FE           | 3                   |        |      |  |              |             |   |
| 109                 | 5.4.001                   | Accident Reports and Associated Documentation                           | Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.   | CE           | 5                   |        |      |  |              |             | 29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. |



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| 110                 | 5.4.002                   | Evacuation Plans  | Plans for evacuation of agency facilities in cases of emergency.                                  | US           |                     |        |      |   |              |             |                             |
| 111                 | 5.4.012                   | Security Access Records   | Plans for evacuation of agency facilities in cases of emergency.                                  | AC           | 2                   |        |      | AC = Until superseded, date of expiration, or date of termination, whichever sooner.  |              |             |                             |
| 112                 | 5.4.013                   | Disaster Preparedness and Recovery Plans                                |   | US           |                     |        |      |   |              |             |                             |
| 143                 | 5.5.001                   | Billing Detail - Telecommunications (other than Tex-An)                 | In addition to summary details, includes any accompanying detailed listing of long distance calls | FE           | 3                   |        |      |   |              |             |                             |
| 113                 |                           | Case File Exhibits  |   | 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). |
| 114                 |                           | Case Files, Civil (not successful on appeal to higher court)            |   | AC           | 6                   |        |      | AC = after final disposition, but not sooner than 90 days after the date the court clerk provides notice to the district or county clerk. | R            |             | TX Gov't Code 51.204(d).    |
| 115                 |                           | Case Files, Criminal (Sentence 20 years or less)                        |   | AC           | 25                  |        |      | AC = after the final disposition.   | R            |             | TX Gov't Code 51.204(e).    |



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| 116                 |                           | Case Files, Criminal (Sentence of 20 years or more)                     |  | PM           |                     |        |      |                  | A            |   | TX Gov't Code 51.204(e).         |
| 117                 |                           | Minute Books  | Proceedings of the Court, except opinions and orders on motions. | PM           |                     |        |      |                  | A            | The archival requirement will be met by sending a copy of the State Archives. | TX Gov't Code 51.204(d)(3).      |
| 118                 |                           | Opinions  |  | PM           |                     |        |      |                  | A            |   | TX Gov't Code 51.204(d)(3).      |
| 119                 |                           | Dockets   |  | PM           |                     |        |      |                  | A            |   | TX Gov't Code 51.204(d)(3)       |
| 120                 |                           | Case File Indexes   |  | PM           |                     |        |      |                  | A            |   | TX Gov't Code 51.204(d)(3).      |
| 121                 |                           | Fee Books   |  | FE           | 3                   |        |      |                  |              |   | TX Gov't Code 51.207(b) and (c). |