



November 1, 2017

Ms. Sharri Roessler
Clerk of the Court
Texas Court of Appeals – 10th Court of Appeals District
501 Washington Ave. Room 415
Waco, TX 76701-1327

Re: Agency records retention schedule approved for use.

Dear Ms. Roessler,

Lorenzo de Zavala
State Archives and
Library Building

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 Please ensure that all old copies of the schedule are superseded with this recertified copy.

1201 Brazos Street
Austin, Texas
78701

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

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

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

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

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

Members

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

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

Director and Librarian
Mark Smith

Sincerely,

Assistant State Librarian
Gloria Meraz

Craig Kelso
Director and State Records Administrator

cc: Agency head

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 230
Agency Name Tenth Court of Appeals

(Check one)

- Initial Certification - Form SLR 105
[X] 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
[X] Records Management Officer

Signature Sharri Roesler
Name (Print or type) Sharri Roesler
Date 4-13-17

Section 2. Approvals

(Submitting agencies do not write in this section)

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 Donna Osborne
Name (Print or type) Donna Osborne
Date 10/30/17

Cert/Recert No. 10 Amendment No.

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS
Records Retention Schedule

SLR 105
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

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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	Meeting Agenda & Minutes (of the Court) Judgments & Orders.		PM					A	Court retains permanent record copy. The archival requirement for minutes will be met by sending a copy of the State Archives (See records series: Opinions of the Court.) Records may be maintained in an electronic storage format. The Court and the Office of Court Administration (OCA) have an existing executed contract whereby OCA has assumed responsibility to maintain electronic records located within the COA's server systems and the records maintenance will be done in compliance with "Electronic Records Standards Procedures" from the Texas State Library and Archives Commission.	TX Gov't Code 51.204(d)(3).



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2	1.1	Case Files, Civil & Criminal, Duplicate Documents		AC			60	AC =All duplicate papers in the file on record of a case shall be destroyed not sooner than the 60th day and not later than the 90th day after the date of final disposition.		Some files may be open records. Records may be maintained in an electronic storage format. The Court and the Office of Court Administration (OCA) have an existing executed contract whereby OCA has assumed responsibility to maintain electronic records located within the COA's server systems and the records maintenance will be done in compliance with "Electronic Records Standards Procedures" from the Texas State Library and Archives Commission.	Texas Gov't Code, Sec. 51.204(c)(d).



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					Years	Months	Days				
2a	1.1	Case Files, Civil		AC	6			AC = After final disposition of the case, but not sooner than 90 days after the date the clerk provides notice to the district or county clerk.	R	Case file reviewed for archival records, non-archival records may be destroyed. Some files may be open records. Only open cases are vital. Records may be maintained in an electronic storage format. The Court and the Office of Court Administration (OCA) have an existing executed contract whereby OCA has assumed responsibility to maintain electronic records located within the COA's server systems and the records maintenance will be done in compliance with "Electronic Records Standards Procedures" from the Texas State Library and Archives Commission.	Texas Gov't Code, Sec. 51.204(d).



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					Years	Months	Days				
2b	1.1	Case Files, Criminal (Sentence of 20 years or less)		AC	25			AC = After final disposition of the case.	R	Case file reviewed for archival records, non-archival records may be destroyed. Only open cases are vital. Some files may be open records. Records may be maintained in an electronic storage format. The Court and the Office of Court Administration (OCA) have an existing executed contract whereby OCA has assumed responsibility to maintain electronic records located within the COA's server systems and the records maintenance will be done in compliance with "Electronic Records Standards Procedures" from the Texas State Library and Archives Commission.	Texas Gov't Code, Sec. 51.204(e).



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2c	1.1	Case Files, Criminal (Sentence of more than 20 years)		PM					A	Case file reviewed for archival records, non-archival records may be destroyed. Some files may be open records. Only open cases are vital. Records may be maintained in an electronic storage format. The Court and the Office of Court Administration (OCA) have an existing executed contract whereby OCA has assumed responsibility to maintain electronic records located within the COA's server systems and the records maintenance will be done in compliance with "Electronic Records Standards Procedures" from the Texas State Library and Archives Commission.	Texas Gov't Code, Sec. 51.204(e)



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2d	1.1	Exhibits		AC	3			AC = After final disposition of the case or at an earlier date if ordered by the court.		Exhibits submitted to the court by a party may be withdrawn by that party or the party's attorney of record and exhibits on file with the court will be destroyed three years after final disposition of the case or at an earlier date if ordered by the court. Some files may be open records. Only open cases are vital. Records may be maintained in an electronic storage format. The Court and the Office of Court Administration (OCA) have an existing executed contract whereby OCA has assumed responsibility to maintain electronic records located within the COA's server systems and the records maintenance will be done in compliance with "Electronic Records Standards Procedures" from the Texas State Library and Archives Commission.	Texas Gov't Code, Sec. 51.204(b)(2).



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3	1.1	Opinions of the Court		PM					A	Retained by Court.	Gov't Code 51.204(d)(3).
4	1.1	Docket Sheets		PM					A	Retained by Court.	Gov't Code 51.204(d)(3).
5	1.1	Indexes of Court Cases		PM					A	Retained by Court.	Gov't Code 51.204(d)(3).



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6	1.1	Case Management System	Docket management program The Office of Court Administration creates our case management system, and maintains the documents stored thereon.	US						Confidential record. Some files may be open records. TAMES is the current program. Records may be maintained in an electronic storage format. The Court and the Office of Court Administration (OCA) have an existing executed contract whereby OCA has assumed responsibility to maintain electronic records located within the COA's server systems and the records maintenance will be done in compliance with "Electronic Records Standards Procedures" from the Texas State Library and Archives Commission.	
7	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.	



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8	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used in legislative hearings or written presentations 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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9	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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10	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.	
11	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1					Some files may be open records.	



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12	1.1.013	Desk Calendars/Appointment Books	Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE	1				R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention 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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13	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) and Rules of Judicial Administration (Rule 12).	AC	1			AC = Date request fulfilled.			
14	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) and Rules of Judicial Administration (Rule 12).	AC	2			AC = Date of notification that records are exempt.			
15	1.1.023	Organization Charts		US					A		
16	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC				AC = End of term in office or termination of service in a state position.	R		
17	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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18	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	1			AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	R	ARCHIVES NOTE: Cases in which the agency (Court) is a party that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	



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19	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.		E-mail, voice mail, handwritten notes and other materials which are not transitory information must be printed by the user or recipient and retained in accordance with agency policy, in nonelectronic form, as appropriate for the type of record series or activity. Some files may be open records. The disposal of transitory information 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 (1.2.014).	



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20	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.	
21	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.	



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22	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		
23	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.		Includes LBB Non-Tax Collected Revenue Survey (Agency Fee Survey). See Article IX Section 7.08 of the GAA; and sixth month sworn report.	See Gov't Code 51.207(e).
24	1.1.069	Reports - Activity	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.		1					CAUTION: SEE item number 1.1.064.	



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25	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.	
26	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.	



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27	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.	
28	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						
29	1.2.014	Records Management Plans	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US	1						



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30	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.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
30a	2.1.008	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC				AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.



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31	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 or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	
32	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							
33	2.2.016	Software Registrations, Warranties and License Agreements		LA	3						



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34	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
35	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.		Filed in Personnel file.	
36	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. Filed in Personnel file.	



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37	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.
38a	3.1.013	Employment Contracts	a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms.			Government Code, 441.1855
38b	3.1.013	Employment Contracts	b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the contract according to its terms.			Government Code, 441.1855
39	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.	29 CFR 1602.31.
40	3.1.019	Performance Appraisals			2						29 CFR 1620.32(c).



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41	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.
42	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).
42a	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				AC = The criminal history record has served the immediate purpose for which it was obtained.		CAUTION: An agency that is authorized to obtain 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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43	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.			
44	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).
45	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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46	3.1.037	Employee Recognition Records	Awards, incentives, tenure, etc.	AC	5			AC = Termination of employment.			
48	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 employment or after amendment, expiration, or termination of authorization, whichever sooner.		Filed in Personnel file.	
49	3.2.002	Employee Earnings Records			4						40 TAC 815.106(i).
50	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.		Filed in Personnel file.	26 CFR 31.6001 - 1(e)(2).
51	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					Filed in Personnel file.	29 CFR 516.6(c).
52	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.		Filed in Personnel file.	26 CFR 31.6001-1 (e)(2).
53	3.2.006	Wage Rate Tables			2						29 CFR 516.6(a)(2).



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54	3.2.008	Direct Deposit Application/Authorizations		US						Filed in Personnel file.	
55	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 <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.	
56	3.2.010	Human Resources Information System (HRIS) Reports	Includes supporting documentation.	AC	4			AC = Termination of employment.			
57	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US	1					Filed in Personnel file.	29 CFR 1627.3(b)(2).
58	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.	AC	75			AC = Termination of employment.			



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59	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
60	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						
61	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						



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62	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						
63	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.
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						
65	3.4.006	Time Sheets			4						40 TAC 815.106(i).
66	3.4.007	Time Off and/or Sick Leave Requests		FE	3						29 CFR 825.500.
67	3.4.008	Sick Leave Pool Documentation	Requests submitted, approvals, number of hours transferred in and out, etc.	FE	3						



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67a	4.1.001	Accounts Payable Information		FE	3						
67b	4.1.005	Inventory and Other Cost Files	Production, job, labor, quotes, pricing, specifications, etc.	FE	3					Filed with Annual Financial Report (AFR).	
68	4.1.004	Encumbrance Detail		FE	3						
69	4.1.007	Transfers or Budget Revisions	Transfers or adjustment to budgets.	FE	3						
70	4.1.008	Electronic Fund Transfers Direct Deposit Registers.		FE	3						
71	4.2.001	Cash Deposit Vouchers Cash deposit slips.		FE	3						
72	4.2.002	Cash Receipts	Includes receipts for fees (permits, licenses, renewals, etc.).	FE	3						
73	4.2.003	Daily Cash Receipts Logs		FE	3						
74	4.2.004	Encumbrance Vouchers	Orders, statements, change orders, etc.	FE	3						
75	4.2.005	Purchase Vouchers	Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE	3						



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76	4.2.006	General Journal Vouchers		FE	3						
77	4.2.007	Expenditure Vouchers Travel, payroll, etc.		FE	3						
78	4.4.001	General and Subsidiary Ledgers (Fee Book)		FE	3						
79	4.4.002	Accounts Receivable Ledgers		FE	3						
80	4.4.003	Accounts Payable Ledgers		FE	3						
81	4.5.001	Worksheets for Preparing Fiscal Reports		FE	3						
82	4.5.002	Internal Fiscal Management Reports	Includes agency monthly budget reports.	FE	3						



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83	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 to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute, 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.	
84	4.5.005	External Fiscal Reports	Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE	3						
85	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act.	FE	3						



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86	4.5.007	USAS Reports - Daily		AC				AC = Receipt and reconciliation of monthly report.			
87	4.5.008	USAS Reports - Monthly		AC				AC = Receipt and reconciliation of annual report.			
88	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						
92	4.7.003	Returned Checks/Warrants/Drafts (Uncollectable)		AC	3			AC = After deemed uncollectable.			
93	4.7.004	Capital Asset Records		LA	3						
94	4.7.006	Comptroller Statements		FE	3						
95	4.7.011	Texas Facilities Commission Statements (TFC)	Charge or bill statements received by agencies from the TFC for services provided.	FE	3						



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96	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	3			AC = US + FE			
97a	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. a)Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms.			Government Code, 441.1855



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97b	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. b)Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms.			Government Code, 441.1855
98	5.1.004	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US						Some files may be open records.	



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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: 230		2. Agency Name: Texas Court of Appeals - 10th 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				
99	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						
100	5.1.011	Photocopier and Telefax Usage Logs & Reports		AV							
101	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						
102	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						
103	5.2.003	Building Plans and Specifications	Includes architectural and engineering drawings, profiles, and blueprints.	LA					R	ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	
104	5.2.006	Property Destruction, Certificates of		FE	3						



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					Years	Months	Days				
105	5.2.007	Damage Reports	Reports of damage to state property.	FE	3						
106	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.	
107	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						
108	5.2.010	Equipment Manuals		LA							
109	5.2.011	Equipment Warranties		AC	1			AC = Expiration of Warranty.			
110	5.2.014	Inventory - Annual Physical	Property, equipment, supply verification.	FE	3						
111	5.2.015	Inventory, Notices of Equipment Removed From		FE	3						
112	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						



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113	5.2.021	Surplus Property Sale Reports		FE	3						
114	5.2.023	Year-to-Date Activity (Inventory Listing)	Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	FE	3						
115	5.3.002	Freight Bills Paid		FE	3						
116	5.3.005	Packing Slips		AV							
117a	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. a) 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 or decision not to proceed with the bid.			



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					Years	Months	Days				
117b	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. b) Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3						
117c	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. c) 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.			



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					Years	Months	Days				
118	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						
119	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					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33.
120	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC	2			AC = Until superseded, date of expiration, or date of termination, whichever sooner.			
121	5.5.001	Billing Detail - Telecommunications (Other Than TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3						