



State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.state.tx.us

Commission Chairman
Michael C. Waters

Members
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Martha Doty Freeman
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Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

*Interim
Director and Librarian*
Edward Seidenberg

July 9, 2013

Ms. Nahdiah Hoang
Staff Attorney
State Commission on Judicial Conduct
300 W. 15th, #415
Austin, TX 78701

RE: State Commission on Judicial Conduct
Retention schedule approved for use

Dear Ms. Hoang:

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 Please ensure all old copies of the schedule are superseded with this recertified copy.

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

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

Your efforts in maintaining an up-to-date records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program. Your schedule will be due for recertification on the last working day of **June 2016**. If you have any questions, call the information analyst assigned to your agency, Bret Adams, at 512-936-0270.

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Seana Willing

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.242/242

BA



Texas State Library and Archives Commission

STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 242
Agency Name State Commission on Judicial Conduct

(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 Nahdiah Hoang
Name (Print or type) Nahdiah Hoang
Date 11-20-12

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
Signature Donna Osborne
Name (Print or type) Donna Osborne
Date 6/24/13

Cert/Recert No. 8 Amendment No.

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	242	3. Agency Name	STATE COMMISSION ON JUDICIAL CONDUCT				
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	1.	Case Files	AC+2	18	AC+20		***Confidential under Art. 5, Sec. 1-a(10) of the TX Const. and CH 33 of the TX Govt. Code. Storage approval number 90-242-004. AC = After case is disposed.	97-242-004	
1.1	2.	Case File Reports	US		US		***		
1.1	3.	Case File Data Verification Forms	FE+3		FE+3		Documents used to verify accuracy of agency performance measures.		
1.1.059	4.	Agenda - Closed Meeting	AC+2		AC+2		***AC=Date of meeting or completion of pending action involving the meeting, whichever is later		
1.1.059	5.	Minutes - Closed Meeting	AC+2		AC+2		***AC=Same as AIN 4		
1.1	6.	Meeting Brief Books	AC+2		AC+2	A	***AC=Same as AIN 4		
1.1	7.	Meeting Tapes of Personal Appearances	AC+2	18	AC+20		***Cassette Tapes; AC = After case is disposed.	97-242-002	
1.1	8.	Public Records, Sanctions, and Proceedings 1987 to Present	AC+1	4	AC+5	A	Open records as defined in Ch. 33, Sec. 33.032 of the TX Govt. Code. Files transferred to State Archives at end of retention period on an annual basis. Includes paper and audio cassettes. AC = After case is disposed. 97-242-003	97-242-003	

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



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.1.002	9.	Audits	AC+7		AC+7	State Auditor's Office retains the permanent record copy. AC = Publication or release of final audit findings.		
1.1.004	10.	Legislative Appropriation Requests	AC+6		AC+6	A AC - September 1 of odd-numbered calendar years. 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. Archives Report 1996.		



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2. Agency Code 242	3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.007	11.	Correspondence, Administrative	4		4	R	CAUTION: Use only for correspondence not included in or directly related to another records series (see 1.1.011). 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.		
1.1.008	12.	Correspondence, General	2		2				
1.1.010	13.	Directives	US+3		US+3				



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.013	14.	Desk Calendars/Appointment Books	CE+1		CE+1	R	Medium = Paper and electronic format. 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 1995 by the Attorney General. 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.		
1.1.014	15.	Legal Opinions and Advice	AV		AV	R	*Some may qualify as open. *E & P		
1.1.020	16.	Pub. Information Requests – Not Exempted	AC+1		AC+1		AC = Dated request fulfilled.		
1.1.021	17.	Pub. Information Requests – Exempted	AC+2		AC+2		AC = Date of notification that records are exempt.		

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



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.023	18.	Organization Charts	US		US	A	Included in Biennial Budget Request. Archival requirement met by sending copy to Publications Clearinghouse.		
1.1.070	19.	Agency Rules, Policies and Procedures-Final	US+3		US+3		E = Archive Report of 3/19/02 by Archivist Tony Black.		
1.1.071	20.	Agency Rules, Policies and Procedures-Working Files	JS+3		US+3		E = Archive Report of 3/19/02 by Archivist Tony Black.		
1.1.040	21.	Speeches/Papers	AC		AC	R	AC = End of term in office or termination of service in a state position.		
1.1.043	22.	Training Manuals	US+1		US+1				
1.1.048	23.	Litigation Files	AC+5		AC+5	R	AC = As applicable, decision of any 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 a court on appeal, if applicable) in a lawsuit. Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.		



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.1.055	24.	Strategic Plans	AC+6		AC+6	A AC = September 1 of odd-numbered calendar years. *E & P The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library Archives Commission.		
1.1.057	25.	Transitory Information: Records of temporary usefulness that are not an integral part of a records series such as routine messages (either message slips or e-mail or voice mail), internal meeting notices and routine information used for communication, but not for documentation, of a specific agency transaction.	AC		AC	Medium = Paper and electronic format. AC = Purpose of record as been fulfilled. CAUTION: Records are not a part of another records series listed in this schedule and are not a part of a records series that documents the fulfillment of agency statutory obligations or documentation of agency functions. Disposal does not need to be documented through destruction sign-offs or in records disposition logs.		



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.064	26.	Agency Performance Measures Documentation	FE+3		FE+3		CAUTION: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.			
1.1.066	27.	Annual Report, Non-Fiscal Record Copy	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. 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.			
1.1.068	28.	Reports - Reports on Performance Measures	AC+6		AC+6		AC = September 1 of odd-numbered calendar years.			
1.2.001	29.	<u>Administration Records: Records Management, 1.2</u> Destruction Sign-Offs	FE+3		FE+3					
1.2.003	30.	Data Sheet Forms History	AC+1		AC+1		AC = Discontinuance of use of form.			
1.2.005	31.	Records Retention Schedule - Agency Copy	US		US		Original retained by Records Management Division.			



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
1.2.006	32.	Records Transmittal Forms (Agency Storage Copy)	AC+2		AC+2	AC = After destruction date of youngest file listed on form.		
1.2.010	33.	Records Disposition Log	10		10			
1.2.011	34.	Record Center Storage Approval Forms (RMD 106)	US		US	Original retained by Records Management Division.		
1.2.012	35.	Records Inventory Worksheets	US		US			
1.2	36.	Records Delivery Receipts	AC+2		AC+2	AC = Return of records to Records Center.		
1.3.002	37.	Publication Development Files	AV		AV	R O = Electronic and paper.		
		<u>Automation Records: Applications, 2.1</u>				AC = Completion of 3 rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. ***		
2.1.002	38.	Master Files - Case Files	AC		AC	Paper source documents (Item #1.1 - Case files) are maintained for a total retention period of AC+20.		



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.007	39.	Software Programs and Job Control Language	AC		AC		AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94. CAUTION: If an electronic record is scheduled for permanent retention, software needed for access to the record must also be retained permanently.		
2.1.010	40.	Data Processing Policies and Procedures: System Back Up Policies, Procedures and Log	AC		AC		Medium = Paper and Electronic. AC = All audit requirements have been met.		



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.008	41.	Hardware Documentation	AC		AC		AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94. CAUTION: If an electronic record is scheduled for permanent retention, hardware documentation needed for access to the record must also be retained permanently.		
3.1.001	42.	<u>Employment Records:</u> <u>Employee Records, 3.1</u> Applications for Employment - Not Hired, Includes Job Postings	3		3		29 CFR 1602.31(a)*		
3.1.002	43.	Applications for Employment - Hired	AC+5		AC+5		AC = Termination of employment.		



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.011	44.	Employee Insurance Records	US		US		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.013	45.	Employment Contracts	AC+4		AC+4		26 CFR 516.5 AC = Termination of employment.		
3.1.014	46.	Employee Selection Records	2		2		29 CFR 1602.31		
3.1.018	47.	Grievance Records	AC+2		AC+2		AC = Final decision on the grievance.		
3.1.019	48.	Performance Appraisals	3		3		29 CFR 1620.32(c)		
3.1.023	49.	Position/Job Description	AC+4		AC+4		AC = Until superseded or job eliminated. 40 TAC 815.106(i)		
3.1.031	50.	Employee's Benefits - Other than Insurance	AC+2		AC+2		AC = Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorization must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.034	51.	Resumes - Unsolicited	1		1				



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2. Agency Code		3. Agency Name								
242		STATE COMMISSION ON JUDICIAL CONDUCT								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.1.029	52.	Employment Eligibility, Documentation or Verification of (Documentation of Citizenship; Federal Reporting Form INS 1-9).	AC+1		AC+1		8 CFR 272a.2(b)(2)(i)(A) and (A)(2). 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 1-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 years retention period.			
3.2.001	53.	<u>Employment Records: Payroll, 3.2</u> Employee Deduction Authorization	AC+4		AC+4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.			
3.2.002	54.	Employee Earning Records	4		4		40 TAC 815.106(i)			
3.2.003	55.	Federal Tax Records (1099, W2 and other tax)	AC+4		AC+4		26 CFR 31.6001-1(e)(2) AC= Tax due date, date claim is filed, or date tax is paid whichever is later.			



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2. Agency Code		3. Agency Name								
242		STATE COMMISSION ON JUDICIAL CONDUCT								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.2.004	56.	Income Adjustment Authorization	2		2		29 CFR 516.6(c)			
3.2.005	57.	W-4 Forms	AC+4		AC+4		AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-5			
3.2.008	58.	Direct Deposit Application/ Authorization	US		US					
3.2.009	59.	State Deferred Compensation	AC+5		AC+5		AC = All accounts with a vendor or vendors for the individual participant have been closed. See current edition of the Agency Coordinator Procedures Manual issued by the ERS of Texas.			
3.2.010	60.	Human Resources Information System (HRIS) Reports	AC+4		AC+4		AC = Current year report – end of one (1) year.			
3.3	61.	<u>Employment Records: Personnel, 3.3</u> Personnel Files	AC+5		AC+5		AC = Termination of employment.			
3.3.001	62.	Affirmative Action Plans	5		5					
3.3.004	63.	Benefit Plans	US+1		US+1		29 CFR 1627.3(b)(2)			



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.3.011	64.	Former Employee Verification Records	AC+75		AC+75		Minimum information to verify employment, includes name, social security number, exact dates of employment, and last known address. AC = Termination of employment.		
3.3.022	65.	Texas Workforce Commission (TWC) Reports	3		3				
3.3.023	66.	Reimbursable Activities, Requests and Authorizations to Engage in Travel; Educational Programs; Workshops; or Other Work-Related Activities for which the Expenses of the Employee are Defrayed or Reimbursed	FE+3		FE+3				
3.3.024	67.	Personnel Policies and Procedures	US+3		US+3				
3.3.025	68.	Job Procedures Records	US+3		US+3				
3.3.030	69.	Training Administration Records	US+2		US+2		CAUTION: Does not include hazardous material training records. See Item No. 5.4.007.		
3.3.026	70.	Agency Staffing Reports (Quarterly FTE Reports to State Auditor)	US+3		US+3				



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.3.031	71.	EEO Reports and Supporting Documentation	US+3		US+3		29 CFR 1602.30, 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		
3.4.002	72.	<u>Employment Records: Time and Leave Records, 3.4</u> Leave Status Reports	FE+3		FE+3				
3.4.004	73.	Overtime Authorization	2		2				
3.4.006	74.	Time Sheets	4		4		40 TAC 815.106(i)		
3.4.007	75.	Time Off/Sick Leave Reports	FE+3		FE+3				
4.1.001	76.	<u>Fiscal Records: Worksheets, Detail Information on Economic Event or Transaction, 4.1</u> Accounts Payable Information	FE+3		FE+3				
4.1.005	77.	Inventory and Other Costs Files	FE+3		FE+3				
4.1.007	78.	Transmittal of Funds/Cost Center Transfers	FE+3		FE+3				



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.2.001	79.	<u>Documents of Original Entry, 4.2</u> Cash Deposit Vouchers	FE+3		FE+3				
4.2.005	80.	Purchase Vouchers	FE+3		FE+3				
4.2.007	81.	Expenditure Vouchers (Travel, Payroll, etc.)	FE+3		FE+3				
4.3.003	82.	<u>Journals or Registers, 4.3</u> Expenditures	FE+3		FE+3				
4.4.001	83.	<u>Ledgers, 4.4</u> General & Subsidiary Ledger	FE+3		FE+3				
4.5.001	84.	<u>Fiscal Records/Reports, 4.5</u> Worksheets for Preparing Reports	FE+3		FE+3				



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
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			Agency	Storage	Total				
4.5.002	85.	Internal Fiscal Management Reports	FE+3		FE+3		*P & E		
4.5.003	86.	Annual Financial Reports	AC+6		AC+6		*P & E. AC = September 1 of odd-numbered calendar years. CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1066, 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.		
4.5.006	87.	Annual Operating Budget	FE+3		FE+3				



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
4.6.002	88.	<u>Fiscal Records: Documents Showing Compliance with System of Internal Control, 4.6</u> Reconciliations (includes Tex-Flex Reports)	FE+3		FE+3			
4.7.006	89.	<u>Other, 4.7</u> Comptroller's Statements	FE+3		FE+3			
4.7	90.	State Grant Information	AC+3		AC+3	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		
4.7.004	91.	Capital Asset Records	LA+3		LA+3	*P & E		
4.7.011	92.	General Services Commission Statements	FE+3		FE+3			
4.7.012	93.	Signature Authorizations	US+ FE+ 3		US+ FE+3			



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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		<u>Support Services: General, 5.1</u>							
5.1.001	94.	Contracts and Leases	AC+4		AC+4		AC = Termination of contract/lease.		
5.1.004	95.	Mail and Telecommunication Listings	US		US		Medium = Electronic and paper.		
5.1.005	96.	Postage Meter Records	FE+3		FE+3				
5.1.014	97.	Office Procedures	US+1		US+1				
5.1.015	98.	Correspondence Tracking Records (Telephone Complaint Log)	1		1				
		<u>Facility Management, 5.2</u>							
5.2.008	99.	Equipment History File; Equipment Service Agreements	LA+3		LA+3				
5.2.010	100.	Equipment Manuals	LA		LA				
5.2.014	101.	Inventory, Annual Physical	FE+3		FE+3				
5.2.015	102.	Notice of Equipment Removed from Inventory	FE+3		FE+3				
5.2.019	103.	Service Order	1		1				
5.2.021	104.	Surplus Property Sale	FE+3		FE+3				



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.2.023	105.	Year-to-Date Activity (Inventory Listing)	FE+3		FE+3				
		<u>Support Services: Purchasing, 5.3</u>							
5.3.007	106.	Bid Documentation	FE+3		FE+3				
		<u>Safety, 5.4</u>							
5.4.001	107.	Accident Reports and Associated Documentation	CE+5		CE+5		29 CFR 1904.33		
5.4.007	108.	Hazardous Materials Training Records	5		5		Required by Worker's Compensation Commission. Texas Health and Safety Code, §502.009(g).		
5.4.012	109.	Security Access Records	AC+2		AC+2		AC = Until superseded, date of expiration, or date of termination, whichever sooner.		
5.4.013	110.	Disaster Preparedness and Recovery Plan	US		US				



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 242		3. Agency Name STATE COMMISSION ON JUDICIAL CONDUCT							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.5.001	111.	<u>Telecommunications, 5.5</u> Billing Detail - Telecommunications, (Other than Tex-An)	FE+3		FE+3				
5.5.006	112.	Billing Detail - Telecommunications, (Tex-An)	FE+3		FE+3				
5.6.004	113.	<u>Vehicles, 5.6</u> License and Driving Record Checks	AC		AC		AC = Until superseded or until termination of employment.		
1.1.027	114.	Legislative Concerns	AV		AV		Retained in Annual Report.		