



March 18, 2013

Ms. Alejandra Flores
Accountant
State Law Library
205 W. 14th St. #G01
Tom C. Clark Office Bldg.
Austin, TX 78701

RE: State Law Library
Retention schedule approved for use.

State and Local
Records Management

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

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.state.tx.us

Commission Chairman
Michael C. Waters

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

*Interim
Director and Librarian*
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

Dear Ms. Flores:

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 Please ensure all old copies of the schedule are superseded with this recertified copy.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 March 2016. If you have any questions, call the information analyst assigned to your agency, Michael Reagor, at 512-463-5494.

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Dale Propp

R01-243/243



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 243

Agency Name State Law Library

(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 Alejandra Flores

Name *(Print or type)* Alejandra Flores

Date 2/5/2013

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

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

Signature _____

Name *(Print or type)* _____

Date _____

Not Required at This Time

Texas State Library and Archives Commission

(For the exclusive use of the State Library and Archives Commission)

Signature Donna Osborne

Name *(Print or type)* Donna Osborne

Date 3/11/13

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.

1. Page | of 7

2. Agency Code		3. Agency Name								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.002	1.1	Audits- External	AC+7		AC+7		AC= Audit Completed AC= September 1 of odd-numbered calendar years.			
1.1.004	1.2	Legislative Appropriations Requests	AC+6		AC+6	A	AC= Passage of Appropriations Act Copies to TSLAC – Publications Depository Program			
1.1.007	1.3	Correspondence – Administrative	4		4	A				
1.1.008	1.4	Correspondence – General	2		2		Inmate copy requests			
1.1.014		Legal Opinions and Advice	AV		AV	R				
1.1.020	1.5	Open Records Requests (Approved and Denied)	AC+2		AC+2		AC = Approved or Denied			
1.1.023	1.6	Organization Charts	US		US	A	Archival Requirement met by sending LAR to TSLAC-Publications Depository Program			
1.1.038	1.8	Customer Surveys	AC+3		AC+3		AC= Final disposition of summary report.			
1.1.057	1.9	Transitory Information	AC		AC		AC= Purpose of record has been fulfilled.			
1.1.058	1.10	Meeting Minutes/ Agenda - Board	PM		PM	A	Agency retains permanent record copy, Copies to TSLAC			
1.1.063	1.11	Meeting Minutes - Staff	1		1					

Retention Codes (Field 7)

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

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **2** of **7**

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

1.1.064	1.12	Agency Performance Measures Documentation	FE+3		FE+3	CAUTION: The FE+3 retention period overrides any shorter retention period for a record series in this schedule if the records series is needed for documentation of agency performance measures.		
1.1.066	1.13	Reports Annual (Non-Fiscal)	AC+6		AC+6	A AC= September 1 of odd-numbered calendar years. Copies to TSLAC-Publications Depository Program		
1.1.070	1.7	Agency Policies and Procedures Manual	AC+3		AC+3	R AC= Completion or Termination of program, rules, policies or procedures.		
1.1.071	1.81	Agency Rules, Policies, and Procedures-Working Files	AC+3		AC+3	R AC= Completion or Termination of program, rules, policies or procedures.		
1.2.005	1.15	Records Retention Schedules	US		US			
1.2.010	1.17	Records Disposition Logs	10		10			

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **3** of **7**

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

4.	5.	6.	7.			8.		10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Remarks	Remarks	106 No.	TSLAC ONLY Amend. No.
3.1.001	1.21	Applications for Employment – Not Hired	2		2	29 CFR 1602.31 [State Agencies]			
3.1.002	1.22	Applications for Employment – Hired / Active	AC+5		AC+5	AC= Termination of employment			
3.1.011	1.23	Employee Insurance Records	AC		AC	AC= Until superseded or termination of employment			
3.1.014	1.24	Employment Selection Records	2		2	29 CFR 1602.31 [State Agencies]			
3.1.018	1.25	Grievance Records	AC+2		AC+2	AC= Final decision on the grievance.			
3.1.019	1.26	Performance Appraisals	2		2	29 CFR 1620.32 (c)			
3.1.021	1.27	Personnel Disciplinary Action Documentation	AC+5		AC+5	AC= Termination of employment			
3.1.023	1.28	Position/Job Descriptions	AC+4		AC+4	AC= Until superseded or job eliminated. 40 TAC 815.106 (i)			
3.1.029	1.29	Employment Eligibility, Documentation (Citizenship)	AC+1		AC+1	AC= Termination of employment.			
3.2.001	1.31	Employee Deduction Records (electronic)	AC+4		AC+4	AC=After Termination or employee or after amendment, expiration, or termination authorization, whichever sooner.			
3.2.002	1.32	Employee Earning Records (electronic)	4		4	40 TAC 815.106 (i)			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS Records Retention Schedule

SLR 105

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1. Page **4** of **7**

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

3.2.003	1.33	Federal Tax Records	AC+4		AC+4	AC= Tax Due Date, date claim is filed, or date tax is paid whichever is later.		
3.2.004	1.34	Income Adjustment Authorization	2		2	29 CFR 516.6 (c)		
3.2.005	1.35	W-4 Forms	AC+4		AC+4	AC= Termination of Employment		
3.2.006	1.36	Wage Rate Table	2		2	29 CFR 516.6 (a) (2)		
3.2.008	1.84	Direct Deposit Application Authorizations	US		US			
3.2.009	1.37	State Deferred Compensation Records	AC+5		AC+5	AC= All accounts with a vendor or vendors for the individual participant have been closed.		
3.3.004	1.39	Benefit Plans	US+1		US+1	29 CFR 162.7.3 (b) (2)		
3.3.011	1.41	Former Employee Verification Records	AC+75		AC+75	AC= Termination of employment. Only information needed to verify		
3.3.022	1.42	TWC Records	3		3			
3.3.024	1.82	Personnel Policies and Procedures	US+3		US+3			
3.3.026	1.43	Quarterly FTE Reports	US+3		US+3			
3.3.031	1.44	EEO – 4 Reports	3		3	29 CFR 1602.32. 1602.39. 1602.41. 1402.48 and 1602.50		
3.4.006	1.46	Time Sheets	4		4	40 TAC 815.106 (i)		
3.4.007	1.77	Time Off and/or Sick Leave Requests (Database)	FE+3		FE+3			

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	R – Review by State Archivist
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **5** of **7**

2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			
4.1.001	1.47	Accounts Payable Information	FE+3		FE+3				
4.1.004	1.48	Encumbrance Detail	FE+3		FE+3				
4.2.001	1.49	Cash Deposit Voucher	FE+3		FE+3				
4.2.002	1.50	Cash Receipts	FE+3		FE+3				
4.2.003	1.51	Daily Cash Receipt Log (electronic)	FE+3		FE+3				
4.2.005	1.52	Purchase Voucher	FE+3		FE+3				
4.2.006	1.53	General Journal Voucher	FE+3		FE+3				
4.3.003	1.55	Expenditures	FE+3		FE+3				
4.4.002	1.57	Accounts Receivable (electronic)	FE+3		FE+3				
4.4.003	1.83	Accounts Payable	FE+3		FE+3				
4.5.001	1.58	Worksheets for Preparing Fiscal Report	FE+3		FE+3				
4.5.002	1.78	Internal Fiscal Management Reports	FE+3		FE+3				
4.5.003	1.59	Annual Financial Report	AC+6		AC+6		AC= September 1 of odd-numbered years. Copies to TSLAC- Publications Depository Program		
4.6.001	1.60	Monthly Balancing and Reconciliations	FE+3		FE+3				
4.6.003	1.62	Cash Counts	FE+3		FE+3				
4.7.001	1.63	Accounting Policies & Procedures Manual	US+3		US+3				
4.7.004	1.64	Capital Asset Record	LA+3		LA+3				
5.1.001	1.67	Contracts/Service	AC+4		AC+4		AC= Completion of Contract		
5.5.001	1.68	Telecommunications Billing Detail	FE+3		FE+3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS Records Retention Schedule

SLR 105

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1. Page **6** of **7**

2. Agency Code		3. Agency Name								
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			Agency	Storage	Total				9. Remarks	
5.2.008	1.69	Equipment History/Service Agreements	LA+3		LA+3					
5.2.014	1.70	Inventory, Annual Physical	FE+3		FE+3	Equipment Only				
5.4.012	1.71	Security Access Records	AC+2		AC+2	AC= Until superseded, date or expiration, or date of termination, whichever sooner.				
5.4.013	1.72	Disaster Recovery Plan	US		US	Copies to TSLAC – Publications Depository Program				
4.5.006	1.75	Annual Operating Budgets	FE+3		FE+3					
	1.76	Patron Registration	AV		AV	Program Records				
1.1.048	1.78	Litigation Files	AC+1		AC+1	R AC=As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not filed against it on a matter; dismissal or final decision of a court.				
1.1.059	1.79	Meetings, Certified Agendas or Tape Recordings of Closed	AC+2		AC+2	Agenda and meeting notes only kept in the office. AC= the date of the meeting or completion of pending action involving the meeting whichever is later.				
1.1.068	1.80	Reports on Performance Measures	AC+6		AC+6	AC= September 1 of odd-numbered calendar years.				

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