



November 14, 2018

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

Re: Agency records retention schedule approved for use.

Dear Ms. Flores,

Your agency's records retention schedule is approved for use as of November 7, 2018. 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 Please ensure that all old copies of the schedule are superseded with this recertified copy.

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.

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of November, 2023.

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, Benjamin Barlow at 512-463-5448 or bbarlow@tsl.texas.gov.

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

Sincerely,

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

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

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TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*



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 7/11/2018

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 Not Required at This Time

Name (Print or type) _____

Date _____

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

Signature Gloria Meraz

Name (Print or type) Gloria Meraz

Date 11/7/18

Cert/Recert No. 9 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

| 1. Agency Code: 243 | | 2. Agency Name: Texas State Law Library | | | | | | | | | |
|---------------------|---------------------------|---|---|--------------|---------------------|--------|------|--|--------------|--|---------------------|
| 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 | 1.1.002 | Audits - External | | AC | 7 | | | AC = Audit completed. AC = September 1 of odd-numbered calendar years. | | | |
| 1.2 | 1.1.004 | Legislative Appropriations Requests | | AC | 6 | | | AC = Passage of Appropriations Act. | A | Copies to TSLAC - Publications Depository Program. | |
| 1.3 | 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 | | |
| 1.4 | 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 | | | | | Inmate copy requests. | |



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| 1.86 | 1.1.014 | Legal Opinions and Advice | | AV | | | | | R | | |
| 1.5 | 1.1.020 | Open Records Requests (Approved and Denied) | | AC | 1 | | | AC = Approved or denied. | | | |
| 1.6 | 1.1.023 | Organization Charts | | US | | | | | A | Archival requirement met by sending LAR to TSLAC - Publications Depository Program | |
| 1.8 | 1.1.038 | Customer Surveys | | AC | | | | AC = Final disposition of summary report. | | | |
| 1.9 | 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 record series. | AC | | | | AC = Purpose of record has been fulfilled. | | | |



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| 1.10 | 1.1.058 | Meeting Minutes/Agenda - Board | | PM | | | | | A | Agency retains permanent record copy. Copies to TSLAC | |
| 1.11 | 1.1.063 | Meeting Minutes - Staff | | | 1 | | | | | | |
| 1.12 | 1.1.064 | Agency Performance Measures Documentation | | FE | 3 | | | | | CAUTION: The FE+3 retention period overrides any shorter retention. For record series in this schedule if the record series is needed for documentation of agency performance measures. | |
| 1.13 | 1.1.066 | Reports Annual (NonFiscal) | | AC | 6 | | | AC = September 1 of odd-numbered calendar years. | A | Copies to TSLAC Publications Depository Program. | |
| 1.7 | 1.1.070 | Agency Policies and Procedures Manual | | AC | 3 | | | AC = Completion or termination of program, rules, policies or procedures. | R | | |
| 1.81 | 1.1.071 | Agency Rules, Policies, and Procedures - Working Files | | AC | 3 | | | AC = Completion or termination of program, rules, policies or procedures. | R | | |



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| 1.15 | 1.2.005 | Records Retention Schedules | | US | | | | | | | |
| 1.17 | 1.2.010 | Records Disposition Logs | | | 10 | | | | | | |
| 1.21 | 3.1.001 | Application for Employment - Not Hired | | | 2 | | | | | | 29 CFR 1602.31 [State Agencies] |
| 1.22 | 3.1.002 | Applications for Employment - - Hired/Active | | AC | 5 | | | AC = Termination of employment. | | | |
| 1.23 | 3.1.011 | Employee Insurance Records | | AC | | | | AC = Until superseded or termination of employment. | | | |
| 1.24 | 3.1.014 | Employment Selection Records | | | 2 | | | | | | 29 CFR 1602.31 [State Agencies] |
| 1.25 | 3.1.018 | Grievance Records | | AC | 2 | | | AC = Final decision on the grievance. | | | |
| 1.26 | 3.1.019 | Performance Appraisals | | | 2 | | | | | | 29 CFR 1620.32 (c). |
| 1.27 | 3.1.021 | Personnel Disciplinary Action Documentation | | AC | 5 | | | AC = Termination of employment. | | | |
| 1.28 | 3.1.023 | Position/Job Descriptions | | AC | 4 | | | AC = Until superseded or job eliminated. | | | 40 TAC 815.106 (i). |



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| | | | | | Years | Months | Days | | | | |
| 1.29 | 3.1.029 | Employment Eligibility, Documentation (Citizenship). | | AC | 1 | | | AC = Termination of employment. | | | |
| 1.31 | 3.2.001 | Employee Deduction Records (Electronic). | | AC | 4 | | | AC = After termination of employee or after amendment, expiration, or termination of authorization, which ever sooner. | | | |
| 1.32 | 3.2.002 | Employee Earning Record (Electronic). | | | 4 | | | | | | 40 TAC 815.106 (i). |
| 1.33 | 3.2.003 | Federal Tax Records | | AC | 4 | | | AC = Tax due date, date claim is filed, or date tax is paid, which ever is later. | | | |
| 1.34 | 3.2.004 | Income Adjustment Authorization | | | 2 | | | | | | 29 CFR 516.6 (c). |
| 1.35 | 3.2.005 | W-4 Forms | | AC | 4 | | | AC = Termination of employment. | | | |
| 1.36 | 3.2.006 | Wage Rate Tables | | | 2 | | | | | | 29 CFR 516.6 (a) (2). |
| 1.84 | 3.2.008 | Direct Deposit Applications Authorizations | | US | | | | | | | |



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| 1.37 | 3.2.009 | State Deferred Compensation Records | | AC | 5 | | | AC = all accounts with a vendor or vendors for the individual participant have been closed. | | | |
| 1.39 | 3.3.004 | Benefit Plans | | US | 1 | | | | | | 29 CFR 1627.3 (b) (2). |
| 1.41 | 3.3.011 | Former Employee Verification Records | | AC | 75 | | | AC = Termination of employment. | | Only information needed to verify. | |
| 1.42 | 3.3.022 | TWC - Texas Workforce Commission. Records | | | 3 | | | | | | |
| 1.82 | 3.3.024 | Personnel Policies and Procedures | | US | 3 | | | | | | |
| 1.43 | 3.3.026 | Quarterly FTE Reports | | US | 3 | | | | | | |
| 1.44 | 3.3.031 | EEO - 4 - Equal Opportunity Reports | | | 3 | | | | | | 29 CFR 1602.32,1602.39,1602.41,1602.48, and 1602.50. |
| 1.46 | 3.4.006 | Time Sheets | | | 4 | | | | | | 40 TAC 815.106 (i). |
| 1.77 | 3.4.007 | Time off and/or Sick Leave Requests (Database) | | FE | 3 | | | | | | |
| 1.47 | 4.1.001 | Accounts Payable Information | | FE | 3 | | | | | | |



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| 1.48 | 4.1.004 | Encumbrance Detail | | FE | 3 | | | | | | |
| 1.49 | 4.2.001 | Cash Deposit Voucher | | FE | 3 | | | | | | |
| 1.50 | 4.2.002 | Cash Receipts | | FE | 3 | | | | | | |
| 1.51 | 4.2.003 | Daily Cash Receipt Blog (Electronic) | | FE | 3 | | | | | | |
| 1.52 | 4.2.005 | Purchase Voucher | | FE | 3 | | | | | | |
| 1.53 | 4.2.006 | General Journal Voucher | | FE | 3 | | | | | | |
| 1.55 | 4.3.003 | Expenditures | | FE | 3 | | | | | | |
| 1.57 | 4.4.002 | Accounts Receivable (Electronic) | | FE | 3 | | | | | | |
| 1.83 | 4.4.003 | Accounts Payable | | FE | 3 | | | | | | |
| 1.58 | 4.5.001 | Worksheets for Preparing Fiscal Report | | FE | 3 | | | | | | |
| 1.78 | 4.5.002 | Internal Fiscal Management Reports | | FE | 3 | | | | | | |
| 1.59 | 4.5.003 | Annual Financial Report | | AC | 6 | | | AC = September 1 of odd-numbered years. | | Copies to TSLAC - Publications Depository Program. | |
| 1.60 | 4.6.001 | Monthly Balancing and Reconciliations | | FE | 3 | | | | | | |
| 1.62 | 4.6.003 | Cash Counts | | FE | 3 | | | | | | |
| 1.63 | 4.7.001 | Accounting Policies & Procedures Manual | | US | 3 | | | | | | |



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| | | | | | Years | Months | Days | | | | |
| 1.64 | 4.7.004 | Capital Asset Records | | LA | 3 | | | | | | |
| 1.67 | 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. | | | | | AC = Expiration or termination of the instrument according to the terms | | | Government Code, 441.1855 |
| 1.67a | 5.1.001 | a) executed, renewed, or amended on or after Sept 1, 2015. | | AC | 7 | | | | | | |
| 1.67b | 5.1.001 | b) executed ,renewed, or amended or before Aug 31, 2015. | | AC | 4 | | | | | | |
| 1.68 | 5.5.001 | Billing Detail- Telecommunications (Other than TEX-AN) | | FE | 3 | | | | | | |
| 1.69 | 5.2.008 | Equipment History/Service Agreements | | LA | 3 | | | | | | |



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| | | | | | Years | Months | Days | | | | |
| 1.70 | 5.2.014 | Inventory, Annual Physical | | FE | 3 | | | | | Equipment Only. | |
| 1.71 | 5.4.012 | Security Access Records | | AC | 2 | | | AC = Until superseded, date of expiration, or date of termination, which ever sooner. | | | |
| 1.72 | 5.4.013 | Disaster Recovery Plan | | US | | | | | | Copies to TSLAC - Publication Depository Program | |
| 1.75 | 4.5.006 | Annual Operating Budgets | | FE | 3 | | | | | | |
| 1.76 | | Patron Registration | | AV | | | | | | Program Records. | |
| 1.87 | 1.1.048 | Litigation Files | | 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 or final decision of a court. | R | | |
| 1.80 | 1.1.068 | Reports on Performance Measures | | AC | 6 | | | AC = September 1 of odd-numbered calendar years. | | | |
| 1.90 | 3.4.002 | Leave Status Reports | | FE | 3 | | | | | | |



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| 1.92 | 5.2.008 | Equipment History Files/Equipment Service Agreements | | LA | 3 | | | | | | |
| 1.93 | 5.4.012 | Security Access Records | | AC | 2 | | | AC = Until superseded, date of expiration, or date of termination, which ever sooner | | | |
| 1.94 | 5.4.013 | Disaster Preparedness and Recovery Plans | | US | | | | | | | |