



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 Please ensure that all old copies of the schedule are superseded with this recertified copy.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 faint 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*



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Texas State Library and Archives Commission

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

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

Name (Print or type)

Date

Gloria Mercedes
Gloria Mercedes

11/7/18

Cert/Recent 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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					Years	Months	Days				
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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					Years	Months	Days				
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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					Years	Months	Days				
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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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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					Years	Months	Days				
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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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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					Years	Months	Days				
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							