

December 20, 2019



Ms. Angela Ossar
Information Governance Manager
Office of the Governor
1100 San Jacinto Blvd
Austin, TX 78701

Dear Ms. Ossar,

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

Commission Chairman
Michael C. Waters

Members

David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Darryl Tocker
Martha Wong

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

Amendment 1 to your agency's 9th recertification of the records retention schedule is approved for use as of 12/18/2019, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state rules (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency:

Erica Wilson-Lang
(512) 463-6627
ewilson@tsl.texas.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Kelso".

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 301
 Agency Name Office of the Governor of Texas

(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 
 Name *(Print or type)* Angela Ossar
 Date October 3, 2019

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)* Gloria Meraz
 Date 12/18/19

Cert/Recert No. 9 Amendment No. 1

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.

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STATE OF TEXAS
Records Retention Schedule

SLR 122
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: 301		2. Agency Name: Office of the Governor of Texas											
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	13. N, C, O	14. Current AIN
					Years	Months	Days						
97	1.1.043	Training Materials - External	Instructional materials developed by the agency for training entities or individuals it regulates or serves (through classes, seminars, workshops, etc.)	AC	1	0		AC = Until superseded or discontinued.		CAUTION: Does not include Crime Stoppers training; SEE item number 5d. SEE item number 185 for internal training materials. SEE ALSO item number 63 (Event Administration Records).		C	97
324	1.1	Social Media Communications	Content (messages, posts, photographs, videos, etc.) created or received using a social media application.	AC	2	0		AC = Date created or received.		CAUTION: Contact the RMO if an account is to be deactivated or deleted. Social media content must remain accessible until retention is met.	13 TAC § 6.94(a)(2)	C	324
87	1.1.020	Public Information Requests (PIR)	Includes all correspondence and documentation relating to requests for records that are furnished to the public or are exempted from disclosure in their entireties.	AC	0	0		AC = Request has been fulfilled and end of term of office.	A	NOTE: Third-party briefs, which document the agency's actions on Public Information Act requests received by other state agencies, may be classified under item number 81 (General Correspondence). Withdrawn requests may also be classified under item number 81. Responsive documents received from 3rd party agencies are not OOG records and should be discarded when no longer administratively valuable.		C	87



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Rev. 2017-07

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					Years	Months	Days						
98	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit. Includes settlement packets.	AC	0	0		AC = As applicable, decision of the 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 a motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	R		Settlement packets are maintained pursuant to Civil Practices and Remedies Code § 101.105.	C	98
307	2.2	IT Work Orders	HelpDesk tickets or work orders for computer/technical support submitted to <u>information technology (IT) staff.</u>	AV	0	0						C	307
328	1.2	RMO/RMC Designation Forms	Includes Records Management Coordinator (RMC) Designation forms and agency copy of the Records Management Officer (RMO) Designation form (SLR 104).	US	1	0						C	328
101b	3.1	ADA (Americans with Disabilities Act) Accommodation Requests	Employee/applicant requests for reasonable accommodation under the ADA.	AC	3	0		AC = For employees, termination of employment; for job applicants who were not selected, date of application.			Texas Labor Code § 21.128.	N	
310	3.1	Employee Supervision File	Journals, notes, correspondence, kudos, or other documentation maintained on an individual employee by a supervisor. May also include telework requests, agreements, and associated documentation. Retention period applies only to records not transferred to Human Resources for inclusion in the Employee File.	AC	2	0		AC = Date employee transfers to another division or termination of employment, whichever sooner.		NOTE: Does not include performance appraisals; SEE item number 291 (Employee Files).		C	310
101a	1.1.056	ADA (Americans with Disabilities Act) Plans	Self-evaluations and plans documenting compliance with the requirements of the <u>Americans with Disabilities Act.</u>	AC	3	0		AC = Date created.		SEE item number 101b for ADA Accommodation Requests.	28 CFR § 35.105(c)	C	101
174	3.3.001	Recruitment Plans	Diversity and recruitment plans and related workforce analyses.	AC	5	0		AC = Date created.			Texas Labor Code § 21.501-.502	C	174
189	3.4.003	Part-time Reports	Reports used to calculate FTEs.	AC	4	0		AC = Date created.			40 TAC § 815.106(i)	O	189



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					Years	Months	Days							
203	4.2.005	Purchase/Payment Vouchers	Purchase requisitions, invoices or statements, purchase vouchers, interagency transfer vouchers, packing slips, all grant disbursements except for Texas Enterprise Fund (SEE item number 60a), and related records. Includes document types 2, 9, and T.	FE	7	0				SEE item number 229 (Contract Administration Files) for purchase orders.		C		203
255	5.3.005	Packing Slips		AV	0	0						O		255
218d	4.7	Grant Records - Unfunded	Unfunded applications for grant, award, or incentive programs (federal, state, or other). Includes evaluation documentation such as scoresheets.	AC	2	0		AC = Date of notification of denial, disqualification, or withdrawal, as applicable.				C		218D
5e	1.1	Crime Stoppers Council - Review & Monitoring Records	Reports, monitoring, risk assessment documentation, and other records related to reviews conducted on the annual Probation Fee and Repayment Reports (PFRR).	AC	3	0		AC = Date of submission of review & monitoring report to Crime Stoppers program.				N		



February 28, 2019

Ms. Angela Ossar
Records Management Officer
Office of the Governor
1100 San Jacinto Blvd.
Austin, TX 78701

Re: Agency records retention schedule approved for use.

Dear Ms. Ossar,

Your agency's records retention schedule is approved for use as of February 26, 2019. 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 February, 2024.

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, Erica Wilson-Lang, at 512-463-6627 or ewilson@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,

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

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Austin, Texas
78701

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Commission Chairman

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Martha Wong

Director and Librarian

Mark Smith

Assistant State Librarian

Gloria Meraz

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 301

Agency Name Office of the Governor

(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 

Name *(Print or type)* Angela Ossar

Date October 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)

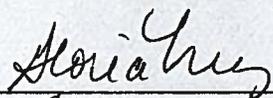
Signature _____

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)* Gloria Meraz

Date 2/26/19

Cert/Recert No. 9 Amendment No. _____

CAUTION

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STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 301		2. Agency Name: Office of the Governor									
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				
7	1.1	Received Reports - No Action Required	Reports, correspondence, or other information required to be sent to the Office of the Governor (OOG) by statute or rule that require no action on the part of OOG.	AV	0	0				CAUTION: Follow statute or rule if a longer retention is required.	
17	1.1.074	Sunset Review Report and Documentation	Self-Evaluation Report (SER) and supporting documentation created by the agency as part of the Sunset Commission review process.	AC	3	0	AC = After the subsequent Sunset Review.	R			
63	1.1	Event Administration Records	Records relating to the administration of a conference, forum, event, or tour that do not fall under another, more specific record series on this schedule. May include budgets, sent invitations, travel logistics, and related materials.	FE	3	0				CAUTION: For business promotion missions, SEE item number 32. For Governor's Mansion events, SEE item number 302. For event contracts or agreements, SEE item number 229.	
79	1.1.006	Complaint Records	Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC	2	0	AC = Resolution of the complaint.			CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 98. Does not include employee complaints; SEE item number 151.	



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					Years	Months	Days				
80	1.1.007	Executive Correspondence	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. Includes internal and external correspondence, in any format. This series also includes constituent communications and any other routine internal and external correspondence, in any format, sent or received by the Governor.	AC	0	0		AC = End of term of office.	A	CAUTION: This record series and item number 81 should be used only for correspondence that is not included in or directly related to another record series in this schedule. For example, a letter concerning an audit must be retained for the minimum retention period prescribed by item number 77 (Audits). SEE ALSO item numbers 83 (Executive Orders) and 333 (Proclamation Files). ARCHIVES NOTE: Three-dimensional (3D) objects retained by the OOG must be reviewed by the State Archivist prior to disposal.	
81	1.1.008	General Correspondence	Correspondence pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency. Includes internal and external correspondence, in any format.	AC	2	0		AC = Date sent or received.		CAUTION: Does not include general correspondence sent or received by the Governor; SEE item number 80.	
84a	1.1.013	Calendars, Appointment and Itinerary Records - Executive	Calendars, appointment books, and scheduling/itinerary records, maintained by staff during business hours, that document the activities of elected officials, executive administration, board or commission members, and division directors. Includes, but is not limited to, the Governor's daily schedule.	AC	0	0		AC = End of term of office.	A	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. SEE item number 84b for all other calendars.	



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Records Retention Schedule

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					Years	Months	Days				
84b	1.1.013	Calendars, Appointment and Itinerary Records - General	Calendars, appointment books, and scheduling/itinerary records, maintained by staff during business hours, that document the activities of agency employees. Also includes common calendars used for coordinating work schedules/assignments or reserving conference rooms.	CE	1	0				CAUTION: SEE item number 84a for calendars of directors, board members, and executive administration. 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	
86	1.1.019	Public Relations Records	Press releases, images, video footage, or any other public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	AC	0	0		AC = End of term of office.	A	SEE item number 102 (Transitory Information) for images that are weeded out (as extraneous, unusable, almost-duplicates, etc.)	
89	1.1.023	Organization Charts		AC	0	0		AC = End of term of office.	A		
90	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC	0	0		AC = Decision made to implement or not implement result of planning process.	A		
94	1.1.038	Customer Surveys	Surveys returned by the customers or clients of an agency rating an agency's performance.	AC	0	0		AC = Final disposition of summary report.		SEE item number 112 (Reports and Studies (Non-Fiscal)) for summary reports compiled from customer surveys.	
97	1.1.043	Training Materials - External	Instructional materials developed by the agency for training entities or individuals it regulates or serves (through classes, workshops, etc.)	AC	1	0		AC = Until superseded or discontinued.		CAUTION: Does not include Crime Stoppers training; SEE item number 5d. SEE item number 185 for internal training materials. SEE ALSO item number 63 (Event Administration Records)	



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100	1.1.055	Strategic Plans	Operational strategic plans prepared in accordance with Government Code § 481.172(a)(8) (Tourism) or § 2308.104 (TWIC). Also includes the long-range strategic plan authorized by Government Code § 2056.009, as applicable.	AC	6	0		AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: Archival requirement met by sending copies to the Texas State Publications Depository Program.	Government Code §§ 481.172(a)(8), 2056.009, and 2308.104
101	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	AC	3	0		AC = Date created.			28 CFR § 35.105(c)
102	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a record 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. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples of transitory information are drafts and working papers (but see caution note); routine messages (message slips, e-mail, or voice mail); internal meeting notices; incoming transmittal messages that add nothing of substance to enclosures; routing slips; internet cookies/browsing history; and similar routine information.	AC	0	0		AC = Purpose of record has been fulfilled.		CAUTION: This record series should only be assigned to a record that is not part of another record series listed in this schedule. The disposal of transitory information need not be documented.	
108	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	AC	1	0		AC = Date created.		NOTE: Intended for meeting summaries, substantive notes or reports and supporting documentation from internal meetings. Individual reminder notes or reference notes made by individuals may possibly be transitory or reference material. SEE item number 102.	



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					Years	Months	Days				
109	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.	FE	3	0				CAUTION: The FE+3 retention period overrides any shorter retention period for a record series in this schedule if the record series is needed for documentation of agency performance measures.	
110	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	0	0				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 109 (Agency Performance Measures Documentation).	
111	1.1.066	Reports - Biennial and Annual Agency (Narrative)	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC	6	0		AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: 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 (TSLAC).	Includes reports required by Education Code § 62.168; Government Code §§ 436.103, 481.005(d), 481.0066(d-2), 481.00681(h), 481.079, 481.412, 485A.053, 489.107, 490G.007, 772.006(a)(9), 772.0062(d)(6), 772.007(d), 2303.052, 2308.101(a)(14), 2308.101(b), 2308.1015(b), 2308.1016(b), 2310.052; and Human Resources Code § 115.009(3).



STATE OF TEXAS
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112	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. May include reports distributed either internally or externally. Includes, but is not limited to, the Annual Report of Nonfinancial Data prepared in accordance with Government Code § 2101.0115.	AC	3	0		AC = Date created.	A		
113	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to the executive and legislative budget offices.	AC	6	0		AC = September 1 of odd-numbered calendar years.		SEE item number 109 (Agency Performance Measures Documentation) for supporting documentation	
114	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	AC	1	0		AC = Date created.		CAUTION: See item number 109 (Agency Performance Measures Documentation) if the reports are used to document performance measures.	
127a	1.3.001	State Publications - Archival	Information in any format that is publicly distributed by the agency, statutorily required to be distributed by the agency, or produced by the authority of or at the expense of the agency. The term generally does not include information distributed solely to internal staff, staff of other government agencies, or contractors/grantees of the agency. Some examples of archival state publications include handbooks, guides, manuals, external newsletters, research reports/studies, and statistical compilations.	AC	2	0		AC = Until publication is superseded or discontinued.	A	ARCHIVES NOTE: Publications classified under this record series must be submitted to the Texas State Publications Depository Program, TSLAC, by law. SEE ALSO item number 111 (Reports - Biennial and Annual Agency (Narrative)).	Government Code §§ 441.101-.106 and 13 TAC §§ 3.1-.16



STATE OF TEXAS
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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				
127b	1.3.001	State Publications - Non-Archival	Information in any format that is publicly distributed by the agency, statutorily required to be distributed by the agency, or produced by the authority of or at the expense of the agency. The term does not include information distributed solely to internal staff, staff of other government agencies, or contractors/grantees of the agency. Some examples of non-archival publications include brochures, announcements, artwork, and internal newsletters.	AC	2	0		AC = Until publication is superseded or discontinued.			Publications Depository rules are outlined in 13 TAC §§ 3.1-.16.
128	1.3.002	Publication Development Files	Background material, design objects, copy (drafts), original artwork, photo negatives, prints, flats, etc. Includes all work performed both inside and outside the agency.	AV	0	0			R	SEE ALSO item number 286 (Business Research Project Files). ARCHIVES NOTE: Background material that is published by online or other sources is not archival, per the Archives and Information Services Division, TSLAC, May 2014.	
231	5.1.004	Directories/Mail and Telecommunications Listings	Lists of mailing addresses, telephone/fax numbers, or e-mail addresses maintained by an agency on its employees or on entities or persons it serves.	AC	0	0		AC = Superseded or no longer maintained.		NOTE: Records of this nature, particularly those in databases or other information systems, may be overwritten; disposal does not need to be documented through records disposition logs.	
232	5.1.005	Postage Reports	Records and reports of monthly postage expenses.	FE	3	0					
236	5.1.015	Correspondence Tracking Records		AC	1	0		AC = Date created.		CAUTION: Does not include CTS database; see item numbers 130 (Databases and Information Systems) and 80 (Executive Correspondence). SEE ALSO item number 231 (Directories).	



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278a	1.1.070	Policies, Procedures, and Administrative Rules – External	Manuals, guidelines, administrative rules, or similar documents that set out the policies and procedures that govern an agency's programs, services, or projects. May include working files.	AC	3	0		AC = Completion or termination of program, rules, policies, or procedures.	R		Working files may be subject to Government Code § 552.111.
278b	1.1	Policies and Procedures - Internal	Personnel policies, job procedures, or general office procedures. Examples include the employee handbook, technology use policy, accounting or purchasing manuals, division-level standard operating procedures (SOP's), style guides, or telephone protocols.	AC	3	0		AC = Until superseded or discontinued, whichever is sooner.			
285	1.1	Criminal History Background Checks - Non-Employment	Includes criminal history checks unrelated to applicants for employment regardless of the source of the criminal history.	AC	0	0		AC = The criminal history record has served the immediate purpose for which it was obtained.		Disposal need not be documented through records disposition logs.	
287	1.1	Special Project Files	Projects conducted by agency staff whose records do not fit under another record series grouping. Includes notes, reference materials, work papers, meeting minutes, correspondence related to the project, and any other supporting documentation needed throughout the duration of the project.	AC	2	0		AC = Project concluded.			
304	1.1	Data Entry Documents	Records or forms designed and used solely for data input and control.	AC	0	0		AC = Until all data has been entered into the system and, if required, verified.			
314	5.1.007	Print Service Requisitions	Work orders for printing, copying, or design services that do not involve a purchase/payment.	AV	0	0					
322	1.1	Agreements	Formal agreements between the OOG and other entities to share resources for mutual benefit. May include Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), licensing agreements, and location agreements.	AC	7	0		AC = Until superseded or termination of agreement, as applicable.		CAUTION: Does not include contracts listed under item number 229 or grant agreements (SEE Section 4.6.1). Also does not include ceremonial MOUs signed by the Governor (SEE item number 83, Executive Orders).	



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324	1.1	Social Media Communications	Content (messages, posts, photographs, videos, etc.) created or received using a social media application.	AC	2	0		AC = Date created or received.	R	CAUTION: Contact the RMO if an account is to be deactivated or deleted. Social media content must remain accessible until retention is met.	13 TAC § 6.94(a)(2)
103	1.1.058	Meeting Agendas and Minutes – State Boards, Commissions, and Councils	Official agendas and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551. Includes records of the Economic Incentive Oversight Board, Governor’s Committee on People with Disabilities (GCPD), Product Development and Small Business Incubator Board (PDSBI), Texas Military Preparedness Commission (TMPC), and Texas Workforce Investment Council (TWIC).	PM	0	0			A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, TSLAC. SEE ALSO item 299 (Advisory Committee Records) and 325 (Nonprofit Board Records).	
104	1.1.059	Audiovisual Recordings or Certified Agendas - Closed Meetings	Certified agendas or audiovisual recordings of closed meetings (executive sessions) of boards, commissions, committees, councils, or task forces.	AC	2	0		AC = Date of the meeting or completion of pending action involving the meeting, whichever is later.			Government Code § 551.104(a) for state boards, commissions, and other entities considered governmental bodies under the Texas Open Meetings Act.
105	1.1.060	Audiovisual Recordings - Open Meetings	Audiovisual recordings of open meetings of boards, commissions, committees, councils, or task forces. May also include recordings of advisory committee meetings.	AC	0	0	90	AC = Official approval of written minutes of the meeting.		CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. The proceedings of all meetings of state boards, commissions, and councils should be reduced to writing.	Government Code § 551.104(a) for state boards, commissions, and other entities considered governmental bodies under the Texas Open Meetings Act.



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106	1.1.061	Meeting Notes - State Boards, Commissions, and Councils	Notes or transcriptions taken during meetings of boards, commissions, committees, councils, or task forces from which written minutes are prepared. May include notes taken at advisory committee meetings.	AC	0	0	90	AC = Official approval of written minutes of the meeting.		SEE item number 108 for staff meeting minutes or notes.	
107	1.1.062	Meeting Supporting Documentation - State Boards, Commissions, and Councils	Documents submitted at meetings of boards, commissions, committees, councils, and task forces including exhibit items, documentation for agenda items, etc. Includes documents such as board packets that are sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	AC	2	0		AC = Date of the meeting.	A	SEE item number 321 for Witness Registration Forms or sign-in sheets.	
299	1.1	Advisory Committee Records	Meeting agendas, minutes, and board packets/supporting documentation of committees and boards that are strictly advisory and do not control or supervise public business or policy. Includes, but is not limited to, records of the Aerospace and Aviation Advisory Committee, Crime Stoppers Council, Governor's Commission for Women, Governor's University Research Initiative (GURI) Advisory Board, Office of Small Business Assistance Advisory Task Force, Specialty Courts Advisory Council, Star of Texas Awards Advisory Committees, Texas Emerging Technology Advisory Committee, and Texas Military Value Task Force.	AC	5	0		AC = Disbanding of committee.	A	SEE item number 103 for agendas/minutes of committees required to conduct meetings in accordance with Government Code, Chapter 551; item number 105 for audiovisual recordings; and item number 325 for records of nonprofit boards. NOTE: In the event of the abolishment of the Texas Military Value Task Force, task force records should be transferred to the Texas Military Preparedness Commission in accordance with § 436.1051, Government Code.	



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321	1.1	Witness Registration Forms	Witness registration forms, public comment forms, sign-in sheets, or similar documents filled out by members of the public or other state agencies requesting to speak at an open meeting or budget hearing.	AC	2	0		AC = Date of meeting/hearing.		NOTE: If all information from the public comment form is documented in written minutes of the meeting, the public comment form need only be retained for the retention period listed in item number 106 (Meeting Notes).	
325	1.1	Nonprofit Board Records	Bylaws, articles of incorporation, tax-exempt status recognition documents, board meeting agendas and minutes, annual financial statements, and similar records documenting the history, structure, and governance of nonprofit boards affiliated with the Office of the Governor. Includes records of the Beacon State Fund, Film Texas Fund, State Agency Council, Texas Disaster Relief Fund, Texas Governor’s Mansion Administration (TGMA), Inc., and Texas Small Business Industrial Development Corporation (TSBIDC).	AC	5	0		AC = Termination of corporation.	A	CAUTION: Does not include the records of state boards, commissions, committees, councils, task forces, or advisory committees. SEE items 103, 104, 105, 106, 107, 299, and 321.	
6	1.1	Appointment Application Files	Applications for gubernatorial appointments to state agency governing boards, councils, task forces, and commissions. Includes records such as application forms, resumes, questionnaires, letters of recommendation, and disclosure forms. Includes files of both appointed and non-appointed individuals, but see Archives Note.	AC	0	0		AC = End of appointment or end of term of office.	A	ARCHIVES NOTE: Files for non-appointed individuals are not archival.	



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10	1.1	Invitations – Governor and First Lady	This series documents requests from individuals or organizations for the Governor or First Lady to attend an event or meeting. May include, but is not limited to: invitations (with their enclosures or attachments, as applicable), correspondence, and a copy of the Governor's daily schedule. Includes both accepted and declined invitations, but see Archives Note.	AC	0	0		AC = End of term of office of invitee.	A	NOTE: Invitations received by office staff may be classified under item number 81 (General Correspondence) or 102 (Transitory Information). ARCHIVES NOTE: Declined invitations are not archival.	
83	1.1.011	Executive Orders	Executive orders issued by the Governor. May also include ceremonial Memoranda of Understanding (MOU) signed by the Governor.	AC	0	0		AC = End of term of office.	A	SEE ALSO item number 333 (Proclamation Files).	
93	1.1.027	Proposed Legislation	May include copies of proposed legislation and related correspondence or analyses.	AC	0	0		AC = End of term of office.	A		
95	1.1.040	Speeches	Text of speeches, papers, or reports delivered in conjunction with agency work.	AC	0	0		AC = End of term of office.	A		
295	1.1	Gift Registry Log	Log listing all gifts sent directly to the Office of the Governor or not associated with the GGRD (Gift, Grant, Reimbursement, or Donation) form approval process. Gifts are managed in accordance with Government Code § 401.101-102.	AC	0	0		AC = End of term of office.	A	CAUTION: Does not include GGRD forms or any logs related to the GGRD process. SEE item number 180a.	
297	1.1	OSFR Weekly Snapshots	Weekly reports, prepared by staff of the Office of State-Federal Relations (OSFR), providing legislative updates and information on division activities.	AC	1	0		AC = End of term of office.			



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302	1.1	Mansion Event Files	Request/planning forms and related records documenting state agency functions held at the Governor's Mansion.	AC	5	0		AC = End of event.	A	CAUTION: Copies of financial records retained for convenience in the Mansion's event file (e.g., invoices, receipts, etc.) must be discarded prior to transfer to the State Archives. Financial Services is the custodian of financial records and will retain such records according to the applicable records series.	
333	1.1	Proclamation Files	Files relating to the issuance of proclamations, which include a copy of the proclamation and any correspondence relating to the proclamation.	AC	0	0		AC = End of term of office.	A		
334	1.1	Governor's Biennial Budget	Biennial appropriations budget prepared in accordance with Government Code § 401.0445 and 401.046.	AC	6	0		AC = September 1 of odd-numbered calendar years.	A		Government Code §§ 401.0445, 401.046
335	1.1	Transition Records	Records documenting the transition from an incumbent Governor to the Governor-elect. Includes briefing materials summarizing the history, structure, operations, and information systems of each division.	AC	0	0		AC = End of term of office of the Governor-elect.	A		
1	1.1	Extradition Files	Records pertaining to the extradition of prisoners to or from another state within the United States. Includes applications to Governor for issuance of requisition, Governor's Requisition forms, and signature authorization memos; may also include business of extradition.	CE	10	0				NOTE: Filed by date of receipt or file creation, as applicable.	Code of Criminal Procedure, Art. 51.13



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2	1.1	International Prisoner Transfer Files	Records pertaining to the transfer of prisoners to foreign countries under the provisions of Article IV, Section 11 of the Constitution of the State of Texas. Includes applications, letters granting/denying transfer, copies of judgments, and copies of constituent communications.	AC	10	0		AC = After transfer is granted or denied.			Code of Criminal Procedure, Art. 42.17
3	1.1	Execution Files	Files typically include Execution Memos prepared by General Counsel; copies of court documents (orders, memoranda, addenda, etc.); correspondence with the Texas Department of Criminal Justice and Office of the Attorney General; copies of constituent communications in support of or opposition to the execution; and inmate last statements.	AC	0	0		AC = After inmate dies or is no longer on death row and end of term of office.	A		
4	1.1	Executive Clemency Files	Files pertaining to applications for clemency for prisoners or convicted felons out on parole seeking a pardon, asking to have a sentence commuted, or asking for an emergency medical reprieve. Includes individual offenders' files and correspondence.	AC	0	0		AC = After applicant is granted or denied clemency and end of term of office.	A		
61	1.1	Trademark Records		PM	0	0					
85	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General. Includes amicus briefs and requests eliciting opinions.	AV	0	0			A	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation; SEE item number 88	



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87	1.1.020	Public Information Requests (PIR)	Includes all correspondence and documentation relating to requests for records that are furnished to the public or are exempted from disclosure in their entirety.	AC	0	0		AC = Request has been fulfilled and end of term of office.	A	NOTE: Third-party briefs, which document the agency's actions on Public Information Act requests received by other state agencies, may be classified under item number 81 (General Correspondence). Responsive documents received from 3rd party agencies are not OOG records and should be discarded when no longer administratively valuable.	
92	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC	1	0		AC = Date of publication in the Texas Register.			
98	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit. Includes settlement packets.	AC	0	0		AC = As applicable, decision of the 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 a motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	A		Settlement packets are maintained pursuant to Civil Practices and Remedies Code § 101.105.
99	1.1.053	Registration Logs	Spreadsheet used to record persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC	0	0		AC = Report filed with the Texas Ethics Commission.		SEE item number 263 (Visitor Control Registers) for visitor sign-in sheets.	
280	1.1.072	Public Information Reports	Reports made to the Office of the Attorney General on an agency's Public Information Act activities.	AC	2	0		AC = Date of report.			
323	1.1	Consent/Release Forms	Forms granting or obtaining consent for use of photographs or video footage.	AC	7	0		AC = Termination of agreement.			



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327	1.1	Disaster Suspension Files	Requests for the Governor's granting of suspensions of certain statutes and rules after a disaster. Includes correspondence and copies of proclamations.	AC	0	0		AC = End of term of office.	A		Government Code § 418.016
130	2.1	Databases and Information Systems	Structured sets of related data organized for rapid search and retrieval.	AC	0	0		AC = The retention period of the data supported by the system has been met, or data has been transferred to and made usable in a new system environment, whichever is sooner.		CAUTION: All metadata required to understand the structure of database records must be maintained until the retention period of the data has been met.	13 TAC § 6.94-.95
131	2.1.007	Software Programs / Source Code	Automated program code and builds that generate the machine-language instructions used to operate software programs. Also includes Access design objects (forms and reports), .Net code, and SQL Server Reporting Services (SSRS) reports.	AC	0	0		AC = Until superseded or software program no longer used, whichever sooner.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. SEE item number 133 (Technical Documentation) for user manuals and similar records.	13 TAC § 6.94
132	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	0	0		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: Hardware documentation 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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133	2.1.009	Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition. Includes documentation describing how a system operates and which is necessary for using the system such as: * user guides, system or sub-system definitions, system specifications, input and output specifications, and system flowcharts; * program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and * data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC	0	0		AC = Until electronic records are transferred to and made usable in new hardware or software environment.		CAUTION: Technical documentation needed to access or understand electronic records (e.g., user manuals or codebooks) must be retained for the period of time required to access the records.	13 TAC § 6.94
136	2.2.001	System Security and Monitoring Records	Records used to control and monitor the security of a system and its data, including vulnerability scans, intrusion tests, malicious code detection tests, threat and risk assessments, technical security reviews, patch management logs, intrusion detection logs, firewall logs, and related records. Also includes records or logs that monitor and report levels and patterns of individual and organizational usage of system hardware, software application, or internet resources.	AV	0	0				NOTE: The disposal of automated system security/monitoring records, which are automatically generated and overwritten, need not be documented through records disposition logs.	



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305	2.1	IT Project Files	Project management records, design documentation, feasibility studies, justifications, user requirements, etc.	AV	0	0				NOTE: Routine status reports, notes, and correspondence should be classified under item number 102 (Transitory Information)	
306	2.2	IT Security Access Forms	Forms created for security purposes to control or monitor individual access to a computer/network system and its data. Internal forms include, but are not limited to, Security Control (SC) forms, Network Security Rights (NSR) forms, and Social Technology Access Forms. External forms include, but are not limited to, user agreement forms submitted to the Comptroller of Public	AC	5	0	AC = After superseded, expired, or termination of employment, whichever is sooner.				
307	2.2	IT Work Orders	HelpDesk tickets or work orders for computer/technical support submitted to Computer Services (CSD) by staff.	AV	0	0					
309	2.2.016	Software Registrations, Warranties, and License Agreements		LA	3	0					
116	1.2.003	Forms History File	Original and all subsequent revisions to an agency form, in any medium, including any associated design or design modification documentation	AC	1	0	AC = Discontinuance of use of form.				
117	1.2.004	Forms Inventory	Any periodic listing of all forms used internally or externally by an agency.	US	0	0					
118	1.2.005	Records Retention Schedule (SLR 105 and SLR 105C)	Agency records retention schedule. Includes proof of certification by the Texas State Library and Archives Commission (TSLAC).	AC	0	0	AC = As long as administratively valuable after superseded.		Original is retained by the State and Local Records Management Division, TSLAC.	13 TAC §§ 6.3-.5	
119	1.2.006	Records Transmittal Forms	Forms used to track the transmittal of records to/from onsite storage areas or a transfer of physical custody.	AC	2	0	AC = Date of return to or permanent withdrawal from storage.				



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					Years	Months	Days				
121	1.2.001	Records Disposition Documentation	Documentation of the final disposition of state records, whether destroyed or transferred to the TSLAC State Archives, including record series title, dates of records, disposition date, and authorizations. Also includes requests to dispose of state records not listed on the agency's records retention schedule (TSLAC form RMD 102).	FE	10	0					13 TAC §§ 6.7-.8
123	1.2.012	Records Inventories	Inventories of records maintained at the agency, division, or individual level. Includes, but is not limited to, master storage log, Division Records Storage Log or similar document created for tracking the location of stored records, and maps of storage areas.	AC	0	0		AC = Until superseded or all records disposed of.		CAUTION: Does not include record survey worksheets used for retention schedule development; SEE item number 289.	
124	1.2.013	Finding Aids and Indexes	Lists, indexes, finding aids, registers, and similar documents, in any format, used to locate and retrieve records.	AC	0	0		AC = The related records have been disposed of.		CAUTION: These records must carry the same retention period and archival code of the records they support.	
125	1.2.014	Records Management Plans	File plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US	1	0					
281	1.2.016	Disaster Recovery Service Approval Form (RMD 113)	Form submitted to the State Records Center (SRC) designating individuals authorized to access disaster recovery materials stored at the SRC	AC	0	0		AC = Until superseded or termination of service.			
289	1.2	Records Retention Schedule Development Files	Includes record survey forms, internal and external correspondence, research files, notes, database content, and all other materials supporting revisions to the records retention schedule. Also includes schedule amendments (SLR 122), but see caution note.	AV	0	0				CAUTION: Records Management Officer must incorporate amendments to the records retention schedule (SLR 105) upon receiving notification of TSLAC approval.	



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328	1.2	RMO/RMC Designation Forms	Includes Records Management Coordinator (RMC) Designation forms and agency copy of the Records Management Officer (RMO) Designation form (SLR 104)	US	0	0					
151	3.1.018	Employee Grievances	Records relating to the review of employee complaints regarding personnel policies, working conditions, etc.	AC	2	0	AC = Resolution of the complaint.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U.S. Department of Labor. SEE item number 98 (Litigation Files)		
156	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4	0	AC = Until superseded or job eliminated.				40 TAC § 815.106(i)
159	3.1.029	Employment Eligibility Documentation (Form I-9)	Documentation or verification of citizenship. Includes USCIS Form I-9 (federal reporting form). May also include copies of identification documents.	AC	1	0	AC = Termination of employment, but see caution note.		CAUTION: Federal regulation requires that I-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 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)
161	3.1.034	Resumes – Unsolicited	Resumes or applications received by a division that are unrelated to a specific job posting. Retention period applies if the division replies to the sender indicating that the resume will be kept on file should future job openings occur.	AV	0	0			SEE item number 290 (Job Files) for resumes that are used in any way in the employment selection process. Human Resources does not accept or retain unsolicited resumes.		
290	3.1	Job Files	Files maintained on each job posting of the agency. Each file typically includes the job posting (employment opportunity announcement) and approval sheet. As applicable, may also include applications of those who were not selected, notes on the interview process, and related information.	AC	2	0	AC = Date created.				29 CFR § 1602.31



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291	3.1	Employee Files	Personnel records maintained on each employee. Includes but is not limited to: applications for employment (hired), job descriptions, background check authorizations, employee acknowledgement/disclosure forms, performance appraisals, corrective or disciplinary action documentation, personnel information or action forms, training and educational achievement records, employee recognition records, and employee counseling records. May also include internal database information used for tracking purposes.	AC	5	0		AC = Termination of employment.		VITAL RECORD. SEE item number 156 for current position/job descriptions. Superseded job descriptions may exist solely in this series. SEE ALSO item number 310 (Employee Supervision File) for additional employee records held by supervisors.	29 CFR §§ 1602.31, 1620.32(c), 516.5; 40 TAC § 815.106(i).
292	3.1	Intern Files	Personnel records maintained on each intern. May include, but is not limited to, applications, eligibility verification forms, evaluations, timesheets, training and educational achievement records, and related information.	AC	5	0		AC = Termination of internship.			
293	3.1	Intern Files - Not Selected	Internship applications, resumes, outside employment forms, background authorization releases, and selection records for applicants who are not selected.	AC	2	0		AC = End of internship term for which the applicant applied.			
310	3.1	Employee Supervision File	Division-level journals, notes, correspondence, memoranda, kudos, or other documentation related to the evaluation of an employee's job performance that may be used for the performance appraisal. Series applies only to records not transferred to Human Resources for inclusion in the Employee File.	AC	2	0		AC = Date evaluation is completed, date employee transfers to another division, or termination of employment, whichever sooner.		NOTE: Does not include performance appraisals; SEE item number 291 (Employee Files).	
166	3.2.003	Federal Tax Records	Includes W-2, 1095-B, 1099, FICA, and other tax records.	AC	4	0		AC = Tax due date, date the claim is filed, or date tax is paid, whichever is later.			26 CFR § 31.6001-1(e)(2)



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171	3.2.009	State Deferred Compensation Records		AC	5	0		AC = All accounts with a vendor or vendors for the individual participant have been closed.			
294	3.2	Benefits/Payroll Files	Benefits record maintained on each employee. Includes W-4 forms, employee deduction authorizations, income adjustment authorizations, employee direct deposit applications/authorizations, employee insurance records, employee benefits records (agency copies of information relating to the selection of available benefit options other than insurance), accumulated leave adjustment requests, and unemployment claims.	AC	5	0		AC = Termination of employment.			26 CFR § 31.6001-1(e)(2); 29 CFR § 516.6(c)
329	4.2.007	Payroll Vouchers		FE	3	0				Human Resources is the custodian of payroll vouchers.	
173	3.3	Personnel Administration Reports	Agency staffing reports (any reports compiled by the 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 the OOG organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.), Human Resources Information System (HRIS) reports (EEO reports and supporting documentation, labor statistics reports, management to staff ratio reports, new hire reports), and Texas Workforce Commission (TWC) reports. May also include supporting documentation used to create reports.	AC	4	0		AC = Completion or receipt of report, as applicable.		Financial Services is the custodian of TWC reports.	29 CFR § 1602.32 for EEO reports and supporting documentation.
174	3.3.001	Affirmative Action Plans	Affirmative action plans for both regular employees and apprenticeship programs.	AC	5	0		AC = Date created.			29 CFR § 30.8(e) for apprenticeship plans.



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175	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments. Series comprises copies of records held by Employees Retirement System of Texas (ERS).	US	1	0					29 CFR § 1627.3(b)(2)
176	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, and most recent public access election information.	AC	75	0		AC = Termination of employment.		VITAL RECORD. The required information is available through the Uniform Statewide Payroll System (USPS).	
180	3.3.023	Requests/Authorizations for Training or Other Reimbursable Activity	Requests and authorizations for 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	0				CAUTION: Does not include any type of travel record; SEE item number 205 (Travel Vouchers).	
180a	3.3	Gift, Grant, Reimbursement, or Donation (GGRD) Forms	Requests for approval to receive a gift, grant, reimbursement, or donation in accordance with Government Code § 401.101. Also includes any logs or other records (e.g., spreadsheets) used to track the receipt and approval of GGRD forms.	FE	3	0				CAUTION: Does not include the Gift Registry Log, which lists gifts and in-kind donations sent directly to the office and not associated with the GGRD form approval process; SEE item number 205.	
184	3.3.027	Aptitude and Skills Tests	Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US	2	0				CAUTION: One copy of each different test (different in terms of either questions or administrative procedures) should be retained for the period indicated.	29 CFR § 1602.31



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185	3.3.030	Training Materials - Internal	Instructional materials associated with staff training on internal policies and procedures. May include presentations or handouts, as well as course development materials such as course outlines or justifications. Training topics may include, but are not limited to: Human Resources (HR) policies, ethics, the Public Information Act, records management, information security, or any other internal policy or procedure that requires staff training.	AC	2	0		AC = Until superseded or discontinued.		SEE item number 97 (Training Materials – External) for training presented to external entities that are regulated or served by the OOG.	
185a	3.3	Training Administration Records - Internal	Includes registration, class rosters, class evaluations, schedules/agendas, sign-in sheets, and other records that document the administration of training or workshop classes developed for agency staff.	FE	2	0				SEE item number 63 (Event Administration Records) for external training administration records.	
189	3.4.003	Part-time Reports	Reports used to calculate FTEs.	AC	4	0		AC = Date created.			40 TAC § 815.106(i)
190	3.4.004	Overtime Authorizations		AC	2	0		AC = Date created.			
191	3.4.006	Time Sheets and Timekeeping Data	Includes data held in the employee timekeeping system, paper time sheets, and temporary employee registers.	AC	4	0		AC = Date created.		SEE item 292 (Intern Files) for intern timesheets.	40 TAC § 815.106(i)
192	3.4.007	Time off and/or Sick Leave Requests and Authorizations	Correspondence, forms, or other documentation of a request or authorization to take time off. Also includes extended sick leave forms and Family Medical Leave Act (FMLA) designations, including supporting documentation.	FE	3	0					29 CFR § 825.500 for FMLA documentation.
193	3.4.008	Sick Leave Pool Documentation	Includes Sick Leave Pool Donation forms, Sick Leave Pool Request forms, number of hours transferred in and out, and related records.	FE	3	0					



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194	4.1.001	TINS Vendor/Grantee Forms	Forms used to establish vendors and grantees in the Texas Identification Number System (TINS) and internal financial systems. Includes Direct Deposit Authorizations (Comptroller Form 74-176), Texas Identification Number (TIN) applications (Comptroller Form AP-152), Payee Change Request forms (Comptroller Form 74-157), and Request for Taxpayer Identification Number and Certification (IRS Form W-9).	FE	3	0				NOTE: The retention period starts from the end of the fiscal year in which the account is set up. SEE item number 294 (Benefits/Payroll Files) for employee direct deposit authorizations.	26 CFR § 31.3406(h)-3(g)
195	4.1.002	Accounts Receivable Documentation	Records that serve to document money owed to or received by the agency. Includes Q documents (revenue payments), RR documents, and billings (interagency, nonprofit, or other). May include supporting documentation such as correspondence.	FE	3	0					
196	4.1.003	Check Stubs and Cancelled Checks/Warrants/Drafts		FE	3	0				SEE item number 330 (Special Vouchers) for C documents.	
200	4.2.001	Deposits	Deposit vouchers (D documents), deposit slips, copies of checks, bank teller receipts, and supporting documentation. May include copies of RR documents.	FE	3	0					
202	4.2.004	Encumbrance Vouchers	Encumbrance/liquidation batches and supporting documentation.	FE	3	0					
203	4.2.005	Purchase/Payment Vouchers	Purchase requisitions, invoices or statements, purchase vouchers, interagency transfer vouchers, all grant disbursements except for Texas Enterprise Fund (SEE item number 60a), and related records. Includes document types 2, 9, and T.	FE	7	0				SEE item number 229 (Contract Administration Files) for purchase orders.	



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205	4.2.007	Travel Vouchers	Includes travel requisitions, travel vouchers, and often supporting documentation such as flight itineraries, hotel receipts, and cost calculations. Also includes travel documents for which no reimbursement was received, such as No Expenses to Claim memos or Travel Cancelled memos.	FE	3	0					
330	4.2	Special Vouchers	Includes budget transfers/revisions (A documents and B documents), payment cancellation vouchers (C documents), and general journal vouchers (J documents and K documents)	FE	3	0					
206	4.3.002	Receipts Journals or Registers		FE	3	0					
207	4.3.003	Expenditure Journals or Registers	Warrant registers/USAS payable reports.	FE	3	0					
217	4.6.002	Reconciliations	Revenue, expenditure, cash, etc.	FE	3	0					
229	5.1.001	Contract Administration Files	Contracts, leases, and agreements including interagency contracts, interlocal agreements, general obligation, land lease, utilities, and construction except for buildings. Files typically include contracts, all contract amendments, purchase orders, change orders, inspection or status reports, and correspondence. May include other applicable documentation as specified in the Contract Management Guide of the Comptroller of Public Accounts.	AC	7	0	AC = Expiration or termination of the instrument according to its terms.	VITAL RECORD. SEE ALSO item numbers 256a, b, and c (Bid Documentation). NOTE: Retention period applies to contracts entered into on or after September 1, 2015. A contract and related documentation entered into prior to September 1, 2015 may be destroyed 4 years after the expiration or termination of the instrument according to its terms.		Government Code § 441.1855	
255	5.3.005	Packing Slips		AV	0	0					



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256a	5.3.007a	Bid Documentation - FY16 or later	Includes successful and unsuccessful bids, bid requisitions or authorizations, requests for proposal (RFP), invitations to bid or propose, bid specifications, and bid tabulation/evaluation documentation. Applies to bids associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7	0		AC = Expiration or termination of the related contract according to its terms, or the decision not to proceed with the bid, as applicable.		SEE item number 256c for bids that are withdrawn or not included in the bid evaluation process.	
256b	5.3.007b	Bid Documentation - FY15 or earlier	Includes successful and unsuccessful bids, bid requisitions or authorizations, requests for proposal (RFP), invitations to bid or propose, bid specifications, and bid tabulation/evaluation documentation. Applies to bids associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3	0				SEE item number 256c for bids that are withdrawn or not included in the bid evaluation process.	
256c	5.3.007c	Bid Documentation - Not Evaluated	Unsuccessful bids that are withdrawn or not included in the bid evaluation process (missed deadline, incomplete submission, etc.)	AC	2	0		AC = Date the related contract is awarded, or date of decision not to proceed with the bid, as applicable			
257	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	0					
258	5.3.009	Requests for Information (RFI)	Requests for information or quotes preliminary to the procurement of goods or services by direct purchase or bid.	AC	0	0		AC = Decision not to proceed with the procurement.		CAUTION: If the request for information leads to a request for proposal (RFP) or bid, the RFI documentation must be retained in accordance with item number 256a, 256b, or 256c, as applicable.	
331	5.1.017	Contracts Log	List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE	3	0					



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78	1.1.004	Legislative Appropriation Request (LAR)	Including any supporting documentation created and/or used to justify and support legislative appropriation requests by an agency.	AC	6	0		AC = Passage of Appropriations Act.	A	ARCHIVES NOTE: Copies are sent to the Texas State Publications Depository Program at the time of submission to the Legislative Budget Board (LBB). Only copies of supporting documentation submitted to the LBB are archival.	
212	4.5.001	Worksheets for Preparing Fiscal Reports	Accounting or budget working papers used to prepare financial statements, PFIA reports, Bond Review Board reports, fiscal notes, or other fiscal reports	FE	3	0					
213	4.5.002	Internal Fiscal Management Reports	Includes internal operating budget. Also includes budget reports and analyses, cash balance reports, and supporting documentation for budget requests made by divisions/programs	FE	3	0				CAUTION: Does not include the Agency Operating Budget required by the General Appropriations Act; SEE item number 216.	
214	4.5.003	Annual Financial Reports (AFR)	Detailed statement of all assets, liabilities, and fund balances. Required by the General Appropriations Act (100 Day Report). Includes backup documentation such as balance sheets and ledgers, but see Archives Note.	AC	6	0		AC = September 1 of odd-numbered calendar years.	A	SEE item number 112 (Reports and Studies – Non-Fiscal) for the Annual Report of Nonfinancial Data. SEE item number 325 (Nonprofit Board Records) for annual financial reports of nonprofits. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, TSLAC. Backup documentation is not archival.	Prepared in accordance with Government Code § 2101.011.
215	4.5.005	External Fiscal Reports – Special Reports	Special purpose reports (e.g., federal financial reports, salary reports, HUB reports, etc.)	FE	3	0					



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216	4.5.006	Operating Budgets	Required by the General Appropriations Act.	FE	3	0			A	For internal operating budgets, including budget working papers created at the division/program level, SEE item number 213 (Internal Fiscal Management Reports). ARCHIVES NOTE: Archival requirement is met by sending copies to the Texas State Publications Depository Program, TSLAC.	
311	4.5.007	USAS Reports - Daily	Daily USAS reports generated or received by the agency. Includes, but is not limited to, DAFR (Detailed Activity Financial Report) 2021, 3331, 3601, and 8200.	AC	0	0		AC = Receipt and reconciliation of monthly report.		NOTE: See agency item number 207 (Expenditure Journals or Registers) for DAFR 3691, Direct Deposit Payees by Agency.	
312	4.5.008	USAS Reports - Monthly	Monthly USAS reports generated by the agency. Includes, but is not limited to, DAFR 5651, 5801, 5851, 7400, 7470, 7500, and 8660.	FE	0	3					
60a	4.7.008	Texas Enterprise Fund (TEF) Projects – Awarded/Funded	Applications, grant authorization records, review and monitoring documentation, disbursement documentation, and other information related to Texas Enterprise Fund awards made by the agency.	AC	5	0		AC = Expiration or termination of the agreement according to its terms.			
62a	4.7.008	Emerging Technology Program Records - Funded	Records relating to the creation of programs and funding for emerging technology industries. Includes application, review and compliance documents, and RCIC (Regional Center for Innovation & Commercialization) contracts.	AC	5	0		AC = Expiration or termination of the contract according to its terms.		CAUTION: Does not include disbursement documentation; SEE item number 203 (Purchase/Payment Vouchers).	Program abolished as of September 1, 2015. Senate Bill 632, 84(R).



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					Years	Months	Days				
218a	4.7.008	Federal Grant Records - Awarded/Funded	Applications, grant authorization records, grant/project financial or performance reports, review and monitoring documentation, and other information related to federally-funded grants or awards made or received by the agency. Includes criminal justice, homeland security, and Wagner-	AC	3	0		AC = Submission of final audit/expenditure report. The retention period applies to the entire fund block and is not dependent on subawards.		CAUTION: Retention requirements may vary depending on the specific funding agency's requirements. CAUTION: Does not include disbursement documentation; SEE item number 203.	2 CFR § 200.333, 28 CFR § 66.42
218b	4.7.008	State Grant Records - Awarded/Funded	Applications, grant authorization records, grant/project financial or performance reports, review and monitoring documentation, and other information related to state-funded grants or awards made or received by the agency. Includes state-funded criminal justice grants, homeland security grants, Texas Moving Image Industry Incentive Program (TMIIP), Defense Economic Adjustment Assistance Grant (DEAAG), Governor's University Research Initiative (GURI), Spaceport Trust Fund, Small Business Service Provider Grants, Texas Music Office grants, and any other state grant except where noted below. CAUTION: Does not include Texas Enterprise Fund (SEE item number 60a), Texas Disaster Fund (SEE item number 218c), or Emerging Technology Fund (see item number 62a)	AC	3	0		AC = Expiration or termination of the agreement according to its terms. For criminal justice and homeland security grants, the retention period applies to the entire fund block and is not dependent on subawards.		CAUTION: Does not include disbursement documentation; SEE item number 203.	
218c	4.7.008	Texas Disaster Fund Grant Records - Awarded/Funded	Request letters, grant authorization records, review and monitoring documentation, and other information related to Texas Disaster Fund awards made by the agency.	AC	3	0		AC = Final disbursement of funds encumbered for the disaster.		CAUTION: Does not include disbursement documentation; SEE item number 203.	
218d	4.7	Grant Records - Unfunded	Unfunded applications for grant, award, or incentive programs (federal, state, or other).	AC	2	0		AC = Date of notification of denial, disqualification, or withdrawal, as applicable.			



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298	4.7	Statewide Cost Allocation Plans (SWCAP)	Plan prepared by the Office of the Governor and distributed to each state agency as required by Government Code § 2106.002. Series includes plans submitted to and approved by the federal government, as well as supporting documentation.	FE	3	0				NOTE: The retention period starts from the end of the fiscal year covered by the plan.	2 CFR § 200.333(f) and Government Code § 2106.002
313	4.7	Indirect Cost Plans	Indirect Cost Plan and supporting documentation created or maintained in the development of the plan.	FE	3	0				NOTE: The retention period starts from the end of the fiscal year covered by the plan.	2 CFR § 200.333(f) and Government Code § 2106.333
220	4.7.002	Bank Statements		FE	3	0					
222	4.7.004	Capital Asset Records	Records detailing the acquisition, depreciation, and disposition of capital assets.	LA	3	0					
225	4.7.010	Bond Records	Bond transcripts and amendments that are not otherwise specifically covered by another record series. Also includes commercial paper trade documentation.	AC	4	0		AC = Retirement of debt.		CAUTION: Does not include purchase agreements, letters of credit, and trust indentures; SEE item number 229 (Contract Administration Files). Does not include loans made by the agency using bond proceeds; SEE item number 319. Does not include Industrial Revenue Bonds; SEE item number 34a.	Texas Constitution art. III, §§ 49-n, 52-a; art. XVI, § 71. 26 CFR § 1.148-5(d)(6)(iii)(E)
228	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	4	0		AC = Until superseded or discontinued.			
230	5.1.003	Delivery Reports	Includes bills of lading for items received from state surplus warehouse.	AC	2	0		AC = Date received.		CAUTION: Bills of lading for items transferred to the warehouse should be classified under item number 246 (Inventory Transfer Forms).	



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332	5.1.013	Insurance Policies	Liability, property, or volunteer insurance policies. May include supporting documentation such as written approval by the State Office of Risk Management (SORM).	AC	7	0		AC = Expiration or termination of the policy according to its terms.			Government Code § 441.1855
237a	5.2.002	Building Construction Project Files	Planning, design, and construction records; accepted and rejected bids; correspondence; etc. Includes deferred maintenance projects and any other major construction projects, including Governor's Mansion renovation and restoration projects.	AC	10	0		AC = Completion of project.	R	For minor installations and repairs, SEE item number 244 (Quotes).	
237b	5.2.003	Building Plans and Specifications	Includes architectural and engineering drawings, profiles, and blueprints.	LA	0	0			R	SEE ALSO item number 237a (Building Construction Project Files).	
239	5.2.007	Lost, Stolen, or Damaged Property Reports	Reports of theft, loss, or damage to state property.	FE	3	0				SEE ALSO item number 246 (Inventory Transfer Forms).	Government Code § 403.275
240	5.2.008	Equipment History File	Includes equipment checkout forms. May also include maintenance history for household equipment.	LA	3	0				CAUTION: Does not include equipment service agreements; SEE item number 229 (Contract Administration Files).	
242	5.2.010	Equipment Manuals		LA	0	0				NOTE: Manuals must be retained by the division that owns the equipment.	
243	5.2.011	Equipment Warranties		AC	1	0		AC = Expiration of warranty.		NOTE: Warranties must be retained by the division that owns the equipment.	
244	5.2.012	Quotes for Minor Construction/Repairs (Supply and Repair Cost Estimates)	Quotes for electrical work, minor construction projects, etc. Includes supporting documentation, as applicable.	AC	1	0		AC = Date received.			
245	5.2.014	Annual Inventory Records	Property, equipment, supply verification. Includes listing of all additions, changes, deletions, and transfers, including any detailed reports needed to make updates.	FE	3	0				CAUTION: Capital asset records must be retained in accordance with item number 222.	



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					Years	Months	Days				
246	5.2.015	Inventory Transfer Forms	Notices of equipment removed from inventory. Includes bills of lading received from the Texas Facilities Commission (TFC) for items transferred to surplus warehouse.	FE	3	0				NOTE: Bills of lading for items received by the agency should be classified under item number 230 (Delivery Reports).	
250	5.2.019	Service Orders	Agency copy of forms completed by mechanical service personnel (of TFC, DPS, DIR, etc.) for installation or repair. Also includes HelpDesk tickets or work orders submitted by OOG staff.	AC	1	0		AC = Date received.			
271	5.6.003	Vehicle Inspection and Maintenance Records		LA	1	0					
272	5.6.004	License and Driving Record Checks		AC	0	0		AC = Until superseded or termination of employment.			
275	5.6.007	Vehicle Titles and Registrations		LA	0	0				Official record maintained by Financial Services.	
276	5.6.009	Parking Permits or Assignments	Spreadsheets or similar logs used to assign parking spaces to employees.	US	0	0					
259	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 (TDI) or its predecessors or maintained internally on accident frequency.	CE	5	0				TDI retains copies of the reports submitted to it for 50 years.	29 CFR § 1904.33
260	5.4.002	Evacuation Plans	Agency copy of plans for evacuation of agency facilities in cases of emergency.	US	0	0				Texas Facilities Commission (TFC) maintains the official copies of emergency exit and other evacuation plans.	
261	5.4.003	Inspection Records	Agency copy of fire, safety, and other inspection records of agency facilities and equipment.	AC	3	0		AC = Date of inspection, or date of correction of any deficiency, whichever is later.		TFC maintains the official copies of inspection records.	
262	5.4.004	Fire Orders	Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3	0		AC= Deficiency corrected.		TFC maintains the official copies of fire orders.	



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263	5.4.011	Visitor Control Registers	Logs, sign-in sheets, or similar records documenting visitors to limited access or restricted areas of agency facilities.	AC	3	0		AC = Date created.		SEE item number 99 (Registration Logs) for a record of visitors required to register under Chapter 2004, Government Code	
264	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, or similar instruments of access to agency facilities or equipment.	AC	2	0		AC = Until superseded, date of expiration, or date of termination, whichever sooner.		Texas Department of Public Safety (DPS) maintains security access records for the Capitol and Governor's Mansion. SEE ALSO item number 306 (IT Security Access Forms).	
265	5.4.013	Continuity of Operations (COOP) Plans	Disaster preparedness and recovery plan.	US	0	0					Labor Code § 412.054, 1 TAC 202
77	1.1.002	Audits	Audits and reviews performed by an agency on external entities, on the agency by other entities, or on the agency by internal auditors. Includes audit reports and supporting documentation, including documentation evidencing agency cooperation with external entities.	AC	7	0		AC = Publication or release of final audit findings.		The record copy of any audit performed by the State Auditor's Office is retained permanently by that agency.	
303	1.1.024	Annual Audit Plan	Includes working papers and agency risk assessment used to develop the plan.	AC	3	0		AC = Decision made to implement or not to implement.		CAUTION: SEE item number 77 (Audits) for final audit reports. CAUTION: Risk assessments prepared by the Office of Compliance and Monitoring should be classified under their respective program areas (i.e., use item 218a for federal grants, 218b for state grants, etc.)	Texas Internal Auditing Act requirement (Government Code § 2102.013).
326	1.1	Audit Peer Review - Working Papers	Documents collected or generated as part of the process of reviewing other state agency internal audit programs. May include but is not limited to self-assessments, worksheets, surveys or questionnaires, evaluations, and other documents as described in the State Agency Internal Audit Forum (SAIAF) Peer Review Manual.	AC	1	0		AC = After final report has been issued.		CAUTION: It is an exception to this retention period that Peer Review Reports evaluating this agency's program should be retained in accordance with item number 77 (Audits).	Texas Internal Auditing Act requirement (Government Code § 2102.007(5)).



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5a	1.1	Crime Stoppers Council – Proof of Certification	Includes letters, memoranda, or certificates proving certification of local Crime Stoppers programs by the Texas Crime Stoppers Council.	PM	0	0			A	SEE item number 103 for meeting agendas and minutes of the Texas Crime Stoppers Council.	1 TAC § 3.9000
5b	1.1	Crime Stoppers Council – Certification Supporting Documentation	Includes financial statements, annual Proof of Probation Fee and Repayment Reports (PFRR), training certificates, and contact information. Also includes copies of founding documents, tax-exempt forms, and other materials whose record copies are maintained by other state or federal agencies.	AC	1	0		AC = Expiration of certification.			1 TAC Chapter 3, Subchapter H
5c	4.7.005	Crime Stoppers Council – Claim Files	Includes claims submitted by local Crime Stoppers programs for reimbursements of reward monies and other expenses, and documentation supporting such claims	AC	3	0		AC = Resolution of claim.			
5d	1.1.043	Crime Stoppers Council – Training Materials	Course schedules, lesson plans, learning objectives, instructor biographies, class rosters and sign-in sheets, course evaluations, and other records of tests as specified by the Texas Commission on Law Enforcement.	AC	5	0		AC = Conclusion of course.			37 TAC, Part 7, § 215.9(b)(3)
73	1.1	Marketing Project Files	Marketing collateral (flyers, postcards, logos, etc.), images, poster/invitation designs, presentations, and other marketing materials.	FE	5	0				CAUTION: State publications (fact sheets, handbooks, guides, etc.) should be classified under item number 127a or 127b, as applicable. Does not include Tourism marketing files; SEE item number 288.	
22a	1.1	Defense Economic Readjustment Zone (DERZ) - Accepted	Zone/project applications and supporting documentation, internal memoranda, and notification letters.	AC	5	0		AC = Expiration of designation.			Program administered in accordance with Government Code Chapter 2310.



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22b	1.1	Defense Economic Readjustment Zone (DERZ) - Denied/Withdrawn	Denied or withdrawn applications for zone/project designation.	AC	2	0		AC = Date of notification of denial or date of withdrawal, as applicable.			Program administered in accordance with Government Code Chapter 2310.
27a	1.1	Enterprise Zone Projects - Accepted	Project applications, approval letters, and applications to amend existing projects.	AC	5	0		AC = Expiration of designation.		SEE item number 7 (Received Reports) for mandatory annual reports received from communities. Such reports should be retained for 5 years.	Program administered in accordance with Government Code Chapter 2303 and 1 TAC Title 10, Part 5, Chapter 176.
27b	1.1	Enterprise Zone Projects - Denied/Withdrawn	Project applications with denial letters or written requests to remove a project from consideration.	AC	2	0		AC = Date of notification of denial or date of withdrawal, as applicable.			
34a	1.1	Industrial Revenue Bond (IRB) Applications/Transcripts - Accepted	The IRB Program provides tax-exempt financing for eligible industrial or manufacturing projects as defined in Local Government Code, Chapter 501. Series includes bond transcripts and application materials.	AC	50	0		AC = After bond closing.		Documentation for applications dated 1979-1993 are stored as microfilm and microfiche. Bond transcripts (final documentation) are stored as hardbound books (1993-current) along with application materials. All documentation is arranged by docket number.	
34b	1.1	Industrial Revenue Bond (IRB) Applications – Denied/Withdrawn		AC	2	0		AC = Date of notification of denial or date of withdrawal, as applicable.			
40	1.1	Commerce Revenue Bond Transcripts		AC	50	0		AC = Date of bond closing.	R	Bound documents.	
58a	1.1	Capital Access Program Project File - Enrolled	Lender enrollment folders include participation agreement documents (Exhibits 1-3), proof of deposit, copy of waiver (if applicable), checklist, required reports, and supporting documentation. May also include claim forms and recovery forms.	AC	7	0		AC = Payoff or termination of loan agreement, or resolution of claim, as applicable.		CAUTION: Does not include the participation agreement between the agency and a financial institution. SEE item number 229 (Contract Administration Files).	Program administered in accordance with Government Code §§ 481.401- .415 and 10 TAC §§ 187.1-.18.



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58b	1.1	Capital Access Program Project File - Not Enrolled		AC	2	0		AC = Date of notification of denial or date of withdrawal, as applicable.			
296	1.1	Events Trust Fund Programs Administrative Files	Files used to administer state entities' participation in three event cost sharing trust accounts: Major Events Reimbursement Program (Tex. Rev. Civ. Stat. Art 5190.14, §5A), Motor Sports Racing Trust Fund (Tex. Rev. Civ. Stat. Art 5190.14, §5B), and Events Trust Fund (Tex. Rev. Civ. Stat. Art 5190.14, §5C). Documentation includes application documents and disbursement documents (requests, receipts, contracts) from applying entities (cities, counties, municipalities, organizations, other) related to an event eligible for the program. Documentation also includes funds management documentation including worksheets and event history that are associated with state and local participation.	AC	7	0		AC = End of the fiscal year in which the event took place.			
319	1.1	Loans - Awarded/Funded	Loan agreements, promissory notes, quarterly reports, and related correspondence. Applies to Product Development/Small Business Incubator (PDSBI), Texas Leverage Fund (TLF), Texas Military Value Revolving Loan Fund (TMVRLF), Texas Small Business Industrial Development Corporation (TSBIDC), and any other loans awarded by the agency.	AC	7	0		AC = Payoff or termination of loan agreement, as applicable.		NOTE: Retention period applies to agreements entered into on or after September 1, 2015. An agreement and related documentation entered into prior to September 1, 2015 may be destroyed 4 years after the expiration of termination of the instrument according to its terms.	Government Code § 441.1855



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320	1.1	Loans - Unfunded	Applications for loans that were ultimately unfunded. May also include application deficiency letter and related correspondence.	AC	2	0		AC = Date of notification of denial or date of withdrawal, as applicable.			Withdrawn or denied PDSBI applications shall be returned to applicant, if requested, pursuant to Government Code § 400.215(c)
29	1.1	Business Expansion and Recruitment Project Files	Project files include copies of intake forms; communications with consultants, companies, and local communities; research files; tuition incentive letters; and related materials.	AC	10	0		AC = Date of location decision or date of project retirement, as applicable.	A		
32	1.1	Business Promotion Project Files	Meeting agendas, selection rubrics, itineraries, speeches, and other administrative records documenting efforts to promote/support business development through missions, tours, trade shows, and other special events. Includes both domestic and international projects.	AC	8	0		AC = Date of completion.	R	Financial Services is the custodian of travel requisitions; SEE item number 180. SEE item number 73 for marketing materials.	
286	1.1	Business Research Project Files	Includes briefs and other responses to research requests such as information/company/individual checks; research files done to support marketing and program area efforts; and research files related to division publications that are gathered from online or other published	AC	2	0		AC = Research project completion date.		CAUTION: Published reports, handbooks, guides, maps, and manuals resulting from research efforts should be classified under item number 127a (State Publications - Archival).	
8	1.1	Film Office – Project Information	Records pertaining to the production of an individual film, television, commercial, videogame, or animation project. May include correspondence, scout itineraries, production schedules, reference photos, TEXscout records, crew lists, contact/vendor lists, and similar information.	AV	0	0				CAUTION: Does not include documentation pertaining to film incentives; SEE item number 218b (State Grant Records – Awarded/Funded). Does not include location agreements; see item number 322 (Agreements).	



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9a	1.1	Film Office – Location Photo Library	Includes 35mm photo negatives, prints, and digital photos and video generated by OOG staff.	AC	0	0		AC = When replaced, superseded, or no longer of value.	A		
9b	1.1	Film Office – Donated Location Photos	Includes 35mm photo prints and digital photos and video.	AV	0	0			A		
64	1.1	Tourism Community Outreach and Assistance Files	Includes application for Community Tourism Assessment and tourism assessment reports.	AC	3	0		AC = Project completed or terminated.			
68	1.1	Travel Research Files	Chiefly includes research reports produced by third parties on topics such as travel trends, advertising effectiveness, etc.	AC	7	0		AC = Project completed or terminated.			
72	1.1	Advertising Reports	Marketing plan and annual reports.	AC	7	0		AC = Project completed or terminated.		CAUTION: Does not include contract management records; SEE item number 229.	
75	1.1	Advertising Campaigns	Print and television.	AC	7	0		AC = After campaign completed.		CAUTION: Does not include contract management records; SEE item number 229.	
288	1.1	Tourism Marketing and Public Relations Project Files	Includes reports created and received by Tourism office pertaining to marketing and public relations projects (trade shows, marketing campaigns, etc.) Also includes speeches or presentations, invitations, promotional materials, relevant correspondence, and other records created or received as part of a Tourism project.	FE	5	0				CAUTION: Does not include contract management records; SEE item number 229.	
300	1.1	TWIC Project Files	Project files created by the Texas Workforce Investment Council (TWIC). Includes project plans and timelines, annotated outlines of work product, reference materials, raw data from external sources, transitory correspondence, drafts of reports, and convenience copies of final reports.	AC	8	0		AC = Close of project.		SEE item number 112 for final reports. NOTE: Transitory information and reference materials may be weeded out from project files at any time; SEE item number 102.	