

July 27, 2022



Mary Ann Thomas
Records Management Officer
Office of the Governor
P.O. Box 12428
Austin, Texas 78711

Dear Mary Ann Thomas,

Amendment 2 of the 9th recertification of your agency's records retention schedule is approved for use as of **7/25/2022** 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.

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 Chair
Martha Wong

Members
David C. Garza
F. Lynwood Givens
David Iglesias
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

Director and Librarian
Gloria Meraz

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 also 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:

Katherine Hoffman
512-463-2631
khoffman@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

(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 Mary Ann Thomas

Name (Print or type) Mary Ann Thomas

Date 05/05/2022

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)

Not Required at This Time

Signature _____

Name (Print or type) _____

Date _____

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

Signature Gloria Mera

Name (Print or type) Gloria Mera

Date 7-25-2022

Cert/Recert No. 9

Amendment No. 2

CAUTION

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

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

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).

State and Local Records Management Division
Texas State Library and Archives Commission
(Rev. 7/20)





STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end
 FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
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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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					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 and Feedback Records	Complaints and other unsolicited feedback received by an agency from the public concerning the agency and records pertaining to the resolution of complaints.	AC	2	0		AC = Date of receipt, action taken, or resolution of the complaint, whichever comes latest.		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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*80	1.1.007	Executive Correspondence	Correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the 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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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.)	
*89a	1.1.023	Organization Charts - Agency	Charts or diagrams that show the structure of the agency and the relationships and relative ranks of its departments and job positions.	AC	0	0		AC = End of term of office.	A	ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the agency need to be transferred to the State Archives. For division/department level organization charts, see item number 89b.	
*89b	1.1.023	Organization Charts - Division	Charts or diagrams that show the structure of a division and the relationships and relative ranks of its departments and job positions.	US							
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		



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*94	1.1.038	Customer Surveys	Surveys soliciting feedback from customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC	0	0		AC= Keep as long as summary report is kept, or until decision not to produce a report, as applicable.		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, seminars, workshops, etc.)	AC	1	0		AC = Close of training session, after training materials superseded, or termination of training program, as applicable.		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)	
*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.		ARCHIVES NOTE: The final version of Strategic Plans must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(C). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	Government Code §§ 481.172(a)(8), 2056.009, and 2308.104
*101a	1.1.056	ADA (Americans with Disabilities Act) Plans	Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	AC	3	0		AC = Date created.		SEE item number 101b for ADA Accommodation Requests.	28 CFR § 35.105(c)
*101b	3.1.042	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.



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*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 voicemail); 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.		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.	
*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, and for performance measures used to manage the agency.	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.	



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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 or 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.		<p>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).</p> <p>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).</p>	



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					Years	Months	Days				
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



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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	Physical and digital development and design files used to create State Publications, including but not limited to 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	Any record created by the agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service (USPS) or by private couriers.	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 the agency's programs, services, or projects. May include working files.	AC	3	0		AC = Until superseded, 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.		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	3		AC = Approval of written minutes of the meeting.		CAUTION: The proceedings of all meetings of state boards, committees, commissions, and councils should be reduced to writing. If written minutes are not prepared, the recording must be retained permanently.	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	3		AC = 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, public comment forms, 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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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*321	1.1	Witness Registration Forms	Witness registration 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 sign-in sheet is documented in written minutes of the meeting, the sign-in sheet need only be retained for the retention period listed in item number 106 (<i>Meeting Notes</i>).	
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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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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).	
*95a	1.1.040	Speeches - Executive	Text of speeches, papers, presentations, or reports delivered by the Governor, executive staff, board or commission members, or division directors.	AC	0	0		AC = End of term of office.	A		
*95b	1.1.040	Speeches - General	Text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC	2			AC = End of event, or until superseded or obsolete.		CAUTION: SEE item number 95a (Speeches – Executive) for speeches delivered by the Governor, executive staff, board or commission members, or division directors.	
*96	1.1.076	Subpoenas	Subpoenas for production of evidence produced for litigation in which the state agency is not a party. Includes legal documents requiring recipient to appear in court to testify, or to produce records to be used in litigation.	AC				AC= Date request fulfilled.		For subpoenas related to litigation in which the state agency is a party, see item number 98 (Litigation 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		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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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.			
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		



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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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 waivers of extradition.	CE	10	0				NOTE: Filed by date of receipt or file creation, as applicable.	Code of Criminal Procedure, Art. 51.13
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	ARCHIVES NOTE: Misdemeanor case files are not archival and may be destroyed when they meet retention.	
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 98.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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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, requested by legislators pursuant to Government Code § 552.008, or are excepted from disclosure in their entireties.	AC	2	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.	
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	1	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	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the State Archives for archival preservation.	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 the agency's Public Information Act activities.	AC	2	0		AC = Date of report.			Government Code § 552.010



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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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.			
*327	1.1	Disaster Suspension Files	Requests for the Governor's granting of suspensions of certain statutes and rules after a disaster. Includes correspondence, copies of proclamations, and the suspension list prepared in accordance with Government Code § 418.0155.	AC	0	0		AC = End of term of office.	A		Government Code §§ 418.0155, 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	Agency-developed software applications, operating system files, and associated processing files, including job control language, programs, applications, scripts, source code, etc. 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



STATE OF TEXAS
Records Retention Schedule

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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 monitoring records, which are automatically generated and overwritten, need not be documented through records disposition logs.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
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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	2.2.017	Help Desk Tickets	Tickets or work orders for computer/technical support submitted to information technology (IT) staff.	AV	0	0					
*309	2.2.016	Software Registrations, Warranties, and License Agreements	Records documenting the registration and licensing of a software application to activate the software for legal use by the end users of a state agency, along with warranties providing that the software will perform in accordance with functional specifications.	LA	3	0					
*140	2.2.018	Biennial Information Security Plan	Biennial information security plan for protecting the security of the agency's information.	US							1 TAC 202.23; 1 TAC 202.73
*116	1.2.003	Forms History File	Master versions of all forms used internally and externally by the agency, including subsequent revisions. May also include associated design or design modification requests.	AC	2	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					



STATE OF TEXAS
Records Retention Schedule

SLR 105
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*118	1.2.005	Records Retention Schedule	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 or offsite storage areas or a transfer of physical custody.	AC	2	0		AC = Date of return to or permanent withdrawal from storage.			
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 = When aid is superseded or no longer needed because associated 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	Forms used by TSLAC (e.g. form RMD 113) or other entities to establish disaster recovery services, authorize agency staff to access the media, etc.	AC	0	0		AC = Until superseded or termination of service.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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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.	
*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					
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 = 3 years after date of hire or 1 year after termination of employment, whichever is later.			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.	



STATE OF TEXAS
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SLR 105
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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
*291	3.1	Employee Files	Personnel records maintained on each employee. May include, 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, outside employment/volunteer authorization forms, training and educational achievement records, employee recognition records, employee counseling records, and release of records documentation.	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.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end
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Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
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					Years	Months	Days				
*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).	
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)
*171	3.2.009	State Deferred Compensation Records	Records documenting the amount of pension or deferred compensation earned by individual employees.	CE	4	0					
*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	3.2.002	Payroll Vouchers		FE	4	0				Human Resources is the custodian of payroll vouchers.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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*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	3.3.033	Recruitment Plans	Diversity and recruitment plans and related workforce analyses.	AC	3	0		AC = Date created.			Texas Labor Code § 21.501-.502
*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).	AC	1	0		AC = Until superseded or plan terminated.			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	
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).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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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 295.	
*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.	AC	2	0		AC = Until superseded or no longer used by the agency.		CAUTION: One copy of each different master test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR § 1602.31
*185	3.3.030	Training Materials and Administration Records - Internal	Instructional materials associated with staff training on internal policies and procedures. May include presentations or handouts, course development materials such as course outlines or justifications, and training administration records such as class rosters, evaluations, agendas, and sign-in sheets. 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 = Close of training session, after training materials superseded, or termination of training program, as applicable.		For training presented to external entities, SEE item number 97 (Training Materials – External) and 63 (Event Administration Records).	
*190	3.4.004	Overtime Authorizations	Records created to schedule time worked by employees outside of or in addition to their regular working hours, including approval authorizations.	AC	2	0		AC = Date created.			
*191	3.4.006	Time and Attendance Records	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)



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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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					
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	4.1.009	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					
*200	4.8.001	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				SEE ALSO item number 210 (Banking Records) for other banking records such as bank statements and check registers.	
*202	4.9.001	Encumbrance Vouchers	Encumbrance/liquidation batches and supporting documentation.	FE	3	0					



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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*203	4.1	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	0			SEE item number 229 (Contract Administration Files) for purchase orders.	
*205	4.1	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	0				
*330	4.1	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	0				
*206	4.1	Receipts Journals or Registers		FE	3	0	0				
*207	4.1	Expenditure Journals or Registers	Warrant registers/USAS payable reports.	FE	3	0	0				
*217	4.1	Reconciliations	Revenue, expenditure, cash, etc.	FE	3	0	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



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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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 the agency.	AC	6	0		AC= September 1 of odd-numbered calendar years.		ARCHIVES NOTE: Copies are sent to the Texas State Publications Depository Program at the time of submission to the Legislative Budget Board (LBB). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	13 TAC 3.3(a)(3)(A)
*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	Fiscal Management Reports and Working Papers	Includes internal operating budget, budget reports and analyses, cash balance reports, financial statements, PFIA reports, Bond Review Board reports, fiscal notes, or other fiscal reports or internal budget requests. Also includes working papers for such reports.	FE	5	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.		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 and should be destroyed when retention is met.	Prepared in accordance with Government Code § 2101.011. Archival requirement: 13 TAC 3.3(a)(2)(a).



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*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					
*216	4.9.001	Operating Budgets	Required by the General Appropriations Act.	FE	3	0				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 annual report.		NOTE: See agency item number 207 (Expenditure Journals or Registers) for DAFR 3691, Direct Deposit Payees by Agency.	
*312	4.5.007	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.	AC	0	0		AC = Receipt and reconciliation of annual report.			
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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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-Peyser grants.	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 (TMIIIP), 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). Includes evaluation documentation such as scoresheets.	AC	2	0		AC = Date of notification of denial, disqualification, or withdrawal, as applicable.			



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Records Retention Schedule

SLR 105
Rev. 2017-07

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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	4.7.014	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
*222	4.7.004	Capital Asset Records	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency-owned equipment and property.	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, date of expiration, or separation of employee, whichever sooner.			



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*210	4.8.001	Banking Records	Bank statements, cancelled checks, check registers, debit and credit notices, reconciliations, and other banking related records.	FE	3					SEE ALSO item number 200 (Deposits).	
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).	
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	Project records related to planning, design, construction, conversion, or modernization of state facilities, structures, infrastructure, and systems. May include feasibility, screening, and implementation studies; topographical and soil surveys and reports; as-builts; laboratory test reports; environmental impact statements; correspondence; successful and unsuccessful bid documentation and other related documentation. 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 of planning, design, construction, conversion, or modernization of state-owned facilities, structures, infrastructure, and systems.	LA	0	0			R	SEE ALSO item number 237a (Building Construction Project Files).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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					Years	Months	Days				
*240	5.2.008	Inspection, Repair, and Maintenance Records – Equipment	Equipment history file, which may include logbooks and requests for installation, moves, service, repair, etc.	LA	3	0				CAUTION: Does not include equipment service agreements; SEE item number 229 (Contract Administration Files).	
*241	5.2.006	Inventory and Property Control Records	Records documenting the inventorying, maintenance, usage, and disposal of supplies, equipment, and property of a state agency. Includes equipment checkout forms. Includes equipment checkout forms or data, as well as bills of lading received from the Texas Facilities Commission (TFC) for items transferred to surplus warehouse. May also include lost, stolen, or damaged property reports.	FE	3						
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.			
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	Documentation related to inspections, repairs, and maintenance for state vehicles.	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	Vehicle titles, registration information, and owner's manuals for state vehicles.	LA	0	0				Official record maintained by Financial Services.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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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	Occupational Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the State Office of Risk Management (SORM) or its predecessors or maintained internally on accident frequency.	CE	5	0					29 CFR § 1904.33, 28 TAC § 120.1(c)
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.	
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.		NOTE: Incomplete CP-6 forms are transitory and may be destroyed after submission to the Texas Department of Public Safety (DPS). SEE ALSO item number 306 (IT Security Access Forms).	
*265	5.4.013	Continuity of Operations (COOP) Plans	Plans to mitigate the damage of potential events that could endanger the agency's ability to function. Includes disaster preparedness, response, and recovery plans.	US	0	0					Labor Code § 412.054, 1 TAC 202
*267	5.1.018	Surveillance Videos	Surveillance videos of buildings, facilities, vehicles, or other state property.	AV						Video footage is overwritten automatically. The disposal of video footage need not be documented.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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*77	1.1.002	Audits	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC	7	0		AC = Publication or release of final audit findings.		The State Auditor's Office (SAO) retains copies of its audits performed on Texas state agencies.	
*303	5.4.018	Annual Audit Plan	Includes working papers and agency risk assessment used to develop the plan.	AC	7	0		AC = After final plan has been issued.		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	5.4.019	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)).
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 applications, 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



STATE OF TEXAS
Records Retention Schedule

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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)
*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.			
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.
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.



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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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.
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.			



STATE OF TEXAS
Records Retention Schedule

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*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, Motor Sports Racing Trust Fund, and Events Trust Fund. 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.			Texas Government Code Chapter 478. Major Events Reimbursement Program Texas Government Code Chapter 479. Motor Sports Racing Trust Fund Texas Government Code Chapter 480. Events Trust Fund
*350	1.1	Regulatory Compliance Determinations	Determination letters issued by the Regulatory Compliance division, agency submissions for review, and public comments received by the division regarding rules under review. An agency submission may include the Rule Submission Memorandum, proposed rule, public comments received, administrative records regarding the proposed rule, information requested by the division, and any other information that the state agency considers relevant to the division's review of the rule.	AC				AC = Administrative value met and end of term of office.			Texas Occupations Code, Chapter 57, Subchapter C



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

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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
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 § 480.215(e)
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 sources.	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).	



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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).	
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.	



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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.	