

June 22, 2020



April Norris
Chief, Information Governance Division
Texas Office of the Attorney General
PO Box 12548
Austin, TX 78711-2548

Dear Ms. Norris,

Your agency's records retention schedule is approved for use as of **June 17, 2020**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

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
Larry G. Holt
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (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 according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **June 2025**.

During a certification period, changes may need to be made to your schedule. State rules (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 Siegrist
esiegrist@tsl.texas.gov
(512) 463-6623

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

Sincerely,

A handwritten signature in blue ink, appearing to read "C 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 302
Agency Name Office of the Attorney General

(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

April Norris

Name (Print or type)

April Norris

Date

July 29, 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)

Date

Gloria Meza

Gloria Meza

6/17/2020

Cert/Recert No.

10

Amendment No.

CAUTION

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

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





STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end
 FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

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

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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				
2	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			AC = Publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	
4	1.1.004	LEGISLATIVE APPROPRIATION REQUESTS	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC = September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Legislative Appropriation Requests must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(3)(A). 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.	



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7	1.1.007	CORRESPONDENCE - ADMINISTRATIVE	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.		4				R	Restricted Access. Non-restricted documents transferred to the State Archives for review. ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and record series 1.1.008/AIN 8 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by record series 1.1.004/AIN 4; a letter concerning an audit for that prescribed by record series 1.1.002/AIN 2, etc. See also record series 1.1.011/AIN 10.	



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8	1.1.008	CORRESPONDENCE - GENERAL	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					See comment to record series 1.1.007/AIN 7. See also record series 1.1.010/AIN 9.	
305	1.1.	CORRESPONDENCE/ CONTENTS - NO ACTION REQUIRED	Non-administrative correspondence and/or contents received from clients and/or the general public that require no action be taken. This includes such materials as pamphlets and informational packets. It may include packages whose contents are trash.	AC				AC = Purge date set by internal division policy.		NOTE: Some packages may be a health risk and must be disposed immediately. See also record series 1.1/AIN 376.	
376	1.1.	LEGISLATIVELY REQUIRED REPORTS AND/OR INFORMATION REQUIRED - NO ACTION REQUIRED	Reports and/or information (correspondence) required to be sent to OAG by statute or rule, but which require no action on the part of OAG.		2					CAUTION: Follow statute or rule if a longer retention is required. See also record series 1.1/AIN 305.	



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12	1.1.013	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE	1				R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Refer to the Archival Appraisal Report for this record series for a specific list of which have been declared archival by Texas State Library and Archives Commission. The report is located online at https://www.tsl.texas.gov/arc/appraisal/attorneygeneralcalendars.html . Contact the State Archives when these records have met their retention periods. 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.	
9	1.1.010	DIRECTIVES	Any document that officially initiates, rescinds, or amends general office procedures.	US	1						



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					Years	Months	Days				
10	1.1.011	EXECUTIVE ORDERS	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US	3				A		
40	1.1.023	ORGANIZATION CHARTS		US					A	ARCHIVES NOTE: Organizational charts for a single division, which identify individual positions but are not reflective of the overall agency organization, are not archival.	
41	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	3			AC = Decision made to implement or not to implement result of planning process.	R	ARCHIVES NOTE: Data processing planning records are not archival.	
61D	1.1.055	STRATEGIC PLANS	Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	AC	6			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.	



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					Years	Months	Days				
307	1.1.070	AGENCY RULES, POLICIES, AND PROCEDURES - FINAL	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			AC = Completion or termination of program, rules, policies, or procedures.	R	See also records series 1.1071/AIN 308 - Agency Rules, Policies and Procedures - Working Files.	
308	1.1.071	AGENCY RULES, POLICIES AND PROCEDURES - WORKING FILES	Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			AC = Completion or termination of program, rules, policies, or procedures.		See also record series 1.1.070/AIN 307 - Agency Rules, Policies and Procedures - Final.	
36	1.1.019	PUBLIC RELATIONS RECORDS	News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.		2				R		
37	1.1.020	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC	1			AC = Date request fulfilled.			



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					Years	Months	Days				
38	1.1.021	PUBLIC INFORMATION REQUESTS - EXEMPTED	Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC	2			AC = Date of notification that records are exempt.			
43	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			AC = Date of publication in the Texas Register.			
44	1.1.027	PROPOSED LEGISLATION	Drafts of proposed legislation and related correspondence.	AV							
78	1.1.027	FEDERAL REGISTER	Agency submission.	AV				AV = Records must be retained for a minimum of 1 year.			
6	1.1.006	COMPLAINT RECORDS	Complaints received about an agency from the public concerning the agency and complaints from the public made under the Public Information Act, including records pertaining to the resolution of the complaint.	AC	2			AC = Final disposition of the complaint.		The term "received" includes when the agency is sent a courtesy copy, a convenience copy or is listed as Cc: on email. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of record series 1.1.048/AIN 14.	
54	1.1.038	CUSTOMER SURVEYS	Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC				AC = Final disposition of summary report.		See record series 1.1.067/AIN 47A for summary reports compiled from customer surveys.	



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57	1.1.041	SUGGESTION SYSTEMS RECORDS	Suggestions submitted by agency personnel and responses.		1						
61F	1.1.057	TRANSITORY INFORMATION	Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.	AC				AC = Purpose of record has been fulfilled.		CAUTION: Records management officers should use caution in assigning this record series to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	



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33	1.1.058	MEETING AGENDA AND MINUTES	Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM					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, Texas State Library and Archives Commission. CAUTION: This records series and record series 1.1.059/AIN 345, 1.1.060/AIN 346, 1.1.061/AIN 347, and 1.1.062/AIN 348 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	
345	1.1.059	MEETINGS, CERTIFIED AGENDAS OR TAPE RECORDINGS OF CLOSED MEETINGS	Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC	2			AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.		See caution comment for record series 1.1.058/AIN 33.	Government Code, 551.104(a)



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					Years	Months	Days				
346	1.1.060	MEETINGS, AUDIO OR VIDEOTAPES OF OPEN MEETINGS	Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC			90	AC = Official approval of written minutes of the meeting by the governing body of an agency.		CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. See caution comment for record series 1.1.058/AIN 33.	
347	1.1.061	MEETING - NOTES	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC			90	AC = Approval of the formal minutes by the governing body.		See caution comment for record series 1.1.058/AIN 33.	
348	1.1.062	MEETINGS - SUPPORTING DOCUMENTATION	Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.		2				A	See caution comment for record series 1.1.058/AIN 33.	



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					Years	Months	Days				
35	1.1.063	STAFF MEETING MINUTES AND NOTES	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1					Intended for meeting summaries, substantive notes or reports and supporting documentation from meetings. Individual reminder notes or reference notes made by individuals may possibly be transitory or reference material. See record series 1.1.057/AIN 61F - Transitory Information.	



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					Years	Months	Days				
25	1.1.	NOTARY PUBLIC RECORD BOOK	Records of notarizations facilitating agency business performed by Texas notary publics while employed by the OAG.	AC	3			AC = Date of last entry.		NOTE: Original notary public record books and seals belong to the notary public and should be maintained by the notary public in accordance with rules established by the Texas Secretary of State. While employed by OAG, notary public record books entries facilitating agency business are to be retained for no less than the retention specified in the agency's records retention schedule. Upon separation from the agency, the notary public maintains ownership of the record book and seal, and provides to the agency copies of notarizations facilitating agency business performed while employed with the agency.	Government Code Chapter 406, Civil Practice and Remedies Code Chapter 121; 1 TAC Chapter 87
306	1.1.	PHONE LOG DATABASE	Database of incoming/outgoing phone calls. Information may include name, telephone number, reason for the call, and/or action taken.	AC				AC = Purge date set by internal division policy, but not less than 1 year.			
56	1.1.040	SPEECHES, PAPERS, AND PRESENTATIONS	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC				AC = End of term in office or termination of service in a state position.	R		



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59	1.1.043	TRAINING MATERIALS	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US	1						
344	1.1.053	REGISTRATION LOGS	Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC				AC = Report filed with the Texas Ethics Commission.			
362	1.1.056	ADA (AMERICANS WITH DISABILITIES ACT) DOCUMENTATION	Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.		3						28 CFR 35.105(c)
61G	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					CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
53	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						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 record series 1.1.064/61G.	



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48	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			AC = September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of these agency reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3. The requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Working files and related documentation used in creating the final report may be disposed of at the expiration of the retention period.	
47A	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. Includes reports distributed either internally or to other entities.		3				R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E.	
61A	1.1.068	REPORTS ON PERFORMANCE MEASURES	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC	6			AC = September 1 of odd-numbered calendar years.			



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61B	1.1.068	KEY PERFORMANCE TARGET - ANNUAL REPORT		PM						Agency of origin retains the permanent Record Copy and sends required copies to the Texas State Publications Depository Program, Texas State Library and Archives Commission and the Legislative Budget Board.	
61C	1.1.068	KEY PERFORMANCE TARGET - QUARTERLY REPORT		AC	6			AC = September 1 of odd-numbered calendar years.		Send required copies to the Texas State Publications Depository Program, Texas State Library and Archives Commission and the Legislative Budget Board.	
51	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.		1					CAUTION: See record series 1.1.064/61G.	
309	1.1.072	PUBLIC INFORMATION REPORTS	Reports made to the Office of the Attorney General on an agency's Public Information Act activities.		2						
310	1.1.073	ADMINISTRATIVE HEARINGS	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC	3			AC = Last action.	R		



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311	1.1.074	SUNSET REVIEW REPORT AND DOCUMENTATION		AC	3			AC = After the subsequent Sunset Review.	R		
312	1.1.075	ALTERNATIVE DISPUTE RESOLUTIONS - FINAL AGREEMENT	Final agreement described by Government Code 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC	4			AC = Date of final agreement.			Texas Civil Practice and Remedies Code, Chapter 154.071
359	1.1.	FORMAL LEGAL OPINIONS	Formal opinions, issued under Section 402.042 or Chapter 552 of the Texas Government Code, from agency legal counsel or the Attorney General, including any requests eliciting the opinions.	PM					A	Original retained permanently by OAG. Archival requirement to be met by providing a copy to the State Archives.	
13A	1.1.	FORMAL LEGAL OPINIONS - WORK FILES	Records that are an integral part of the preparation of formal legal opinions, that are regularly placed in the formal legal opinions work files, and that are required for more than a limited period of time for the completion of a task related to the preparation of formal legal opinions.	PM					R	Original retained permanently by OAG. To be recommended for archival preservation by State Archivist & OAG staff upon annual review.	
415	1.1.	INFORMAL OPEN RECORDS LETTER RULINGS	Informal open records letter rulings issued under Chapter 552 of the Texas Government Code.	PM					A	Original retained permanently by OAG. Archival requirement to be met by providing a copy to the State Archives.	



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					Years	Months	Days				
416	1.1.	INFORMAL OPEN RECORDS LETTER RULINGS - WORK FILES	Work files related to open records letter rulings issued under Chapter 552 of the Texas Government Code.	AC	10			AC = Date of issuance of final ruling.		CAUTION: Does not include formal legal opinions issued under section 402.042 of the Gov't Code or section 552.021 of the Gov't Code. Previous determinations and Open Records Decisions need to be filed under Formal Legal Opinions (See record series 1.1/AIN 359). Does not include "previous determinations" as defined by Open Records Decision No. 673. If a letter ruling becomes the subject of litigation, it must be included in and is subject to the minimum retention period of record series 1.1.048.	
13	1.1.	LEGAL OPINIONS, DETERMINATIONS, and ADVICE PROVIDED	Provided from agency legal counsel, including any requests eliciting opinions or advice.	AV						Determinations may include those provided in association with 1 TAC Chapter 58. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation (see record series 1.1.048) or formal legal opinions issued under section 402.042 of the Government Code (see record series 1.1/AIN 359).	



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					Years	Months	Days					
360	1.1.	Q TRANSCRIPT FILES	Records of “717Q” proceedings dated prior to Texas Government Code, Section Chapter 1371.057.		50						These are now delivered to the State Comptroller per Gov’t Code section 1371.057. But those dated prior to the amendment of Chapter 1371 are still to be retained by OAG until the end of the 50-year retention period.	
383	1.1.	CAFA NOTIFICATIONS - NO ACTION	Notifications sent to OAG in fulfillment of the Class Action Fairness Act (CAFA) where an action is taken by OAG.		1						CAUTION: If OAG does take action, this notification becomes part of the case file and is retained according to that records series.	
61	1.1.048	AMICUS FILES	Amicus briefs on cases that we were asked to join by another state or our agency filed.	AC	5			AC = After brief has been filed.	R		Assessed for archival value. Cases known to have archival value will be flagged by division, prior to storage.	



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384	1.1.	ATTORNEY NOTES, DRAFTS, AND WORKING PAPERS	Materials prepared by or for an attorney in the course of business that include handwritten notes, draft documents, research, and working papers that are not essential to the fulfillment of statutory obligations or to document agency functions.	AV						<p>CAUTION: An attorney may elect to retain notes, drafts, or working papers where in his or her judgment it is desirable for convenience. However, in most cases the administrative value of such materials is temporary as the materials tend to lose meaning over time as the creator has diminished ability to place the materials in proper context. A better practice is to either discard the materials once they have lost their administrative value or to have them properly transcribed into a clearly written memorandum. This records series does not include notes that may appropriately be part of another records series, such as 1.1, 1.1.061, 1.1.063, 3.1.006, 3.1.014, and 3.1.039.</p>	
386	1.1.	INFORMATION GATHERED AND NOT USED	Information received in the information gathering or discovery process that was not used in the case or investigation.	AC				AC = This information must be retained until the case or investigation is final. For cases, this includes through the appeals process until all timelines for appeal have expired.		Once the case or investigation is closed, this information may be processed through the appropriate disposition process.	



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24	1.1.	DOCKET SHEETS			5					Record must be kept for the duration of the retention of the corresponding litigation file.	
31	1.1.	READING FILES	Synopsis of several cases of a similar nature.	AV							
14	1.1.048	LITIGATION FILES	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit. (Including but not limited to, civil rights cases filed by inmates [excepting the Ruiz case], probate proceedings, contested elections, medical malpractice suits, employee disciplinary cases, cases involving the custody of minor children, nursing home enforcement cases, litigation related to contested cases, lawsuits relating to client agency rule making, non-capital criminal cases, tort claims, bond approvals, routine consumer protection cases, open records litigation, and other routine litigation handled by the OAG.)	AC	5			AC = Closure of case.	R	Assessed for archival value. Cases known to have archival value will be flagged by division, prior to storage. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	
15	1.1.048	LITIGATION MICROFILM			50				R	Original microfilm stored at Texas State Library and Archives Commission, duplicate retained by agency.	
354	1.1.048	LITIGATION MICROFILM - DUPLICATE			50					Original microfilm stored at Texas State Library and Archives Commission, duplicate retained by agency.	



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					Years	Months	Days				
16	1.1.	CUSTODIAL DEATH REPORTS		PM							
17	1.1.	ELECTION VIOLATIONS		AC	5			AC = Closure of case.			
22	1.1.	THEFT BY FIDUCIARY		AC	5			AC = Closure of case.			
5A	1.1.	CONSUMER COMPLAINT FILES	Consumer complaints and related documents received by the Consumer Protection Division of the OAG. Complaint data maintained in the consumer complaint database.	AC	5			AC = Final disposition of the complaint.			
32	1.1.	CIVIL SUITS, FORM #1521C	Copy of any complaint filed by any person or governmental entity under an antitrust statute.	FE	2				R		15 USC §15.21(c)
47	1.1.	CAPITAL LITIGATION FILES AND CORRESPONDING HABEAS CORPUS FILES		PM					A	If the agency decides the files are no longer of permanent value, the records will be assessed for long-term value and then transferred to the State Archives provided their retrieval rate can be accommodated.	
49	1.1.	NON-CAPITAL HABEAS CORPUS FILES		AC	10			AC = Closure of case.	R	Assessed for archival value. Cases known to have archival value will be flagged by division, prior to storage.	



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52	1.1.	INVESTIGATION AND/OR LITIGATION INVOLVING ELECTED OFFICIALS		PM					A	If the agency decides the files are no longer of permanent value, the records will be assessed for long-term value and then transferred to the State Archives provided their retrieval rate can be accommodated.	
55	1.1.	LITIGATION IN STATE OR FEDERAL COURT DECLARING A LAW UNCONSTITUTIONAL OR UPHOLDING A LAW AS CONSTITUTIONAL		PM					A	If the agency decides the files are no longer of permanent value, the records will be assessed for long-term value and then transferred to the State Archives provided their retrieval rate can be accommodated.	
65	1.1.	LITIGATION - MURDER		AC	50			AC = Closure of case.			
401	1.1.	CRIMES AGAINST CHILDREN: CRIMINAL LITIGATION	Litigation that involves crimes against children.	AC	25			AC = Closure of case.			
27	1.1.	COLLECTIONS - BANKRUPTCY		AC	5			AC = Closure of case.			
29	1.1.	COLLECTIONS - JUDGMENTS		AC	20			AC = Closure of case.			Texas Property Code, Section 52.006. DURATION OF LIEN (B)



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					Years	Months	Days				
30	1.1.	COLLECTIONS - LITIGATION	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	5			AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.		Collections - Litigation cases have been determined to have no archival or historical value by the State Archives.	
34	1.1.	NATURAL RESOURCES LITIGATION FILES	Files dealing with Land and/or Oil Disputes with Statewide or Multi-State Impact, including River Compact Commission files and related "Water Rights" cases and Open Beaches cases.	PM					A	If the agency decides the files are no longer of permanent value, the records will be assessed for long-term value and then transferred to the State Archives provided their retrieval rate can be accommodated.	
39	1.1.	ENVIRONMENTAL ENFORCEMENT CASES CONCERNING CONTAMINATED SITES		AC	20			AC = Closure of case.	R	Assessed for archival value. Cases known to have archival value will be flagged by division, prior to storage.	
67	1.1.	LITIGATION - ENVIRONMENTAL PROTECTION/ABSTR ACTS AND PERMANENT INJUNCTIONS	Cases wherein the defendant owes money to the state, an abstract of judgment is on file, and/or a permanent injunction is in a judgment.	AC	20			AC = Closure of case.			Texas Property Code, Section 52.006



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50	1.1.	LITIGATION - TXDOT COLLECTION/JUDGEMENT/ABSTRACT	Cases wherein the defendant owes money to the Texas Department of Transportation.	AC	20			AC = Closure of case.		A Judgment is filed with the Court and an Abstract of Judgment is filed with the County Clerk. The Judgment Lien will remain active for a period of 20 years with the option to renew for one additional 20-year period.	Texas Property Code, Section 52.006(6)
390	1.1.	LITIGATION - TXDOT COLLECTION/JUDGEMENT/ABSTRACT - PAID		AC	5			AC = After the Release of Judgment is filed and/or the final payment has been made on a Judgment.		NOTE: Case must be reopened and re-closed in the OAG Case Management System.	Texas Property Code, Section 52.005
391	1.1.048	LITIGATION FILES - MFCU CONVICTIONS	Records created by or on behalf of the Medicaid Fraud Control Unit (MFCU) in the adjudication of a lawsuit involving violations of state or federal laws, including but not limited to cases regarding fraud in the administration of the Medicaid program, the provision of medical assistance, the activities of entities, providers, or individuals under the state Medicaid program; or the abuse, neglect or exploitation of individuals in institutional or non-institutional settings over which MFCU has investigatory authority.	AC	5			AC = End of sentence.			42 CFR Part 1007



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					Years	Months	Days				
361	1.1.	PUBLIC FINANCE DIVISION - PUBLIC SECURITY WORK FILES	Work papers involving the Public Finance Division's review and approval of public security transcripts.	AV				AV = Records must be retained a minimum of 15 years.		NOTE: Controversial bond financings may have administrative need and value beyond 15 years. If the administrative value is determined to not be beyond the 15-year minimum, these records may be stored with the OAG Records Center for the last 5 years of the minimum retention, after having been in the division 10 years.	Gov't Code section 1202.003
367	1.1.	PUBLIC FINANCE DIVISION - MONTHLY TRANSCRIPT ACTIVITY REPORTS	Reports compiled on a monthly basis pertaining to the fees and the number of public security transcripts received by the Public Finance Division.	AV				AV = Records must be retained a minimum of 5 years.			Government Code, Section 1202.004
368	1.1.	PUBLIC FINANCE DIVISION - OPINION BOOKS	Hardbound compilations of opinions issued by the Public Finance Division approving the transcripts of proceedings authorizing bonds or similar obligations.	PM							Government Code, Section 1202.003
369	1.1.	PUBLIC FINANCE DIVISION - RESEARCH FILES	Legal memoranda and related materials pertaining to the Public Finance Division's review and approval of transcripts of proceedings authorizing bonds or similar obligations.	AV				AV = Records must be retained a minimum of 10 years.			



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370	1.1.	PUBLIC FINANCE DIVISION - ALL BOND COUNSEL LETTERS	Notebook containing hardcopies of All Bond Counsel letters issued by the Public Finance Division. These letters are also maintained on the Texas Attorney Generals website.	AV				AV = Records must be retained a minimum of 10 years.			
372	1.1.	PUBLIC FINANCE DIVISION - TRANSCRIPT RECORDS (DATATOP)	Electronic set of data pertaining to the transcripts of proceedings submitted to the Public Finance Division.	AV				AV = Records must be retained a minimum of 20 years.			
374	1.1.	PUBLIC FINANCE DIVISION - CORRESPONDENCE FILES	Incoming/outgoing and internal correspondence pertaining to the Public Finance Division's review and approval of transcripts of proceedings authorizing bonds or similar obligations.	AV				AV = Records must be retained a minimum of 10 years.			
20	1.1.	CRIME VICTIMS' CLAIM FILES		FE	20					Last paper file VC01059160.	
20A	1.1.	CRIME VICTIMS' ELECTRONIC FILES		AC	20			AC = Closed due to no activity.		NOTE: Closed due to no activity includes closed codes CL03, CL04, CL05, CL08, and CL10. Paper medium retained 3 months after electronic scanning, then appropriately destroyed.	



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20B	1.1.	CRIME VICTIMS' SERVICES - GENERAL CORRESPONDENCE	Includes change of address, checklist sent or received, request for information, program correspondence, explanation of benefits, and other support documentation.	FE	2					NOTE: FE is the end of the fiscal year in which correspondence is received or sent. Paper medium retained 3 months after electronic scanning, then appropriately destroyed.	
20C	1.1.	CRIME VICTIMS' SERVICES - FILE CORRESPONDENCE	Includes support documentation related to program benefits, billing, payment, and expenses.	FE	3					NOTE: FE is the end of the fiscal year in which the date paid, received, or sent occurs. Date imported into the Crime Victims Management System (CVMS) is the date sent. Scan date is date received. Paper medium retained 3 months after electronic scanning, then appropriately destroyed.	
20D	1.1.	CRIME VICTIMS' SERVICES - BENEFIT ESTABLISHMENT DOCUMENTATION	Includes declaration page, disability verification, employment verification, income verification, Medicaid eligibility, and public assistance verification.	AC	10			AC = Closed due to no activity.		NOTE: Closed due to no activity includes closed codes CL08 and CL10. Paper medium retained 3 months after electronic scanning, then appropriately destroyed.	
20E	1.1.	CRIME VICTIMS' SERVICES - ADDRESS CONFIDENTIALITY PROGRAM (ACP) CLAIM FILES	Applications for Address Confidentiality Program (ACP) claim files.	AC	2			AC = Expiration of application.		NOTE: Expiration of application is 3 years after application is submitted. Paper medium retained 3 months after electronic scanning, then appropriately destroyed.	



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20F	1.1.	CRIME VICTIMS' SERVICES - SEXUAL ASSAULT EXAMINATION REIMBURSEMENT (SAER) CLAIM FILES		AC	2			AC = Date claim paid.		Paper medium retained 3 months after electronic scanning, then appropriately destroyed.	
20G	1.1.	CRIME VICTIMS' SERVICES - CAPITAL PUNISHMENT CLAIM FILES	Copies of TDCJ information that CVS keeps as reference to support program information and services.	AC		3		AC = Date of execution.		Paper medium retained 3 months after electronic scanning, then appropriately destroyed.	
352	1.1.	CRIME VICTIMS' SERVICES - SEXUAL ASSAULT EXAM REIMBURSEMENT CLAIMS	Claims for reimbursement of sexual assault exam expenses submitted to the Crime Victims' Compensation Program by law enforcement agencies throughout the state.	FE	3					Paper medium retained 3 months after electronic scanning, then appropriately destroyed.	Code of Criminal Procedure Articles 56.06 and 56.065



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					Years	Months	Days				
19	1.1.	INVESTIGATIONS - GENERAL		AC	5			AC = Closure of case.		<p>NOTE: OAG has been granted a permitted exception by the Texas State Library and Archives Commission for this records series, pursuant to Government Code, Section 441.191(a). The permitted exception authorizes the OAG to return original records received by the OAG pursuant to civil investigative demand (CID) under Texas Business and Commerce Code, Section 17.61 or Texas Human Resource Code, Section 36.054 to the provider. Records received by the OAG pursuant to CID that are not necessary to conduct agency business may be returned to the provider without making copies of these records. Records necessary to conduct agency business are to be copied, and the copies are to be retained by the agency according to the OAG RRS. Once copies have been made, the originals of the records necessary to conduct agency business may be returned to the provider.</p>	



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64	1.1.	INVESTIGATION - NOT LITIGATED		AC	5			AC = Closure of case.		<p>NOTE: OAG has been granted a permitted exception by the Texas State Library and Archives Commission for this records series, pursuant to Government Code, Section 441.191(a). The permitted exception authorizes the OAG to return original records received by the OAG pursuant to civil investigative demand (CID) under Texas Business and Commerce Code, Section 17.61 or Texas Human Resource Code, Section 36.054 to the provider. Records received by the OAG pursuant to CID that are not necessary to conduct agency business may be returned to the provider without making copies of these records. Records necessary to conduct agency business are to be copied, and the copies are to be retained by the agency according to the OAG RRS. Once copies have been made, the originals of the records necessary to conduct agency business may be returned to the provider.</p>	
21	1.1.	INVESTIGATIONS - WORKERS COMPENSATION		AC	2			AC = Closure of case.			
66	1.1.	INVESTIGATIONS - MURDER	Pre-conviction murder investigations.	AC	50			AC = Closure of case.			



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19A	1.1.	INTERNAL & NON-CRIMINAL INVESTIGATIONS/INCIDENTS	Internal Security Section	AC	3			AC = Closure of case.		Paper, electronic, voice, and video recordings.	
351	1.1.	INVESTIGATIONS (US DEPT. OF TREASURY - FinCEN)	Information provided by the Financial Crimes Enforcement Network (FinCEN) that pertains to the investigation of a crime or potential crime.	AC	6			AC = Closure of case.		Information restricted pursuant to the Bank Secrecy Act (BSA).	
371	1.1.	CIVIL INVESTIGATIONS - INTERVIEW NOTES	Working notes preliminary to a case, which does not result in litigation.	AC	2			AC = At the time of the decision to not try a case.			
425	1.1.	CHILD SUPPORT CASE FILES	All Title IV-D case files. Includes both the Paternity and the Non-Paternity case files.	AC	5			AC = Closure of case.		NOTE: Both previous Paternity records series (was AIN 62) and the Non-Paternity records series (was AIN 63) have been combined into this one records series with the same retention now applied to both. These records are imaged and stored in the Virtual Case File (VCF) system. Federal law requires a three-year retention.	See 45 CFR 75.361 and 45 CFR 303.11
23	1.1.	990PF, PRIVATE FOUNDATION ELECTRONIC TAX FORM		AC	5			AC = End of designated form year.		Paper medium appropriately destroyed after electronic scanning.	
26	1.1.	DENIAL OF ASSISTANCE FORM #4399		AC	5			AC = Date of denial.			



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69	1.1.	COLLECTIONS REPORTS	Batch sheets manual, automated collections, and automated collections – monthly reconciliation summaries.	FE	5						
70	4.2.	CHILD SUPPORT MONEY HANDLING DOCUMENTS	Forms 1731 (Mailed Payments Logs) and 1781 (Payment Receipt)			3					
71	1.1.	PW 326-01, COLLECTION NOTICE		FE	3						
72	1.1.	INTERSTATE COLLECTION REPORT		FE	5						
73	1.1.	D-41, CLIENT INQUIRY		FE	5						
74	1.1.	ADMINISTRATIVE REVIEW HEARING CASES		AC	4			AC = Closure of case.			
77	1.1.	CONTRACT RELATED DOCUMENTS	Contract Management Reports, Quality Control Samples, Controlled Correspondence, and invoices related to Medical Support, New Hire Reporting, Data Management, Verification of Employment, Financial Institution Data Match, Child Support Lien and Quarterly Wage contracts.	AC	7			AC = Expiration or termination of the contract according to its terms.			



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80B	1.1.	SUPPPORT PAYMENTS	Cash control checks and child support coupons.		5					Paper medium scanned into the CSD Contract Systems to be maintained as a digital record for the appropriate retention period for this records series. After scanning, the hardcopy check is deposited into the State Treasury. No duplicate is sent to the State Records Center.	
82	1.1.	FINANCIAL ACCOUNTING AND CONTROL FOR TEXAS SYSTEM (FACTS)			5						
90	1.1.	MR1020, COLLECTION AND DISBURSEMENT DETAIL (STATE)	Report includes MR1010R3, Collections and Disbursement Detail by State and MR1030R3, Caseload Detail: State Total.		5						
90A	1.1.	MR1020, COLLECTION AND DISBURSEMENT DETAIL (REGION)	This report is primarily used by the Regional and Field Offices.	AV							
91	1.1.	MR1010, GOALS AND PRODUCTION REPORT			5						
91G	1.1.	MR2050R4, LEGAL ACTION: STATE TOTAL			5						



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91I	1.1.	MR3010R1, CASE LOAD AND DISBURSEMENT BY COUNTY			5					Electronic format only.	
91J	1.1.	MR5157R1, OCSE-157	Child Support Enforcement Annual Data Report.		10					Electronic format only. OCSE = Child Support Enforcement.	
97	4.7.	IRS REPORTS	CS00I005-1-IRS Update Validation Report, CSRDL4-3-IRS Collection Report, PW805-01-IRS Accounting Report, CSDRIC2-IRS Tax Offset Adjustment Report, CSPRIC3-5 IRS Merged Report (Collections), PW 376-01-IRS Intercept Merged Submission Report, CSRDC1-IRS Tax Offset Collection Report, PW324-01-SAS Run Report (IRS Intercept Report), PW 328-02-IRS Collections Report, IF0093R1 IRS Tax Adjustments, CL2019R1 IRS Regular Collection (Rejected Receipts), PW 326-02 Invalid County Codes, PW 368 IRS Intersubmission Summary.	FE	10					NOTE: These records constitute official IRS agency records and may not be disclosed outside of the agency. Any request for the release of IRS records is subject to disclosure restrictions under the federal law and IRS rules and regulations.	
99A	1.1.	AUTOMATED COUNTY REFERRAL REPORTS	Monitoring and referral.	FE	5						
100	1.1.	FUNDS 1741, REPORT FOR PAY TAPES		FE	5						



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101	1.1.	RP 28, INTERNAL COLLECTIONS REPORT		FE	10						
102	1.1.	DAILY ADDS AND PEEKS	Corrections and modifications in the CS Database using PEEK software.	FE	4						
350	1.1.	CHILD SUPPORT - APPELLATE CASES	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit with the Court of Appeals or Supreme Court of Texas.	AC	3			AC = Decision not to file a lawsuit or decision that a lawsuit will not be filed against the agency on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.		Child Support - Appellate Cases have been determined to have no archival or historical value by the State Archives.	
378	1.1.	VOLUNTEER AOP TRAINING PROGRAM RECORDS	Records include but are not limited to training records: rosters, materials, test results, and other records that govern the hospital-based programs and State birth record agencies.	AC	5			AC = Update of training materials or completion of training with positive test results.		NOTE: Formally known as Volunteers In Paternity (VIP).	45 CFR 302.70
379	1.1.	GENETIC EXCLUSION RESULT RECORDS (NOT FILED WITH DISTRICT CLERKS)	Genetic test(s) results excluding the individual from parentage and/or Genetic Order(s) filed separately.	AC	5			AC = Date of test results excluding them from parentage.			Texas Family Code 160.309



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380	1.1.	RELEASE OF INFORMATION (RINF) RECORDS - FULL SERVICE (IV-D) CASES	Full Service (IV-D) cases: Forms 1A004 and 1A005.	AC				AC = Case file closure.		NOTE: This form must be maintained in accordance with case file retention and destroyed according to retention periods for record series 1.1/AIN 425. See also record series 1.1/AIN 381.	Family Code §§231.108(f), 234.012; 1 TAC §55.501
381	1.1.	RELEASE OF INFORMATION (RINF) RECORDS - RO (NON-IV-D) CASES	Form 1A004 and Form 1A005, Authorization for Release of Information submitted to OAG CSD for RO (non-IV-D) cases.		3					NOTE: These are non-IV-D cases, refer to record series 1.1/AIN 380 for IV-D cases.	
382	1.1.	PAYMENT RECORDS	Records include Child Support payments under court order or voluntary payments.	PM							Texas Family Code 234.009
103	1.2.001	DESTRUCTION AUTHORIZATIONS	Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE	10						
105	1.2.003	FORMS HISTORY FILE	Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC	1			AC = Discontinuance of use of form.			
106	1.2.004	FORMS INVENTORY	Any periodic listing of all forms used internally or externally by an agency.	US							



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107	1.2.005	RECORDS RETENTION SCHEDULE (SLR 105)	Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.	PM						Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. The OAG Records Management Officer will retain current and superseded versions of the agency's records retention schedule to provide a history of the agency's records.	
108	1.2.006	RECORDS TRANSMITTAL FORMS	Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC	10			AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency Records Management Officer.			
110	1.2.	OPINION/CASE REQUEST	Documentation showing requests - taken, canceled or processed.	CE	1						
111	1.2.	MICROFILM LOG	Log listing documents that have been microfilmed and the location of the document on each reel.	AC				AC = Life of microfilm original.			
111A	1.2.008	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD 102)	Agency copy.	FE	3					Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	



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111B	1.2.010	RECORDS DISPOSITION LOGS	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	PM							
112A	1.2.011	RECORD CENTER STORAGE APPROVAL FORMS (RMD 106)	Agency copy.	US							
112B	1.2.012	RECORDS INVENTORY WORKSHEETS		US							
112C	1.2.013	RECORDS CONTROL LOCATOR AIDS	Includes indexes, card files, shelf lists, registers, guides, etc.	AC				AC = When control aid is updated, revised, or no longer needed.		CAUTION: These records must carry the same retention period and archival code of the records they support.	
112D	1.2.014	RECORDS MANAGEMENT PLANS	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US	1						
313	1.2.016	DISASTER RECOVERY SERVICE APPROVAL FORM (RMD 113)	Agency copy of form.	AC				AC = Until superseded or termination of service.			



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333	1.2.015	DISASTER RECOVERY SERVICE TRANSMITTALS (RMD 109)	Also includes documentation for disaster recovery services provided by other entities.	FE	1						
46	1.3.001	STATE PUBLICATIONS	One copy of each state publication as defined on page of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see record series 1.1.058/AIN 33) also meets the definition, but it must be retained permanently; record series 1.1.004/AIN 4, 1.1.055/AIN 61D, 1.1.066/AIN 48, 1.1.068, and 4.5.003/AIN 216A, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	AC	2			AC = Until superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).	



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					Years	Months	Days				
45	1.3.002	PUBLICATION DEVELOPMENT FILES	Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV					R		
113	2.1.001	PROCESSING FILES	Machine-readable files used in the creation, utilization, and updating of master files.	AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		CAUTION: Records Management Officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	
114	2.1.002	MASTER FILES	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC	3			AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		CAUTION: Records Management Officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	



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119	2.1.007	SOFTWARE PROGRAMS	Automated software applications and operating system files including job control language, program listing/source code, etc.	AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
119A	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				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: Software 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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119B	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 including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; 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				AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
119C	2.1.010	AUDIT TRAIL RECORDS	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of online updates to application files or security logs.	AC				AC = All audit requirements have been met.			



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426	2.1.010	IRS - ELECTRONIC SECURITY AUDIT TRAIL LOGS	Computer generated records that must contain information that establishes what type of event occurred, when the event occurred, where the event occurred, the source of the event, the outcome of the event, and the identity of any individual or subjects associated with the event. Records must contain details to facilitate the reconstruction of events if unauthorized activity or a malfunction occurs or is suspected in the audit records for audit events identified by type, location, or subject.	AC	7			AC = All audit requirements have been met.			Texas Code of Criminal Procedure, Chapter 56, Article 56.06
119D	2.1.011	FINDING AIDS, INDEXES AND TRACKING SYSTEMS	Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC				AC = The related records have been destroyed.		CAUTION: These records must carry the same retention period and archival code of the records they support.	
115	2.2.011	BATCH DATA ENTRY CONTROL RECORDS	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	FE	3					Retention established by agency directive.	
115A	2.2.	NATURAL MOVES	Reference mainframe program jobs. Natural request for production changes. Natural Program listings.	FE	3						
116	2.2.012	OUTPUT RECORDS FOR COMPUTER PRODUCTION	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV							



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					Years	Months	Days				
120	2.2.001	SYSTEM MONITORING RECORDS	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV							
121	2.2.002	CHARGEBACK RECORDS TO DATA PROCESSING SERVICES USERS	Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE	3						
123	2.2.004	COMPUTER JOB SCHEDULES AND REPORTS	Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.			3					
125A	2.2.010	DATA PROCESSING POLICIES AND PROCEDURES	Manuals, guidelines or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention, and disposition, data ownership, production control, system back-up, etc.	US	3					CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See record series 2.1.009/AIN 119B.	



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125B	2.2.013	QUALITY ASSURANCE RECORDS	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC				AC = No longer needed as an audit trail for any records modified.			
314	2.2.014	INTERNET COOKIES	Data resident on hard drives that make use of user specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV						The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	
315	2.2.015	HISTORY FILES - WEB SITES	A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV						The disposal of history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	



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316	2.2.016	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS		LA	3						
128	3.1.	MASTER PERSONNEL FILES	Employee Application, Performance Appraisals, Personnel Disciplinary Action Documentation, Personnel Information or Action Forms, Personnel Data Change Form, Applicant Acknowledgment, New Employee Information, Verification of Employment Eligibility, Employee Clearance Check List, Personnel File Release, Aptitude and Skills Tests (Test Papers).	AC	5			AC = Termination of employment.		Retained in Human Resources Division.	29 CFR 1620.32(c); 29 CFR 1602.31(a); 26 CFR 31.6001-5; 8 CFR 274a.2(b)(2)(i)(A) and (c)(2); 29 CFR 31.6001-1(e)(2); 29 CFR 1602.31
127	3.1.001	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement. Applicant Tracking Form, Aptitude and Skills Tests.	AC	2			AC = All job jackets that have been filled or canceled as of June 30 or December 31.			29 CFR 1602.31
132	3.1.006	EMPLOYEE COUNSELING RECORDS	Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC	3			AC = Termination of counseling.		Retained at division level.	



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					Years	Months	Days				
134	3.1.011	EMPLOYEE INSURANCE RECORDS	Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC				AC = Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for record series 3.2.001/AIN 157A.	
136	3.1.	CONFIDENTIAL PERSONNEL RECORDS	Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees. Includes Workers Compensation and Sick Leave Pool Documentation.	AC	5			AC = Termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for record series 3.2.001/AIN 157A.	
138	3.1.	PROTECTED MEDICAL LEAVE RECORDS	Agency copies of information relating to requests for protected leave under the Federal Family and Medical Leave Act (FMLA) and the state Non-FMLA Parental Leave statute.	AC	4			AC = End of calendar year of designation.			
137	3.1.012	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.		2						29 CFR 1602.31
334	3.1.013	EMPLOYMENT CONTRACTS: ON OR BEFORE 8/31/2015	Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the contract according to its terms.		NOTE: See related record series 3.1.013/AIN 334A - Employment Contracts. Contracts executed, renewed, or amended on or after September 1, 2015 must be retained AC + 7.	Government Code, 441.1855



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					Years	Months	Days				
334A	3.1.013	EMPLOYMENT CONTRACTS: ON OR AFTER 9/1/2015	Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms.		NOTE: See related record series 3.1.013/AIN 334 Employment Contracts. Contracts executed, renewed, or amended on or before August 31, 2015 must be retained AC + 4.	Government Code, 441.1855
139	3.1.014	EMPLOYMENT SELECTION RECORDS	Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.		2					Retained at division level. CAUTION: Does not include criminal history checks. See record series 3.1.026/AIN 145A.	29 CFR 1602.31
140	3.1.018	GRIEVANCE RECORDS	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC	2			AC = Final decision on the grievance.		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 record series 1.1.048.	
6A	3.1.	DISCRIMINATION COMPLAINTS (EEOC/TCHR CHARGES)	EEOC/TCHR notice of discrimination requested information, correspondence, agency's position statement/response, supporting documentation.	AC	5			AC = Final disposition of the complaint.			29 CFR 1602.31
155	3.1.	EXIT QUESTIONNAIRE	Voluntary comments on reason for leaving employment.	AV							



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363	3.1.020	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC	5			AC = Termination of corrective action.		Retained at division level. CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under state record series 3.1.021/AIN 128, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by state record series 3.1.021/AIN 128, which is AC+5 where AC = Termination of employment.	
145	3.1.023	POSITION/JOB DESCRIPTIONS	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC = Until superseded or job eliminated.			40 TAC 815.106(i)
317	3.1.024	PHYSICAL EXAMINATIONS/MEDICAL REPORTS	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC	2			AC = Until superseded or termination of employment.		CAUTION: Does not include preemployment physical examinations. See record series 3.1.014/AIN 139.	
145A	3.1.026	CRIMINAL HISTORY CHECKS	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				AC = The criminal history record has served the immediate purpose for which it was obtained.		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or See Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	



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146	3.1.027	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL)	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC	5			AC = Termination of employment.			
364	3.1.029	VERIFICATION OF EMPLOYMENT ELIGIBILITY	Federal reporting form (INS I-9).	AC	1			AC = Termination of employment.		CAUTION: Federal regulation requires that INS 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 INS 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)
355	3.1.031	EMPLOYEE BENEFITS - OTHER THAN INSURANCE	Agency copies of information relating to the selection of available benefit options other than insurance.	AC	2			AC = Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for record series 3.2.001/AIN 157A.	
318	3.1.034	RESUMES - UNSOLICITED	Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV						See record series 3.1.014/AIN 139 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	



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					Years	Months	Days				
58	3.1.035	PERFORMANCE BONDS: ON OR BEFORE 8/31/2015	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the bond according to its terms.		CAUTION: Does not include construction or architectural surety bonds. See record series 5.2.028/AIN 274A. See record series 5.1.001/AIN 233 - Contracts and Leases.	Government Code, 441.1855
58A	3.1.035	PERFORMANCE BONDS: ON OR AFTER 9/1/2015	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the bond according to its terms.		CAUTION: Does not include construction or architectural surety bonds. See record series 5.2.028/AIN 274A. See record series 5.1.001/AIN 233A - Contracts and Leases.	Government Code, 441.1855
338	3.1.036	APPRENTICESHIP RECORDS	Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.		5						29 CFR 30.8(e)
156A	3.1.	VOLUNTEER/INTERNSHIP APPLICATIONS	Voluntary information asked of volunteers and/or interns.	AC	2			AC = Termination of volunteer/ internship assignment.			
375	3.1.037	EMPLOYEE RECOGNITION RECORDS	Awards, incentives, tenure, or related.	AC	5			AC = Termination of employment.			



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319	3.1.038	PUBLIC ACCESS OPTION FORM	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024.	US						See record series 3.3.011/AIN 174.	
320	3.1.039	OMBUDSMAN RECORDS	Consultation records, notes, letters, memos, emails, reports and other documentation.	AC				AC = Final decision or matter closed.		CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. See record series 1.1.048, 3.1.006/AIN 132, 3.1.018/AIN 140, 3.1.020/AIN 363, and 3.1.021/AIN 128.	
157A	3.2.001	EMPLOYEE DEDUCTION AUTHORIZATIONS	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.			
158	3.2.002	EMPLOYEE EARNINGS RECORDS			4						40 TAC 815.106(i)



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159	3.2.003	FEDERAL TAX RECORDS	Includes 1099, W2, FICA, and other tax records.	AC	4			AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.			26 CFR 31.6001 - 1(e)(2)
160	3.2.004	INCOME ADJUSTMENT AUTHORIZATIONS	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		2						29 CFR 516.6(c)
365	3.2.005	W-4 FORMS	Employer's copy of "Employee's Withholding Exemption Certificate."	AC	4			AC = Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001-1 (e)(2)
162	3.2.006	WAGE RATE TABLES			2						29 CFR 516.6(a)(2)
162A	3.2.007	UNEMPLOYMENT COMPENSATION RECORDS	Notice of application for unemployment benefits, determination on payment of unemployment, wage verification notices.	AC	5			AC = Date of determination.			
163	3.2.008	DIRECT DEPOSIT APPLICATION/AUTHORIZATIONS		US							
164	3.2.009	STATE DEFERRED COMPENSATION RECORDS	457 & 401(k) agreements, policies, etc.	AC	5			AC = All accounts with a vendor or vendors for the individual participant have been closed.		For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.	



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164A	3.2.010	HUMAN RESOURCES INFORMATION SYSTEM (HRIS) REPORTS	Includes supporting documentation.	AC	4			AC = Last day of the period covered in report.		Agency copy is original; must remain on file at agency.	
165	3.3.	TEMPORARY STAFFING DOCUMENTS	Documents pertaining to the hiring of temporary staff.	FE	3						General Appropriations Act (H.B. No. 1) Article 9, Section 9-11.18. (76th Legislative Regular Session). Civil Rights Act of 1964-Title VII, as amended. 42. U.S.C. §2000e, et seq.
349	3.3.001	AFFIRMATIVE ACTION PLANS	Affirmative action plans for both regular employees and apprenticeship programs.		5						29 CFR 30.8(e) for apprenticeship plans.
335	3.3.004	BENEFIT PLANS	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US	1						29 CFR 1627.3(b)(2)
356	3.3.010	LABOR STATISTICS REPORTS	Reports providing statistical information on labor force.		3						



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174	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 option form.	AC	75			AC = Termination of employment.		See record series 3.1.038/AIN 319.	
178	3.3.015	POSITIONS/JOB CLASSIFICATION REVIEW FILE	Records relating to review and monitoring of job classifications within an agency. Fair Labor & Standards Questionnaire.	US	3						
182	3.3.020	WORK SCHEDULES/ASSIGNMENTS	Work, duty, shift, crew, or case schedules, rosters, or assignments.		1					Retained at division level.	
183A	3.3.022	TEXAS WORKFORCE COMMISSION (TWC) REPORTS	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
60	3.3.023	REIMBURSABLE ACTIVITIES, REPORTS AND AUTHORIZATIONS TO ENGAGE IN	Requests and authorizations for travel; 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						
183B	3.3.024	PERSONNEL POLICIES AND PROCEDURES	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3						



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336	3.3.025	JOB PROCEDURE RECORDS	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by position basis.	US	3						
181	3.3.026	AGENCY STAFFING REPORTS	Any reports compiled by an 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 its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US	3						
357	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					CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR 1602.31
358	3.3.029	APTITUDE AND SKILLS TESTS (VALIDATION RECORDS)	Records of the validation of aptitude and skills tests.	AC	2			AC = As long as the test is used by an agency.			29 CFR 1602.31
183C	3.3.030	TRAINING ADMINISTRATION RECORDS	Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.	US	2					CAUTION: Does not include hazardous material training records. See record series 5.4.007/AIN 339.	



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133	3.3.031	EEO REPORTS AND SUPPORTING DOCUMENTATION	Includes documentation used to complete EEO reports.		3						29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50
321	3.3.032	EQUAL PAY RECORDS	Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.		3						29 CFR 1620.32
184	3.4.001	ACCUMULATED LEAVE ADJUSTMENT REQUESTS	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	3						
185	3.4.002	LEAVE FORMS, DOCUMENTATION AND STATUS REPORTS	Leave Requests, Form 19-018, Time Summaries and documentation to correct errors on leave accumulations, entry changes or errors.	FE	3					Paper medium retained AC+1 month, with AC = date of electronic scanning; then paper records are appropriately destroyed.	
186	3.4.003	LESS THAN FULL-TIME WORKED REPORTS	Dates and hours.		4						40 TAC 815.106(i)
187	3.4.004	OVERTIME AUTHORIZATIONS			2						
337	3.4.005	OVERTIME SCHEDULES			2						
188	3.4.006	TIME CARDS AND TIME SHEETS		FE	4						40 TAC 815.106(i)



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					Years	Months	Days				
400	3.4.007	TIME OFF AND SICK LEAVE REQUESTS		FE	3						
191	4.1.002	BILLING DETAIL		FE	3					CAUTION: Does not include long distance telephone billing detail. See record series 5.5.001/AIN 288, 5.5.006/AIN 332, and 5.5.007/AIN 290.	
192	4.1.003	CANCELED CHECKS/STUBS/WARRANTS/DRAFTS		FE	3						
193	4.1.004	ENCUMBRANCE DETAIL		FE	3						
194	4.1.005	INVENTORY AND OTHER COST FILES	Production, job, labor, quotes, pricing, specifications, etc.	FE	3						
195	4.1.006	INVESTMENT TRANSACTION FILES		FE	3						
195A	4.1.007	TRANSFERS OR BUDGET REVISIONS	Transfers or adjustment to budgets.	FE	3						



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					Years	Months	Days				
200	4.2.	VOUCHERS	Requisitions, Receiving Orders, Receiving Reports, Invoices, Travel, Spot Purchase, Return Check, Expense, Operating Fund Deposit, Suspense Fund Deposit, and Suspense/Clearance best value determination, Accounts Payable Information, Electronic Fund Transfers, Cash Deposit Vouchers, Cash Receipts, Daily Cash Receipts Logs, General Journal Vouchers, Expenditure Vouchers, Texas Facilities Commission Statements, etc.	FE	3						
102B	4.2.	USAS MONTHLY RECORDS	Daily vouchers processed to maintain daily cash balances.	FE	5						45 CFR 307.10(b)(16)
199	4.2.004	ENCUMBRANCE VOUCHERS	Orders, statements, change orders, etc.	FE	3						
202	4.3.001	SALES JOURNALS OR REGISTERS		FE	3						
203	4.3.002	RECEIPTS JOURNALS OR REGISTERS		FE	3						
204	4.3.003	EXPENDITURES JOURNALS OR REGISTERS		FE	3						
211	4.4.001	GENERAL AND SUBSIDIARY LEDGERS		FE	3						
212	4.4.002	ACCOUNTS RECEIVABLE LEDGERS		FE	3						



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213	4.4.003	ACCOUNTS PAYABLE LEDGERS		FE	3						
214	4.4.004	EMPLOYEE SAVINGS BOND LEDGERS		FE	3						
215	4.5.001	WORKSHEETS FOR PREPARING FISCAL REPORTS		FE	3						
216	4.5.002	INTERNAL FISCAL MANAGEMENT REPORTS	Includes agency monthly budget reports.	FE	3						
216A	4.5.003	ANNUAL FINANCIAL REPORTS	Required by the General Appropriations Act (100 Day Report).	AC	6			AC = September 1 of odd-numbered calendar years.		CAUTION: If an agency does not produce a biennial or annual narrative report as described in record series 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
217A	4.5.005	EXTERNAL FISCAL REPORTS	Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE	3						



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					Years	Months	Days				
217B	4.5.006	ANNUAL OPERATING BUDGETS	Required by the General Appropriations Act.	FE	3						
323	4.5.007	USAS REPORTS - DAILY		AC				AC = Receipt and reconciliation of monthly report.			
324	4.5.008	USAS REPORTS - MONTHLY		AC				AC = Receipt and reconciliation of annual report.			
325	4.5.009	USAS REPORTS - ANNUAL		FE	3						
102A	4.6.	SUSPENSE	Monthly reconciliations, drops, clean-up and case I.D.s.	FE	5						
218	4.6.001	BALANCING RECORDS		FE	3						
219	4.6.002	RECONCILIATIONS		FE	3						
220	4.6.003	CASH COUNTS		FE	3						
221	4.7.	TEXAS STANDARD INCIDENT REIMBURSEMENT APPLICATIONS	Texas Standard Incident Reimbursement forms and supporting documentation used to apply for reimbursement of costs incurred during state emergency mitigation & recovery efforts.	AC	3			AC = Receipt of final award close-out letter from TDEM/FEMA.		NOTE: Federal Emergency Management Agency (FEMA) reimbursement program managed by the Texas Division of Emergency Management (TDEM).	2 CFR 200.333; 44 CFR 13.42
222	4.7.001	ACCOUNTING POLICIES AND PROCEDURES MANUAL		US	3						
223	4.7.002	BANK STATEMENTS		FE	3						



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					Years	Months	Days				
224	4.7.003	RETURNED CHECKS/WARRANTS/DRAFTS (UNCOLLECTABLE)		AC	3			AC = After deemed uncollectable.			
225	4.7.004	CAPITAL ASSET RECORDS		LA	3						
226	4.7.005	CLAIM FILES		AC	3			AC = Resolution of claim.			
227	4.7.006	COMPTRROLLER STATEMENTS		FE	3						
228	4.7.007	DETAIL CHART OF ACCOUNTS	One for all accounts in use for a fiscal year.	FE	3						
229A	4.7.	GRANTS CONTRACTS AND GRANT FILES, INCLUDING APPLICATIONS, ETC.		AC	7			AC = After close of grant contract.			



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					Years	Months	Days				
229	4.7.008	GRANT RECORDS: ON OR BEFORE 8/31/2015	This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies. Associated with a grant executed, renewed, or amended on or before August 31, 2015.	AC	3			AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
229B	4.7.008	GRANT RECORDS: ON OR AFTER 9/1/2015	This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies. Associated with a grant executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
230	4.7.009	FIXED ASSET SEQUENTIAL NUMBER LOGS		US	3						



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					Years	Months	Days				
231	4.7.010	LONG-TERM LIABILITY RECORDS	Bonds, etc.	AC	3			AC = Retirement of debt.			
232A	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	3			AC = End of fiscal year in which record is superseded.			
240	5.1.	MAIL PROCESSING SLIP		AV							
241	5.1.	CERTIFIED MAIL LOG			1						
242	5.1.	EXPRESS MAIL RECEIPT			1						
233	5.1.001	CONTRACTS AND LEASES - ON OR BEFORE 8/31/2015	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase requests, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms.		See related record series 3.1.035/AIN 58 - Performance Bonds and 5.3.007/AIN 281 - Bid Documentation. See record series 5.2.028/AIN 274A for building construction contracts and record series 5.1.017/AIN 327 for contract logs.	Government Code, 441.1855



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					Years	Months	Days				
233A	5.1.001	CONTRACTS AND LEASES - ON OR AFTER 9/1/2015	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase requests, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms.		See related record series 3.1.035/AIN 58A - Performance Bonds and 5.3.007/AIN 281B - Bid Documentation. See record series 5.2.028/AIN 274A for building construction contracts and record series 5.1.017/AIN 327 for contract logs.	Government Code, 441.1855
235	5.1.003	DELIVERY REPORTS			2						
236	5.1.004	MAIL AND TELECOMMUNICATIONS LISTINGS	Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US							
237	5.1.005	POSTAGE RECORDS	Records and reports of postage expenses, including postal meter usage.	FE	3						
239	5.1.007	REQUISITIONS FOR IN-AGENCY OR INTER-AGENCY COPY/PRINTING SERVICE	Includes word processing and data processing.	AV							



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					Years	Months	Days				
247	5.1.010	LICENSES AND PERMITS FOR NON-VEHICLES	Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC	2			AC = Expiration date of license or permit.			
248	5.1.011	PHOTOCOPIER AND TELEFAX USAGE LOGS AND REPORTS		AV							
5	5.1.012	CHARGE SCHEDULES/PRICE LISTS	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3						
11	5.1.013	INSURANCE POLICIES: ON OR BEFORE 8/31/2015	For vehicles, equipment, etc. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the policy according to its terms.			Government Code, 441.1855
11A	5.1.013	INSURANCE POLICIES: ON OR AFTER 9/1/2015	For vehicles, equipment, etc. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the policy according to its terms.			Government Code, 441.1855
248A	5.1.014	OFFICE PROCEDURES	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US	1						
234	5.1.015	CORRESPONDENCE TRACKING RECORDS	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers. Includes courier requests.		1						



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					Years	Months	Days				
327	5.1.017	CONTRACT LOG	List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE	3						
273	5.2.	CAPITAL AND CONTROLLED EQUIPMENT ACCOUTABILITY FORM (CCEAR)		US							
249	5.2.001	APPRAISALS - BUILDING OR PROPERTY		AV					R		
250	5.2.002	BUILDING CONSTRUCTION PROJECT FILES	Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC	10			AC = Completion of project.	R	See also record series 5.2.003/AIN 251A and 5.2.028/AIN 274A.	Texas Civil Practice & Remedies Code 16.008 - 16.009
251	5.2.003	BUILDING PLANS AND SPECIFICATIONS - LEASED	Includes architectural and engineering drawings, profiles, and blueprints.	AC	2			AC = Termination or cancellation of lease.		See also record series 5.2.003/AIN 251A, 5.2.002/AIN 250 and 5.2.028/AIN 274A.	
251A	5.2.003	BUILDING PLANS AND SPECIFICATIONS - STATE OWNED	Includes architectural and engineering drawings, profiles, and blueprints.	LA					R	See also record series 5.2.003/AIN 251A, 5.2.002/AIN 250 and 5.2.028/AIN 274A. ARCHIVES NOTE: Archival review designation is for state owned buildings only.	
252	5.2.004	BUILDING SPACE REQUESTS			1						



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253	5.2.005	CALIBRATION RECORDS (EQUIPMENT OR INSTRUMENT)			10						
254	5.2.006	PROPERTY DESTRUCTION, CERTIFICATES OF		FE	3						
255	5.2.007	DAMAGE REPORTS	Reports of damage to state property.	FE	3						
256	5.2.008	EQUIPMENT HISTORY FILE	Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with record series 5.1.001/AIN 233.	
257	5.2.009	EQUIPMENT INVENTORY DETAIL REPORT FORMS	Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE	3						
258	5.2.010	EQUIPMENT MANUALS		LA							
259	5.2.011	EQUIPMENT WARRANTIES		AC	1			AC = Expiration of warranty.			
260	5.2.012	ESTIMATE FILES (SUPPLY AND REPAIR COST ESTIMATES)			1						
262	5.2.014	INVENTORY-ANNUAL PHYSICAL	Property, equipment, supply verification.	FE	3						



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					Years	Months	Days				
263	5.2.015	INVENTORY, NOTICES OF EQUIPMENT REMOVED FROM		FE	3						
264	5.2.016	INVENTORY SYSTEM UPDATE LISTINGS	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				AC = Transfer of information into annual listing.			
265	5.2.017	LOST & STOLEN PROPERTY REPORTS		FE	3						
266	5.2.018	QUALITY CONTROL REPORTS			2						
267	5.2.019	SERVICE WORK ORDERS	Agency copy of forms completed by personnel for pick up, delivery, installation or repair. Includes billing code, service, labor, parts, and remarks.		1						
268	5.2.020	SUPPLY USAGE RECORDS	Supply orders, reports, etc.	FE	1						
269	5.2.021	SURPLUS PROPERTY SALE REPORTS		FE	3						
270	5.2.022	UTILITY USAGE REPORTS		AV							
271	5.2.023	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING)	Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE	3						



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					Years	Months	Days				
328	5.2.024	MATERIAL SPECIFICATIONS		AC	2			AC = Material is no longer in the agency.			
329	5.2.025	EQUIPMENT DESCRIPTIONS AND SPECIFICATIONS		AC	2			AC = Equipment is no longer in the agency.			
330	5.2.026	FACILITIES RESERVATION LOGS	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.		2						
331	5.2.027	SPACE UTILIZATION REPORTS		AV							
274A	5.2.028	BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS	Building construction contracts, surety bonds, and inspection records.	LA	10				R	See also record series 5.2.002/AIN 250 and 5.2.003/AIN 251.	
276	5.3.002	FREIGHT BILLS PAID		FE	3						
277	5.3.003	FREIGHT CLAIMS		AC	2			AC = Resolution of claim.			
278	5.3.004	ORDER - ACKNOWLEDGEMENTS		AV							
279	5.3.005	PACKING SLIPS		AV							



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					Years	Months	Days				
281	5.3.007	BID DOCUMENTATION: ON OR BEFORE 8/31/2015	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Associated with a contract executed, renewed, or amended on or before August 31, 2015.	AC	3			AC = Expiration or termination of the contract according to its terms or decision not to proceed with the bid.		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See record series 5.1.001/AIN 233 and 5.2.028/AIN 274A.	
281B	5.3.007	BID DOCUMENTATION: ON OR AFTER 9/1/2015	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms or decision not to proceed with the bid.		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See record series 5.1.001AIN 233A and 5.2.028/AIN 274A.	
280A	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						
281A	5.3.009	REQUESTS FOR INFORMATION	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				AC = Decision not to proceed with the procurement.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with record series 5.3.007.	



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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: 302		2. Agency Name: Office of the Attorney General									
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				
18	5.4.	SECURITY GUARD REPORTS	Daily/weekly intelligence logs.	US							
353	5.4.	IRS - FTI ACCESS RECORDS AND LOGS	Records include but are not limited to: logs tracking the location of electronic and non-electronic records with FTI; logs tracking records with FTI disclosed outside the agency; Visitor and Building Access Logs including Authorized Access List (AAL) Disclosure Awareness Certification.	AC	5			AC = Until superseded, date of expiration, or date of termination, whichever sooner.			IRS Publication 1075, Sections 3.2, 3.3. 3.4, 4.3.1
366	5.4.	EMPLOYEE ID CARD/KEY CARD DATA	The data related to employee ID Cards/Key Cards.	AC		3		AC = Until superseded, date of expiration or date of termination, whichever sooner.			
282	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 or its predecessors or maintained internally on accident frequency.	CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33
283	5.4.002	EVACUATION PLANS	Plans for evacuation of agency facilities in cases of emergency.	US							



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284	5.4.003	INSPECTION RECORDS	Fire, safety, and other inspection records of agency facilities and equipment. IRS requires documented inspections to include Inspection Cycle, Safeguard Security Report (SSR) and a record of corrective actions, if any.	AC	3			AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.		IRS requires all inspections with corrective actions be maintained for five (5) years after close. IRS Publication 1075 (Dec. 2013), Section 6.4. CAUTION: Does not include inspection reports of building construction. See record series 5.2.028. Note: These records constitute official IRS agency records and may not be disclosed outside of the agency. Any request for the release of IRS records is subject to disclosure restrictions under the federal law and IRS rules and regulations.	
285	5.4.004	FIRE ORDERS	Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3			AC = Deficiency corrected.			
339	5.4.007	HAZARDOUS MATERIALS TRAINING RECORDS	Records of training given employees in an agency hazard communications program.		5						Texas Health and Safety Code, 502.009(g)
340	5.4.008	HAZARD COMMUNICATION PLANS		US	5						Texas Health and Safety Code, 502.009(g)
341	5.4.009	WORKPLACE CHEMICAL LISTS			30						Texas Health and Safety Code, 502.005(d)



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					Years	Months	Days				
287A	5.4.010	MATERIAL SAFETY DATA SHEETS		AC				AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.			
287B	5.4.011	VISITOR CONTROL REGISTERS	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3						
246	5.4.012	SECURITY ACCESS RECORDS	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC	2			AC = Until superseded, date of expiration, or date of termination, whichever sooner.			
104	5.4.013	DISASTER PREPAREDNESS AND RECOVERY PLANS		US							
288	5.5.001	BILLING DETAIL - TELECOMMUNICATIONS (OTHER THAN TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					See record series 5.5.006/AIN 332 for TEX-AN billing detail.	
289	5.5.002	LONG DISTANCE TELEPHONE LOGS	Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV							
342	5.5.003	STATION ACTIVITY REPORTS	Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV							
343	5.5.004	SYSTEM ACTIVITY REPORTS	Internal listing of all incoming/outgoing agency telephone activity.	AV							



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332	5.5.006	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, see record series 4.7.011. See record series 5.5.001/AIN 288 for billing detail from carriers other than TEX-AN.	
290	5.5.007	DISPUTED CALL DOCUMENTATION	Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE	3						
294	5.6.003	INSPECTION REPAIR AND MAINTENANCE RECORDS - VEHICLES		LA	1						
295	5.6.004	LICENSE AND DRIVING RECORD CHECKS		AC				AC = Until superseded or until termination of employment.			
296	5.6.005	VEHICLE USE REPORTS	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3						
298	5.6.007	VEHICLE TITLES & REGISTRATIONS		LA							



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299	5.6.009	PARKING PERMITS OR ASSIGNMENTS		US							