

November 14, 2024



Bonnie Zuber  
Records and Information Manager  
Texas State Library and Archives Commission  
1201 Brazos St.; Austin, TX 78711

Dear Ms. Zuber,

The 10th recertification of your agency's records retention schedule is approved for use as of **10/31/2024**, and it 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 Please ensure that all old copies of the schedule are superseded with this certified copy.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](http://www.tsl.texas.gov)

*Commission Chair*  
Martha Wong

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

*Director and Librarian*  
Gloria Meraz

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 **10/2029**.

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:

Sebastian Loza  
512-463-0188  
[sloza@tsl.texas.gov](mailto:sloza@tsl.texas.gov)

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

Sincerely,

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

Craig Kelso  
Director and State Records Administrator

cc: Agency head

**TSLAC**

*Preserving yesterday  
Informing today  
Inspiring tomorrow*

SLR 105C

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



STATE OF TEXAS

Records Retention Schedule Certification

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 306
Agency Name Texas State Library and Archives Commission

(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 Bonnie Zuber

Name (Print or type) Bonnie Zuber

Date 09-30-2023

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 Gloria Meraz
Name (Print or type) Gloria Meraz
Date 10/31/24

Cert/Recert No. 10 Amendment No.

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# CAUTION

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

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

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

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





**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2021-07

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				
GR.11002	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 (SAO) retains any copies of its audits performed on Texas state agencies. See GR.54018 for Audit Plan records.	
GR.11004	1.1.004	Legislative Appropriation Requests (LAR)	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.	
GR.11006	1.1.006	Complaint and Feedback Records	Complaints and other unsolicited feedback received by an agency from the public concerning the agency and records pertaining to the resolution of complaints.	AC	2			AC = Date of receipt, action taken, or final disposition of the complaint, whichever comes last.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of GR.11048.	



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GR.11007	1.1.007	Administrative Correspondence	Incoming/outgoing and internal leadership, supervisory, managerial, executive, administrative, substantive, and other high-level correspondence in any media, including electronic communication (email), 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	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 GR.11008 should be used only for correspondence that is not included in or directly related to another 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 GR.11004; a letter concerning an audit for that prescribed by GR.11002, etc. For executive orders, see GR.11011.		



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GR.11008	1.1.008	General Correspondence	Non-administrative incoming/outgoing and internal correspondence, in any media, including electronic communication (email), pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					See remarks for GR.11007. For directives, see GR.11010.	
GR.11010	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1						
GR.11011	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	VITAL.	



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GR.11013	1.1.013	Calendars, Appointment, and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records 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, agency heads, and board or commission members require archival review. 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.	



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					Years	Months	Days				
GR.11014	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AC				AC = Purpose of record has been fulfilled.	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation, or opinions rendered for Public Information Act Requests. See GR.11048 and GR.11020. ARCHIVES NOTE: Opinions and advice 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. SEE Archival Codes Special Note in the Texas RRS 5th edition for more information.	
GR.11020	1.1.020	Public Information Requests – Not Excepted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under the Public Information Act (Chapter 552, Government Code). Also includes withdrawn requests.	AC	1			AC = Date request fulfilled or withdrawn.			





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					Years	Months	Days				
GR.11021	1.1.021	Public Information Requests – Excepted	Includes all correspondence and documentation relating to requests for records that are excepted under the Public Information Act (Chapter 552, Government Code), including records provided to the legislature under section 552.008.	AC	2			AC = Date of notification that records are excepted.			
GR.11023	1.1.023	Organization Charts	Charts or diagrams that show the structure of an agency and the relationships and relative ranks of its departments and job positions.	US					A	ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the state agency need to be transferred to the Archives and Information Services Division, Texas State Library and Archives Commission. Organizational charts showing division/department level detail are not considered archival. VITAL.	
GR.11024	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 neither included in nor 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.	
GR.11026	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.			



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					Years	Months	Days				
GR.11027	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AC				AC = Purpose of record has been fulfilled.			
GR.11038	1.1.038	Surveys and Questionnaires	Surveys soliciting feedback from customers, clients, or stakeholders of an agency, and the statistical data maintained rating an agency's performance.	AC				AC = Final disposition of summary report, or date of decision not to produce a report, as applicable.		For summary reports compiled from customer surveys, see GR.11067.	
GR.11040	1.1.040	Speeches, Papers, and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC	2			AC = End of event, until superseded, or obsolete.	R	ARCHIVES NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review.	
GR.11043	1.1.043	Training Materials - External	Instructional materials and other records developed by an agency associated with training the entities or non-personnel individuals it regulates or serves, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in external training programs.	AC	1			AC = Close of training session, after training materials superseded, or termination of training program, as applicable.		See GR.33030 for internal personnel training materials. If the training is grant-funded, see GR.47008. CAUTION: Does not include hazardous material training records (GR.54007).	



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					Years	Months	Days				
GR.11048	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	1			AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal 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.	R	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. SEE Archival Codes Special Note in the Texas RRS 5th edition for more information.	
GR.11053	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 (TEC).	AC				AC = Report filed with the Texas Ethics Commission, or date quarterly report would have been filed when the agency has no information to report.			
GR.11055	1.1.055	Strategic Plans	Operational strategic plans, which include descriptions of information resources programs, prepared in accordance with Government Code, 2054.095 and 2056.002. Includes working files and related documentation used in creating the final plan.	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				
GR.11056	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	AC	3						28 CFR 35.105(c).
GR.11057	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. SEE Explanation of Terms in the Texas RRS 5th edition for more information.	AC				AC = Purpose of record has been fulfilled.		CAUTION: Records management officers should make certain records 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 (EX.12001) or in records disposition logs (EX.12010), but agencies should establish procedures governing disposal of these records as part of its records management plan (EX.12014).	



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					Years	Months	Days				
GR.11058	1.1.058	Agendas and Minutes of Open Meetings	Agendas and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Chapter 551, Government Code.	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 GR.11059, GR.11060, GR.11061, and GR.11062 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. VITAL.	
GR.11059	1.1.059	Agendas and Minutes or Audiovisual Recordings of Closed Meetings	Agendas, minutes, or audiovisual 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 at GR.11058.	Government Code, 551.104(a).



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					Years	Months	Days				
GR.11060	1.1.060	Audiovisual Recordings of Open Meetings	Audiovisual recordings of open meetings of state boards, commissions, committees, and councils.	AC			90	AC = Approval of written minutes of the meeting by the governing body of an agency.		CAUTION: It is an exception to the AC+90 days retention that if an agency does not prepare written minutes, it must retain recordings of open meetings permanently, following the same retention requirements of GR.11058. See also caution comment at GR.11058.	
GR.11061	1.1.061	Meetings – 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 written minutes by the governing body.		See caution comment at GR.11058.	
GR.11062	1.1.062	Meetings – Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils, including exhibit items, documentation for agenda items, public comment forms, 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 at GR.11058.	
GR.11063	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1						



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GR.11064	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					See GR.11068 for reports on agency performance measures. 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. VITAL.	
GR.11065	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AC				AC = Purpose of record has been fulfilled.		See GR.11067 for reports produced from raw data. CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. For agency performance measures documentation, see GR.11064.	



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GR.11066	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. Includes working files and related documentation used in creating final report.	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.	
GR.11067	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	See GR.11065 for raw data used to produce reports. ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. See Archival Codes Special Note in the Texas RRS 5th edition for more information.	
GR.11068	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.		See GR.11064 for documentation used to produce reports on agency performance measures	





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GR.11069	1.1.069	Activity Reports	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: If reports are used to document performance measures, see GR.11064.	
GR.11070	1.1.070	Agency Rules, Policies, and Procedures	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. Includes working files and related documentation used in creating rules, policies, and procedures.	AC	3			AC = Until superseded, or termination of program, rules, policies, or procedures, whichever applicable.	R	ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period.	
GR.11072	1.1.072	Public Information Reports	Reports made to the Office of Attorney General (OAG) on an agency's Public Information Act activities, per Government Code, 552.010.		2						



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GR.11074	1.1.074	Sunset Review Report and Related Documentation	Sunset Review Report, agency self-study, and other correspondence and supporting documentation related to the Sunset review process for state agencies.	AC	3			AC = After the subsequent Sunset Review.	R	ARCHIVES NOTE: Related documentation includes the agency response to the commission's draft report and documentation of the agency's implementation of the commission's final recommendations. The final version of the agency self-evaluation report must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(1).	
GR.11077	1.1.077	Release of Records Documentation	Records that document the release of records or information through any method other than a Public Information Act request or subpoena (including employment verification).	AC				AC = Date records released.		See GR.11020 for records released under the Public Information Act. See GR.11076 for records produced for a subpoena. See GR.11048 for records produced for litigation. CAUTION: Some records releases may require longer retention period. Agencies must determine if longer retention period is required based on any federal or state statutes or regulations that apply to the agency's functions. Agency legal staff should be consulted.	



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GR.11078	1.1.078	Waivers of Liability	Waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by state agency policies, etc.	AC	3			AC = Date of cessation of activity for which the waiver was signed.		CAUTION: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See GR.54001 and AD.54014.	
GR.11079	1.1.079	Copyright Records	Copyright records which pertain to employees' original work. May include but not limited to a copy of the work itself as submitted to the United States Copyright Office and the corresponding copyright application, registration notice, and supplementary documents.	AC				AC = Expiration of copyright.	R		17 USC 302.
GR.111003	11.1	Award Administration and History Records	Records that document selection criteria and the history of awards both administered by the Texas State Library and Archives Commission (TSLAC) or applied for on behalf of TSLAC. Including, but not limited to the following: eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, biographies on winners, and press releases.	PM					R	Series includes records fitting to URRS 11.1.003. See AD.1E055 for Employee of the Quarter (EQQ) Awards. See GR.11104 for award selection records.	



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GR.111004	11.1	Award Selection Records	Records that document the process of selecting award winners of awards both administered by the Texas State Library and Archives Commission (TSLAC) and applied for on behalf of TSLAC. Including, but not limited to the following: applications, nomination letters, recommendations, letters of award notification or denial, letters accepting or declining awards, demonstration of need documentation, and any other related documentation and correspondence.		2					Series includes records fitting to URRS 11.1.004. See AD.1E055 for Employee of the Quarter (EQQ) Awards. See GR.11103 for award administration and history records.	
GR.12003	1.2.003	Forms History and Maintenance	Master versions of all forms used internally and externally by the agency, including subsequent revisions to an agency form or any associated design or design modification requests.	AC	2			AC = Until superseded or use of form is discontinued.			
GR.12013	1.2.013	Records Access and Locator Aids	Documentation used to provide and improve access to records. Includes indexes, card files, shelf lists, registers, guides, and other finding aids.	AC				AC = When aid is superseded, or no longer needed because associated records have been destroyed.		CAUTION: These records must carry the same retention period and archival code of the records they support. VITAL.	



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GR.13001	1.3.001	State Publications	One copy of each state publication as defined on page xi of the 5th Edition of the Texas State Records Retention Schedule (RRS), except a publication that is subject to a different retention period in this schedule. For example, agendas of open meetings (GR.11058) also meet the definition, but must be retained permanently; Annual Financial Reports (AD.1B002), Strategic Plans (GR.11055), Legislative Appropriation Requests (GR.11004), Annual or Biennial Narrative Reports (GR.11066), and Reports on Performance Measures (GR.11068), 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, 441.103-441.105). 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 §§3.13.8).	



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GR.13002	1.3.002	Publication Development Files	Physical and digital development and design files used to create State Publications, including but not limited to background material, copy (drafts), original artwork, photo negatives, prints, flats, and the commission's publication development files. This includes all work performed both inside and outside the agency.	AV					R	See GR.13001 for final State Publications created from development files. ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication's authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use, may be archival.	
GR.21002	2.1.002	Master Files and Application Data	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records and associated processing files. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				AC = Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency master files and application data that the files do not fall under records series listed elsewhere.	



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GR.21007	2.1.007	Software Programs and Job Control Language	Agency-developed automated software applications, operating system files, and associated processing files, including job control language, programs, applications, scripts, 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.
GR.21008	2.1.008	Computer Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, equipment control systems, and associated processing files.	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: Hardware 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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GR.21009	2.1.009	Hardware and Software Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing electronic records; to document modifications to computer programs; to access, retrieve, manipulate, and interpret data in an automated system; and allow for their timely, authorized disposition. Records include but are not limited to: user guides, system or sub-system definitions, system specifications, input and output specifications, system flow charts, program maintenance logs, change notices, data element dictionaries, file layouts, code books or tables, 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: Hardware and software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.
GR.21010	2.1.010	Audit Trail Records	Files needed for electronic data audits. Records include but are not limited to: reports showing transactions accepted, rejected, suspended, and/or processed; history files or tapes; records of updates to application files; and security logs.	AC				AC = All audit requirements have been met.			





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GR.22001	2.2.001	System or Computer Monitoring Records	Hardware and software components for monitoring agency's computer system resources and performance.	AC				AC = Purpose of record has been fulfilled.		The disposal of monitoring records that are automatically overwritten need not be documented through destruction authorizations (EX.12001) or in records disposition logs (EX.12010), but procedures governing disposal of these records are part of the records management plan (EX.12014).	
GR.22010	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 GR.21009. VITAL.	
GR.22011	2.2.011	Data Input Documents	Forms and logs used to enter and reconcile data sets submitted for processing.	AC				AC = Data entered into applicable system and, if required, verified.			



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GR.22013	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations. Records include but are not limited to: 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.		For quality control records related to non-IT procedures, see GR.52018.	
GR.22014	2.2.014	Internet Browser Files	A record of web pages visited during an internet session, including data files of user-specific information created by the webserver, that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AC				AC = Purpose of record has been fulfilled.		The disposal of internet history records need not be documented through destruction authorizations (EX.12001) or in records disposition logs (EX.12010), but procedures governing disposal of these records are part of the records management plan (EX.12014).	
GR.22016	2.2.016	Software Registrations, Warranties, and License Agreements	Records documenting the registration and licensing of a software application to activate the software for legal use by the end users of a state agency, along with warranties providing that the software will perform in accordance with functional specifications.	LA	3						



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GR.22017	2.2.017	Help Desk Tickets	Records documenting the request for and response to help desk tickets received by divisions or units, such as information technology.	AC				AC = Purpose of record has been fulfilled.			
GR.22018	2.2.018	Biennial Information Security Plan	Biennial information security plan for protecting the security of the agency's information.	US							1 TAC 202.23; 1 TAC 202.73.
GR.31000	3.1	Community Service and Volunteer Program Files	Includes applications, agreements, waivers, registration, correspondence, forms signed by docents or volunteers, parental approval acknowledgements, training documentation, evaluations, time and attendance records, or any other applicable record.	AC	5			AC = Termination of service.		Series based on 3.1.002 in RRS. CONFIDENTIAL.	
GR.31006	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 supervisorial level.	AC	3			AC = Termination of counseling.		CONFIDENTIAL.	
GR.31019	3.1.019	Performance Appraisals	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of an employee.		2						29 CFR 1620.32(c).



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GR.31020	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. Personnel Corrective Action Documentation is also referred to as an Improvement Plan, but is not a disciplinary action.	AC	5			AC = Termination of corrective action.		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 GR.31021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period prescribed by GR.31021. CONFIDENTIAL.	
GR.31021	3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC	5			AC = Termination of employment.			



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GR.33020	3.3.020	Work Schedules/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.	AC				AC = Purpose of record has been fulfilled.			
GR.33024	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						
GR.33025	3.3.025	Job Procedure Records	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis, including the standard operating procedures manual for each position in the agency.	US	3					CAUTION: Do not confuse this record series with general agency office procedures. See GR.51014.	
GR.33027	3.3.027	Aptitude and Skills Tests	Aptitude, competency, or skills tests and checklists required of job applicants or of current personnel to qualify for promotion or transfer, including validation records.	AC	2			AC = Until superseded or no longer used by agency.		CAUTION: One copy of each different master test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR §1602.31.
GR.33028	3.3.028	Aptitude and Skills Tests (Test Papers)	Completed aptitude, competency, or skills test papers and checklists of job applicants or of current personnel taking a test to qualify for promotion or transfer.		2						29 CFR 1602.31.



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GR.33030	3.3.030	Internal Training Administration Records	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in in-house training programs.	AC	2			AC = Close of training session, after training materials superseded, or termination of training program, as applicable.		See GR.11043 for external training records. See AD.1E048 for individual employee training records. CAUTION: Does not include hazardous material training records (GR.54007).	
GR.34007	3.4.007	Time Off and/or Sick Leave Requests	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), sick pool leave, and other types of authorized leave, and supporting documentation.	FE	3					CAUTION: For requests requiring approval by Human Resources, see AD.1E046.	Government Code, Section 661.152(d); 29 CFR 825.500(b).
GR.41001	4.1.001	Accounts Payable Information	Claims; invoices; statements; copies of checks and purchase orders; expenditure authorizations; ledgers; encumbrance, purchase, general journal, expenditure, and special vouchers; and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other expenses.	FE	3					CAUTION: See GR.47008 for retention of grant-funded records. Retention requirements may vary depending on the specific funding agency.	



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GR.41009	4.1.009	Accounts Receivable Information	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, reconciliations, general journal vouchers, special vouchers, and similar records that serve to document money owed to or received by a state agency and its collection or receipt.	FE	3					CAUTION: See GR.47008 for retention of grant-funded records. Retention requirements may vary depending on the specific funding agency.	
GR.45002	4.5.002	Fiscal Management Reports	Internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, investment performance reports, etc.	FE	5					CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See GR.47008. VITAL.	
GR.47008	4.7.008a	Grant Records – Awarded	This series documents state, federal, and other sponsored 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.	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 funding agency. Records in this series may be subject to Government Code 441.1855. Agencies must ensure that records are retained for the appropriate retention period. VITAL.	
GR.47009	4.7.008b	Grant Records – Non-Awarded	Non-awarded, denied, or unfunded grant applications and proposals.	AC	2			AC = Date of notification.			



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GR.48001	4.8.001	Banking Records	Bank statements, credit card statements, cancelled checks, check registers, deposit slips, debit and credit notices, reconciliations, and other banking related records.	FE	3						
GR.49001	4.9.001	Annual Operating Budgets	Required by the General Appropriations Act. Includes encumbrances and documentation about budget transfers and revisions, as well as detail charts of accounts.	FE	3						
GR.51001	5.1	Contract Administration Files	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide.	AC	7			AC = Expiration or termination of the instrument according to its terms.		Series includes records fitting to 5.1.001a and 5.1.001b in the RRS. For Bid Documentation see GR.53007. For Building Construction Contract and Inspection Records see GR.52028. VITAL.	Government Code, §441.1855.
GR.51003	5.1.003	Delivery Reports	Records documenting incoming or outgoing deliveries, including through private courier services.		2						





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GR.51004	5.1.004	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or email address records maintained by an agency on its employees or on entities or persons it serves.	US						CONFIDENTIAL.	
GR.51005	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						
GR.51007	5.1.007	Requisitions for In-Agency or Inter-Agency Copying and Printing Services	Includes word processing and data processing.	AC				AC = Purpose of record has been fulfilled.			
GR.51010	5.1.010	Licenses and Permits for Non-Vehicles	Licenses and permits obtained from external agencies or organizations in order to perform operations.	AC	2			AC = Expiration date of license or permit.		CAUTION: Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	
GR.51011	5.1.011	Photocopier and Fax Usage Logs & Reports	Registers or logs of print copies and fax transmissions made by user or in total.	AC				AC = Purpose of record has been fulfilled.			
GR.51012	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						
GR.51013	5.1	Insurance Policies	Liability, theft, fire, health, life, automobile, and other policies for government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies.	AC	7			AC = Expiration or termination of the policy according to its terms.		Series includes records fitting to 5.1013a and 5.1013a in the RRS.	Government Code, 441.1855.



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GR.51014	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, purchasing procedures, cataloging procedures, etc.	US	1						
GR.51018	5.1.018	Surveillance Videos	Surveillance videos of buildings, facilities, vehicles, or other state property.	AC				AC = Purpose of record has been fulfilled.		If video is needed for an accident investigation, see GR.54001 or AD.54014. If the video is needed as evidence in litigation, see GR.11048. The disposal of surveillance videos need not be documented through destruction signoffs or in records disposition logs.	
GR.52002	5.2.002	Building Construction Project Files	Project records related to planning, design, construction, conversion, or modernization of state facilities, structures, infrastructure, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; as-builts; laboratory test reports; environmental impact statements; correspondence; successful and unsuccessful bid documentation and other related documentation.	AC	10			AC = Completion of project.	R	See GR.52003 and GR.52028 for further retention of completed building documentation. See AD.1G017 for additional bid documentation retention periods, including AD.1G018 for invalid bids that do not meet agency submission requirements. ARCHIVES NOTE: Archival review designation is for state-owned buildings only. VITAL.	



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GR.52003	5.2.003a	Building Plans and Specifications - State Owned	Includes architectural and engineering drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of state-owned facilities, structures, infrastructure, and systems.	LA					R	See GR.52002 and GR.52028. VITAL.	
GR.52006	5.2.006	Inventory and Property Control Records	Records documenting the inventorying, maintenance, usage, checkout, and disposal of supplies, equipment, and property of a state agency. Includes lost, stolen, and damage reports.	FE	3					See GR.52008 for the maintenance logs of individual pieces of equipment.	
GR.52008	5.2.008	Inspection, Repair, and Maintenance Records – Equipment	Equipment history file, which may include logbooks and requests for installation, moves, service, repair, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with GR.51001. For vehicle maintenance records, see GR.56003.	
GR.52010	5.2.010	Equipment Manuals	Equipment manuals, owner’s manuals, instructional manuals, or other similar documentation for government owned equipment, except for equipment manuals noted elsewhere in this schedule.	LA							
GR.52011	5.2.011	Equipment Warranties	Warranties providing that the equipment will perform in accordance with functional specifications.	AC	1			AC = Expiration of warranty.			



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GR.52016	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.		See GR.52006 for annual inventory listing.	
GR.52018	5.2.018	Quality Control Reports	Documentation and reporting on adherence to procedures that ensure quality of a process, product, or service.		2					See GR.22013 for quality control records related to IT procedures.	
GR.52019	5.2.019	Service Orders	Requests or work orders for repairs or maintenance to facilities, vehicles, or equipment completed by internal agency personnel or external service providers.		1						
GR.52026	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						
GR.52027	5.2.027	Space Utilization Reports	Reports summarizing efficiency of facility space utilization, which may include data on room usage, demand, allocation, and capacity.	AC				AC = Purpose of record has been fulfilled.			
GR.52028	5.2.028	Building Construction Contract and Inspection Records	Building construction contracts, surety bonds, and inspection records.	LA	10				R	See also GR.52002 and GR.52003.	
GR.53004	5.3.004	Shipping Information	Includes copies of requests for binding from the agency divisions and the binding slips sent to vendor with the books, and packing slips showing what was returned.	AC				AC = Purpose of record has been fulfilled.			



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GR.54001	5.4.001	Occupational Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the State Office of Risk Management (SORM) or its predecessors or maintained internally on accident frequency.	CE	5					See AD.54014 for non-employee accidents.	29 CFR 1904.33; 28 TAC 120.1(c).
GR.54002	5.4.002	Evacuation Plans and Drawings	Plans for evacuation of an agency facilities in cases of emergency.	US						VITAL.	
GR.54003	5.4.003	Safety, Drill, and Inspection Records	Fire, safety, and emergency drill, alarm, and other inspection records of agency facilities and equipment, including orders issued by inspectors to correct deficiencies in compliance with any code or regulations.	AC	3			AC = Date of drill, alarm, inspection, or date of the correction of deficiency, whichever applicable.		CAUTION: For inspection reports of building construction, see GR.52028.	
GR.54007	5.4.007	Hazardous Materials Training Records	Records of training given to employees in an agency hazard communications program. May include but is not limited to date of class, roster of attendees, subjects covered, and instructors.		5					See AD.1E048 for individual employee training records.	Texas Health and Safety Code, 502.009(g).
GR.54008	5.4.008	Hazard Communication Plans	Plan that provides information to employees about the hazardous chemicals to which they may be exposed to in their workplace.	US	5					VITAL.	Texas Health and Safety Code, 502.009(g).
GR.54009	5.4.009	Workplace Chemical Lists	List of each hazardous chemical normally present in the workplace.		30						Texas Health and Safety Code, 502.005(d).



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GR.54010	5.4.010	Safety Data Sheets	Safety Data Sheets (SDS) that list information relating to occupational safety and health for the use of various substances and products.	AC				AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		CAUTION: If Workplace Chemical Lists (GR.54009) are not maintained, these records must be maintained for 30 years.	29 CFR 1910.1020(d)(1)(ii)(B)
GR.54011	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3						
GR.54012	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.		VITAL. CONFIDENTIAL.	
GR.54013	5.4.013	Continuity of Operations Plans (COOP)	Plans developed (per Texas Labor Code, 412.054) to mitigate the damage of potential events that could endanger an agency's ability to function. Includes disaster preparedness, response, and recovery plans.	US						VITAL. CONFIDENTIAL.	Labor Code §412.054 TAC, Title 1, Part 10, Chapter 202, Subchapter B, Rule §202.24.
GR.54018	5.4.018	Annual Audit Plan	Includes working papers and agency risk assessment used to develop the plan, per Texas Internal Auditing Act requirement.	AC	7			AC = After final plan has been issued.		See GR.11002 for individual Audit records not related to the development of the Audit Plan.	Government Code, 2102.013.



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GR.55002	5.5.002	Telephone Activity Records	Telephone logs created for internal documentation purposes, station activity reports of internal listings of incoming/outgoing telephone activity to individual telephone stations, operator call transfers, summary detail reports, and system activity reports of internal listings of all incoming/outgoing agency telephone activity.	AC				AC = Purpose of record has been fulfilled.		See GR.41001 for telephone bills.	
GR.56003	5.6.003	Vehicle Inspection, Repair, and Maintenance Records	Records and documentation related to inspections, repairs, and maintenance for state vehicles.	LA	1					See GR.52008 for nonvehicle equipment maintenance records.	
GR.56009	5.6.009	Parking Permits or Assignments	Records documenting issuance of parking permits and assignments.	US						See GR.41009 for payment of permit fees.	
AD.1B001	4.7.001	Accounting Policies and Procedures Manual	Records documenting the internal and external procedural requirements with respect to the accounting department of a state agency.	US	3					VITAL.	



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AD.1B002	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.		ARCHIVES NOTE: The final version of Annual Financial Reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(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. CAUTION: If an agency does not produce a biennial or annual narrative report as described in GR.11066, then the archival requirement is met by sending the required copies of this annual financial report to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
AD.1B025	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
AD.1B047	5.6.007	Vehicle Titles & Registrations	Vehicle titles, registration information, and owner manuals for state vehicles.	LA						VITAL.	





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AD.1B054	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	4			AC = Until superseded, date of expiration, or termination of employee, whichever sooner.			
AD.1B083	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).
AD.1B090	4.1	Vendor Direct Deposit Form	Records used to document the registration of vendors to conduct business with the State of Texas and the Texas State Library and Archives Commission (TSLAC).	AC	3			AC = Inactivation of vendor in Unified Statewide Accounting System (USAS) or direct deposit form superseded.			
AD.1E003	3.1.002	Applications for Employment 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.	AC	5			AC = Termination of employment.			29 CFR §1602.31.
AD.1E004	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.	AC	2			AC = Date of the making of the record or the personnel action involved, whichever occurs later.		CAUTION: Does not include ADA Accommodation Requests. See AD.31042.	29 CFR §1602.31.



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AD.1E008	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. CONFIDENTIAL.	
AD.1E012	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO (Equal Employment Opportunity) reports.	FE	3						29 CFR 1602.32, 1602.48, and 1602.50.
AD.1E017	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; and all other records that document the selection process, except for those noted in Remarks.	AC	3			AC = Date of the making of the record or the personnel action involved, whichever occurs later.		CAUTION: For criminal history checks, see AD.31026. For records of preemployments skills tests; see GR.33027 and GR.33028.	29 CFR §1602.31.
AD.1E020	3.2.005	W4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate."	AC	4			AC = Until superseded, obsolete, or termination of employment.			26 CFR 31.6001-1 (e)(2).
AD.1E023	3.1.018	Grievance Records	Records relating to the review of employee grievances or complaints against personnel policies, working conditions, etc.	AC	5			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 (DOL). See GR.11048.	



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AD.1E026	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC = Until job eliminated or revised.		VITAL.	40 TAC §815.106(i).
AD.1E027	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3						
AD.1E030	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						
AD.1E033	3.1.022	Personnel Information or Action Forms	Forms or similar records used to create or change information concerning the records of an employee, including pay grade, position classification, employee number, evaluation date, and termination of employment.		2						29 CFR §1602.31.
AD.1E035	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 authorization.	AC	75			AC = Termination of employment.		For public access option forms, see AD.1E056. VITAL. CONFIDENTIAL.	
AD.1E041	3.4.008	Sick Leave Pool Documentation	Records documenting number of hours transferred in and out of comprehensive sick leave pool.	FE	3						



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					Years	Months	Days				
AD.1E042	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						
AD.1E046	3.4.006	Time and Attendance Records	Records documenting individual employee's hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.		4						40 TAC 815.106(i).
AD.1E048	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee.	AC	5			AC = Termination of employment.			
AD.1E050	3.2.007	Unemployment Compensation Records	Records and documentation relating to unemployment compensation claims, including reimbursement of funds disbursed by Texas Workforce Commission (TWC).	AC	5			AC = Resolution of the claim.			



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AD.1E051	3.1.029	Employment Eligibility Documentation	Federal reporting form (Form I-9).	AC				AC = 3 years after date of hire or 1 year after termination of employment, whichever later.			8 CFR 274a.2(b)(2)(i)(A) and (c)(2).
AD.1E053	3.1.041	Employee Acknowledgement and Agreement Forms	Agreements between employee and agency authorizing certain actions, including acknowledgement forms, telecommuting agreements, outside/secondary employment authorizations, or other documentation that show proof of receipt and awareness of and adherence to agency policies and procedures.	AC	2			AC = Until superseded, obsolete, or date of separation, as applicable.			
AD.1E054	3.1.011	Employee Benefits	Agency copies of information relating to the selection by employees of life, health, vision, dental, disability, and other types of insurance or benefits offered by the State of Texas to its employees.	AC				AC = Until superseded or termination of employment.		CAUTION: For documents that serve as payroll deduction authorizations, see AD.1E057.	
AD.1E055	3.1.037	Employee Recognition Records	Awards, incentives, tenure, etc. Includes letters of recommendation and support, applications, and other correspondence and notes that document the screening and selection process needed for the Employee of the Quarter (EOQ) program committee.	AC	5			AC = Termination of employment.			



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AD.1E056	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						CAUTION: Most recent public access election information must be kept as long as the former employee verification records. See AD.1E035. VITAL.	
AD.1E057	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 is earliest.		CONFIDENTIAL.	
AD.1E059	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).
AD.1E060	3.2.009	State Deferred Compensation Records	Records documenting the amount of pension or deferred compensation earned by individual employees.		4						
AD.1E062	3.3.001	Affirmative Action Plans	Affirmative action plans for regular employees, contractors, subcontractors, and apprenticeship programs.	AC	5			AC = Date of the making of the record or the personnel action involved, whichever occurs later.			29 CFR 30.12(d), 41 CFR 60-1.12(a).
AD.1E069	3.1.013	Employment Contracts	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services.	AC	7			AC = Expiration or termination of the contract according to its terms.			Government Code 441.1855.



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AD.1F002	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried, and other related operational information.	FE	3						
AD.1F018	4.7.004	Capital Asset Records	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency owned equipment and property.	LA	3						
AD.1G002	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						
AD.1G017	5.3	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation/evaluations	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			Government Code, 441.1855.
AD.1G018	5.3.007c	Bid Documentation – Invalid Bids	Invalid bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.)	AC	2			AC = Date of notification of denial or date of withdrawal, as applicable.			



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AD.31012	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.
AD.31042	3.1.042	ADA Accommodation Requests	Employee or applicant requests for reasonable accommodation under the ADA (Americans with Disabilities Act).	AC	2			AC = For employees, termination of employment; for job applicants who were not selected, date of application.			29 CFR 1602.31.
AD.32002	3.2.002	Employee Earnings Records	Payroll records and registers documenting employee earnings, wages, and pay. This may include but is not limited to payroll input records, summary statements, payroll vouchers, payroll detail sheets, and payroll history.		4						40 TAC 815.106(i).
AD.32006	3.2.006	Wage Rate Tables	Records defining the wage or salary rate for each position in the agency expressed in dollars, grades, or step numbers.		2						29 CFR 516.6(a)(2).
AD.33004	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	AC	1			AC = Until superseded or plan terminated.			29 CFR 1627.3(b)(2).





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AD.33023	3.3.023	Reimbursable Activity Records	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						
AD.45007	4.5.007	USAS Reports – Daily/Monthly	Periodic reports compiled from information entered into the Uniform Statewide Accounting System (USAS).	AC				AC = Receipt and reconciliation of annual report.			
AD.45009	4.5.009	USAS Reports - Annual	Yearly report compiled from information entered into the Uniform Statewide Accounting System (USAS).	FE	3						
AD.53009	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.		See GR.11020 and GR.11021 for public information requests. CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with AD.1G017 or AD.1G018, as applicable.	
AD.53010	5.3.010	Vendor Records/W-9	W-9 IRS Form used to request a taxpayer identification number (TIN) for reporting information to the Internal Revenue Service (IRS). This includes W-9 forms received by a state agency from vendors.	AC	3			AC = Date account is opened or date instrument purchased.			26 CFR 31.3406(h)-3(g).



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AD.54014	5.4	Accident Reports	Reports of accidents to adults and minors on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC	3			AC = Date of report, date minor reaches the age of majority, or if a claim is filed, after settlement or denial of claim, whichever applicable.			
AD.56004	5.6.004	License and Driving Record Checks		AC				AC = Until superseded or until termination of employment.			
AR.3A001	1.1	Archival Holdings Legal Documentation	Includes accession logs, deeds of gift, loan documentation, location information, replevin files, legislators' Texas Govt Code Section 306 and 323 forms, and record copies of memorandums of understanding.	PM						VITAL. CONFIDENTIAL.	
AR.3A001a	1.1	Permanent Archival Holdings Documentation	Accession files, appraisal files, shelf lists, inventories, Capitol Art files, flag files, and conservation/preservation evaluations and condition reports. Data related to conservation/preservation treatment files. Includes Regional Historical Resource Depository (RHRD) donor files, agreement records, and collection history records.	PM							



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AR.3A001b	1.1	Archival Holdings Documentation - Working Files	Finding aids and similar records for managing the TSLAC archival holdings. Includes preservation surveys, finding aid processing files, processor and appraiser notes, digitization management documentation, conservation/preservation treatment files, and copies of Request for Authority to Dispose of State Records (RMD 102).	AC				AC = Purpose of record has been fulfilled.		CAUTION: Original RMD 102 forms for all state agencies are retained by the SLRM Division. For the agency's official record copy of RMD 102, see EX.12001.	
AR.3A002	1.1	Patron Registrations and Archival Materials Usage Reports	Patron Registrations: registration and agreement cards signed by patrons registering to use the library services and archival collections Archival Material Usage Reports: information related to materials requested, pulled, and used by patrons Includes record group series and dates of requests.	PM							
AR.3A002b	1.1	Library and Archive Registration Information	User registration cards and SIRSI user account.	FE	10					User accounts that are renewed are considered active user accounts. Inactive or expired user accounts will follow FE retention period. CONFIDENTIAL.	
AR.3A002c	1.1	Archival Retrieval Forms	Forms track routing and use of archival holdings.	FE	10						



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AR.3A002d	1.1	Patron Use Spreadsheet and Databases	Information related to materials requested, pulled, and used by patrons Includes record group series and dates of requests.	FE	20						
AR.3A026	1.1.070	Procedures Manuals for the Treatment of Agency Holdings	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				R	VITAL.	
AR.3A027	1.1	Donor Lead Files	Correspondence and other documentation with potential transfers or donations of historical materials	FE	5				R	ARCHIVES NOTE: Correspondence, notes, etc, with donors who transfer manuscript collections to the ARIS Division of TSLAC will be added to the manuscript accession files. See AIN 3A001a. VITAL. CONFIDENTIAL.	
AR.3A028	1.1	Outreach Projects	Historical documentation of exhibits, publications, and events.	PM							



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AR.3A034	4.7.004	Capital Asset Records - Sam Houston Center	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency owned equipment and property.	LA	3						
AR.3A058	16.2	Permissions History Files	Records granting/denying permission to reproduce images of items in the collection. Includes permission forms and correspondence requesting permission to publish images from archival collections.	AC				AC = Purpose of record has been fulfilled.			
AR.3A060	1.1	Photo Reproduction Orders	Memos and check in/out sheets to vendors since 1977. Includes information or image numbers, description, and work performed.	AC				AC = Purpose of record has been fulfilled.			
AR.3A075	5.3	Conservation Equipment and Supply	Research, pricing, and documentation research and other preliminary documentation needed for the procurement of grant funded goods and services for the Conservation Lab.	AC				AC = Date of direct purchase, decision not to proceed with purchase, or until no longer administratively valuable, as applicable.			
AR.3B006	1.1	Microfilm Loan Requests	Loan requests from Interlibrary Loan (ILL) and Regional Historical Resource Depository (RHRD).	FE	1						



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AR.3B008	1.1	Regional Historical Resource Depository (RHRD) Microfilm Projects	RHRD microfilm holdings include packing lists, camera operator reports, inventories, finding guides, and correspondence with Genealogical Society of Utah and RHRDs.	PM							
AR.3C004	1.1	Duplicate Exchange/Disposal List	Materials withdrawn by federal depository libraries in Texas.	FE	3						
AR.3C006	1.1	US Government Printing Office Federal	Depository Library Program (FDLP) FDLP plans, inspections, lost/missing documents list, finding aids, and Bernan/Folland/Marcive shipping list database.	AC				AC = Purpose of record has been fulfilled.	R		
AR.3C050	1.2.006	Archives Retrieval and Return Log	Information for offsite storage requests of archival material and when materials were returned for offsite storage. Includes dates and box numbers of when the materials were requested and returned to offsite storage.	AC				AC = Until transfer completed.		CAUTION: Do not confuse this series with State Records Center Transmittal Requests (SL.5E019) or agency records transmittal forms (EX.12006).	



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AR.3C053	4.7	Donation of Library Materials and Monetary Contributions Records	Donation forms filled out and submitted by individuals or groups donating monetary contributions and published materials to the ownership of the Texas State Library and Archives Commission (TSLAC). Includes donation form, all correspondence, thank you letters, copies of checks and monetary donation information, and any other pertinent information regarding donation	FE	7					CAUTION: Do not confuse this series with records that document the donation and accession of archival, historical materials, or permanent endowments See AR.3A001a, AR.3A027, and AR.3B008.	
AR.3C054	1.1	Texas State Publications Depository Program Publications List Form	Publications List Form, any variation of this form, or any correspondence that accompanies a Texas State Publications Depository Program publication submission.	FE	1						
AR.3D001	1.1	Library Collection and Information Services Program Documentation	Documents that describe or clarify history or significant changes in library collection areas including but not limited to the US Documents, Texas Documents, and Dewey collections. Includes genealogy, reference, and archives brochures, newspaper clippings, memos, letters, discussions on the changes to hours of operation.	AC				AC = After collection has been disbanded.			



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AR.3E003	1.1	SirsiDynix Project Files	Includes all correspondence and documentation of software upgrades, contract renewals, client care cases opened and completed, and history of our partner library participation.	AC	7			AC = Expiration or termination of the instrument according to its terms.			Government Code, §441.1855.
AR.3E024	1.1.065	Collection Statistics - Raw Data	Information or data collected and compiled for the purpose of producing nonfiscal reports. Spreadsheet used to report historical collection statistics.	FE	3					CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. See GR.11064 for Agency Performance Measures Documentation. See GR.11067 for reports produced from raw data.	
EX.11019	1.1.019	Public Relations Records	News, press releases, marketing files and collateral, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.		2				R	ARCHIVES NOTE: Specific social media accounts representing the agency may require archival review. Contact the State Archives when these records have met their retention periods.	
EX.12001	1.2.001	Destruction Authorizations	Documents authorizing final disposition of records under a certified records retention schedule. Records may also include destruction authorizations (e.g. form RMD 102) approved by Texas State Library and Archives Commission.	FE	3					CAUTION: If destruction authorizations are maintained as part of the records disposition logs (GR.12010), then a longer retention period applies.	





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EX.12005	1.2.005	Approved TSLAC Records Retention Schedule	A records retention schedule (ie form SLR 105) that identifies the records that are created and maintained by an agency, provides the minimum timeframes the records must be retained, and includes instructions for their disposition. This series may include working files and documentation of certification and approval by the Texas State Library and Archives Commission.	US						Official record copies of all approved state agency retention schedules (see SL.50004) are retained for 50 years by the State and Local Records Management Division, Texas State Library and Archives Commission.	
EX.12006	1.2.006	Records Transmittal Forms	Forms used to track the transmittal of records to/from onsite and offsite storage areas or a transfer of physical custody.	AC				AC = Purpose of record has been fulfilled.		CAUTION: Do not confuse this series with State Records Center Transmittal Requests (SL.5E019) or Archives Retrieval and Return Log (AR.3C050).	
EX.12010	1.2.010	Records Disposition Logs	Logs or similar records listing records disposed of by the agency, which might include records series title, dates of records, and date of disposition.	FE	10					CAUTION: Disposition can mean destroyed or transferred.	
EX.12012	1.2.012	Records Inventories	Worksheets or working papers used to capture records inventory information, including location tracking and to document existence and requirements of a records series.	US							



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**Archival Codes (Field 10)**

A/I – Transfer to State/University Archivist  
 R/O – Review by State/University Archivist  
 E – Exempt from archival review and transfer

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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				
EX.12014	1.2.014	Records and Information Management Policies and Procedures	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US	1					VITAL.	
LD.40001	1.1	Library Establishment and Legal Documentation	Documents that show the legal establishment of libraries.	PM						VITAL.	
LD.40008	1.1	Library System Membership Applications	Paper application form signed by library officials seeking Library System membership.	FE	5						
LD.40043	1.1.065	Public Library Annual Report Data	Spreadsheets and/or databases of summary statistical data of annual quantitative performance also used for historical reports.	PM						VITAL.	
LD.40044	1.1.007	Public Library Annual Report Documentation	Incoming/outgoing correspondence to/from entities seeking changes in their Public Library Annual Report documentation.	PM					R		
LD.40052	4.7	E-Rate Documentation	All documentation relating to the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).	AC	10			AC = After the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.		See: Federal Communication Commission Report (FCC 04-190). VITAL.	47 CFR §54.516
LD.40062	5.1.004	Texas Libraries Directory Database	A database that lists contact information for Libraries in Texas.	US							



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SL.50001	1.1	State Agency Records Program Administration Correspondence	Forms or correspondence filed with TSLAC by state agency heads declaring to act as or designate an individual as the agency's Records Management Officer. Includes directives impacting the records management program.	PM					R		
SL.50002	1.1	State Agency Retention Schedule Review Files - Working Copies	Working copies of retention schedules submitted for certification or amendments.	US						Only the working copy submitted for final approval must be retained in the R02 files. CAUTION: Be careful not to dispose of other review working files. See SL.50003.	
SL.50003	1.1	State Agency Retention Schedule Review Working Files (R02)	Documentation of the retention schedule review process, including checklists, notes, analyst review memoranda and correspondence. Working file may include storage or archival reports, as applicable to the agency.	AC				AC = Next recertified schedule approved.		After approval of recertification or amendment, transfer the State Agency Retention Schedule and Amendments (STARS) checklist to the R04 file (SL.50005) for further retention.	
SL.50004	1.2.005	State Agency Retention Schedule Certification and Amendment Files (R01)	SLRM's official record copy of all state agencies records retention schedules, including any amendments with TSLAC acting as the state's agent. Includes the current approved retention schedule (Form SLR 105), any amendments (Form SLR 122), any signature approval pages (Form SLR 105C), and all recertification correspondence with the state agency.	US						See EX.12005 for the official record copy of TSLAC's approved records retention schedule.	



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SL.50005	1.2.005	State Agency Approved Records Retention Schedules (R04)	Includes the superseded retention schedule, all amendments, signature approval pages, State Agency Retention Schedule and Amendments (STARS) checklist transferred from SL.50003, and all administrative correspondence to the state agency.	AC	50			AC = Date schedule superseded, or agency abolished, whichever occurs first.	R	The official record copy of all state agency's superseded retention schedules, including any amendments. See EX.12005 for the official record copy of TSLAC's approved records retention schedule. VITAL.	
SL.50006	1.1.064	Consulting Logs	A consolidated consulting log used for performance measure reporting.	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 For individual Consulting Files, see SL.5C013.	
SL.50007	1.1.008	Consulting Files	Correspondence, compliance status reports, and notes documenting individual consulting provided to state agencies and local governments, including individual consulting logs.	FE	2					For consolidated consulting log created from this record series see SL.50006.	



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SL.50008	1.1	Request for Authority to Dispose of State Records	Documentation (Form RMD 102) used to obtain approval to destroy all official state records not listed on an agency's approved records retention schedule. Includes destruction requests, acknowledgements, and supporting documentation from state agencies, as well as a copy of any relevant reports.	FE	20					For documentation of premature loss or destruction of local government records, see SL.50009. For TSLAC's agency destruction authorizations, see EX.12001. VITAL.	
SL.50009	1.1	Documentation of Premature Loss or Destruction of Local Government Records	Forms or memorandum sent to TSLAC by local governments documenting the premature loss or destruction of local government records.	FE	20					Form SLR 501 is now obsolete, but documentation may still be received through correspondence.	
SL.50010	1.1	Local Government Compliance Records	Includes all forms filed and records control schedules, records management ordinances/policies, and any administrative correspondence with local government entities.	AC	25			AC = Date of dormancy or dissolution.		Hardcopies of compliance records are the document of record, electronic files are convenience copies. VITAL.	
SL.50011	1.1	Petitions to Retain School Records	Petitions from Countywide superintendent of the County Clerk's office to retain school records	PM							
SL.50012	1.1	Operations Data (Obsolete)	Reports from OmniRIM system.	FE	10					This record series will be made obsolete when all records have met the retention period.	
SL.5E004	1.2.006	State Records Center Transmittal Requests	Requests from state agencies for transfer of files or boxes to or from the State Records Center facility.	FE	3					CAUTION: Do not confuse this series with agency records transmittal forms (EX.12006) or Archives Retrieval and Return Log (AR.3C050).	



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SL.5E005	1.2	Records Destruction Documentation	Working papers that document records destruction services of the State Records Center (SRC).	FE	5						
SL.5E006	1.2.010	Disposition Index	All disposition index information was migrated to Excel spreadsheets in April 2015.	AC	50			AC = Date of data migration.		All disposition index information was migrated to Excel spreadsheets in April 2015.	
SL.5E008	3.3.020	Delivery Schedules	Documentation of daily delivery routes may include work, duty, shift, crew, or case schedules, rosters, or assignments.	AC	1			AC = Completion and verification of delivery.			
SL.50017	1.2	Disaster Recovery Service Records	Authorizations and other records used to provide access to disaster recovery vault.	US	1					VITAL.	
SL.50018	1.2.006	Records Transmittal Documentation	Forms and index documenting the transfer of records to storage or a transfer of legal custody. Includes both the State Records Center (SRC) and imaging files.	AC	25			AC = Final disposition of all records on transmittal or permanent transfer to agency.		VITAL.	
SL.50019	1.2	Permanent Transfers	Paper copies of indexes regarding permanent removals.	AC	25			AC = Final transfer to agency.		See SL.5E009 for perm-outs. VITAL.	
SL.50020	5.1.003	Texas Delivery Report and Receipt	Used to verify invoiced activities with physical signature on report. SRC keeps this copy, customer receives a copy with driver's signature.	FE	5					Perm-outs are handled through Texlinx and are reflected in the item's status after May 2015.	
SL.50021	1.2	Rejected Transmittals (Form RMD 101/101C)	Items rejected for storage for various reasons prior to Texlinx.	AC				AC = After corrected or 3 months, whichever occurs first.		Replaced with Texlinx Delivery Report.	



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TB.60001	2.1.002	TBP Studio Production Database	Information about the studio recording and production of books on tape, such as who narrated, monitored, and reviewed the book.	AC				AC = Information no longer administratively valuable for production.			
TB.60002	1.1	Patron Files	Includes patron applications that are active, on hold, transferred out or suspended.	AC	5			AC = Termination of service to patron.		VITAL. CONFIDENTIAL.	
TB.60004	1.1	School Registration Forms	Forms submitted by schools to register eligible students for service from TBP.	FE	1					CONFIDENTIAL.	
TB.60007	1.1	Disability Reference Information	Database that tracks reference questions and answers for Disability Information and Referral Center (DIRC) Coordinator.	CE	5						
TB.60057	1.1	Interlibrary Loan (ILL) and Multistate Center Request Forms	Forms requesting ILL titles.	FE	1						