

February 1, 2021



Vincent Houston  
Director  
Office of Secretary of State  
1019 Brazos Rm 439  
Austin, Texas, 78701

Dear Mr. Houston,

Your agency's records retention schedule is approved for use as of **1/27/2021**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

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 **1/2026**.

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:

Joslyn Ceasar  
512-463-5477  
[jceasar@tsl.texas.gov](mailto:jceasar@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 "Craig Kelso".

Craig Kelso  
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala  
State Archives and  
Library Building

1201 Brazos Street  
Austin, Texas  
78701

P.O. Box 12927  
Austin, Texas  
78711-2927

[www.tsl.texas.gov](http://www.tsl.texas.gov)

*Commission Chair*  
Martha Wong

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

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Gloria Meraz

**TSLAC**

*Preserving yesterday  
Informing today  
Inspiring tomorrow*



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 307

Agency Name Secretary of State

(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

Vincent Houston

Name (Print or type)

Vincent Houston

Date

October 30, 2020

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)

Not Required at This Time

Date

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

11/27/2021

Cert/Recert No.

8

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)





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SLR 105  
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition  
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 CE – Calendar year end  
 FE – Fiscal year end  
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 PM – Permanent  
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to 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				
20.1	1.1.008	Correspondence - General			2					Regarding Executive Division See comment to RSIN 1.1.007. See also RSIN 1.1.010.	
13.8	1	Local Option Elections			10						
13.80-M1	1	Local Option Elections (Master)		AC	50			AC = Date of Microfilming.		Master at SRC.	
13.80-M2	1	Local Option Elections (Dup.)		AC	50			AC=Date of microfilming.		Dup. At agency.	
30.2	5.1.004	Mail and Telecommunications		US							
30.1	1.1.007	Correspondence - Administrative			4				R	Administrative Services and Executive Division 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.	



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					Years	Months	Days				
30.3	5.1.015	Correspondence Tracking Records			1						
30.4	5.1.014	Office Procedures		US	1						
30.5	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, 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.	
30.6	1.1.014	Legal Opinions & Advice	From agency legal counsel or the Atty. Gen., including any requests eliciting the opinions.	AV					R	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.	



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30.7	1.1.058	Meetings, Agendas and Minutes of Open	Agendas and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Chapter 551, Government Code.	PM					A	Elections Advisory Task Force, copy sent to State Archives. 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.	
30.8	1.1.019	Public Relations Records	Press Releases		2				R		
30.9	1.1.020	Public Information Requests - Not Excepted		AC	1			AC=Date request fulfilled or withdrawn			
31	1.1.021	Public Information Requests - Excepted		AC	2			AC= Date of notification that records are excepted			
31.1	1.1	Justice Department Submissions, Seciton 5, Voting Rights Act		PM						Paper filmed every 2 years. Paper and fim retained in agency.	
31.10-M	1.1	Justice Department Submissions		PM						Used by public, vital record protection. Master at SRC. Dup. At agency.	



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31.2	1.1	Legislative Tracking		AC	4			AC=After close of the legislative session.			
31.3	1.3.002	Publication Development Files		AV					R	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.	
31.4	1.3.001	State Publications - Elections Record Copy		PM						Copies to Texas State Publications Depository Program, TSLAC	



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31.6	1.1.067	Reports and Studies (Non Fiscal)			3				R	ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E.	
31.80-F	1.1.070	Agency Rules, Policies, and Procedures		AC	3				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.	
31.9	5.4.013	Continuity of Operations Plans (COOP)		US							
32	1.2.003	Forms History File - Elections Forms		AC	2			AC= Until superseded or use of form is discontinued.			





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32.1	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.	AV							
32.2	2.2.011	Data Input Documents - Batch/Data Entry Control Form (Voter Registration)		AC				AC=When reconciliation confirmed.		Used to track transmittal of voter registration tapes received from counties.	
32.3	2.2.011	Error Reject Reports		AV							
32.4	1	Hispanic Surname Printout		AV							
32.5	2.2	Certification of Data Processing Companies		AC	1			AC=After the company has been Certified.			



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					Years	Months	Days				
32.6	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					Regarding Elections Division	
32.7	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					Regarding Elections Division	



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33	4.2.001	Purchase Voucher - Voter Registration, Chapter 19		FE	3						
33.1	4.2.001	Expenditure Voucher	Postage permit for counties	FE	3						
33.2	5.2.010	Equipment Manuals		LA							
33.3	1	Election Inspector Files		CE	10				A		
33.4	1	County Precinct Maps		CE	10				A		Section 42.037, Texas Election Code.
33.5	1	Election Returns - Precinct by Precinct		CE	10				A	Paper filmed. Paper retained until CE then sent to SRC.	
33.50-M	1	Election Returns - Precinct by Precinct		PM						For public use, vital records protection. Master at SRC. Dup at agency.	
33.6	1	Primary Finance Files		CE	7					Archival review code removed subsequent to internal appraisal by the Archives and Information Services Division, TSLAC, Dec. 15, 1998.	
33.7	1	Petition to Place Nominees on General Election Ballot		CE	2						



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					Years	Months	Days				
33.8	1	Voter Registration Information Request Forms			1						
33.9	1	Independent Candidates for President on the General Election Ballot			2						
33.90-M	1	Independent Candidates for President on the General Election Ballot		CE	10					Master at SRC. Dup. at agency for CE+10.	
34	1	Certification of Voting Equipment		PM							
34.1	1	Precinct by Precinct Voter Registrations			20				R	Paper filmed. Paper retained until microfilmed.	
34.10-M	1	Precinct by Precinct Voter Registrations		PM						Master at SRC. Dup. at agency.	
34.2	1	Political Party Rules			10				R		
34.3	1.1.043	Training Materials - Election Officials		AC	1					AC = Close of training session, after training materials superseded, or termination of training program, as applicable.	



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					Years	Months	Days				
34.4	1	Election Returns - County by County		CE	10				A	Paper filmed. Paper retained until CE then sent to SRC.	
34.40-M	1	Election Returns - County by County		PM						For public use, vital records protection. Master at SRC. Dup. at agency.	
40	5.1.012	Charge Schedules - Price Lists		US	3					Electronic kept until US	
40.1	1.1.007	Correspondence - Administrative			4					Regarding IT Division 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.	



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					Years	Months	Days				
40.3	1.1.070	Standards Manual (Final)		AC	3				R	AC= Until superseded, or termination of program, rules, policies, or procedures, whichever applicable. 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.	
40.4	1.1.043	Training Materials		AC	1					AC = Close of training session, after training materials superseded, or termination of training program, as applicable.	



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					Years	Months	Days				
40.6	2.1.002	Master Files and Application Data		AC	AC			AC=Completion of 3rd update cycle except for: a) Data file which replaces or serves in lieu of a textual record - Follow the retention period approved for the equivalent type of textual record. B) Output data file extracted from system solely to produce printed reports or other publications - Dispose of when no longer needed to create report or publication.		Back-up Storage - Mainframe,	



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					Years	Months	Days				
40.7	2.1.002	Automated Files		AC				AC = Completion of 3rd update cycle except for: A) Data file which replaces or serves in lieu of a textural record – follow the retention approved for the equivalent type of textural record. B) Output data file extracted from system solely to produce printed reports or other publications – Dispose of when no longer needed to create report or publication.		Mini/Micro	
40.8	2.2.001	System or Computer Monitoring Records	Hardware and software components for monitoring agency's computer system resources and performance.	AV							





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					Years	Months	Days				
40.9	2.1.009	Hardware and Software Technical Documentation		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.			13 TAC 6.97 (a).
42	2.1.007	Computer Software Programs		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.			13 TAC 6.97 (a).
41.1	3.3.020	Work Schedules/ Assignments		AV						Electronic kept until US	



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41.2	2.2.010	Data Processing Policies and Procedures		US	3						
41.3	4.1.001	Accounts Payable Information		FE	3					For Business/Public Filings	
41.4	4.1.009	Accounts Receivable Information		FE	3					For Business/Public Filings	
41.7	1.2.014	Microfiche Masters		US	1						
1.01	1.1.069	Weekly Activity Reports			1						
1.02	1.1.006	Complaint Letters		AC	2			AC=Problem solved.			
1.03	1.1.007	Correspondence - Administrative			4				R	Regarding Business and Public Filings 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.	



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1.04	1.1.057	Transitory Information		AC				AC = Purpose of record has been fulfilled.		For Agency 307	
1.05	1.1.027	Proposed Legislation		FE	2						
1.06	1.1.010	General UCC Management Information		US	3						
1.08	1.1.008	General Correspondence			2					Regarding Business/Public Filings Division	
1.1	1.1	Change of Address		CE	1						
1.13	1.3.02	UCC Filing Guide Publications		US							
1.13RC	1.3.001	UCC Filing Guide Record Copy		PM						Copies to Texas State Publications Depository Program, TSLAC.	
1.14	1.1.008	Correspondence - Hot Checks		FE	2						
1.16	1.1	Information Forwarded to County Clerk Offices		PM							
1.17	1.1	Form Companies Approved/Not Approved		US							



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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				
1.17-M	1.1	Form Companies Approved/Not Approved Film Tests		AV							
1.19	1.1.008	Correspondence - Elections			2						
1.21	1.1.067	Consulting Firms – Reports		US	3				R		
1.22	1.1.008	Moore Business Forms/Reject Letters		US	5						
1.23	1.1.008	General Service Company Correspondence			5						
1.24	1.2.005	Records Retention Schedule Agency Copy		US						Convenience copy (11.00).	
1.245	1.2.001	Destruction Authorizations			3						
1.25	3.1.036	Apprenticeship Records			5						29 CFR 30.8(e).
1.26	3.3.025	Position Questionnaires		US	3						



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					Years	Months	Days				
1.27	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						
1.29	3.4.007	Time Off and/or Sick Leave Requests		FE	3						
1.3	3.4.002	Leave Status Reports		FE	3						
1.34	4.7.003	Uncollectible Accounts		AC	3			AC = After deemed uncollectable.			
1.35	4.2.005	Central Supply Store Receipts		FE	5						
1.355	4.7.001	Central Supply Store Balance Sheet		FE	5						
1.36	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						



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					Years	Months	Days				
1.41	5.2.006	Inventory and Property Control Records		FE	3						
1.43	1	Revoked/Canceled Filings		FE	3						
1.44	1	Bankruptcy Notices		AC	1			AC=Date of Filing			
1.45	1	Reinstated Filings		FE	5						
1.46	5.1.007	Requisitions for In-Agency or Inter-Agency Copy/ Printing Service		AV							
1.48	5.2.008	Inspection, Repair, and Maintenance Records – Equipment		LA	3			LA=Disposal of Equipment			
1.51	5.2.003 a	Building Plans and Specifications – State Owned		LA					R		
1.52	5.3.008	Purchase Requisitions		FE	3						
1.56	5.5.002	Telephone Activity Records		AV							



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					Years	Months	Days				
1.57	1.1.007	Correspondence concerning Utilities Security Instruments		FE	5				R		
1.58	1.1.063	Staff Meeting Minutes and Notes			1						
1.6	1.1	Missing Checks Correspondence		FE	1						
1.9	1.1	Warrant Cancellation Requests		FE	5						
2.01	1.1.008	Problem Filing Correspondence		CE	3						
2.02	1.1.008	Duplicate Walker Number Correspondence		CE	3						
2.025	1.1.008	Duplicate Number Correspondence		FE	5						
2.04	1.1	Missing Attachments UCC I's			5						
2.05	5.1.014	Mail Procedures		US	1						
2.06	4.7	Unclaimed Acknowledgment Copies					60				



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					Years	Months	Days				
2.07	4.7	Fiscal Notes Request		AC	1			AC = Cost Estimate Prepared.			
2.08	4.7	Deleted Filing Records		FE	3						
2.09	4.7	Backdated Filing Records		FE	3						
2.1	4.7	Filing Number Limits		FE	5						
3.01	4.7	Daily Reminder Books – Data Entry		PM							
3.02	1.1.069	Hourly Performance Rate		CE	2						
4.03	1.2.013	UCC Alpha Index - Master File		PM						Microfiche master files for UCC documents.	
4.035	1	Master File Update		PM						Master at SRC. Dup. At agency.	
4.05	1	UCC Index Card Files		PM						Master at SRC. Dup. at agency.	
4.07	2.2.012	Amendment Number Cross-Referenced with Register No.		PM							
4.08	2.2.012	Purge List NUC962RP/ID:NUC962PR		PM							





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					Years	Months	Days				
5.01	5.1	Reader Printer Copy Count				6					
5.02	4.5.002	Reader Printer Tape Check Record		FE	5						
5.03	4.7	Refund Authorizations				6					
5.04	4.7	UCC I Filings	Financing Statements, Security Agreements, Federal Tax Liens, and Utility Security Instruments		3					Filmed at SRC, returned to agency for 6 MO, stored at SRC for 2Y 6 MO, then destroyed.	
5.04-M	4.7	UCC I Filings	Financing Statements, Security Agreements, Federal Tax Liens, and Utility Security Instruments	PM						Master at SRC. Dup. At agency.	
5.05	4.7	Financing Statement Changes (UCC III's)	Financing Statement Changes, Federal Tax Lien Releases, and Utility Security Instrument Supplements		3					Filmed at SRC, returned to agency for 6 MO, stored at SRC for 2Y 6 MO, then destroyed.	
5.05-M	4.7	Financing Statement Changes (UCC-III's)	Financing Statement Changes, Federal Tax Lien Releases, and Utility Security Instrument Supplements	PM						Master at SRC. Dup at agency.	
5.055	4.7	Financing Statement & Security Agreement Attachment Files		PM						Master at SRC. Dup at agency.	
5.065	4.7	Daily Reminder Books – Files Section			1	6					



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					Years	Months	Days				
5.066	4.7	Financing Statement & Security Agreement Oversized Files		PM						Master at SRC. Dup at agency.	
5.07	4.7	Financing Statement & Security Agreements – UCC I's		PM						All Filings prior to 1976.	
5.08	4.7	Financing Statement Changes - UCC III's		PM						All Filings prior to 1976.	
5.09	4.7	Oversize Files		PM						All Filings prior to 1976.	
5.1	4.7	Attachment Files		PM						All Filings prior to 1976.	
5.11	4.7	Utilities Security Instruments – USI		PM						All Filings prior to 1976.	
5.12	4.7	Utilities Security Instrument (USI) Amendments		PM						All Filings prior to 1976.	
5.13	4.7	Federal Tax Liens (FTL)		PM						All Filings prior to 1976.	
5.14	4.7	Termination and Federal Tax Lien (FTL) Releases		PM						All Filings prior to 1976.	



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					Years	Months	Days				
5.15	4.7	Index Files		PM						All Filings prior to 1976.	
5.16	4.7	UCC Filings	Financing Statements, Security Agreements, Notice of Federal Tax Liens, Utility Security Instruments, Financing Statement Amendments, Release of Federal Tax Liens, and Utilities Security Instruments Supplements.		3						
6.02	4.7	Expedite Search Requests		AC		3		AC = After Paid			
6.06	4.7	Federal Express Information Processed and Mailed Out			1						
6.07	4.7	Fax Requests		AC		3		AC = Verification of Billing.			
6.09	4.7	Fax Transmission Reports		AC		6		AC=Verification of Billing.			
6.1	4.7	Fax Copy Count		AC		1		AC=End of month.			
6.13	4.7	Fax Phone Log		AC		1		AC = End of month.			
7.01	4.7	Audit Letter/Reports		AC	7			AC=Publication or release of final audit findings.		Regarding Business/Public Filings	
7.02	4.7	Request for Refund				6					
7.03	4.7	Check Copy Request		AC	2			AC=Fiscal year end			



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					Years	Months	Days					
7.11	4.7	Register Number Records		PM								
7.13	4.2.001	Legal Ease			6					For Business/Public Filings		
7.16	4.2.001	Client Account			6							
3	1	Religious Congregation Trustees		PM								
10.6	1.1.069	Reports – Activity			1							
11.1	1.2.012	Records Inventories		US								
11.2	5.2.008	Equipment History File; Equipment Service Agreements		LA	3							
11.4	1	Athlete Agents - Paper Copy				6				This rule applies to paper copies of filings maintained digitally by the		
11.41	1	Athlete Agents - Digital Copy		PM						This rule applies to filings maintained digitally and filings only maintained in paper by the Registrations Unit		
11.45	1	Athlete Agent Preliminary Reports		PM								
11.46	1	Athlete Agent Hearing Files		AC	5			AC=After settlement, withdrawal or related litigation ends				



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					Years	Months	Days				
11.5	5.1.001 a	Third-Party Debt Collectors/Credit Bureau Bonds - 9/1/2015 and After		AC	7			AC= Expiration or termination of the instrument according to its terms.		This rule applies to filings with the Registrations Unit	
11.51	5.1.001 b	Third-Party Debt Collectors/Credit Bureau Bonds - 8/31/2015 and Prior		AC	4			AC= Expiration or termination of the instrument according to its terms.		This rule applies to filings with the Registrations Unit	
11.6	1	Business Opportunity Filings		AC	5			AC=After registration expires or otherwise ends		This rule applies to filings with the Registrations Unit	
11.60-M	1	Business Opportunity Filings (Master)		PM						Master at SRC. Dup at agency. State Records Center (SRC)	
11.8	1	Membership Camping Resorts		AC	5			AC=After registration expires or otherwise ends			
11.90-E	1	Citations – Other		PM							
11.90-M1	1	Citations – Other (Master)		AC	100			AC = Date of Microfilming/Master to SRC			
11.90-M2	1	Citations – Other (Dup.)		AC	100			AC = Date of Microfilming/Master to SRC		Dup. At agency.	



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					Years	Months	Days				
11.95-1	1	Citations (Master)		AC	100			AC = Date of microfilming.		Paper retained for 2 months been filmed at SRC. Paper return to agency, then destroyed. Master at SRC.	
11.95-2	1	Citations (Dup.)		AC	100			AC = Date of microfilming.		Dup at agency. Master at SRC.	
11.95-E	1	Citations		PM						Electronic records maintained as long as microfilm person is kept.	
12.00-M1	1	Citations – Texas (Master)		AC	100			AC = Date of microfilming		Master at SRC	
12.00-M2	1	Citations – Texas (Dup.)		AC	100			AC = Date of microfilming/Master at SRC		Dup. At agency.	
12.10-M1	1	Citations – Special Suits (Master).		AC	100			AC = Date of microfilming/Master at SRC.			
12.10-M2	1	Citations – Special Suits (Dup.)		AC	100			AC = Date of microfilming/Master at SRC.		Dup at agency.	
12.20-1	1	Citations – Misc. (Master).		AC	100			AC = Date of microfilming/master at SRC.		Paper retained for one year then filmed at SRC. Paper returned to agency, then destroyed.	
12.20-2	1	Citations – Misc. (Dup.)		AC	100			AC = Date of microfilming/master at SRC.		Dup at agency.	



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					Years	Months	Days				
12.25-M1	1	Citations – Comptroller (Master).		AC	100			AC = Date of microfilming/master at SRC.		Electronic records maintained as long as microfilm version is kept.	
12.25-M2	1	Citations – Comptroller (Dup.)		AC	100			AC = Date of microfilming/master at SRC.		Dup. At agency.	
12.3	1.2.013	Citation Index Cards		PM						Master at SRC. Dup. At agency.	
12.4	5.1.003	Certified/Registered Mail Lists			2						
12.6	1	Texas Alcoholic Beverage Code Notice of Hearings and Orders			2						
12.70-E	1	Returned Process Citations		AC	100			AC = Date of implementation of new citations of system (11-25-1996)			
12.8	1.2	Yellow Pads with Money Numbers & Reference Numbers Citation Logs			10						



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12.9	1	City Charter	Home Rules City Charters & Amendments, Charter Amendments if incorporated by Republic of Texas or Acts of Legislature, Consolidations, Municipal Parking Authorities.		4				A	Paper filmed at SRC, paper returned to agency until agency retention period is met, then paper transferred to Archives.	
12.90-M	1	City Charter	Home Rule City Charters & Amendments, Charter Amendments if incorporated by Republic of Texas or Acts of Legislature, Consolidations, Municipal Parking Authorities.	PM						Master at SRC. Dup. at agency.	
13	1	Governor's Official Commissions		AC				AC = End of Gov.'s term of office.		Paper filmed at SRC at the end of the Gov.'s term of office, paper returned to agency, then paper destroyed.	
13.00-E	1	Governor's Official Commissions		PM							





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					Years	Months	Days				
13.00-M1	1	Governor's Official Commissions (Master) Microfilm Titles	Boards & Commissions, Appellate Courts, Court Of Appeals, Chief Elected Officials, Judges of the Administration Judicial Regions, Texas Judicial Council, Commissioner of Deeds, Commissioner of Appeals of the Supreme Court, District Judges, Criminal District Judges, District Attorneys, Criminal District Attorneys, Special County Judges	AC	100			AC = End of governors term of office. .		Master at SRC.	
13.00-M2	1	Governor's Official Commissions (Dup.)		AC	100			AC = End of governors term of office. Master at SRC.		Dup. At agency.	
13.2	1	Credit Services Organizations		AC	5			AC=After registration expires or otherwise ends			
13.21	1	Dental Service Organizations - Paper Copy				6				This rule applies to paper copies of filings maintained digitally by the Registrations Unit	
13.22		Dental Service Organizations - Digital Copy		PM						This rule applies to filings maintained digitally and filings only maintained in paper by the Registrations Unit	



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					Years	Months	Days				
13.33		Dental Service Organizations - Reports to Dental Board			5						
13.3	1	Election Registers aka Appointment Registers			10				A		
13.5	1	Health Spas - Paper Copy				6				This rule applies to paper copies of filings maintained digitally by the	
13.50-M	1	Health Spas		PM						Master at SRC. Dup. at agency.	
13.51	1	Health Spas - Digital Copy		PM						This rule applies to filings maintained digitally and filings only maintained in paper by the Registrations Unit	
13.55	1	Health Spa Claims		AC	1			AC=After notice that claims have been paid or 3 months after copy of order is sent to surety		This rule applies to paper copies of filings maintained digitally by the Registrations Unit	
13.56	1	Health Spa Claims		PM						This rule applies to filings maintained digitally and filings only maintained in paper by the Registrations Unit	



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					Years	Months	Days				
13.6	1	Legislative Bills and Resolutions Filed		AC	4			AC = Paper originals sent to contract vendor for scanning, returned to SOS.	A	Paper sent to SRC for filming. Paper return to agency, papers sent to vendor for binding, bound volumes transferred to Archives.	
13.60-E	1	Legislative Bills and Resolutions Filed - Electronic copies			2				A	Electronic files maintained on SOS servers for public access for one additional session-then removed to University of North Texas Archives for permanent retention.	
13.60-M	1	Legislative Bills and Resolutions Filed – General and Special Laws		PM						Gov Code §2158.064 stating this requirement was repealed by 82nd Legislature, First Called Special Session.	
13.7	1	Liquor Power of Attorneys			2					Paper retained for 2 years then filmed at SRC. Paper returned to agency, then destroyed. Electronic records maintained as long as microfilm version is kept.	



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					Years	Months	Days				
13.70-M1	1	Liquor Power of Attorneys (Master)		AC	100			AC = Date of microfilming/master at SRC			
13.70-M2	1	Liquor Power Of Attorney's (Dup.)		AC	100			AC = Date of microfilming/master at SRC		Dup. At agency.	
13.9	4	Money Records			4						
13.95	4	Money Records – Credit Card Payments		FE	3						
14	1	Municipal Boundary Listings			3						
14.1	4	Money Records on Notary Public Certifications			4						
14.2	4.2.002	Money Receipt Books		FE	3						
14.3	1	Notary Applications			6					Paper sent to SRC for filming, paper kept at SRC for remainder of retention, then destroyed.	
14.30-E	1	Notary Applications		PM							
14.30-M1	1	Notary Applications (Master).			60					Master at SRC.	



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					Years	Months	Days				
14.30-M2	1	Notary Applications (Dup.)			60					Duplicate at agency.	
14.35	1	Notary Public Applications Final Rejections					90				
14.4	1	Notary Public Bonds			6					Paper sent to SRC for filming, paper kept at SRC for remainder of retention, then destroyed.	
14.40-E	1	Notary Public Bonds		PM							
14.40-M1	1.1	Notary Public Bonds (Master)			60					Master at SRC	
14.40-M2	1.1	Notary Public Bonds (Duplicate)			60					Duplicate at agency.	
14.5	1	Notary Public Complaints		AC	10			AC = File is closed.			
14.6	1	Notary Public Applications w/ Convictions		AC	4			AC = File is closed.			
14.65	1	Notary Public Educational Video		US				US= Until replaced or becomes obsolete.		Copies to Texas State Publications Depository Program.	



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					Years	Months	Days				
14.7	1	Notary Files		PM							
14.8	1	Notary Public Appointment & Reappointments		PM							
14.85	1	Notary Public Address Changes				3					
14.9	1	Official List of Notaries Public			8				A	Bound Volumes	
15	1	Notary Public Reference Files			10					Discontinue microfilming.	
15.00-M1	1	Notary Public Reference Files (Master)		AC	50			AC = date of microfilming/master to SRC.			
15.00-M2	1	Notary Public Reference Files (Duplicate)		AC	50			AC = date of microfilming/master to SRC.		Duplicate at agency.	
15.1	1	Notary Public Cleared Suspende			6					Paper maintained for one year, then sent to SRC for filming, Capt. SRC for remainder of retention period, then destroyed.	



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					Years	Months	Days				
15.10-E	1	Notary Public Cleared Suspense			PM						
15.10-M1	1	Notary Public cleared suspense (Master)			60					Master at SRC.	
15.10-M2	1	Notary Public Cleared Suspense (Duplicate)			60					Duplicate at agency.	
15.11	1	List of US states & territories that require a Notary Public to attach seal.		US							
15.2	1	Governor's Clemency Proclamations			1				A		
15.3	1.2.013	Governor's Proclamations Alphabetical Card Index		PM							
15.30-M	1.2.013	Governor's Proclamations Alphabetical Card Index		PM						Master at SRC. Dup. at agency.	



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					Years	Months	Days				
15.4	1	Property Rights for claim for the use of a deceased individual's name, voice, etc.		AC	52			AC=After Death of individual			Tex. Prop. Code Ann. §26.006
15.5	1	Public Safety Organizations		AC	5			AC=After registration expires or otherwise ends			
15.6	1	Public Safety Solicitors		AC	5			AC=After registration expires or otherwise ends			
15.8	1	Railroad Filings - Railroad Charters			10				A		
15.80-M	1	Railroad Filings - Railroad Charters		PM						Master at SRC. Dup. at agency.	
15.9	1.2.013	Railroad Index Cards		PM							
15.90-M	1.2.013	Railroad Index Cards		PM						Master at SRC. Dup. at agency.	
16	1	Licensing of commercial use of State Seal of Texas		AC	5			AC=After registration expires or otherwise ends			
16.1	1.3.001	Session Laws aka General & Special Laws of Texas		AC	2			AC=Until superseded or obsolete		Bound Volumes. Copies to Texas State Publications Depository Program, TSLAC.	





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					Years	Months	Days				
16.4	1	Telephone Solicitors		AC	5			AC=After registration expires or otherwise ends			
16.55	1	Telephone Solicitation Claims		AC	5			AC=After notice to claimants.			
16.6	1	Veterans Organizations		AC	5			AC=After registration expires or otherwise ends			
16.7	1	Veterans Solicitors		AC	5			AC=After registration expires or otherwise ends			
17.1	1	Criminal History Reports		AV							
24	1	Labor Union Reports			5				R	Paper sent to SC for filming, paper returned to agency, film is checked, then paper destroyed. Electronic records maintained as long as microfilm version exists.	
24-M1	1	Labor Union Reports (Master)		AC	25			AC=Date of Microfilming/Master SRC			
24-M2	1	Labor Union Reports (Dup.)		AC	25			AC=Date of Microfilming/Master SRC		Dup at agency.	



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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				
30	1	Labor Organizer Applications			5					Paper sent to SRC for filming, paper returned to agency, film is checked, then paper destroyed.	
30-M1	1	Labor Organizer Applications (Master)		AC	25			AC=Date of Microfilming/Master SRC			
30-M2	1	Labor Organizer Applications (Dup.)		AC	25			AC=Date of Microfilming/Master SRC		Dup at agency.	
41	1	Governor's Official Proclamations			10				A	Discontinue Microfilming.	
41-M1	1	Governor's Official Proclamations (Master)		AC	100			AC=Date of Microfilming/Master at SRC.		Last Date Microfilmed: Dec. 17, 1991.	
41-M2	1	Governor's Official Proclamations (Dup.)		AC	100			AC=Date of Microfilming/Master at SRC.		Dup. At agency.	
44	1	Organization of Soil Conservation Districts			10				R	Discontinue Microfilming.	
44-M1	1	Organization of Soil Conservation Districts (Master)		AC	10			AC=Date of Microfilming/Master at SRC.		Last Date Microfilmed: Oct. 7, 1988.	
44-M2	1	Organization of Soil Conservation Districts (Dup.)		AC	10			AC=Date of Microfilming/Master at SRC.		Dup. At agency.	
63	1	Deeds of Cession			10				A		



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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				
75	1	Supreme Court Rules and Amendments			10				A		
75-E	1	Supreme Court Rules and Amendments		PM						Electronic records maintained permanently.	
97	1	Miscellaneous Filings Not Statutorily Required				6					
118	1	River Compacts			10				A		
121	1.1.011	Governor's Executive Orders			10				A	Discontinue Microfilming	
121-E	1.1.011	Governor's Executive Orders		PM							
121-M	1.1.011	Governor's Executive Orders(Master)		AC	100			AC=Date of Microfilming/Master SRC.		Last Date Microfilmed: Jan 8, 1988.	
121-D	1.1.011	Governor's Executive Orders (Dup.)		AC	100			AC=Date of Microfilming/Master SRC.		Dup. At agency. Last Date Microfilmed: Jan. 8, 1988	
122	1	Federal Census Reports			20						
124	1	Ratifying of U.S. Constitution			10				A		



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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				
127	1	State Board of Examiners of Optometrist			10				A	Paper & Electronic. Electronic records maintained as long as paper records are kept. Repealed by HB 2812, 77th Leg., RS, 2001 eff. Ept. 1, 2001.	
139	5.1.001 a	Employee Bonds - 9/1/2015 and After	Texas Hospital Equipment Financing Council, State Public Employees, State Librarian and the Records Presv. Officer.	AC	7			AC= Expiration or termination of the instrument according to its terms.			
139 - M1	5.1.001 a	Employee Bonds (Master)		AC	7			AC= Expiration or termination of the instrument according to its terms.			
139 - M2	5.1.001 a	Employee Bonds (Dup)		AC	7			AC= Expiration or termination of the instrument according to its terms.			
145	1	Copies of Other States Resolutions			20						
146	1	Auto Clubs & Salesman - Paper Copy				6				This rule applies to paper copies of filings maintained digitally by the	



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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				
147	1	Auto Clubs & Salesman - Digital Copy		PM						This rule applies to filings maintained digitally and filings only maintained in paper by the Registrations Unit	
149	5.1.001 a	Special District Bonds - 9/1/2015 and After		AC	7			AC= Expiration or termination of the instrument according to its terms		Paper & Electronic. Paper sent to SRC for filming, paper returned to agency, film checked, then paper destroyed. Electronic records maintained as long as paper records are kept.	
149-M1	5.1.001 a	Special District Bonds (Master)		AC	7			AC= Expiration or termination of the instrument according to its terms		Master at SRC.	
149-M2	5.1.001 a	Special District Bonds (Dup.)		AC	7			AC= Expiration or termination of the instrument according to its terms		Dup. At agency.	
150	5.1.001 b	Special District Bonds - 8/31/2015 and Prior		AC	4			AC= Expiration or termination of the instrument according to its terms			



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					Years	Months	Days				
150 - M1	5.1.001 b	Special District Bonds (Master)		AC	4			AC= Expiration or termination of the instrument according to its terms		Master at SRC.	
150 - M2	5.1.001 b	Special District Bonds (Copy)		AC	4			AC= Expiration or termination of the instrument according to its terms		Dup. At agency	
152	1	Salary Supplements			20						
167	1	Authorization of Emergency Funds			10				A		
170	1	Dissolution of Water Districts		PM					R		
175	1	Controlled Substances Act			10						
184	1	County Owned & Operated Cemeteries		PM							
186	1	Providing for the Purchase, Care, and Preservation of Alamo			10				A		
187	1	Apostilles			1					Discontinue Microfilming	
187-E	1	Apostilles		PM							



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					Years	Months	Days				
187-M	1	Apostilles		PM						Master at SRC. Dup. at agency.	
188	3.1.035	Invention Developer Bonds		AC	5			AC=Bonds have expired, cancelled.			
189	1	Legislative Redistricting Board Plans - Formerly File #123			10				A		
192	1	Names of all duly licensed funeral directors, embalmers, and funeral est.			10				A	Paper & Electronic. Electronic records maintained as long as paper records are kept. Repealed by HB 2812, 77th Leg., RS, 2001, effective Sept. 1, 2001.	
193	1	Official Memorandum by the Secretary of State or Governor			10				A		
195	1	Firemen's Pension Plan Filings			10				R		
196	1	Emergency Interim Legislative Succession Act.		US							



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					Years	Months	Days				
197	1	Interstate Mining Commission Bylaws and Amendments			20						
199	1	Authenticating Officer - Governor Appointed			10				R		
201	1	Court of Appeals Rules and Amendments			10				A	Paper & Electronic. Electronic records maintained permanently.	
202	1	Disclosure Statement of Conditional Gifts from foreign persons			10				R		
203	1	Cash Management Notes			10				A		
204	1	A list of endangered, threatened, or protected native plants			50				R		
205	1	Statement of Officer - Bribery Statement			7						
205-E	1	Statement of Officer - Bribery Statement			25						
206	1	Dissolved Districts			10						
209	1	Declination of Renumeration			50						





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					Years	Months	Days				
210	1	Health/Human Services Trans./Train. Reports			10						
211	1	Groundwater Districts			10						
212	1	Water Districts/Non-Profit Water/Sewer Service Corps.			10						
214	1	State Office of Administrative Hearings - Closed Files			25						
218	1	Child Support Agreements	Agreements with other countries for reciprocal treatment in child support cases (Official Acts of the Governor)		10				A		
222	1	Trans Texas Corridor Bonds		AC	10			AC=After Expired or Cancelled.			
39	1	Game and Fish Proclamations - Parks and Wildlife rules		PM						Master at SRC. Dup. at agency.	
50.1	1	Attorney General Opinions and Requests for Opinions and Open Records Decisions				6				Contents published in TX. Register, original on file with the Attorney General.	



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					Years	Months	Days				
50.10-M	1	Attorney General Opinions and Requests for Opinions and Open Records Decisions			20						
50.20-E	1	Notice of Open Meetings		PM							
50.20-M1	1	Notice of Open Meetings (Master)			20					Master at SRC.	
50.20-M2	1	Notice of Open Meetings (Dup.)			20					Dup at agency.	
50.25	1	Miscellaneous Documents/In Addition Notices			1					Microfilmed at SRC, Paper destroyed.	
50.25-M	1	Miscellaneous Documents/In Addition Notices		PM							



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					Years	Months	Days				
50.3	1.3.001	Bound volumes of Texas Register		PM						§2002.001, Texas Government Code requires all state agency rules to be indexed and published. Microfilmed by the state Archives. Original copies in P.I. files (see below). Copies to Texas State Publications Depository Program, TSLAC.	
50.4	1.3.001	Bound Volumes of Texas Administrative Code		PM						Copies to Texas State Publications Depository Program, TSLAC.	
50.5	1	Texas Administrative Code		US						Computer database is exempt from Open Records Act (§2002.056, Texas Government Code)	
50.6	1	Original Public Inspection Files	Of all state agency rules published in the Texas Register.	PM						Working copies kept 3 mo.	
50.60-M	1	Original Public Inspection Files	Of all state agency rules published in the Texas Register.	PM						Master at SRC. Dup. at agency.	
50.7	1	Adoption by Reference Documents		PM							
50.70-M	1	Adoption by Reference Documents		PM							



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					Years	Months	Days				
51.3	4.1.002	Subscription invoice and payment receipts		FE	3						
51.4	1.1	Texas Register Working Copies				3					
1001	1	Corporation Documents		PM						Upon filing paper sent to SRC for filming, paper return to agency and kept until corporation dissolved, forfeited or expired, then destroyed. Master at SRC. Duplicate at agency.	
1003	1	Limited Partnership Documents		PM							
1004	1	Name Reservations		PM						Paper maintained 1 year, sent to SRC for filming, paper returned to agency, then destroyed. Master at SRC. Duplicate at agency.	
1006	1	Name Registrations		PM						Paper maintained 1 year, sent to SRC for filming, paper returned to agency, then destroyed. Master at SRC. Duplicate at agency.	



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					Years	Months	Days				
1008	1	Trademarks		PM						Upon filing paper sent to SRC for filming, returned to agency, then destroyed. Master at SRC. Duplicate at agency	
1010	1	Foreign Banks & Trusts								Upon filing paper sent to SRC for filming, returned to agency until dissolved, forfeited or expired, then destroyed	
1012	4.1	Cert Bills		FE	3						
1014	1	Walker Request/Receipts - Work Orders		FE	3						
1016	1.1.008	Correspondence - General			2					Regarding Administrative Services	
1019	1	Suspense Records				3					
1020	1.1.067	Reports and Studies (Non-Fiscal)			3				R	Admin Services ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. For agencies that have had an archival appraisal, separate this records	



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1021	2.1.009	Direct Access System Documentation		AC	3			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.			13 TAC 6.97 (a).
1022	2.2.002	Direct Access Activity Records - Utilization Reports			5						
1023	1.3.001	State Publications - Filing Guide Files		AC	2					AC= until superceded or obsolete	
1024	1.3.001	Filing Guide Record Copy		PM						Copies to Texas State Publications Depository Program, TSLAC.	
1028	5.1.003	Certified Mail Receipt Books			2						
1033	1	Imaged Corporation Documents			3	3					



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2001	3.2.001	Employee Deduction Authorizations		AC	4			AC = After termination of employee or after amendment, expiration, or termination of authentication, which ever sooner			
2002	4.5.002	BEST End of Day Reports		FE	5						
2004	3.2.003	Federal 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).
2005	3.2.008	Direct Deposit Report		AC							
2007	3.2.009	Deferred Compensation/Texasaver			4						
2008	4.1.001	Fixed Assets Reconciliations		FE	3						
2009	3.3.004	Group Insurance Worksheet		AC	1			AC= Until superseded or plan terminated.			29 CFR 1627.3(b)(2).
2010	1.2.012	Records Inventory Worksheets		US							
2011	3.2.002	Payroll Master			4						40 TAC 815.106(i).



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					Years	Months	Days				
2012	5.2.006	Inventory - Annual Physical		FE	3						
2013	4.7.004	Capital Asset Records		LA	3						
2014	4.1.001	Accounts Payable Information		FE	3					Regarding Admin Services/Exec	
2015	4.8.001	Banking Records		FE	3					Regarding Admin Services/Exec	
2023	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						





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					Years	Months	Days				
2027	4.5.003	Annual Financial Report		AC	6				A	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.	
2029	1.1.002	Reports - Audits		AC	7			AC = Publication or release of final audit findings.		Regarding Administrative Services and Exec	
2031	4.5.002	Security Filings with Treasury	Part of Fiscal Management Reports	FE	5						
2037	4.1.009	Accounts Receivable & Invoice Status		FE	3			Regarding Admin Services/Exec			
2039	4.7.003	Non Sufficient Funds Checks from Treasury		AC	3			AC = After deemed uncollectible.			



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2042	1.1.004	Legislative Appropriations Request		AC	6			AC = September 1 of odd-numbered calendar years.	A	Copies to Texas State Publications Depository Program, TSLAC. 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	
2045	4.1.001	Electronic Funds/Credit Card/Legalease & ACH		FE	3						
2046	4.2	PCA Budget Revisions		FE	3						
2047	4.2	Warrant Cancellation/Direct Deposit Reversals		FE	3						



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					Years	Months	Days				
2048	1.1.002	Internal Audit - Workpapers		AC	7			AC = Publication or release of final audit findings.			
2049	1.1.064	Agency Performance Measures Documentation		FE	3						
2050	1.1.068	Reports on Performance Measures		AC	6			AC = September 1st of odd-numbered calendar years.		Copies To Texas State Publications Depository Program, TSLAC.	
2051	1.1.055	Strategic Plans		AC	6			AC = September 1 of odd-numbered calendar years.	A	The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, TSLAC.	
2600	3.1	Active Personnel File		AC				AC = After termination of employee Active Personnel Files become Terminated Personnel Files			
2601	3.1	Active Confidential Personnel Files		AC				AC = Terminated (Files will be retained for an additional 5 years).			
2602	3.1	Disabled Employee Survey Sheets		FE	5						



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2603	3.1	New Employee Survey Sheet		FE	5							
2604	3.1	Terminated Personnel Files			5							
2605	3.4.002	Leave Status Reports		FE	3							
2606	3.1.001	Employment Applications – Not Hired		FE	2			AC= Date of the making of the record or the personnel action involved, whichever occurs later.			29 CFR 1602.31.	
2607	3.1.014	Employment Selections Records - Job Closures		FE	2						29 CFR 1602.31.	
2608	3.1.019	Performance Appraisals			2						29 CFR 1602.32(c).	
2609	3.1.023	Position/Job Descriptions		AC	4			AC = Until Superseded or job eliminated.			40 TAC 815.6(i).	
2610	3.1.029	Employment Eligibility, Documentation or Verification of (INS I-9)		AC				AC= 3 years after date of hire or 1 year after termination of employment, whichever is later.			8 CFR 274a.2(b)(2)(i)(A) and (c)(2).	
2611	3.2.005	W-4 Forms -- Terminated Employees		AC	4			AC = Terminated			26 CFR 31.6001-5.	



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2616	3.3.010	Labor Statistics Report	Reports providing statistical information on labor force.	FE	3						
2617	3.3.011	Former Employee Verification Records		AC	75			AC= Termination of employment			
2618	3.3.015	Position/Job Classification Review		US	3						
2619	3.3.024	Personnel Policies and Procedures Manual		US	3						
2620	3.3.026	Agency Staffing Reports		US	3					Replace within FE + 2 so the FE + 5 covers the retention period US + 3	
2621	3.3.026	Quarterly FTE Reports to State Auditor		US	3						
2622	3.3.026	Staffing Forecast Report		US	3					Replace within FE + 2 so the FE + 5 covers the retention period US + 3	
2623	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO (Equal Employment Opportunity) reports.		3						29 CFR 1602.30, 32, 39, 41, 48, 50.
2626	3.4.006	Time and Attendance Records			4					Administrative Services	40 TAC 815.6(l)
2627	3.4.006	Monthly Time Reports			4						40 TAC 815.6(l)



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2628	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					Administrative Services	
2631	3.4.008	Sick Leave Pool Documentation		FE	3						
2632	5.4.011	Visitor Control Registers		CE	3						
32.21	2.2.012	Files Processed Voter Registration System	Jury Management, Voter Registration, Voter List Maintenance, or Voting History Data files	AV							
32.8	1.1	Candidate Applications		AC	2					AC = Date of the election for which the application is made	Sec 141.036, Texas Election Code
2633	2.2.017	Help Desk Tickets		AV							
2634	3.1.041	Employee Acknowledgement and Agreement Forms		AC	2					AC= Until superseded, obsolete, or date of separation, as applicable.	
2635	2.2.016	Software Registrations, Warranties, and License Agreements		LA	3						