



November 13, 2015

Mr. Vincent Houston
Director
Texas Secretary of State
1019 Brazos
RM 439
Austin, TX 78701

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Mr. Houston:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 1 to your agency's 7th recertification of your records retention schedule is approved for use as of Friday, October 23, 2015. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.
Austin, Texas
78756

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

www.tsl.texas.gov

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

Commission Chairman
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Sincerely,

Craig Kelso
Director and State Records Administrator

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, Carlos H. Cascos

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.307/307

307 EW



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 August 17, 2015

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 Donna Osborne
Name *(Print or type)* Donna Osborne
Date 10/23/15

Cert/Recert No. 7 Amendment No. 1

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122
Form SLR 105C must accompany this form.

1. Page 1 of 1

2. Agency Code		307		3. Agency Name							Secretary of State		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type		
			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.				
1.3.001	13.61	Bound Session Laws aka General & Special Laws of Texas	PM		PM	Refers only to bound volumes 81 st session and prior.		44	16.10	C			

Retention Codes (<i>Field 7</i>)			Archival Codes (<i>Field 8</i>)		Amendment Codes (<i>Field 12</i>)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	D – Deleted		
	LA – Life of Asset	US – Until Superseded				

Instructions for Completing Form SLR 122

Forms SLR 122 must be used by all state agencies to submit an amendment to an approved (certified/recertified) agency records retention schedule (Texas Government Code, Chapter 441, §441.185). See Form SLR 105C instructions for submission procedures. If you have questions relating to completion of this form or SLR 105C, please contact the State and Local Records Management Division at 512-463-7610.

Formatting: When duplicating this form electronically, leave at least ¾ inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

Field 1 Enter the page number and the total number of pages in this amendment (i.e., 1 of 15).

Field 2 Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.

Field 3 Enter the complete name of your agency.

Note For Fields 4 - 12

New Records Series: Enter all information for fields 4 – 10, leave field 11 blank, complete field 12.

Changed Records Series: Enter all information for fields 4 – 12.

Deleted Records Series: Leave fields 4 – 9 blank, complete field 10 if applicable, complete fields 11 - 12.

Field 4 Enter the item number for the records series from the *State Records Retention Schedule* (RRS). If the records series title is not included in the RRS, enter the numbers of the appropriate "Category" and "Section" from the RRS where it should be listed. Category and Section Numbers are at the top of the page in the RRS. If the records series cannot be matched to a category and section, then leave Field 4 blank.

Field 5 Enter the number that has been assigned by your agency to the corresponding records series. Do not assign an agency item number that is assigned to another records series on the approved (certified/recertified) retention schedule.

Field 6 Enter the official title of the records series (i.e., W-4 Forms, Labor Statistics Report, Surety Bonds).

Field 7 Enter the retention period of the records series is to be retained in active use at the agency, the number of years it is to be retained in an inactive storage facility, such as the State Records Center, and the total of the two amounts. If a retention period is less than one year, enter the number of months. Refer to the retention codes at the bottom of the form.

Field 8 Using the archival codes at the bottom of the form, indicate the archival value, if applicable, of the records series:

A - Used with records series that will be transferred to the State Archives and do not require a prior review by the State Archivist.

R - Used with records series that have undetermined archival value, and require a review by the State Archivist prior to being transferred to the State Archives.

Field 9 Enter any statute references, other legal citations, or agency policy used as a basis for the retention period.

Field 10 If this records series is stored at the State Records Center, enter the RMD 106 Storage Approval Number.

Field 11 If this records series amends an item on the current approved (certified/recertified) agency retention schedule, list the page number of the agency item number of the records series being amended. If the records series is new, leave blank. If the records series is being deleted, enter the page number and agency item number of the records series being deleted.

Field 12 Designate how *this* records series is being amended, a new records series, a changed records series, or a deleted records series. Refer to the amendment codes at the bottom of the form.



July 16, 2015

Mr. Vincent Houston
Director
Texas Secretary of State
1019 Brazos
RM 439
Austin, TX 78701

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

RE: Agency records retention schedule approved for use

Dear Mr. Houston:

Your agency's records retention schedule is approved for use as of July 10, 2015. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

Your approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state regulations (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. We urge on you the importance of disposing of the records of your agency in a timely manner in accordance with the retention periods on your schedule. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **July 2020**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "CK" or "Craig Kelso".

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Nandita Berry

R01.307/307

FW



Texas State Library and Archives Commission

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 Texas 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 02/05/15

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 E. Hildeberg

Name (Print or type) _____

Date 02-10-15

Cert/Recert No. 7 Amendment No. —

CAUTION

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	20.00	Administrative Files	AC	3	AC+3	R	AC=No longer of administrative value.	90-307-017	
1.1.008	20.10	Correspondence – General	2		2				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 2 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	13.80	Local Option Elections	10		10				
1	13.80-M1	Local Option Elections (Master)	0	AC+50	AC+50		Master at SRC. AC = Date of Microfilming.	92-307-141	
1	13.80-M2	Local Option Elections (Dup.)	AC+50		AC+50		Dup. at agency. AC=Date of Microfilming.		
5.1.004	30.00	Address & Telephone Listing	US		US				
1.1.007	30.10	Correspondence - Administrative	CE+5		CE+5	R			
1.1.008	30.20	Correspondence - General	CE+5		CE+5				
5.1.015	30.30	Correspondence Logbooks	1		1				
1.1.010	30.40	Office Procedures Memos	US+1		US+1				
1.1.013	30.50	Desk Calendars/Appointment Books Desk calendars, appointment books, and similar records, purchased with state funds, that document appointments, itineraries, and other activities of an agency official or employee.	CE+1		CE+1	R			
1.1.014	30.60	SOS Legal Opinions & Advice	5		5	R			

Retention Codes (Field 7)

Archival Codes (Field 8)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

A – Transfer to State Archives
R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 3 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.058	30.70	Meeting Minutes Includes agenda	PM		PM	A	Elections Advisory Task Force, copy sent to State Archives.			
1.1.019	30.80	News or Press Releases	2		2	R				
1.1.020	30.90	Open Records Requests – Approved	AC+1		AC+1		AC = After request is approved.			
1.1.021	31.00	Open Records Requests – Denied	AC+2		AC+2		AC = After request is denied.			
1.1	31.10	Justice Department Submissions Section 5, Voting Rights Act	PM		PM		Paper filmed every 2 years. Paper and film retained in agency.			
1.1	31.10-M	Justice Department Submissions	PM	PM	PM		Used by public, vital record protection. Master at SRC. Dup. at agency.	91-307-090		
1.1	31.20	Legislative Tracking	AC+2	2	AC+4		AC = After close of the legislative Session.	91-307-084		
1.3.002	31.30	Publication Files	AV		AV	R				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 4 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.3.001	31.40	Elections Division Publications Record copy	PM		PM		Copies to Texas State Publications Depository Program, TSLAC.			
1.1.067	31.60	Reports - Administrative	3		3	R				
1.1.067	31.70	Special/Non-routine Reports	3		3	R				
1.1.070	31.80-F	Rules & Regulations (Final)	US+3		US+3	R				
1.1.071	31.80-W	Rules & Regulations (Working Files)	US+3		US+3	R				
5.4.013	31.90	Disaster Recovery Plan	US		US					
1.2.003	32.00	Forms History File Election Forms	AC+1		AC+1		AC = Discontinuance of use of form.			
1.2.006	32.10	Records Transmittal Forms	AC+2		AC+2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by an agency records manager.			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 5 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
2.2.011	32.20	Batch/data Entry Control Form Voter Registration	AC		AC	Used to track transmittal of voter registration tapes received from counties. AC = When reconciliation confirmed.				
2.2.012	32.30	Error Reject Reports	AV		AV					
1	32.40	Hispanic Surname Printout	AV		AV	AC = After the company has been Certified.				
2.2	32.50	Certification of Data Processing Companies	AC+1		AC+1					
4.1.002	32.60	Billing Detail	FE+3		FE+3					
4.2.001	32.70	Cash Deposit Vouchers	FE+3		FE+3					
4.2.002	32.80	Cash Receipts	FE+3		FE+3					
4.2.003	32.90	Daily Cash Receipt Log	FE+3		FE+3					
4.2.005	33.00	Purchase Voucher Voter Registration, Chapter 19	FE+3		FE+3					

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 6 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.2.007	33.10	Expenditure Voucher Postage permit for counties	FE+3		FE+3				
5.2.010	33.20	Equipment Manuals	LA		LA				
1	33.30	Election Inspector Files	CE+5	5	CE+10	A		91-307-085	
1	33.40	County Precinct Maps	CE+10		CE+10	A	Section 42.037, Texas Election Code		
1	33.50	Election Returns – Precinct by Precinct	CE	10	CE+10	A	Paper filmed. Paper retained until CE then sent to SRC.	98-307-219	
1	33.50-M	Election Returns – Precinct by Precinct	PM	PM	PM		For public use, vital records protection. Master at SRC. Dup. at agency.	92-307-168	
1	33.60	Primary Finance Files	CE+2	5	CE+7	E	Archival review code removed subsequent to internal appraisal by the Archives and Information Services Division, TSLAC, Dec. 15, 1998.	91-307-066	
1	33.70	Petition to Place Nominees on General Election Ballot	CE+2		CE+2				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 7 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1	33.80	Voter Registration Information Request Forms	1		1				
1	33.90	Independent Candidates for President on the General Election Ballot	2		2				
1	33.90-M	Independent Candidates for President on the General Election Ballot	0	CE+10	CE+10		Master at SRC. Dup. at agency for CE+10.	93-307-189	
1	34.00	Certification of Voting Equipment	PM		PM				
1	34.10	Precinct by Precinct Voter Registrations	20		20	R	Paper filmed. Paper retained until microfilmed.		
1	34.10-M	Precinct by Precinct Voter Registrations	PM	PM	PM		Master at SRC. Dup. at agency.	94-307-196	
1	34.20	Political Party Rules	10		10	R			
1.1.043	34.30	Training Materials Election Officials	US+1		US+1				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 8 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1	34.40	Election Returns – County by County	CE	10	CE+10	A	Paper filmed. Paper retained until CE then sent to SRC.	98-307-220		
1	34.40-M	Election Returns – County by County	PM	PM	PM		For public use, vital records protection. Master at SRC. Dup. at agency.	92-307-167		

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 9 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.1.012	40.00	Charge Schedules – Price Lists	US+3		US+3		Electronic kept until US.		
1.1.007	40.10	Correspondence – Administrative	4		4	R	Division Correspondence.		
1.1.070	40.30	Standards Manual (Final)	US+3		US+3	R	Division Standards.		
1.1.071	40.30-W	Standards Manual (Working Files)	US+3		US+3	R			
1.1.043	40.40	Training Materials	US+1		US+1				
5.4.013	40.50	Disaster Recovery Plan	US		US		Recovery Procedures.		
2.1.002	40.60	Automated Files – Masters	AC		AC		Back-up Storage – Mainframe, AC = Completion of 3 rd 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.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 10 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

2.1.002	40.70	Automated Files	AC		AC	Mini/Micro AC = Completion of 3 rd 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.		
2.2.012	40.80	Computer Produced Output	AV		AV			
2.1.009	40.90	Documentation	AC		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)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 11 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

2.1.007	41.00	Programs	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are not electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.97(a)		
2.2.004	41.10	Job Schedules	3MO		3MO	Electronic kept until US.		
2.2.010	41.20	Data Processing Planning	US+3		US+3			
4.1.002	41.30	Billing of Services	FE+3		FE+3			
4.2.003	41.40	Daily Cash Receipts Log	FE+3		FE+3			
4.2.007	41.50	Expenditure Voucher	FE+3		FE+3			
1.2.013	41.70	Microfiche Masters	US+1		US+1			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 12 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.069	1.01	Weekly Activity Reports	FE+2		FE+2				
1.1.006	1.02	Complaint Letters	AC+3		AC+3		AC = Problem Solved.		
1.1.007	1.03	Administrative Correspondence	AC+4		AC+4	R	Record Copy AC = Purpose of record has been fulfilled. AC = Purpose of record has been fulfilled.		
1.1.057	1.04	Internal Transitive Correspondence	AC		AC				
1.1.027	1.05	Proposed Legislation	FE+2		FE+2				
1.1.010	1.06	General UCC Management Information	US+3		US+3				
1.1.014	1.07	A.G. Opinion	AV		AV	R	CAUTION: Does not include legal opinion or advice rendered on a matter in litigation or with regard to pending litigation. See item #1.1.048.		
1.1.008	1.08	General Correspondence	AC+3		AC+3		AC = Purpose of record has been Fulfilled.		
1.1	1.10	Change of Address	CE+1		CE+1				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 13 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.008	1.14	Correspondence Hot Checks	FE+2		FE+2				
1.1.008	1.15	Correspondence with Sections	AC+2		AC+2		AC = Purpose of record has been Fulfilled.		
1.1	1.16	Information Forwarded to County Clerk Offices	PM		PM				
1.1	1.17	Form Companies Approved/Not Approved	US		US				
1.1	1.17-M	Form Companies Approved/Not Approved Film Tests	AV		AV				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 14 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.008	1.19	Correspondence for Elections	FE+5		FE+5				
1.1.008	1.20	Building Correspondence	3		3				
1.1.067	1.21	Consulting Firms Reports	US+3		US+3	R			
1.1.008	1.22	Moore Business Forms/Reject Letters	US+5		US+5				
1.1.008	1.23	General Service Company Correspondence	5		5				
1.2.005	1.24	Records Retention Schedule Agency Copy	US		US		Convenience Copy (11.00)		
1.2.008	1.245	Library Destruction Records	FE+3		FE+3				
3.1.036	1.25	Vocational Office Education Files	5		5		29 CFR 30.8(e)		
3.3.015	1.26	Position Questionnaires	US+3		US+3				
3.4.006	1.27	Employee Sign-in Sheet	FE+4		FE+4				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 15 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.4	1.28	Flex-Time Request	US+3		US+3				
3.3.020	1.29	Employee Vacation Schedules	1		1				
3.4.002	1.30	Monthly Leave Balance Sheet	FE+3		FE+3				
5.1.014	1.31	Time Sheet Procedures	US+1		US+1				
1.1.071	1.32	Background Material for Handbook	AC+3		AC+3		AC = Completion or termination of program, rules, policies, or procedures.		
3.4.007	1.33	Request for Leave Sheets	FE+3		FE+3				
4.7.003	1.34	Hot Checks	AC+3		AC+3		AC = After deemed uncollectable.		
4.7.003	1.345	Hot Checks/Insufficient Funds	AC+3		AC+3		AC = After deemed uncollectable.		
4.2.005	1.35	Central Supply Store Receipts	FE+5		FE+5				
4.7.011	1.355	Central Supply Store Balance Sheet	FE+5		FE+5				
4.5.002	1.36	Monthly Reports	FE+3		FE+3				
4.5.002	1.37	Weekly Reports	FE+3		FE+3				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 16 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.5.002	1.38	Budget Reports	FE+3		FE+3				
4.5.002	1.40	Monthly Budget Reports	FE+3		FE+3				
1	1.41	Daily Inventory Records	FE+3		FE+3				
4.7	1.43	Revoked/Cancelled Filings	FE+3		FE+3				
4.7	1.44	Bankruptcy Notices	AC+1		AC+1	AC = Date of Filing.			
4.7	1.45	Reinstated Filings	FE+5		FE+5				
5.1.007	1.46	Print Requests	FE+1		FE+1				
1.1.008	1.47	Mail Outs Marketing	US+2		US+2				
5.2.008	1.48	Repair Requests	LA+5		LA+5	LA = Disposal of Equipment.			
5.2.020	1.49	Supply List	FE+1		FE+1				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 17 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

5.2.014	1.50	Equipment Inventory List	FE+3		FE+3				
5.2.003	1.51	Blueprints	LA		LA	R			
5.3.008	1.52	Purchase Requisitions	FE+5		FE+5				
5.4	1.54	Safety Memos	US+3		US+3				
5.5.002	1.55	Long Distance Phone Call Log	AC+ 1MO		AC+ 1MO		AC = Purpose Served.		
5.5.003	1.56	Management Telephone Reports	AC		AC		AC = End of Month.		
1.1.007	1.57	Development and Correspondence Concerning Utility Security Instruments	FE+5		FE+5	R			
1.1.063	1.58	Section Meeting Minutes	CE+2		CE+2				
1.1	1.60	Missing Checks Correspondence	FE+1		FE+1				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 18 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	1.9	Warrant Cancellation Requests	FE+5		FE+5				
1.1.008	2.01	Problem Filing Correspondence	CE+3		CE+3				
1.1.008	2.02	Duplicate Walker Number Correspondence	CE+3		CE+3				
1.1.008	2.025	Duplicate Number Correspondence	FE+5		FE+5				
1.1	2.04	Missing Attachments UCC I's	5 YRS.		5 YRS.				
5.1.014	2.05	Mail Procedures	US+3		US+3				
4.7	2.06	Unclaimed Acknowledgement Copies	60Days		60Days				
4.7	2.07	Fiscal Notes Request	AC+1		AC+1		AC = Cost Estimate Prepared.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 19 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.7	2.08	Deleted Filing Records	FE+3		FE+3				
4.7	2.09	Backdated Filing Records	FE+3		FE+3				
4.7	2.10	Filing Number Limits	FE+5		FE+5				
4.7	3.01	Daily Reminder Books Data Entry	PM		PM				
1.1.069	3.02	Hourly Performance Rate	CE+2		CE+2				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 20 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.2.013	4.03	UCC Alpha Index Master File	PM	PM	PM	Microfiche master files for UCC documents.	08-307-247	
1	4.035	Master File Update	PM	PM	PM	Master at SRC. Dup. at agency.	94-307-193	

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 21 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1	4.05	UCC Index Card Files	PM	PM	PM	Master at SRC. Dup. at agency.	94-307-199		
2.2.012	4.07	Amendment Number Cross Reference with Register No.	PM		PM				
2.2.012	4.08	Purge List NUC962RP/ID:NUC962PR	PM		PM				
5.1	5.01	Reader Printer Copy Count	6MO		6MO				
4.5.002	5.02	Reader Printer Tape Check Record	FE+5		FE+5				

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 22 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.7	5.03	Refund Authorizations	6MO		6MO				
4.7	5.04	UCC I Filings Financing Statements, Security Agreements, Federal Tax Liens, and Utility Security Instruments	6MO	2YR+ 6MO	3		Filmed at SRC, returned to agency for 6MO, stored at SRC for 2Y 6MO, then destroyed.	90-307-003	
4.7	5.04-M	UCC I Filings Financing Statements, Security Agreements, Federal Tax Liens, and Utility Security Instruments	PM	PM	PM		Master at SRC. Dup. at agency.	90-307-032	
4.7	5.05	Financing Statement Changes (UCC III's) Financing Statement Changes, Federal Tax Lien Releases, and Utility Security Instrument Supplements	6MO	2YR+ 6MO	3		Filmed at SRC, returned to agency for 6MO, stored at SRC for 2Y 6MO, then destroyed.	90-307-004	
4.7	5.05-M	Financing Statement Changes (UCC-III's) Financing Statement Changes, Federal Tax Lien Releases, and Utility Security Instrument Supplements	PM	PM	PM		Master at SRC. Dup. at agency.	90-307-033	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 23 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	5.055	Financing Statement & Security Agreement Attachment Files	PM	PM	PM		Master at SRC. Dup. at agency.	94-307-197	
4.7	5.065	Daily Reminder Books File Section	1YR+ 6MO		1YR+ 6MO				
1	5.066	Financing Statement & Security Agreement Oversize Files	PM	PM	PM		Master at SRC. Dup. at agency.	94-307-198	
4.7	5.07	Financing Statement & Security Agreements UCC I's	PM		PM		All filings prior to 1976.		
4.7	5.08	Financing Statement Changes UCC III's	PM		PM		All filings prior to 1976.		
4.7	5.09	Oversize Files	PM		PM		All filings prior to 1976.		
4.7	5.10	Attachment Files	PM		PM		All filings prior to 1976.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 24 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.7	5.11	Utility Security Instruments USI	PM		PM	All filings prior to 1976.		
4.7	5.12	Utility Security Instrument (USI) Amendments	PM		PM	All filings prior to 1976.		
4.7	5.13	Federal Tax Lines FTL	PM		PM	All filings prior to 1976.		
4.7	5.14	Termination and Federal Tax Lien (FTL) Releases	PM		PM	All filings prior to 1976.		
4.7	5.15	Index Files	PM		PM	All filings prior to 1976.		
4.7	5.16	UCC Filings Financing Statements, Security Agreements, Notice of Federal Tax Liens, Utility Security Instruments, Financing Statement Amendments, Release of Federal Tax Liens, and Utility Security Instruments Supplements.	6MO	2YR+ 6MO	3		02-307-230	

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 25 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.7	6.02	Expedite Search Requests	AC+		AC+	AC = After Paid.		
5.1.015	6.06	Federal Express Information Processed and Mailed out	1YR		1YR			
5.5	6.07	Fax Requests	AC+		AC+	AC = Verification of Billing.		
			3MO		3MO			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 26 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.5.002	6.09	Fax Transmission Reports	AC+ 6MO		AC+ 6MO	AC = Verification of Billing.			
5.5.002	6.10	Fax Copy Count	AC+ 1MO		AC+ 1MO		AC = End of Month.		
5.5.002	6.13	Fax Phone Log	AC+ 1MO		AC+ 1MO		AC = End of Month.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 27 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.002	7.01	Audit Letter/Reports	AC+7		AC+7	AC = Publication or release of final audit findings.		
1.1	7.02	Request for Refund	6MO		6MO			
1.1.008	7.03	Check Copy Request	AC+2		AC+2	AC = Fiscal Year End.		
4.1.007	7.04	Transfer of Funds to and from Account Numbers	FE+3		FE+3			
4.2.001	7.06	Deposit Vouchers	FE+5		FE+5			
4.2.001	7.08	Deposits	FE+10		FE+10			
4.2.005	7.09	State Purchase Vouchers	FE+3		FE+3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.7	7.11	Register Number Records	PM		PM				
4.2.001	7.13	Legal Ease	1	5	6			98-307-216	
4.2.001	7.14	Credit Cards	1	5	6			98-307-217	
4.2.001	7.15	Packing Slips	FE	3	FE+3			04-307-232	
4.2.001	7.16	Client Account	1	5	6			07-307-238	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 29 of 75

2. Agency Code	307	3. Agency Name					Secretary of State				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

1	3	Religious Congregation Trustees	PM		PM				
3.4.007	10.05	Time Off and/or Sick Leave Requests	FE+3		FE+3				
1.1.014	10.10	Legal Opinions and Advice From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R			
1.1.063	10.30	Meeting Minutes/Notes – Staff Minutes and notes of internal staff meetings.	1		1				
5.5.002	10.40	Long Distance Telephone Log	AV		AV				
1.1.027	10.50	Proposed Legislation	AV		AV				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 30 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.069	10.60	Monthly Reports	1		1				
1.2.006	10.80	Records Transmittal Forms	AC+2		AC+2		AC = disposition of records.		
1.2.008	10.90	Request for Authority to Dispose of State Records (RMD 102)	FE+3		FE+3				
1.2.005	11.00	Records Retention Schedule Agency copy	US		US				
1.2.012	11.10	Records Inventory Worksheets	US		US				
5.2.008	11.20	Equipment History File; Equipment Service Agreements	LA+3		LA+3				
1	11.40	Athlete Agents	2	20	22			93-307-184	
1	11.45	Athlete Agent Preliminary Reports	3	17	20			08-307-242	
3.1.035	11.50	3 rd Party Debt Collectors/Credit Bureau Bonds	AC+3	7	AC+10		AC = Bonds have expired, cancelled.	02-307-229	

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 31 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	11.60	Business Opportunity Filings	2	4	6	Paper retained for 2 years then sent to SRC for filming, paper kept at SRC for remainder of retention, then destroyed. Master at SRC. Dup. at agency. State Records Center (SRC) AC=Date of Microfilming/Master SRC Dup.at agency.AC= Date of Microfilming. Paper retained for 2 MO then filmed at SRC. Paper returned to agency, then destroyed. AC=Date of Microfilming. Master at SRC Dup. at agency.AC=Date of Microfilming. Master at SRC	90-307-024	
1	11.60-M	Business Opportunity Filings	PM	PM	PM		91-307-088	
1	11.70	Business Opportunity Complaints	1MO	4 YR+ 11MO	5		93-307-186	
1	11.80	Membership Camping Resorts	1	20	21		93-307-185	
1	11.90-E	Citations - Other	PM		PM		92-307-123	
1	11.90-M1	Citations – Other (Master)	0	AC+100	AC+100		98-307-221	
1	11.90-M2	Citations – Other (Dup.)	AC+100		AC+100			
1	11.95-1	Citations (Master)	0	AC+100	AC+100			
1	11.95-2	Citations (Dup.)	AC+100		AC+100			
Retention Codes (Field 7)							Archival Codes (Field 10)	

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

A – Transfer to State Archives
 R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 32 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	11-95-E	Citations	PM		PM	Electronic records maintained as long as microfilm version is kept.			
1	12.00-M1	Citations – Texas (Master)	0	AC+100	AC+100	AC=Date of Microfilming/Master at SRC.	92-307-120		
1	12.00-M2	Citations – Texas (Dup.)	AC+100		AC+100	Dup.at agency. AC=Date of Microfilming/Master at SRC.			
1	12.10-M1	Citations – Special Suits (Master)	0	AC+100	AC+100	AC=Date of Microfilming/Master at SRC.	92-307-121		
1	12.10-M2	Citations – Special Suits (Dup.)	AC+100		AC+100	Dup. at agency. AC=Date of Microfilming/Master at SRC.			
Retention Codes (Field 7)							Archival Codes (Field 8)		

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

A – Transfer to State Archives
R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 33 of 75

2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	12.20-1	Citations – Misc. (Master)	0	AC+100	AC+100	Paper retained for 1 year then filmed at SRC. Paper returned to agency, then destroyed. AC=Date of Microfilming Master at SRC.	92-307-122	
1	12.20-2	Citations – Misc. (Dup.)	AC+100		AC+100	Dup.at agency. AC=Date of Microfilming Master at SRC.	98-307-223	
1	12.25-M1	Citations – Comptroller (Master)	0	AC+100	AC+100	Electronic records maintained as long as microfilm version is kept. AC=Date of Microfilming Master at SRC.		
1	12.25-M2	Citations – Comptroller (Dup.)	AC+100		AC+100	Dup.at agency. AC=Date of Microfilming Master at SRC.		

Retention Codes (Field 7)

Archival Codes (Field 8)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

A – Transfer to State Archives
R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 34 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.2.013	12.30	Citation Index Cards	PM	PM	PM	Master at SRC. Dup. at agency.	92-307-124			
5.1.003	12.40	Certified/Registered Mail Lists	2		2					
1	12.60	Texas Alcoholic Beverage Code Notice of Hearings and Orders	2		2					
1	12.70-E	Returned Process Citations	AC+100		AC+100	AC = Date of Implementation of New Citations System. (11-25-1996)	93-307-190			
1.2	12.80	Yellow Pads with Money Numbers & Reference Numbers Citations Logs	3	7	10					

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 35 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1	12.90	City Charter Home Rule City Charters & Amendments, Charter Amendments if incorporated by Republic of Texas or Acts of Legislature, Consolidations, Municipal Parking Authorities.	4		4	A	Paper filmed at SRC, paper returned to agency until agency retention period is met, then paper transferred to Archives.		
1	12-90-M	City Charter Home Rule City Charters & Amendments, Charter Amendments if incorporated by Republic of Texas or Acts of Legislature, Consolidations, Municipal Parking Authorities.	PM	PM	PM		Master at SRC. Dup. at agency.	92-307-125	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 36 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1	13.00	Governor's Official Commissions	AC		AC		Paper filmed at SRC at the end of a governor's term of office, paper returned to agency, then paper destroyed. AC = End of governor's term of office.			
1	13.00-E	Governor's Official Commissions	PM		PM					
1	13.00-M1	Governor's Official Commissions (Master) Microfilm Titles: Boards & Commissions, Appellate Courts, Court of Appeals, Chief Elected Officials, Judges of the Adm. 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	0	AC+100	AC+100		AC = End of governor's term of office Master at SRC.	92-307-126		
1	13.00-M2	Governor's Official Commissions (Dup.)	AC+100		AC+100		Dup. at agency. AC=End of governor's term of office.			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 37 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.008	13.10	Correspondence, General Miscellaneous and Office	2		2				
1	13.20	Credit Services Organizations	1	9	10			08-307-241	
1	13.30	Election Registers aka Appointment Registers	10		10	A			
1	13.50	Health Spas	AC+ 1MO		AC+ 1MO		Paper filmed at SRC after the file has been closed, paper returned to agency, then paper destroyed. AC = After file is closed.		
1	13.50-M	Health Spas	PM	PM	PM		Master at SRC. Dup. at agency.	94-307-204	

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1	13.60	Legislative Bills and Resolutions Filed	AC		AC	A	AC=Paper originals sent to contract vendor for scanning, returned to SOS. Paper originals then sent to contract vendor for binding and transferred to archives.		
1	13.60-E	Legislative Bills and Resolutions Filed – Electronic copies	2		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.		
1	13.60-M	Legislative Bills and Resolutions Filed – General and Special Laws	0	PM		PM	Gov Code §2158.064 stating this requirement was repealed by 82 nd Legislature, First Called Special Session.	92-307-132	

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	13.70	Liquor Power of Attorneys	2		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.		
1	13.70-M1	Liquor Power of Attorneys (Master)	0	AC+100	AC+100	AC=Date of Microfilming/Master SRC	92-307-140	
1	13.70-M2	Liquor Power of Attorneys (Dup.)	AC+100		AC+100	Dup. at agency. AC=Date of Microfilming/Master SRC.	91-307-061	
4	13.90	Money Records	6 MO	3 YR+ 6 MO	4		98-307-218	
4	13.95	Money Records Credit Card Payments	FE	3	FE+3		91-307-069	
1	14.00	Municipal Boundary Listings	1	2	3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4	14.10	Money Records on Notary Public Certifications	6MO	3YR+ 6 MO	4			92-307-152	
4.2.002	14.20	Money Receipt Books	FE+3		FE+3				
1	14.30	Notary Applications	3MO	5YR+ 9MO	6		Paper sent to SRC for filming, paper kept at SRC for remainder of retention, then destroyed.	90-307-007	
1	14.30-E	Notary Applications	PM		PM				
1	14.30-M1	Notary Applications (Master)	0	60	60		Master at SRC.	92-307-173	
1	14.30-M2	Notary Applications (Dup.)	60	0	60		Dup. at agency.	90-307-013	
1	14.35	Notary Public Applications Final Rejections	90 DAYS		90 DAYS		AC= File is Closed.		
1	14.40	Notary Public Bonds	3MO	5YR+ 9MO	6		Paper sent to SRC for filming, paper kept at SRC for remainder of retention, then destroyed.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	14.40-E	Notary Public Bonds	PM		PM				
1.1	14.40-M1	Notary Public Bonds (Master)	0	60	60		Master at SRC.	92-307-171	
1.1	14.40-M2	Notary Public Bonds (Dup.)	60		60		Dup. at agency.		
1	14.50	Notary Public Complaints	AC+1	9	AC+10		AC = File is closed.	00-307-228	
1	14.60	Notary Public Applications w/Convictions	AC	4	AC+4		AC = File is closed.	08-307-243	
1	14.65	Notary Public Educational Video	US		US		US = until replaced or becomes obsolete. Copies to Texas State Publications Depository Program.		
1	14.70	Notary Files	PM	PM	PM			92-307-136	
1	14.80	Notary Public Appointment & Reappointments	PM	PM	PM			90-307-055	
1	14.85	Notary Public Address Changes	3 MO		3 MO				
1	14.90	Official List of Notaries Public	8		8	A	Bound Volumes.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	15.00	Notary Public Reference Files	10		10	Discontinue Microfilming.		
1	15.00-M1	Notary Public Reference Files (Master)	0	AC+50	AC+50	AC=Date of Microfilming Master SRC	92-307-137	
1	15.00-M2	Notary Public Reference Files (Dup.)	AC+50		AC+50	Dup. at agency. AC=Date of Microfilming Master at SRC.		
1	15.10	Notary Public Cleared Suspense	1	5	6	Paper maintained for 1 year, then sent to SRC for filming, kept at SRC for remainder of retention period, then destroyed.	92-307-162	
1	15.10-E	Notary Public Cleared Suspense	PM		PM			
1	15.10-M1	Notary Public Cleared Suspense (Master)	0	60	60	Master at SRC.	92-307-163	
1	15.10-M2	Notary Public Cleared Suspense (Dup.)	60		60	Dup. at agency.		
1	15.11	List of US states & territories that require a Notary Public to attach seal.	US		US			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	307	3. Agency Name					Secretary of State				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

1	15.20	Governor's Clemency Proclamations	1		1	A			
1.2.013	15.30	Governor's Proclamations Alphabetical Card Index	PM		PM				
1.2.013	15.30-M	Governor's Proclamations Alphabetical Card Index	PM	PM	PM		Master at SRC. Dup. at agency.	92-307-130	
1	15.40	Property Rights for claim for the use of a deceased individual's name, voice, etc.	AC+50		AC+50		AC = After Death Tex. Prop. Code Ann. §26.006		
1	15.50	Public Safety Organizations	2	8	10			07-307-233	
1	15.60	Public Safety Solicitors	2	8	10			07-307-234	
1	15.70	Public Safety Solicitors Bond	AC+5		AC+5		AC = Bonds have expired, cancelled.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 44 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1	15.80	Railroad Filings Railroad Charters	10	PM	PM	10	A	Master at SRC. Dup. at agency.	92-307-145	A1
1	15.80-M	Railroad Filings Railroad Charters	PM	PM	PM					
1.2.013	15.90	Railroad Index Cards	PM		PM					
1.2.013	15.90-M	Railroad Index Cards	PM	PM	PM			Master at SRC. Dup. at agency.	92-307-146	
1	16.00	Licensing of commercial use of State Seal of Texas	1	5	6				08-307-239	
1.3.001	16.10	Session Laws aka General & Special Laws of Texas	AC+7		AC+7			Bound Volumes. AC = Date of Publication Copies to Texas State Publications Depository Program, TSLAC.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



STATE OF TEXAS

Records Retention Schedule

SLR 105

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	16.40	Telephone Solicitors	2	8	10			07-307-235	
3.1.035	16.50	Telephone Solicitors Bond	AC+4		AC+4		AC = Bonds have expired, cancelled.		
1	16.55	Telephone Solicitation Claims	AC+5		AC+5		AC = After notice to claimants.		
1	16.60	Veterans Organizations	2	8	10			07-307-236	
1	16.70	Veterans Solicitors	2	8	10			07-307-237	
3.1.035	16.80	Veterans Solicitors Bond	AC+4		AC+4		AC = Bonds have expired, cancelled.		
1	16.90	Wrestling Promoters	1	5	6		Paper retained for 1 year then filmed at SCR. Paper kept at SCR for 5 years then destroyed. Repealed effective: Sept. 1, 2005	92-307-165	
1	16.90-M1	Wrestling Promoters (Master)	0	25	25		Repealed effective: Sept. 1, 2005 Master at SRC	98-307-222	
1	16.90-M2	Wrestling Promoters (Dup.)	25		25		Dup. at agency.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.057	17.00	Transitory Information	AC		AC		Paper, Electronic or Voice Mail AC = Purpose of record has been fulfilled.		
1	17.10	Criminal History Reports	AV		AV				
1	24	Labor Union Reports	5		5	R	Paper sent to SRC for filming, paper returned to agency, film is checked, then paper destroyed. Electronic records maintained as long as microfilm version exists.		
1	24-M1	Labor Union Reports (Master)	0	AC+25	AC+25		AC=Date of Microfilming/Master SRC	92-307-139	
1	24-M2	Labor Union Reports (Dup.)	AC+25		AC+25		Dup.at agency. AC=Date of Microfilming/Master SRC.		
1	30	Labor Organizer Applications	5		5		Paper sent to SRC for filming, paper returned to agency, film is checked, then paper destroyed.		
1	30-M1	Labor Organizer Applications (Master)	0	AC+25	AC+25		AC=Date of Microfilming/Master SRC	92-307-138	
1	30-M2	Labor Organizer Applications (Dup.)	AC+25		AC+25		Dup.at agency.AC=(Same as above)		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10.	11. TSLAC ONLY
307		Secretary of State							Amend.
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	Agency	Storage	Total	9. Remarks		106 No.	No.
1	41	Governor's Official Proclamations	10		10	A Discontinue Microfilming.			
1	41-M1	Governor's Official Proclamations (Master)	0	AC+100	AC+100	AC=Date of Microfilming Master at SRC. Last Date Microfilmed: 12/17/1991.		92-307-128	
1	41-M2	Governor's Official Proclamations (Dup.)	AC+100		AC+100	Dup. at agency. AC=Date of Microfilming Master at SRC.			
1	44	Organization of Soil Conservation Districts	10		10	R Discontinue Microfilming.			
1	44-M1	Organization of Soil Conservation Districts (Master)	0	AC+10	AC+10	AC=Date of Microfilming Master at SRC. Last Date Microfilmed 10/7/1988.		92-307-149	
1	44-M2	Organization of Soil Conservation Districts (Dup.)	AC+10		AC+10	Dup. at agency. AC=Date of Microfilming Master at SRC.			
1.1.002	50	Audit Reports	AC+1	6	AC+7	Paper & Electronic. AC=Publication or release of final audit findings. Electronic records maintained as long as paper records are kept.		93-307-187	

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1	63	Deeds of Cession	10		10	A			
1	75	Supreme Court Rules and Amendments	10		10	A			
1	75-E	Supreme Court Rules and Amendments	PM		PM	Electronic records maintained permanently.			
1	97	Miscellaneous Filings Not Statutorily Required	6MO		6MO				
1	118	River Compacts	10		10		A		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.011	121	Governor's Executive Orders	10		10	A	Discontinue Microfilming	92-307-127	
1.1.011	121-E	Governor's Executive Orders	PM		PM		AC=Date of Microfilming/Master SRC		
1.1.011	121-M	Governor's Executive Orders (Master)		AC+100	AC+100		Last Date Microfilmed: Jan. 8, 1988		
1.1.011	121-D	Governor's Executive Orders (Dup.)	AC+100		AC+100		Dup.at agency. AC=Date of Microfilming/Master SRC. Last Date Microfilmed: Jan. 8, 1988		
1	122	Federal Census Reports	20		20				
1	124	Ratifying of U.S. Constitution	10		10	A			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

3.1.035	138	Employee Bonds Texas Hospital Equipment Financing Council, State Public Employees, State Librarian and the Records Presv. Officer	AC	10	AC+10	AC = Bonds have expired, cancelled Discontinue Microfilming	08-307-240	
3.1.035	138-M1	Employee Bonds (Master) Texas Hospital Equipment Financing Council, State Public Employees, State Librarian and the Records Presv. Officer	0	AC+10	AC+10	AC = Expiration of termination of the bond according to its terms Master at SRC.	92-307-118	
3.1.035	138-M2	Employee Bonds (Dup.)	AC+10		AC+10	Dup. at agency. AC = Expiration of termination of the bond according to its term.		
1	145	Copies of Other States Resolutions	20		20			
1	146	Auto Clubs & Salesman	1	9	10		93-307-188	

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.035	149	Special District Bonds	AC+5		AC+5	Paper & Electronic AC = Bonds have expired, cancelled. 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.			
3.1.035	149-M1	Special District Bonds (Master)	0	AC+10	AC+10		92-307-119		
3.1.035	149-M2	Special District Bonds (Dup.)	AC+10		AC+10		Dup. at agency. AC=Bonds have expired or Cancelled.		
1	152	Salary Supplements	1	19	20		94-307-201		
1	167	Authorization of Emergency Funds	10		10	A			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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SLR 105

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1	170	Dissolution of Water Districts	PM		PM	R			
1	175	Controlled Substances Act	10		10				
1	183	Inaugural Fund	10		10	A			
1	184	County Owned & Operated Cemeteries	PM		PM				
1	186	Providing for the Purchase, Care, and Preservation of Alamo	10		10	A			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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SLR 105

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2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1	187	Apostilles	1		1		Discontinue Microfilming.		
1	187-E	Apostilles	PM		PM				
1	187-M	Apostilles	PM	PM	PM		Master at SRC. Dup. at agency.	91-307-065	
3.1.035	188	Invention Developer Bonds	AC+10		AC+10		AC=Bonds have expired or cancelled.		
1	189	Legislative Redistricting Board Plans Formerly File #123	10		10	A			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	193	Official Memorandum by the Secretary of State or Governor	10		10	A			
1	195	Firemen's Pension Plan Filings	10		10	R			
1	196	Emergency Interim Legislative Succession Act	US		US				
1	197	Interstate Mining Commission Bylaws and Amendments	20		20				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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SLR 105

Form SLR 105C must accompany this form.

1. Page 55 of 75

2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1	199	Authenticating Officer Governor Appointed	10		10	R			
1	201	Court of Appeals Rules and Amendments	10		10	A	Paper & Electronic Electronic records maintained permanently.		
1	202	Disclosure Statement of Conditional Gifts from foreign persons	10		10	R			
1	203	Cash Management Notes	10		10	A			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1	204	A list of endangered, threatened, or protected native plants	50		50	R			
1	205	Statement of Officer Bribery Statement	1	6	7			99-307-023	
1	205-E	Statement of Officer Bribery Statement	25		25				
1	206	Dissolved Districts	10		10				

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1	209	Declination of Remuneration		50		50			
1	210	Health/Human Services Trans./Train. Rpts.		10		10			
1	211	Groundwater Districts		10		10			
1	212	Water Districts/Non-Profit Water/Sewer Service Corps		10		10			
1	214	State Office of Administrative Hearings Closed Files		25		25			
1	218	Child Support Agreements Agreements with other countries for reciprocal treatment in child support cases (Official Acts of the Governor)		10		10	A		
1	222	Trans Texas Corridor Bonds		AC+10		AC+10		AC = After Expired or Cancelled.	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1	39	Game and Fish Proclamations Parks and Wildlife rules	PM	PM	PM		Master at SRC. Dup. at agency.	92-307-164	
1.1.008	50.00	Correspondence – General	2		2				
1	50.10	Attorney General Opinions and Requests for Opinions and Open Records Decisions	6MO		6MO		Contents published in TX. Register, original on file with Attorney General.		
1	50.10-M	Attorney General Opinions and Requests For Opinions and Open Records Decisions	20		20				
1	50.20-E	Notice of Open Meetings	PM		PM				
1	50.20-M1	Notice of Open Meetings (Master)	0	20	20		Master at SRC.	90-307-031	
1	50.20-M2	Notice of Open Meetings (Dup.)	20		20		Dup. at agency.		
1	50.25	Miscellaneous Documents/In Addition Notices	1		1		Microfilmed at SRC, paper destroyed.		
1	50.25-M	Miscellaneous Documents/In Addition Notices	PM		PM				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
R – Review by State Archivist



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.3.001	50.30	Bound volumes of Texas Register	PM		PM		§2002.001, Tex. Gov't Code requires all state agency rules to be indexed and published. Microfilmed by State Archives. Original copies in P.I. files (see below). Copies to Texas State Publications Depository Program, TSLAC. Copies to Texas State Publications Depository Program, TSLAC. Computer database is exempt from Open Records Act (§2002.056, TX. Gov't Code). Working copies kept 3MO.			
1.3.001	50.40	Bound volumes of Texas Administrative Code	PM		PM					
1	50.50	Texas Administrative Code	US		US					
1	50.60	Original Public Inspection Files of all state agency rules published in the Texas Register	PM		PM					

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1	50.60-M	Original Public Inspection Files of all state agency rules published in the Texas Register	PM	PM	PM		Master at SRC. Dup. at agency.	94-307-195	
1	50.70	Adoption by Reference Documents	PM		PM				
1	50.70-M	Adoption by Reference Documents	PM	PM	PM			91-307-089	

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent	US – Until Superseded



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Records Retention Schedule

SLR 105

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.1.002	51.30	Subscription invoice and payment receipts	FE	3	FE+3			91-307-071	
1.1	51.40	Texas Register Working Copies	3MO		3MO				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent	US – Until Superseded



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1	1001	Corporations Documents	PM	PM	PM		Upon filing paper sent to SRC for filming, paper returned to agency and kept until corporation dissolved, forfeited or expired, then destroyed. Master at SRC. Dup. at agency.	90-307-036	
1	1003	Limited Partnership Doc.	PM		PM				
1	1004	Name Reservations	PM	PM	PM		Paper maintained 1 year, sent to SRC for filming, paper returned to agency, then destroyed. Master at SRC. Dup. at agency.	90-307-056	
1	1006	Name Registrations	PM	PM	PM		Paper maintained 1 year, sent to SRC for filming, paper returned to agency, then destroyed. Master at SRC. Dup. at agency.	94-307-194	
1	1008	Trademarks	PM	PM	PM		Upon filing paper sent to SRC for filming, returned to agency, then destroyed. Master at SRC. Dup. at agency.	90-307-057	

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives
 R – Review by State Archivist



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Records Retention Schedule

SLR 105

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1	1010	Foreign Banks & Trusts	PM		PM	Upon filing paper sent to SRC for filming, returned to agency until dissolved, forfeited or expired, the destroyed.		
4.1	1012	Cert Bills	FE+1	2	FE+3		93-307-177	
4.2.005	1013	Paid Invoices	FE+1	2	FE+3		93-307-178	
1	1014	Walker Request/Receipts Work Orders	FE+1	2	FE+3		93-307-179	
1.1.008	1016	Correspondence - General	CE+2		CE+2			
1.1.008	1018	Information Letters	FE+1	2	FE+3		93-307-181	
1	1019	Suspense Records	3MO		3MO			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent	US – Until Superseded



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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.067	1020	Weekly Reports	CE+1	2	CE+3			93-307-182	
2.1.009	1021	Direct Access System Documentation	AC+3		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)		
2.2.002	1022	Direct Access Activity Records Utilization Reports	5		5				
2.2	1025	Computer Rewrite	AV		AV				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

2.2.001	1026	Computer Printouts Activity Records	AV		AV			
5.5.004	1027	ACD Phone Reports	AV		AV	ACD = Automatic Call Distributor.		
5.1.003	1028	Certified Mail Receipt Books	1	FE+1	FE+2		93-307-191	
1	1029	Public Information Reports (PIR)	AV		AV			
1	1033	Imaged Corporation Documents	3MO	3	3Y+ 3MO		02-307-231	

Retention Codes (Field 7)	Archival Codes (Field 8)
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LA – Life of Asset MO – Months	



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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.2	2000	Payroll Detail	CE+2	2	CE+4			08-307-245	
3.2.001	2001	Employee Deduction Authorizations	AC+2	2	AC+4		AC = After termination of employee or after amendment, expiration, or termination of authentication, whichever sooner.	08-307-246	
4.5.002	2002	Best End of Day Reports	FE	3	FE+3			90-307-046	
3.2.003	2004	Federal Tax Records	AC+4		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)		
3.2	2005	Direct Deposit Report	FE+1	2	FE+3			08-307-244	

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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SLR 105

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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.2.009	2007	Deferred Compensation/Texasaver	AC+5		AC+5	AC = distribution plan is complete.		
4.6.002	2008	Fixed Assets Reconciliation	FE	3	FE+3			91-307-075
3.3.004	2009	Group Insurance Worksheet	US+1		US+1			
1.2.012	2010	Records Inventory Worksheets	US		US			
3.2.002	2011	Payroll Master	1	3	4			94-307-200
5.2.014	2012	Inventory – Annual Physical	FE+3		FE+3			
4.7.009	2013	Fixed Asset Sequential Number Log	US+3		US+3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 307		3. Agency Name Secretary of State							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.2.007	2014	Travel Vouchers Travel, payroll, etc.	FE	3	FE+3			90-307-039	
4.7.002	2015	Bank Statements	FE+3		FE+3				
4.2.005	2016	Purchase Order File	FE	3	FE+3			90-307-027	
4.2.005	2017	Purchase Voucher File	FE	3	FE+3			00-307-227	
4.2.005	2018	Cancelled Warrant Voucher	FE+3		FE+3				
4.2.001	2019	Cash Deposit Voucher/Detail	FE	3	FE+3			90-307-014	
4.2.003	2020	Revenue Refund Vouchers	FE	3	FE+3			90-307-015	
4.1.007	2023	Expenditure Transfers	FE+3		FE+3				
4.2.006	2024	General Journal Voucher – Comptroller	FE+3		FE+3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 307		3. Agency Name Secretary of State								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

4.3.003	2025	Warrant Register DAFR 3651	FE+3		FE+3				
4.3	2026	Revenue/Receipts Transaction Register	FE+3		FE+3				
4.5.003	2027	Annual Financial Report	PM		PM		Copies to Texas State Publications Depository Program, TSLAC.		
4.5.001	2028	Audit Work Papers Annual Report	FE+3		FE+3	A			
1.1.002	2029	Reports – Audit from State Auditor’s	AC+7		AC+7			AC = Publication or release of final audit findings.	
4.5.002	2031	Security Filings with Treasury	FE+3		FE+3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total				

4.4.003	2036	Fund Cash History Including Shared HAVA Funds	FE+3		FE+3				
4.4.002	2037	Accounts Receivable & Invoice Status	FE	3	FE+3			91-307-116	
4.7.003	2039	Non Sufficient Funds Checks from Treasury	AC+3		AC+3		AC = After deemed uncollectible.		
4.5.002	2041	Inaugural Fund	FE+3		FE+3				

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total				

1.1.004	2042	Legislative Appropriations Request	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. Copies to Texas State Publications Depository Program, TSLAC.		
1.1.004	2043	Instructions for Legislative Appropriations Request	US+6		US+6	R			
4.3.002	2045	Electronic Funds/Credit Card/Legalease & ACH	FE+3		FE+3				
4.2	2046	PCA Budget Revisions	FE+3		FE+3				
4.2	2047	Warrant Cancellations/Direct Deposit Reversals	FE+3		FE+3				

Retention Codes (Field 7)				Archival Codes (Field 8)			
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			Agency	Storage	Total				

1.1.002	2048	Internal Audit – Workpapers	AC+7		AC+7	AC = Publication or release of final audit findings.		
1.1.064	2049	Performance Measures File	FE+3		FE+3			
1.1.068	2050	Performance & Funds Management Report	AC+6		AC+6	AC = September 1 of odd-numbered calendar years. Copies to Texas State Publications Depository Program, TSLAC.		
1.1.055	2051	Strategic Plan	AC+6		AC+6	A AC = September 1 of odd-numbered calendar years. The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, TSLAC.		

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			Agency	Storage	Total				

3.1	2600	Active Personnel Files	AC		AC	AC=After termination of employee Active Personnel Files become Terminated Personnel Files. AC=Terminated (Files will be retained for an additional 5 years). 29 CFR 1602.31 29 CFR 1602.31 29 CFR 1602.32(c) 40 TAC 815.106 (i); AC=Until Superseded or job eliminated. AC=Termination of Employment. I-9s of employees who terminate before 3 yrs. Must be retained 3 yrs.	93-307-176	
3.1	2601	Active Confidential Personnel Files	AC		AC			
3.1	2602	Disabled Employee Survey Sheets	FE+5		FE+5			
3.1	2603	New Employee Survey Sheet	FE+5		FE+5			
3.1	2604	Terminated Personnel Files	2	3	5			
3.4	2605	Cumulative Leave Status Report for Fiscal Year	FE+5		FE+5			
3.1.001	2606	Employment Applications – Not Hired	FE+2		FE+2			
3.1.014	2607	Employment Selections Records Job Closures	FE+5		FE+5			
3.1.019	2608	Performance Appraisals	2		2			
3.1.023	2609	Position/Job Descriptions	AC+4		AC+4			
3.1.029	2610	Employment Eligibility, Documentation or Verification of (INS 1-9)	AC+1		AC+1			

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			Agency	Storage	Total				

3.3.024	2619	Personnel Policies and Procedures Manual	US+3		US+3				
3.3.026	2620	Authorized Staffing Pattern	FE+5		FE+5		Replace within FE+2 so the FE+5 covers the retention period US+3		
3.3.026	2621	Quarterly FTE Reports to State Auditor	US+3		US+3				
3.3.026	2622	Staffing Forecast Report	FE+5		FE+5		Replace within FE+2 so the FE+5 covers the retention period US+3		
3.3.031	2623	EEO-4	3		3		29 CFR 1602.30,32,39,41,48,50		
3.3.031	2624	EEO-4 Federal Report	FE+5		FE+5		29 CFR 1602.30,32,39,41,48,50		
3.3.031	2625	EEO-4 Standardized Report	FE+5		FE+5		29 CFR 1602.30,32,39,41,48,50		
3.4.006	2626	Monthly Timesheets	FE+5		FE+5		40 TAC 815.106(i)		
3.4.006	2627	Monthly Time Reports	4		4		40 TAC 815.106(i)		
3.4.007	2628	Extended Sick Leave Requests	FE+5		FE+5				
3.4.007	2629	Family Medical Leave Documentation	FE+5		FE+5				

Retention Codes (Field 7)

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			Agency	Storage	Total			

3.4.007	2630	Return to Work Documentation	FE+5		FE+5			
3.4.008	2631	Sick Leave Pool Documentation	FE+5		FE+5			
5.4.011	2632	Visitor Control Registers	CE+3		CE+3			

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