



February 12, 2013

Ms. Mariah Jackson
Administrative Assistant IV
Real Estate Commission
1700 N. Congress Ave., Suite 400
P.O.Box 12188
Austin, TX 78711-2188

RE: Real Estate Commission
Retention schedule approved for use.

Dear Ms. Jackson:

Enclosed is a copy of your recertified records retention schedule. Please ensure all old copies of the schedule are superseded with this recertified copy.

Your recertified 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.

During a certification period, state regulations (13 TAC §6.4) also require 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, contact the government information analyst assigned to your agency.

Your efforts in maintaining an up-to-date 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. Your schedule will be due for recertification on the last working day of February 2016. If you have any questions, call the information analyst assigned to your agency, Bret Adams, at 512-936-0270.

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure
cc: State Auditor, State Archivist
cc: (without enclosure) Douglas E. Oldmixon

State and Local
Records Management

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

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.state.tx.us

Commission Chairman
Michael C. Waters

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Martha Doty Freeman
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Wm. Scott McAfee
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Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01-329/329



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 329
Agency Name Texas Real Estate Commission

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature Mariah Jackson
Name (Print or type) Mariah Jackson
Date October 1, 2012

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 2/5/13

Cert/Recert No. 8 Amendment No. _____

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION					
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.	

ADMINISTRATION			Div	Store	Total		Remarks		
1.1.007	AD-1	Administrative Correspondence (formal correspondence from/to the Administrator, Assistant Administrator, General Counsel)	4		4	R			
1.1.007	AD-2	Commissioners' Correspondence (letters/memos from Administration staff to Commissioners)	4		4	R	Commissioners' correspondence confidential according to V.T.C.A., Government Code, Sec. 552.111. Mark confidential material for redaction or review for waiver of exception to public disclosure before transferring.		
1.1.008	AD-3	General Correspondence	2		2				
1.1.013	AD-4	Desk Calendars/Appointment Books	CE+1		CE+1	R			
1.1.014	AD-5	Legal Opinions and Advice from Legal Counsel (from agency legal counsel or the AG, including any requests eliciting the opinions)	AV		AV	R	Legal opinions and advice confidential according to V.T.C.A., Government Code, Section 552.107. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.		
1.1.019	AD-6	News or Press Releases	2		2	A			
1.1.020	AD-7	Public Information Requests—Not Exempted	AC+1		AC+1		AC=Date request fulfilled		
1.1.021	AD-8	Public Information Requests—Exempted	AC+2		AC+2		AC=Date of notification that records are exempt.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 2 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.		

1.1.023	AD-9	Organization Charts	US		US	A	Included in Strategic Plan. The Archival requirement for this series will be met by sending required copies of the Strategic Plan to the Publications Depository Program, Texas State Library and Archives Commission.		
1.1.026	AD-10	Texas Register Submissions	AC+1		AC+1		AC=Date of publication in Texas Register		
1.1.027	AD-11	Drafts of proposed legislation and related correspondence	AV		AV				
1.1.041	AD-12	Suggestion System Records	1		1				
1.1.043	AD-13	Training Materials <ul style="list-style-type: none"> • Videos prepared by TREC, Research Center, TAR to assist licensees to understand Real Estate License Act 	US+1		US+1		Medium: O=Video tapes		
1.1.055	AD-14	Strategic Plans	AC+6		AC+6	A	<ul style="list-style-type: none"> • AC=September 1 of odd-numbered calendar years • Copy sent to Texas State Publications Depository Program, Texas State Library and Archives Commission (this fulfills the archival requirement) 		

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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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1. Page 3 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.			

1.1.057	AD-15	Transitory Information <ul style="list-style-type: none"> Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's record keeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. Transitory Records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples: routine messages, internal meeting notices, routing slips, incoming letters or memoranda of transmittal that add nothing of substance to enclosures. 	AC		AC	AC=Purpose of record has been fulfilled; O=Paper and Electronic (e-mail)		
1.1.058	AD-16	Meeting Agenda and Minutes—Texas Real Estate Commission (Agenda for TREC's Commission Meeting includes agenda for Executive Sessions)	PM		PM	A Agency retains permanent record copy. The Archive requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission		
1.1.058	AD-17	Meeting Agenda and Minutes—Inspector Committee	PM		PM	A Agency retains permanent record copy. The Archive requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.		

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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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1. Page 4 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.	

1.1.059	AD-18	Meetings, Tape Recordings of Closed	AC +2		AC +2	AC=Official approval of written minutes of the meeting by the Commission Medium: O=Audio Tapes		
1.1.060	AD-19	Meetings, Audio or Videotapes of Open	AC+90 days		AC+90 days	AC=Official approval of written minutes of the meeting by the Commission Medium: O=Audio Tapes		
1.1.062	AD-20	Meetings-Supporting Documentation	2		2	A		
	AD-21	Recovery Fund Files—Payment Made	AC+1		AC+1	AC=After closed (the decision is made that the payment is not collectible)		
	AD-22	Recovery Fund Files—Other	AC+1		AC+1	AC=After closed (the decision is made that the payment is not collectible)		
1.3.002	AD-23	Publication Development Files (TREC quarterly newsletter, the "TREC Advisor")	AV		AV	<ul style="list-style-type: none"> • Files are deleted upon publication of the newsletter (the "TREC Advisor") • Staff Services sends copy of all "TREC Advisors" to Library • Archival "Review" code removed subsequent to appraisal by Archives and Information Services Division, Texas State Library and Archives Commission, December 10, 2001 		

Retention Codes (Field 7)						Archival Codes (Field 8)	
RAC – Renewal, Amendment, Courtesy	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
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 5 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.			

STAFF SERVICES			Div	Store	Total		Remarks		
1.1.002	SS-1	Audits: • Internal Audits • State Auditor's Office • Post-payment Expenditure Audit • Post-payment Purchasing Audit	AC+7		AC+7		AC=After final audit report has been issued		
1.1.004	SS-2	Legislative Appropriation Requests a) LAR a) Work papers	AC+6		AC+6	A	AC=September 1 of odd-numbered years. Copies to Publications Depository Program, Texas State Library and Archives Commission (this fulfills the archival requirement)		
1.1.008	SS-3	Correspondence, General	2		2				
1.1.013	SS-4	Desk Calendars/Appointment Books	CE+1		CE+1	R			
1.1.020	SS-5	Public Information Requests-Not Exempted	AC+1		AC+1		AC=Date request filled		
1.1.021	SS-6	Public Information Requests-Exempted	AC+2		AC+2		AC=Date of notification that records are exempt.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 6 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION					10. 106 No.		11. TSLAC ONLY Amend. No.	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period	8. Archival						

1.1.057	SS-7	<p>Transitory Information</p> <ul style="list-style-type: none"> Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's record keeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples: routine messages, internal meeting notices, routing slips, incoming letters or memoranda of transmittal that add nothing of substance to enclosures. 	AC		AC	AC=Purpose of record has been fulfilled O=Paper and Electronic (e-mail)		
1.1.058	SS-8	Meeting Agenda and Minutes—Investment Committee	PM		PM	A Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.		
1.1.064	SS-9	Agency Performance Measures Documentation	FE+3		FE+3			
1.1.067	SS-10	Monthly Staff Reports	3		3	R This report is also maintained in "TREC Info" folder on all PC's—all employees have access to the folder		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 7 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.			

1.1.068	SS-11	Reports on Performance Measures	AC+6		AC+6	AC=September of odd-numbered calendar years		
1.1.069	SS-95	Reports, Activity (Cashier's Weekly and Returned Check Reports)	1		1			
1.2.012	SS-12	Records Inventory Worksheets (key to location of records in the master file room)	US		US			
1.3.001	SS-13	State Publications (Act, Rules) (1 copy of each retained permanently)	AC+2		AC+2	AC=until superseded or obsolete		
3.1.022	SS-14	Personnel Information or Action Forms (kept with payrolls and payroll information)	FE+3		FE+3	29 CFR 1602.31		
	SS-15	Final Monthly Payrolls, Supporting Documentation and Reports	FE+3		FE+3	Additional USPS Reports generated with final payroll		
	SS-16	Other Payroll Information—Trials, etc.	FE+3		FE+3			
	SS-17	Daily USPS Reports and Information	FE+1		FE+1			
3.2.001	SS-18	Employee Deduction Authorizations (documentation used to start, stop, or modify all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments)	AC+4		AC+4	AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner		
3.2.002	SS-19	Employee Earnings Records (USPS Consolidated History Reports)	4		4	40 TAC 815.106(i)		
3.2.003	SS-20	Federal Tax Records (Includes FICA records, 941's, 1099's and W-2's)	AC+4		AC+4	AC=Tax due date, date the claim is filed, or date tax is paid, whichever is later 26CFR 31.6001-1(e)(2)		
3.2.004	SS-21	Income Adjustment Authorizations (kept with payrolls and payroll information)	FE+3		FE+3	29 CFR 516.6 (c)		

Retention Codes (Field 7)						Archival Codes (Field 8)				
RAC – Renewal, Amendment, Courtesy	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 8 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.		

3.2.005	SS-22	W-4 Forms	AC+4		AC+4	AC=Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1(e)(2)		
3.2.006	SS-23	Wage Rate Tables	2		2	29 CFR 516.6(a)(2)		
3.2.008	SS-24	Direct Deposit Application/Authorizations	US		US			
3.3.025	SS-25	Job Procedure Records--Staff Services	US+3		US+3			
4.1.004	SS-26	Encumbrance Detail (Encumbrance Documents/Worksheets)	FE+3		FE+3			
4.1.006	SS-27	Investment Files, Recovery Fund (File kept on individual securities)	AC+FE+3		AC+FE+3	AC=Maturity		
4.1.007	SS-28	Transfers or Budget Revisions : • Appropriation Allocation • Budget Reductions • Budget Revisions (Doc. Type A) • Budget Revisions (Doc. Type B)	FE+3		FE+3			
4.1.008	SS-29	Electronic Fund Transfers	FE+3		FE+3			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 9 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.		
4.2.002	SS-30	Cash Receipts Accounting: <ul style="list-style-type: none"> • Cash Adjustment Reports • Deposit Vouchers • Deposit Details • Memo's of Corrections on Deposit • Interest Deposits (Fund 0971 and Fund 0988) • Reappropriated Receipts • Refund Vouchers and Files • Rejected Remittances Detail Reports • Replacement Remittances Reports • Returned Check Listings (daily, produced by TRELIS) • Returned Check Reports (monthly, produced by Cashier) • Returned Check Replacement Files • Official Batch REports 	FE+3	FE+3				
4.2.004	SS-31	Encumbrance Vouchers	FE+3	FE+3				

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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 10 of 43

2. Agency Code		3. Agency Name							
		329		TEXAS REAL ESTATE COMMISSION					
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.	
4.2.006	SS-32	General Journal Documents: <ul style="list-style-type: none"> • Fund 900 Clearance Vouchers • Journal Vouchers • Correcting Entries • U-Documents (Accounts Payable and Year-End Adjusting Entries) • Distribution of funds from the Texas Treasury Safekeeping Trust Company (TTSTC) to the State Treasury • Transfer of funds between accounts within the TTSTC 	FE+3		FE+3				

Retention Codes (Field 7)

RAC – Renewal, Amendment, Courtesy

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 11 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.
4.2.007	SS-33	Expenditure Vouchers: <ul style="list-style-type: none"> • Payment Vouchers (Purchase and Travel Vouchers—originals filed numerically) • Payment Vouchers (Copies filed alphabetically) • Purchase Vouchers "93xxxxxx and 95xxxxxx" (payments from Recovery Funds) • Purchase Voucher "98xxxxxx" (payments to Texas A&M Research Center and Federal Appraiser Subcommittee, purchase of savings bonds, purchase of investments for Real Estate Recovery Trust Account) • Rent Payments • Unemployment Compensation Payments (to TWC) • Workers' Compensation Payments (to SORM) • Payroll Vouchers (Copies of summaries only) • Expenditure Transfer Vouchers 	FE+3		FE+3			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 12 of 43

2. Agency Code **329** 3. Agency Name **TEXAS REAL ESTATE COMMISSION**

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.
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4.3.002	SS-34	Receipts Journals or Registers Accounting: <ul style="list-style-type: none"> • Fund 900 Monthly Reports • Revenue Reports • Electronic Payment Reports • Orders for contract forms and copies • Cash Tickets • Receipt Books • Armored Car Pickup Deposit Books • Regular & Renewal Mail Batch & Register Number logs • Batch Time Out Logs • Renumber Request Sheets • Deletion Reports 	FE+3	FE+3		
4.3.003	SS-35	Expenditures Journals or Registers Vendor Book	FE+3	FE+3		
4.4.002	SS-36	Accounts Receivable Ledgers: <ul style="list-style-type: none"> • Residential Service Companies • Reimbursements • Revenue—ITV Documents 	FE+3	FE+3		
4.4.004	SS-37	Employee Savings Bond Records	FE+3	FE+3		
4.5.001	SS-38	Worksheets for Preparing Fiscal Reports: <ul style="list-style-type: none"> • Annual Report Work papers • Report on Measures Work papers • Report of Non-financial Data 	FE+3	FE+3		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 13 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.	
4.5.002	SS-39	Internal Fiscal Management Reports: <ul style="list-style-type: none"> • Financial Statements (copies) • Staff Reports (copies) • Recovery Fund Reports • Travel Reports • TTSTC monthly reports • TTSTC letters of authorizations 	FE+3	FE+3				
4.5.003	SS-40	Annual Financial Report (one copy kept permanently)	AC+6	AC+6	AC=September 1 of odd-numbered calendar years. Copies sent to Texas State Publications Depository Program, State Library and Archives Commission (this fulfills archival requirement).			
4.5.005	SS-41	External Fiscal Reports: <ul style="list-style-type: none"> • Benefits Proportional by Fund Report • Statewide Cost Allocation Plan (SWCAP) • Binding Encumbrance Reports • Real Estate Center Reports 	FE+3	FE+3				
4.5.006	SS-42	Annual Operating Budgets: <ul style="list-style-type: none"> • LBB Operating Budget in odd numbered years • Contained in LAR in even numbered years 	FE+3	FE+3				
4.5.007	SS-43	USAS Reports - Daily	AC+1	AC+1	AC=Receipt and reconciliation of monthly report			
4.5.008	SS-44	USAS Reports – Monthly	AC+3	AC+3	AC=Receipt and reconciliation of annual report			

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 14 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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4.6.002	SS-45	Reconciliations: <ul style="list-style-type: none"> • ABEST/USAS Data Reconciliations • Fund Cash Reconciliations • Fund 900 Reconciliations • Revenue Reconciliations (TRELIS to USAS) • Texas Online Reconciliations • Texas A&M Real Estate Research Center 	FE+3		FE+3			
4.6.003	SS-46	Cash Counts of Cashier Money Boxes <ul style="list-style-type: none"> • Cashier section does cash counts of money boxes daily • Chief Accountant does cash count at FY end; this count is part of the AFR work papers 	FE+3		FE+3			
4.7	SS-96	Warrants, returned (kept until voided by the Statute of Limitations)	FE+3		FE+3			
4.7.001	SS-47	Accounting Policies and Procedures Manual: <ul style="list-style-type: none"> • Comptroller Fiscal Policies & Procedures • Other Comptroller Correspondence • Accounting Policy Statements • USAS User's Manuals • TINS Users Manual • Comptroller Purchase Policies & Procedure Guide 	US+3		US+3			
4.7.004	SS-48	Capital Asset Records	LA+3		LA+3			
4.7.005	SS-49	Recovery Fund Claim Files	AC+3		AC+3	AC=Resolution of Claim (repayment)		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 15 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.	

4.7.007	SS-50	Detail Chart of Accounts: • Revenue and Expenditure Chart of Accounts (for agency object codes)	FE+3	FE+3			
4.7.010	SS-51	Long-Term Liability Records (Payments to Texas Public Finance Authority)	AC+3	AC+3	AC=Retirement of Debt		
4.7.012	SS-52	Signature Authorizations	US+FE+3	US+FE+3			
5.1.001	SS-53	Contracts and Leases	AC+4	AC+4	AC=Expiration or termination of the instrument according to its terms		
5.1.003	SS-54	Delivery Reports (filed with vouchers)	FE+3	FE+3			
5.1.004	SS-55	Mail and Telecommunications Listings (Mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves: • TREC Investigators • Intercom Listings	US	US			
5.1.005	SS-56	Postage Expense Reports (including postal meter usage - filed with purchase vouchers for postage)	FE+3	FE+3			
5.1.007	SS-57	Requisitions for In-Agency Copy Service	AV	AV			
5.1.011	SS-58	Photocopier Use Logs and Reports	AV	AV			
5.1.012	SS-97	Price Lists	US+3	US+3			
5.1.014	SS-59	Office Procedures (Guidelines which establish standard TREC procedures)	US+1	US+1			
5.1.015	SS-60	Correspondence Tracking Records (Certified mail receipts)	1	1			

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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 16 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.			

5.2.003	SS-61	Building Plans and Specifications	AC+2	AC+2	R	AC=Agency moves to another building Agency occupies leased space		
5.2.006	SS-62	Property Destruction, Certificate of	FE+3	FE+3				
5.2.008	SS-63	Equipment History File; Equipment Service Agreements (Agreements or contracts between agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc. and service/repair logbooks.)	LA+3	LA+3				
5.2.009	SS-64	Equipment Inventory Detail Report Forms (Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory)	FE+3	FE+3				
5.2.010	SS-65	Equipment Manuals	LA	LA				
5.2.011	SS-66	Equipment Warranties (Filed with purchase vouchers)	AC+1	AC+1		AC=Expiration of warranty		
5.2.012	SS-67	Estimate Files (Supply and Repair Cost Estimates) (Filed with purchase vouchers)	FE+3	FE+3				
5.2.014	SS-68	Inventory, Annual Physical	FE+3	FE+3				
5.2.015	SS-69	Inventory, Notice of Equipment Removed From (Property Transfer Forms)	FE+3	FE+3				
5.2.016	SS-70	Inventory System Update Listings—Monthly	AC	AC		AC=Transfer of information into annual listing		
5.2.017	SS-71	Lost and stolen property reports	FE+3	FE+3				

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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 17 of 43

2. Agency Code **329** 3. Agency Name **TEXAS REAL ESTATE COMMISSION**

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.
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5.2.019	SS-72	Service Orders • Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks	1	1		
5.2.020	SS-73	Supply Usage Records	FE+1	FE+1		
5.2.021	SS-74	Surplus Property Sale Reports	FE+3	FE+3		
5.2.023	SS-75	Year-to-date Activity (Inventory Listing) • Shows additions, changes, transfers, and deletions of information within the inventory system. Data includes agency, inventory number, transaction, date, location, item code, description, date and cost	FE+3	FE+3		
5.2.027	SS-76	Space Utilization Reports	AV	AV		
5.3.002	SS-77	Freight Bills Paid (filed with purchase voucher)	FE+3	FE+3		
5.3.003	SS-78	Freight Claims	AC+2	AC+2	AC=Resolution of claim	
5.3.004	SS-79	Order Acknowledgements (filed with purchase voucher)	FE +3	FE +3		
5.3.005	SS-80	Packing Slips (filed with purchase voucher)	FE +3	FE+3		
5.3.007	SS-81	Bid Documentation (filed with purchase voucher): • Bid requisition/authorizations • Invitations to bid or propose • Bid specifications • Bid tabulation/evaluations	FE+3	FE+3	Caution: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and it's supporting documentation must be retained for the same period as the contract.	

Retention Codes (Field 7)	Archival Codes (Field 8)
RAC – Renewal, Amendment, Courtesy	A – Transfer to State Archives
AC – After Closed, Terminated, Completed, Expired, Settled	R – Review by State Archivist
AV – Administrative Value	
CE – Calendar Year End	PM – Permanent
FE – Fiscal Year End	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 18 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.

5.3.008	SS-82	Purchasing Logs (Requisition Book)—Log, register, etc. providing a record of purchase orders issued, orders received, and similar data on procurement status	FE+3		FE+3			
5.3.009	SS-83	Requests for Information—requests for information preliminary to the procurement of goods or services by direct purchase or bid (filed with purchase voucher)	AC+3		AC+3		AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable	
5.4.002	SS-84	Evacuation Plans	US		US			
5.4.003	SS-85	Inspection Records (Fire, safety, etc.)	AC+3		AC+3		AC=Date of Inspection or date of the correction of the deficiency	
5.4.009	SS-86	Workplace Chemical Lists	30		30		Texas Health & Safety Code 502.005(d)	
5.4.010	SS-87	Material Safety Data Sheets	AC		AC		AC=After sheets are updated or hazardous chemical no longer stored by agency	
5.4.011	SS-98	Visitor/After Hours Control Registers	3		3			
5.4.012	SS-88	Security Access Records: <ul style="list-style-type: none"> Key Receipts Key Cards Alarm Codes – Access Level by Employee Passwords – TRELIS Other instruments of access to agency facilities or equipment 	AC+2		AC+2		AC=Until superseded, date of expiration, or date of termination, whichever is sooner	
5.4.013	SS-89	Disaster Preparedness and Recovery Plans	US		US		Paper & electronic	

Retention Codes (Field 7)				Archival Codes (Field 8)			
RAC – Renewal, Amendment, Courtesy	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 19 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.	

5.5.001	SS-90	Billing Detail—Telecommunications (Other than TEX-AN)—In addition to summary detail, includes any accompanying detailed listing of long distance calls. (Filed with purchase voucher)	FE+3	FE+3			
5.5.003	SS-91	Station Activity Reports—Internal listing of incoming/outgoing telephone activity to individual stations	AV	AV			
5.5.004	SS-92	System Activity Reports—Internal listing of all incoming/outgoing agency telephone activity	AV	AV			
5.5.006	SS-93	Billing Detail – Telecommunications—(TEX-AN) Summary bill and detailed listing of long distance calls	FE+3	FE+3	Summary bill – paper	Detailed listing of long distance calls – electronic	
5.5.007	SS-94	Disputed Call Documentation (Filed with purchase voucher)	FE+3	FE+3			

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy 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 20 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION					
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.	

	SS-99	Employee Personnel Files <ul style="list-style-type: none"> Employee Application Job Description (Performance Plan) Performance Appraisal Corrective/Disciplinary Action information (Actions which do not affect pay, status or tenure and are imposed to correct or improve an employee's job performance) Personnel Disciplinary Action Documentation (actions which may affect pay, status, or tenure) Training and educational achievement records Employee recognition records Unemployment information (received after termination) 	AC+5		AC+5	AC=Termination of employment		
3.1.001	SS-100	Job Vacancy Files: <ul style="list-style-type: none"> Job Vacancy Announcements Job Closure Information Applicant Log EEO forms for all applicants Employment Applications for all applicants Selection Criteria (interview selection chart; interview questions/answers; ranking chart; test results) 	2		2	29 CFR 1602.31		
3.1.011	SS-102	Employee Insurance Files	AC+5		AC+5	AC=Termination of employment		
3.1.018	SS-103	Grievance Records	AC+2		AC+2	AC=Final decision on the grievance		
3.1.022	SS-104	Personnel Action Forms	FE+3		FE+3	29 CFR 1602.31		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 21 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.		

3.1.029	SS-105	Employment Eligibility (I-9's)	AC+5		AC+5	AC=termination of employment 8 CFR 274a.2(b)(2)(i)(A) & (c)(2)		
3.1.034	SS-106	Resumes—Unsolicited	1		1			
3.2.007	SS-107	Unemployment Compensation Records	AC+5		AC+5	AC=termination of employment		
3.2.009	SS-108	State Deferred Compensation Records	AC+5		AC+5	AC=termination of employment		
3.2.010	SS-109	HRIS Reports <ul style="list-style-type: none"> • Veteran Workforce Summary Report • Minority Hiring Report • Exempt Salaried Positions Report • EEO Reports 	AC+4		AC+4	AC=end of fiscal year		
3.3.001	SS-110	Affirmative Action Plan	5		5			
3.3.004	SS-111	Benefit Plans	US+1		US+1	20CFR 1627.3(b)(2)		
3.3.011	SS-101	Former Employee Verification Records (Minimum information to verify employment which includes name, social security number, exact dates of employment and last known address)	AC+75		AC+75	AC-termination of employment		
3.3.015	SS-112	Positions/Job Classification Review File	US+3		US+3			
3.3.024	SS-113	Personnel Policies and Procedures	US+3		US+3			
3.4.002	SS-114	Leave Status Reports (Monthly Employee Leave Summaries)	FE+3		FE+3			
3.4.006	SS-115	Work Records (Includes Overtime Requests and Time Off and Leave Requests)	FE+4		FE+4	40 TAC 815.106(i)		
3.4.008	SS-116	Sick Leave Pool Documentation	FE+3		FE+3			
5.4.013	SS-117	Disaster Preparedness and Recovery Plans (contained in Risk Management Files)	US		US			

Retention Codes (Field 7)					Archival Codes (Field 8)			
RAC – Renewal, Amendment, Courtesy	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 22 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION				
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.

Technology Services			Div	Store	Total	Remarks	
1.1.007	TS-1	Administrative Correspondence Incoming/outgoing and internal correspondence retaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.	4		4		
1.1.008	TS -2	General Correspondence Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2		2		
1.1.010	TS-3	Directives (Division) Any document that officially initiates, rescinds, or amends general office procedures.	US+1		US+1		
1.1.055	TS-5	Strategic Plans - Information Services Information resources and operational strategic plans prepared in accordance with § 2054.095 and § 2056.002, Government Code. <ul style="list-style-type: none"> IS Strategic Plan IS Information Technology Detail IRDR – Information Resources Detail Report 	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. Copy sent to Texas State Publications Depository Program, Texas State Library and Archives Commission (this fulfills the archival requirement) as part of agency strategic planning and LAR.

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



STATE OF TEXAS

Records Retention Schedule

SLR 105
Form SLR 105C must accompany this form.

1. Page 23 of 43

2. Agency Code	329	3. Agency Name	TEXAS REAL ESTATE COMMISSION
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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.
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1.1.057	TS-6	Transitory Information 1. Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's record keeping system, and that are not required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. 2. Transitory records are not essential to the fulfillment of statutory obligation or to the documentation. <ul style="list-style-type: none"> • Routine messages • Internal meeting notices • Routing slips • Incoming letters or memoranda • Electronic objects containing spam • Electronic objects containing virus 	AC	AC	AC=Purpose of record has been fulfilled The disposal of transitory information need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		
1.2.015	TS-7	Disaster Recovery Service Transmittals <ul style="list-style-type: none"> • Substitute form RMD109 	FE+1	FE+1			

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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 24 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION								
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.

2.1.001	TS-8	Processing Files Machine-readable files used in the creation, utilization, and updating of master files. <ul style="list-style-type: none"> • Education evaluation transaction files • DPS transaction files • Education Provider transaction files • Online payment transaction files • EOD transaction work files • "Tank" files 	AC		AC	AC=Completion of 3rd update cycle		
2.1.002	TS-9	Master Files Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC		AC	AC=Completion of 3rd update cycle		
2.1.007	TS-10	Software Programs Automated software applications and operating system files including job control language, program listing/ source code, etc.	AC		AC	AC=until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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 25 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.			

2.1.008	TS-11	Hardware Documentation Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC	AC	AC=Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		
2.1.009	TS-12	Technical Documentation Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. <ul style="list-style-type: none"> • Texas Project Delivery Framework 	AC	AC	AC= Until electronic records are transferred to and made usable in a new hardware or software environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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 26 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.	

2.1.010	TS-13	Audit Trail Records Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs. <ul style="list-style-type: none"> User requested data changes User requested ID/cert changes User requested cash adjustment License Merge Requests 	AC+1		AC+1	AC=All audit requirements have been met.		
2.2.001	TS-14	System Monitoring Records Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc. <ul style="list-style-type: none"> Event logs Job Logs (electronic & paper) Tape Logs 	AV		AV			
2.2.004	TS-15	Computer Job Schedules and Reports Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed. <ul style="list-style-type: none"> Monthly, weekly & daily job schedules Public Information logs 	3mo		3mo			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 27 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.	

2.2.010	TS-16	Data Processing Policies and Procedures Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	US+3		US+3	CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records.		
2.2.012	TS-17	Output Records for Computer Production <ul style="list-style-type: none"> • DPS Clearance • Control Lists • Error Reports • Computer Generated Reports (Daily 7 Weekly jobs) • Renewal Reports • E-pay reports • USAS Reports • Federal Registry (shred) 	AV		AV			
2.2.014	TS-18	Internet Cookies Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV		AV	The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		
2.2.015	TS-19	History Files – Web Sites	AV		AV	The disposal of history files need not be documented through destruction authorization (1.2.001) or in records disposition logs (1.2.010).		
2.2.016	TS-20	Software Registrations, Warranties and License Agreements	LA+3		LA+3			

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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 28 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.	

1.1.007	TS-21	Destruction sign-offs	FE+4		FE+4			
1.2.005	TS-22	Records Retention Schedule (SLR-105)	US		US			
1.2.006	TS-23	Records Transmittal Forms	AC+2		AC+2		AC=Date of authorization for destruction, permanent transfer from storage, or transfer to the state library.	
1.2.008	TS-24	Request for Authority to dispose of State Records (RMD 102, Agency copy)	FE+3		FE+3			
1.2.010	TS-25	Records Disposition Logs	10		10			
1.2.011	TS-26	Records Center Storage Approval – Forms (RMD 106)	US		US			
1.2.012	TS-27	Records Inventory Worksheets	US		US			
1.2.013	TS-28	Records – Control materials	AC		AC		AC- When control aid is updated, revised or no longer needed.	
1.2.014	TS-29	Records Management Plans	US+1		US+1			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 29 of 43

2. Agency Code		3. Agency Name							
329		TEXAS REAL ESTATE COMMISSION							
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.			

Licensing Services			Div	Store	Total	Remarks		
1.1.020	LS-1	Public Information Requests-Not Exempted	AC+1		AC+1	AC=Date request fulfilled		
1.1.021	LS-2	Public Information Requests-Exempted	AC+2		AC+2	AC=Date of notification that records are exempt		

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.			

1.1.057	LS-3	Transitory Information <ul style="list-style-type: none"> Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's record keeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples: routine messages, internal meeting notices, routing slips, incoming letters or memoranda of transmittal that add nothing of substance to enclosures 	AC	AC	AC=Purpose of record has been fulfilled O=Paper and Electronic (e-mail)		
3.3.025	LS-4	Job Procedure Records—Licensing & Education	US+3	US+3			
		Licensing records:					
1.1.008	LS-5	General Correspondence (general letters from members of the public inquiring about licensure)	2	2			
	LS-6	Master License Files (files of all real estate broker and salesperson licensees) Contents:	AC+4	AC+4	AC=Expiration of License – Files are imaged & maintained until ready to be purged.		
	LS-7	Initial Application	4	4	For Real Estate Brokers/Salespersons		

Retention Codes (Field 7)

RAC – Renewal, Amendment, Courtesy
 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 31 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION				
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.

LS-8	• Renewal Applications	4	4	For Real Estate Brokers/Salespersons		
LS-9	• Late Applications	4	4	For Real Estate Brokers/Salespersons		
LS-10	• Orders/Hearings Information	10	10	For Real Estate Brokers/Salespersons		
LS-11	• Change of Sponsor	4	4	For Real Estate Brokers/Salespersons		
LS-12	• Advisory Letters	10	10	For Real Estate Brokers/Salespersons		
LS-13	• Miscellaneous essential licensing records	4	4	For Real Estate Brokers/Salespersons		
LS-14	• DBA and assumed name notices	4	4	For Real Estate Brokers/Salespersons		
LS-15	• License History	4	4	For Real Estate Brokers/Salespersons		
LS-16	Inspector Master Files (files of all inspector licensees) Contents:	AC+4	AC+4	AC=Expiration of License		
LS-17	• Initial Application	4	4	For Inspectors		
LS-18	• Renewal Applications	4	4	For Inspectors		
LS-19	• Orders/Hearings Information	10	10	For Inspectors		
LS-20	• Change of Sponsor	4	4	For Inspectors		
LS-21	• Education: Professional Inspector	2	2	For Inspectors		
LS-22	• Education: Real Estate and Apprentice	3	3	For Inspectors		
LS-23	• Advisory Letters	10	10	For Inspectors		
LS-24	• Miscellaneous essential licensing records	4	4	For Inspectors		
LS-25	• DBA and assumed name notices	4	4	For Inspectors		
LS-26	• License History	4	4	For Inspectors		
LS-27	• Pre-Licensure Education Evaluations	AC+4	AC+4	AC=Expiration of Pre- Licensure Education Evaluations		

Retention Codes (Field 7)

RAC – Renewal, Amendment, Courtesy

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 32 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.			

1.1.067	LS-28	Monthly Report of Examination Statistics Reports are prepared by PSI and contain the following types of information: <ul style="list-style-type: none"> • Sites where tests were taken • Pass/fail numbers • Pass/fail numbers for each part of the test • Survey results (questions asked of students concerning the test) • Comments by exam candidates 	FE+3	FE+3	R		
3.1.035	LS-30	Performance Bonds (Proprietary School Bond Files)	AC+4	AC+4		AC = Expiration or termination of the bond according to its' terms	
	LS-31	Mandatory Continuing Education Course Completion Rosters <ul style="list-style-type: none"> • Scanning type 	1	1			
	LS-32	Master List of MCE Batches	AC+1	AC+1		AC=Completion Date of Course	
	LS-33	Core Course Completion Rosters and End-of-Month Reports (contain student names, grades, date of test, instructor—sent by the school)	AC+1	AC+1		AC =Date of End-of Month Report.(Includes Core Course Completion Rosters)	
	LS-34	Daily Error Report for Licensing Examination Results—used to reconcile problems with posting examinations	AC+1	AC+1		AC=After reconciliation	

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

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 33 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.		

LS-35	MCE Provider Files: <ul style="list-style-type: none"> • Provider Applications • Approval Letters • Correspondence and audit reports 	AC+1	AC+1	AC=Expiration of Provider License		
LS-36	MCE Course Files: <ul style="list-style-type: none"> • MCE Course Applications • Course Approval Letters • Course Materials 	AC+1	AC+1	AC=Expiration of Course		
LS-37	Proprietary School Files: <ul style="list-style-type: none"> • Provider Applications • Approval Letters • Correspondence • Annual Fee Information • Audit Reports 	AC+1	AC+1	AC=Expiration of School License		
LS-38	Core Course Files: <ul style="list-style-type: none"> • Core Course Applications Filed by Proprietary Schools • Course Approval Letters • Course Materials 	AC+1	AC+1	AC=Expiration of School Accreditation		
LS-39	Core and MCE Instructor Files: <ul style="list-style-type: none"> • Core and MCE Instructor Applications • Approval Letters 	AC+1	AC+1	AC=Expiration of Instructor Approval		
LS-40	College and University Files: <ul style="list-style-type: none"> • Course content information for core and related courses offered by colleges and universities • Correspondence 	US+1	US+1			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 34 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.		

LS-41	Trade Association Files: <ul style="list-style-type: none"> Course content information for core and related courses offered by trade associations Correspondence 	US+1		US+1			
LS-43	Terminated/Disapproved Applications	AC+1		AC+1		AC=Termination Date of Application	
	Cashier records:						

		Reception & Communication Services:	Div	Store	Total	Remarks	
1.1.008	RCS-01	General Correspondence	2		2		
5.1.004	RCS-02	Mail and Telecommunications Listings (Mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves: <ul style="list-style-type: none"> Intercom Listings TREC Investigators 	US		US		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 35 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.			

ENFORCEMENT:			Div	Store	Total	Remarks		
1.1.020	EN-1	Public Information Requests-Not Exempted	AC+1		AC+1	AC=Date request fulfilled		
1.1.021	EN-2	Public Information Requests-Exempted	AC+2		AC+2	AC=Date of notification that records are exempt		
1.1.057	EN-3	Transitory Information <ul style="list-style-type: none"> • Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's record keeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. • Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples: routine messages, internal meeting notices, routing slips, incoming letters or memoranda of transmittal that add nothing of substance to enclosure. 	AC		AC	AC=Purpose of record has been fulfilled		
Enforcement files:								

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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 36 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.			

1.1.008	EN-4	General Correspondence	2	2				
1.1.070	EN-5	Agency Policies, and Procedures: Administrative Correspondence (Policy Files)	AC+4	AC+4	R	AC=completion or termination of program, rules, policies or procedures		
1.1.069	EN-6	Activity Reports (on open & closed cases)	1	1				
1.1	EN-7	Case Files (includes open hearing files)	AC+2	AC+2		AC=Final disposition of the complaint		
1.1	EN-8	Closed Hearing Case Files	AC+5	AC+5		AC=Final Disposition of Disciplinary Action		
5.1.014	EN-9	Enforcement Standard Operating Procedures (Investigator Handbook, Office Procedures for the Enforcement Division)	US+1	US+1				
		TIMESHARE FILES:						
	EN-10	Closed Timeshare Registration files	AC+3	AC+3		AC= terminated or expired		
	EN-11	Open Timeshare Registration files	AC+6	AC+6		AC – last activity for filing		
	EN-12	Terminated Timeshare Applications	AC+2	AC+2		AC=after termination of application		
	EN-13	Pending Timeshare Applications	AC	AC		AC=until timeshare registered or application terminated		
	EN-14	Status Reports (lists status of Timeshare Applications)	1	1				
	EN-15	Timeshare Complaint Files	AC+2	AC+2		AC=Final disposition of the complaint		
	EN-16	Timeshare Closed Hearing Files	AC+5	AC+5		AC=Final Disposition of Disciplinary Action		
		Residential Service Company (RSC) files:						

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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 37 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.	

1.1	EN-17	RSC Complaint Files (complaints concerning RSC activity)	AC+2		AC+2	AC=Final disposition of the complaint		
1.1	EN-18	RSC: Closed Hearing Files	AC+5		AC+5	<ul style="list-style-type: none"> AC=Final Disposition of Disciplinary Action 		
	EN-19	RSC Advisory Opinions/Policy Files	PM		PM	<ul style="list-style-type: none"> Establish historical background used in administering the program. Archival code removed subsequent to appraisal by Archives and Information Services Division, Texas State Library and Archives Commission, July 30, 1999 		
1.1.008	EN-20	General Correspondence	2		2			
	EN-21	RSC General Files	10		10	Establish historical background used in administering the program.		
	EN-22	RSC Licensee Files	AC+6		AC+6	AC=Termination, surrender, or expiration of license		
	EN-23	External Annual Reports (financial reports prepared by RSC licensees)	FE+5		FE+5	Information becomes obsolete after FE+5 And is destroyed		
	EN-24	External Mid-Year Reports (information is included in the External Annual Report, EN-20)	FE+5		FE+5			
	EN-25	RSC Activity Reports	10		10	Archival code removed subsequent to appraisal by Archives and Information Services Division, Texas State Library and Archives Commission, July 30, 1999.		
	EN-26	RSC Examination Files	AC+5		AC+5	AC= After Completed		
3.1.035	EN-27	Performance Bonds	AC+4		AC+4	AC=after bond is terminated or expires		
3.3.025	EN-28	Program Procedure Records	US+3		US+3			

Retention Codes (Field 7)						Archival Codes (Field 8)				
RAC – Renewal, Amendment, Courtesy	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 38 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION							
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.	

		Texas Appraiser Licensing and Certification Board	Div	Store	Total		Remarks		
1.1.002	AC-1	Audits: • Auditor's Office • ASC Review	AC+7		AC+7		AC=After final audit report has been issued		
1.1.007	AC-2	Administrative Correspondence (significant formal correspondence from/to Commissioner)	4		4	R			
1.1.008	AC-3	General Correspondence	2		2				
1.1.014	AC-4	Legal Opinions and Advice (from agency legal counsel or the AG, including any requests eliciting the opinions)	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.		
1.1.020	AC-5	Public Information Requests-Not Exempted	AC+1		AC+1		AC=Date request fulfilled		
1.1.021	AC-6	Public Information Requests-Exempted	AC+2		AC+2		AC=Date of notification that records are exempt		
1.1.070	AC-7	Agency Rules, Policies, and Procedures b) Act c) Rules d) Education Provider Packets	AC+3		AC+3	R	AC=completion or termination of program, rules, policies or procedures		
1.1.026	AC-8	Texas Register Submissions	AC+1		AC+1		AC=Date of publication in the Texas Register.		
1.1.027	AC-9	Proposed Legislation—Drafts of proposed legislation and related correspondence including fiscal notes	AV		AV				
1.1	AC-10	Case Files (includes open hearing files)	AC+2		AC+2		AC=Final Disposition of the complaint		

Retention Codes (Field 7)				Archival Codes (Field 8)			
RAC – Renewal, Amendment, Courtesy	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 39 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.

	AC-11	Closed Hearing Case Files	AC+5		AC+5	AC=Final disposition of Disciplinary Action		
1.1.038	AC-12	Customer Surveys	AC		AC	AC=Final Disposition of summary report.		
1.1.057	AC-13	Transitory Information <ul style="list-style-type: none"> Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's record keeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples: routine messages, internal meeting notices, routing slips, incoming letters or memoranda of transmittal that add nothing of substance to enclosures 	AC		AC	AC=Purpose of record has been fulfilled O=Paper and Electronic (e-mail)		
1.1.058	AC-14	Meeting Agenda and Minutes Includes meeting agenda and minutes for TALCB board meetings This series includes registration logs of all people who attend Board Meetings	PM		PM	A <ul style="list-style-type: none"> Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission 		

Retention Codes (Field 7)					Archival Codes (Field 8)			
RAC – Renewal, Amendment, Courtesy	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 40 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION								
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.

1.1.060	AC-15	Meetings, Audio or Videotapes of Open	AC+90 days		AC+90 days		AC=Official approval of written minutes of the meeting by the Board Medium: O=Audio Tapes		
1.1.062	AC-16	Meetings—Supporting Documentation	2		2	A			
1.1.067	AC-17	Reports and Studies (non-fiscal) <ul style="list-style-type: none"> • ASC transmissions (monthly) • Surveys (periodically, as needed) 	3		3		Archival review code removed subsequent to appraisal by Archives and Information Services Division, Texas State Library and Archives Commission, July 6, 1999.		
1.1.069	AC-18	Reports—Activity (Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities) <ul style="list-style-type: none"> • Applications Received • Certificates Issued • Renewals Issued 	1		1				
1.3.001	AC-19	State Publications (one copy of each update maintained permanently) <ul style="list-style-type: none"> • Newsletter • Roster (of licensees) • Application Forms • Act • Rules • News release 	AC+2		AC+2		AC=until superseded or obsolete Copies sent to the Texas State Publications Depository Program, Texas State Library and Archives Commission		

Retention Codes (Field 7)						Archival Codes (Field 8)	
RAC – Renewal, Amendment, Courtesy	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 41 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION								
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.

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.
1.3.002	AC-20	Publication Development Files (background material, copy (drafts), original artwork, photo negatives, prints, flats, etc.	AV	AV	R		
2.2.011	AC-21	Batch Data Entry Control Records (Forms and logs used to reconcile batches submitted for processing against batches received and processed) • Batch Log	AC	AC	AC=When reconciliation confirmed.		
4.5.001	AC-22	Worksheets for Preparing Fiscal Reports: • Report on Measures Work papers	FE+3	FE+3			
4.5.002	AC-23	Internal Fiscal Management Reports: • Monthly Financial Report	FE+3	FE+3			
4.5.005	AC-24	External Fiscal Reports	FE+3	FE+3			
4.7.003	AC-25	Returned Checks/Warrants (Uncollectable)	AC+3	AC+3	AC=After deemed uncollectable		
5.1.004	AC-26	Mail and Telecommunications Listings (Mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves: • Board Members	US	US			
5.1.011	AC-27	Photocopier Use Logs and Reports	AV	AV			
5.1.012	AC-28	Price Lists	US+3	US+3			
	AC-29	Master License Files—Active Contents:	AC+4	AC+4	AC=Expiration of license		
	AC-30	• Initial Application	4	4			
	AC-31	• Renewal Applications	4	4			
	AC-32	• Orders/Hearings Information	10	10			

Retention Codes (Field 7) RAC – Renewal, Amendment, Courtesy AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	Archival Codes (Field 8) 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
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 42 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION				
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.

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.
	AC-33	• Change of Sponsor	4	4		
	AC-34	• Advisory Letters	10	10		
	AC-35	• Appraiser Logs	PM	PM	Permanent subject to retention of file	
	AC-36	• Appraiser Affidavits	PM	PM	Permanent subject to retention of file	
	AC-37	• Appraiser Temporary License (new license)	4	4		
	AC-38	• Miscellaneous essential licensing records	4	4		
	AC-39	• Pre-licensure education records	4	4		
	AC-40	• Continuing education records obtained pursuant to education audit	2	2		
	AC-41	• License History	4	4		
	AC-42	DPS Reports (Background Check/Licensees)	2	2		
	AC-43	Certificate Issuance Control List	2	2		
	AC-44	Database Update Report	18 mo.	18 mo.		
	AC-45	Certificate Extraction Summary	18 mo.	18 mo.		
	AC-46	Transitional, Trainee & Non-resident licenses issued	18 mo.	18 mo.		
	AC-48	Appraiser Exam Counts & Pass/Fail Rates	18 mo.	18 mo.		
	AC-49	Appraiser Licenses Issued	18 mo.	18 mo.		
	AC-50	Appraiser Original Application Counts Listing	18 mo.	18 mo.		
	AC-51	Appraiser Registry Fee Report	4	4		
	AC-52	Appraiser Random Experience Verification Report	4	4		
	AC-53	Certification Issuance Error List	AV	AV		

Retention Codes (Field 7)

RAC – Renewal, Amendment, Courtesy
 AC – After Closed, Terminated, Completed, Expired, Settled
 AV – Administrative Value

CE – Calendar Year End
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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 43 of 43

2. Agency Code 329		3. Agency Name TEXAS REAL ESTATE COMMISSION						
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.

4.	5.	6.	7.		8.		10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Retention Period		Archival		106 No.	TSLAC ONLY Amend. No.
	AC-54	Applicant DPS Error Report	2		2			
	AC-55	Appraiser Licensees Expiring	2		2			
	AC-57	Report of Curative Letters Printed	18 mo.		18 mo.			
	AC-58	New applicant status report	18 mo.		18 mo.			
	AC-59	Outstanding checks files	1		1			
	AC-60	Reports of Examination Results	18 mo.		18 mo.			

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