

December 17, 2019



Mr. Ernesto Palacios, III  
Director of Financial Administration  
Texas Department of Housing and Community Affairs  
P.O. Box 13941  
Austin, TX 78711-3941

Dear Mr. Palacios,

Your agency's records retention schedule is approved for use as of **11/22/2019**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

Lorenzo de Zavala  
State Archives and  
Library Building

1201 Brazos Street  
Austin, Texas  
78701

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

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

*Commission Chairman*  
Michael C. Waters

*Members*  
David C. Garza  
F. Lynwood Givens  
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Arthur T. Mann  
Darryl Tocker  
Martha Wong

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Gloria Meraz

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

Each agency schedule must be reviewed, updated and submitted for recertification 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 **November 2024**.

During a certification period, changes may need to be made to your schedule. State rules (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency:

Bonnie Zuber  
512-463-0188  
[bzuber@tsl.texas.gov](mailto:bzuber@tsl.texas.gov)

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

Sincerely,

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

Craig Kelso  
Director and State Records Administrator

cc: Agency head

**TSLAC**

*Preserving yesterday  
Informing today  
Inspiring tomorrow*



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 332
Agency Name Texas Department of Housing and Community Affairs

(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 Ernesto Palacios, III
Name (Print or type) Ernesto Palacios, III
Date 11/13/2018

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature
Name (Print or type)
Date

Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature Gloria
Name (Print or type) Gloria
Date 11/22/19

Cert/Recert No. 8 Amendment No.

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## 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.**





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SLR 105  
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end  
 FE – Fiscal year end  
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 US – Until Superseded

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					Years	Months	Days				
ALL-TDHCA-01	1.1.007	Correspondence-Administrative	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.		4				R	<p>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.</p>	



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ALL-TDHCA-02	1.1.008	Correspondence - General	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	



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ALL-TDHCA-03	1.1.057	Transitory Information	<p>Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency’s recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC				AC=Purpose of record has been fulfilled.		<p>CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p> <p>The disposal of transitory information need not be documented through destruction sign-offs (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).</p>	



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ALL-TDHCA-04	1.1.013	Calendars, Appointment and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE	1				R	<p>ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p>	



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ALL-TDHCA-05	1.1.073	Public Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC	8			AC=Last Action	R		
ALL-TDHCA-06	1.1.070	Agency Rules, Policies, and Procedures	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. Working files kept with final documents.	AC	3			AC = Completion or termination of program, rules, policies, or procedures.	R		



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ALL-TDHCA-07	1.1.064	Agency Performance Measures Supporting Documentation	Includes definitions and related back up documentation	FE	3					CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
AM01		Asset Management Files/Owner Financial Certifications		AC	7			AC=After required information is entered into database			
BF03		Commercial Paper Program		AC	30			AC=Expiration or termination of the instrument according to its terms.		Bond proceeds. At 30-year review, because of refunding or if land use restriction agreements are in place, re-evaluation of retention period must be conducted.	
BF04		Cashflow Reports		AC	30			AC=After Closed, Terminated, Completed, Expired or Settled.		Bond Related.	
BF05		Arbitrage Rebate Calculation Reports		AC	30			AC=After Closed, Terminated, Completed, Expired or Settled.		Bond Related.	



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BF06		Single Family Program Files		AC	30			AC=Expiration or termination of the instrument according to its terms.		Includes Bond funds. At 30-year review, because of refunding or if land use restriction agreements are in place, re-evaluation of retention period must be conducted.	
BF07		Official Statements		LA	30					Bond related. At 30-year review, because of refunding or if land use restriction agreements are in place, re-evaluation of retention period must be conducted.	
CA01	4.7.008	Community Services Block Grant (CSBG) Eligibility File	This series includes documentation related to the designation and termination of an eligible entity	AC	7			AC=Closed, Terminated, or Settled according to CSBG requirements		CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	



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					Years	Months	Days				
CA02	1.3.001	CSBG Annual Report		AC	5			AC=Until Superseded or Obsolete		<p>CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.</p> <p>For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission 13 TAC §§3.1-3.16.</p>	



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CA03	1.1.024	CA State Plans and Applications	CSBG, LIHEAP, DOE-WAP, and HCVP - Includes all related records; Annual and Five Year PHA Plan	AC	5			AC=Until Superseded or Obsolete	R	HCVP 5 year and Annual plan mandated by HUD  ARCHIVES NOTE: Data processing planning records are not archival.	24 CFR 903.3
CA04	4.7.008	Federal Grant Award Communications	CSBG, DOE-WAP, LIHEAP, and HCVP annual renewal letter  This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies and other documents related to grants received or made by agencies.	AC	3			AC=Satisfaction of award terms		CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
CA05	1.1	Community Needs Assessment Reports		AC	5			AC=Until Superseded or Obsolete			



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CA06	5.1	CA Contract Files	Includes CSBG, CEAP, LIHEAP, DOE-WAP and HCVP-Project Access, Local Operator, CSBG Community Action Plan (CAP), and RFPs and RFA approvals.  Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents may include specifications, affidavits of publication of calls for bids, successful and unsuccessful bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC	7			AC = Expiration or termination of the instrument according to its terms			Government Code, 441.1855
CA07		Contractor Monthly Expenditure and Programmatic Reports	Includes CSBG, CEAP, LIHEAP, DOE-WAP	AC	4			AC=Closed, Terminated, Completed, Expired or Settled.			
CA08	1.1.043	Training Materials		US	1						



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CM01		Monitoring Files	Includes NSP, HTF, HHSP, ESG, HOME (Multifamily, Single Family), HHS (CSBG, CEAP, LIHEAP), DOE (WAP) & CDBG (Self-Help)	AC	7			AC=After Closed, Terminated, Completed, Expired or Settled			
CM02	1.1	Audit Resolution Files		AC	5			AC=After Closed, Terminated, Completed, Expired or Settled			
CM03		Desk Reviews/Affidavits	Includes MF Tax Exempt Bonds, Single Family Bonds, HTF, HOME, Preservation	AC	15			AC=12 months after desk report is received			
CM04		Compliance Files	Includes All Programs	AC	6			AC=Expiration of affordability period			
CM05	1.1.002	On-Site Audit Files	Includes All Programs	AC	15			AC=3 years after date of on-site audit			
CM06		Compliance Status Reports		AC	35			AC=Receipt of report.			
CM07	5.1.001	Bond Preservation Loan Contract Files with 30 year Affordability Period		AC	35			AC=After close of contract.		Inactive Series. Remove from Retention Schedule once all files have met disposition	



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CM08	5.1.001	Land Use Restriction Agreements	Includes All Programs	AC	40			AC=Expiration or termination of the instrument according to its terms			
CM09		Compliance Files-Physical inspection		AC	15			AC=3 years after date of inspection			



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EX02	1.1.058	Board and Special Committee Meeting Minutes/Agenda/Transcript	Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings.	PM					A	<p>TDHCA will send records to Archives every 5 years.</p> <p>ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.</p> <p>CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.</p>	Government Code, Chapter 551.



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FA01	1.1.004	Legislative Appropriation Requests		AC	6			AC=September 1 of odd-numbered calendar years	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	
FA02	4.5	Annual Financial Reports Supporting Documentation		FE	3						
FA03	4.5.002	Internal Fiscal Management Reports	Includes agency monthly budget reports	FE	3						
FA04	4.5.006	Annual Operating Budgets		FE	3					Required by the General Appropriations Act	
FA05	4.5	Unencumbered Fund Balance Reports		FE	3						
FA06	4.5.002	Quarterly investment Reports		FE	3						



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FA-BA01	4.5.003	Tx Dept. of Housing and Community Affairs Annual Financial Reports		AC	6			AC=September 1 of odd-numbered years		Required by the General Appropriations Act (100 Day Report) CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with an Archival Code A. The Archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
FA-BA02	4.3	Journal Document Files		FE	10					No hard copy records after 8/31/2003	
FA-BA03	4.1.003	Cancelled Checks/Warrants/Stubs/Bank Statements		FE	3						



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FA-BA04	4.2.005	Purchase Vouchers	Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	AC	10			AC=Expiration or termination of the instrument according to its terms.			
FA-BA05	4.5.005	Financial Statements		FE	15						
FA-BA06	4.1.004	Encumbrance Detail		FE	10						
FA-BA07	4.2.007	Expenditure Vouchers	Travel, payroll, etc.	FE	3						
FA-BA08	4.2.002	Cash Receipts		FE	15						
FA-BA09	4.4.002	Accounts Receivable	Compliance Fee records (Low Income Housing Tax Credit, Resolution Trust Corporation, and Multi-Family). Inspection Fee records	FE	5						
FA-BA10	4.5.005	Trustee & Treasury Financial Reports		FE	30					Bond funds. At 30-year review, because of refunding or if land use restriction agreements are in place, re-evaluation of retention period must be conducted	
FA-FS01	3.2.002	Employee Earnings Records	Payroll	AC	5			AC=Expiration or termination of the instrument according to its terms.			40 TAC 815.106(i)



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					Years	Months	Days					
FA-FS02	3.2.003	Federal Tax Records	Includes 1099, W-2 Forms, FICA, other tax records, 941 Quarterly Reports, Texas Workforce Commission Quarterly Reports	AC	5			AC=Tax due date, date the claim is filed or date tax is paid, whichever is later			26 CFR 31.6001-1(e)(2)	
FA-FS03	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments	AC	4			AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner				
FA-FS04	3.2.005	W-4 Forms		AC	4			AC=Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001-1(e)(2)	
FA-FS05	3.2.008	Direct Deposit Application/Authorization		AC	5			AC=Until superseded, obsolete, or upon separation of employee.				
FA-FS06	4.5.005	Salary Reports		FE	5							
FA-PU01a	5.3	General Purchasing Files	Associated with a contract executed, renewed, or amended on or after September 1, 2015	FE	7							
FA-PU01b	5.3	General Purchasing Files	Associated with a contract executed, renewed, or amended on or before August 31, 2015	FE	4							



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FA-PU02a	5.3.007	Bid Documentation	Includes bid requisition/authorization, invitations to bid or propose bid specifications, accepted and rejected bids, and bid tabulation/evaluations. Executed, renewed, or amended on or after September 1, 2015	FE	7					CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract.	
FA-PU02b	5.3.007	Bid Documentation	Includes bid requisition/authorization, invitations to bid or propose bid specifications, accepted and rejected bids, and bid tabulation/evaluations. Executed, renewed, or amended on or before August 31, 2015	FE	4					CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract.	
FA-PU03	4.5.005	HUB Reports and Procurement Plan		FE	7						
FA-SS01	5.1.013	Insurance Policies	For vehicles, equipment, etc.	AC	7			AC=Expiration or termination of the policy according to it's term			Government Code, 441.1855



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FA-SS02	5.4.001	Incident and Accident Reports	Incident reports catalog situations that were, or had credible potential to be, dangerous. Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency. Includes associated documentation.	CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33.
FA-SS03	5.6.004	License and Driving Record Checks		AC	2			AC=Until superseded or until termination of employment			
FA-SS04	5.4.013	Risk, Disaster and Recovery Plan	Includes Continuity of Operations Plan, Risk Management Plan, Safety Plan, Evacuation and Shelter in Place Plans, Bomb Threat response, etc.	US							



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FA-SS05	5.4.003	Safety Inspection Records, Orders, and Recommendations	Includes fire, safety, and other inspection records of agency facilities and equipment. Safety inspection reports (Fire Marshall, TFC, Internal Risk Manager/ADSO walk through, etc. Records of findings, orders, and/or recommendations for safety or risk related changes.	AC	3			AC=Inspection or date of the correction of the deficiency if the inspection report reveals a deficiency.		CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028	
FA-SS06	5.4.012	Security Access Records	Includes records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC	2			AC=Until superseded, date of expiration, or date of termination, whichever sooner			
FA-SS07	1.2.005	Records Retention Schedule		US						Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission	



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FA-SS08	1.2.006	Records Transmittal Forms	Includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms. Forms indicate records transferred to storage or a transfer of legal custody.	AC	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 the agency records management officer.		Paper copies disposed of after transcribed on to spreadsheet	
FA-SS09	1.2.012	Records Inventory Worksheets		US							
FA-SS10	1.2.008	Request for Authority to Dispose of Public Records		FE	3					Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
FA-SS11	1.2.010	Records Disposition Log			10						



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FA-SS12	5.1.001	Contracts and Leases	Includes contracts, leases, including general obligation, land lease, utilities, and construction except for buildings. Also, includes Locksmith Services, Security, Building Access & Building Management Communications.	AC	7			AC=Expiration or termination of the instrument according to its terms			Government Code, 441.1855
FA-SS13	5.2.014	Inventory Records-Annual Physical	Includes property, equipment, supply verification	FE	3						
FA-SS14	5.2.016	Inventory System Update Listing	Includes all additions, changes, deletions and transfer items for the monthly processing period.	AC				AC=Transfer of information into annual listing			
FA-SS15	5.2.017	Lost & Stolen Property Reports		FE	3						
FA-SS16	4.7.004	Capital Asset Records		LA	3						
FA-SS17	4.6.002	Reconciliations	Monthly reconciliation of the property book, the addition of new property items and the removal of surpluses property.	FE	3						
FA-SS18	5.5	Telecommunication Files		FE	3						



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FA-SS19	5.1.011	Photocopier and Telefax Usage Logs Reports		AV							
FA-SS20	5.1.005	Postage Expense Reports		FE	3						
FA-SS21	5.4.011	Guest Register	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities		3					Submitted to the Texas Ethics Commission once per quarter	
FHDM01	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC	6			AC = September 1 of odd-numbered calendar years			
FHDM02	1.1.064	Agency Performance Measures Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE	3					Vital. CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	



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					Years	Months	Days				
FHDM03	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV						CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.	
FHDM04	1.3.002	Publication Development Files	Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AC	1			AC=From date of publication	R		
FHDM05	1.1.067	Reports and studies (nonfiscal)	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.		3				R		



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FHDM06	1.1.061	Meeting notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC			90	AC = Approval of the formal minutes by the governing body.		SEE caution comment at item number 1.1.058.	
FHDM07	1.1.040	Speeches, papers and presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC	1			R AC=from date of actual presentation or publication	R		
FHDM08	1.1.071	Agency Rules, Policies and Procedures-Working Files	Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			AC = Adoption of final, rule, regulation, or policy	R	Vital	
HM01		Texas Interagency Council for Services for the Homeless Document		AV							



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HM02	5.1	ESGP-Rehab		AC	10			AC=Expiration or termination of the instrument according to its terms			
HM03		Unfunded Application Files		AC	2			AC=After Closed, Terminated, Completed, Expired or Settled			
HM04		Community Housing Development Organization (CHDO) Applications		AC	3			AC=After Closed, Terminated, Completed, Expired or Settled			
HM05	5.1.001	Owner Occupied (OCC) Contract Application Files with 30 year Affordability Period		AC	7			AC=After close of contract			Government Code, 441.1855
HM06	5.1.001	Home Contract/ Application Files w/o Affordability Period	Owner- Occupied Rehabilitation Housing Assistance, Tenant-Based Rental Assistance, Contract for Deed Conversion Initiative, Home Funded Applications.	AC	7			AC=After close of contract			Government Code, 441.1855



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HM07	5.1.001	HOME Homebuyer Assistance Program Contract/ Applications w/10 year Affordability Period		AC	15			AC=After close of contract			Government Code, 441.1855
HM08	5.1.001	Home Contract/ Application Files with 30 year Affordability Period	1) Home Rental Program 2) Home Ownership Development Program 3) Home Funded Applications w/Affordability Period.	AC	7			AC=After close of contract			Government Code, 441.1855
HM09	5.1	Contract for Deed Conversion		AC	7			AC=Expiration or termination of the instrument according to its terms			
HR01	3.1.011	Employee Insurance Files		AC	5			AC=Until superseded or termination of employment		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.	
HR02	3.1	Employee Personnel Files	Includes job application, personnel action form, job description, evaluations, trainings, and verification of prior state service	AC	5			AC=Termination of employment.			



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HR03	3.3.011	Former Employee Verification Records	Includes name, Social Security Number, exact dates of employment, last known address and most recent public access option form.	AC	75			AC=Termination of employment.		See item number 3.1.038.	
HR04	3.4.006	Time and Leave Records	Includes Leave Status Reports and Overtime Authorizations	FE	5						See 40 TAC 815.106(i)
HR05	3.1.001	Application Files-Not Hired	Includes Job Posting, Employment Selection	AC	2			AC=After Closed, Completed or Expired.			29CFR 1602.31
HR06	5.4.001	Workers Compensation	Documents related to active workers compensation files such as witness statements and SORM forms	FE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33.
HR07	3.3.031	EEO Reports and Supporting Documentation		FE	5						29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.
HR08	3.3.024	Personnel Policies and Procedures	Includes affirmative action plans	FE	5						



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HR09	3.1.029	Documentation of Employment Eligibility	(INS I-9) Federal reporting form	AC	5			AC=Termination of employment		CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.	8 CFR 274a.2(b)(2)(i)(A) and (c)(2).
HR10	1.1.023	Organizational Charts		US					A		
HR11	1.1.056	American with Disabilities Act Documentation			3						28 CFR 35.105(c)



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HR12	1.1.048	EEOC-TCHR Litigation/Administrative Hearings	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	3			AC=As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter, dismissal of a lawsuit for want or prosecution or on motion of the plaintiff, or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	
HR13	3.1.018	Grievance Records		AC	3			AC=Final decision on the grievance		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U.S. Department of Labor. SEE item number 1.1.048.	
HRC01		External Correspondence	Assistance Request	CE	1						



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HRC04		Regional Allocation Formula (RAF)	The Regional Allocation Formula (RAF) determines how funding will be distributed among the urban and rural areas of the 13 service regions used by TDHCA for planning purposes for the following three programs: the State's Housing Trust Fund, HOME and Housing Tax Credit.	FE	7						Gov. Code 2306.111



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HRC05	1.3.001	The Fair Housing Sponsor (HSR) Report		AC	5			AC=After Closed, Terminated, Completed, Expired or Settled		Record maintained on web page and in hard copy form. When placed on the web page, the report becomes a State Publication. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.	Government Code, 2306.0724



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HRC06	1.3.001	State of Texas Low Income Housing Plan and Annual Report (SLIHP)	This annual report provides an overview of statewide housing needs and reports on the administration, funding levels, performance measures and the distribution of TDHCA's resources from the previous fiscal year and plans for the upcoming fiscal year.	AC	15			AC=Until superseded or obsolete	R	When placed on web page, the report becomes a State Publication. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).	Legislative #1356



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HRC07	1.1.024	Consolidated Plan	TDHCA produces the 5-Year Consolidated Plan (Con Plan), One-Year Action Plan (OYAP) and Consolidated Plan Annual Performance Report (CAPER) publications in compliance with U.S. Department of Housing and Urban Development (HUD) reporting requirements for the following programs: the Community Development Block Grant Program (CDBG), the HOME Investment Partnerships Program (HOME), the Emergency Solutions Grants (ESG) program, and the Housing Opportunities for Persons with AIDS Program (HOPWA).	AC	5			AC=Until superseded or obsolete	R	Mandated by Housing and Urban Development. Plan uploaded to the Texas Department of Housing and Community Affairs web page. ARCHIVES NOTE: Data processing planning records are not archival.	



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HRC08	4.7.008	National Foreclosure Mitigation Counseling Program Files		AC	3			AC=Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
HRC12	1.1.006	Complaints	Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint	AC	5			AC=Final disposition of the complaint		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.	
IA01	1.1.002	Audits		AC	7			AC=Publication or release of final audit findings.			
IS01	5.4.013	Disaster Preparedness & Recovery Plans		US							
IS02	1.2.015	Disaster Recovery Service Transmittals	Includes documentation for disaster recovery services provided by other entities.	FE	7						
IS03	1.1.002	Audits	Includes State and Federal external and internal audits, review & special project reports.	AC	7			AC=Publication or release of final audit findings.			



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IS04	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US	3					CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.	
IS05	2.1.008	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems	AC				AC=Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94



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IS06	2.1.007	Software Program	Automated software applications and operating system files including job control language, program listing/source code, etc.	AC				AC=Until electronic records are transferred to and made useable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.



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IS07	2.1.009	Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC				AC=Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94



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IS08	2.2.001	System Monitoring Records	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV							
IS09	5.2.008	Computer Hardware Maintenance Records	Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA	7						Government Code, 441.1855
IS10	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule. Includes Biennial Operating Plan and Information Resources Strategic Plan.	AC	3			AC=Decision made to implement or not to implement result of planning process.	R		
IS11		Help Desk Request		AC				AC=Request completed.			



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LD01a	5.1.001	Contract Files-Outside Counsel	Includes Request For Purchas (RFP's), responses, ranking, Attorney General (A.G.) approvals, and related documents. Executed, renewed, or amended on or after September 1, 2015	AC	7			AC=Expiration or termination of the instrument according to its terms.		SEE related item numbers 3.1.035 Performance Bonds, 4.2.005 Purchase Vouchers, and 5.3.007 Bid Documentation. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.	Government Code, 441.1855
LD01b	5.1.001	Contract Files-Outside Counsel	Includes Request For Purchas (RFP's), responses, ranking, Attorney General (A.G.) approvals, and related documents. Executed, renewed, or amended on or before August 31, 2015	AC	4			AC=Expiration or termination of the instrument according to its terms.		SEE related item numbers 3.1.035 Performance Bonds, 4.2.005 Purchase Vouchers, and 5.3.007 Bid Documentation. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.	Government Code, 441.1855
LD02	1.1	Open Records Request	Exempted and Not Exempted	AC	2			AC=Date request fulfilled or date of denial.			
LD03		Real Estate Owned (REO) Foreclosure Filings		AC	6			AC=Property resold			



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LD04	1.1.048	Litigation	Litigation by outside counsel only, (cases litigated by Attorney General are retained by the A.G.)	AC	3			AC=As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff, or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	
LD05		Ethics Advice (Privileged)	Attorney-client privileged communication between Ethics Advisor and TDHCA staff members seeking advice		5						
LD06		Ethics Newsletters	Periodic ethics reminders and tips issued by TDHCA ethics advisor to agency staff		2						
LD07	1.1.026	Texas Register Submissions		AC	1			AC=Date of publication in the Texas Register.			
LD08	1.1.063	Enforcement Committee Records		LA	5						



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					Years	Months	Days				
LD09	1.1.063	Review Committee Records		LA	5						
LD10		Bankruptcy Filings	Proofs of claims, correspondence with debtor/trustee, and related documents	LA	5						
LD11		Debarment Final Orders		AC	4			AC=Debarment term has expired			
MF01	5.1.001	MultiFamily Applications	Includes Direct Loan, Exchange, LIHTC, Multifamily Bond and TCAP	AC	40			AC=After Closed, Terminated, Completed, Expired or Settled		At 40 year review because of refunding or land use restriction agreements are in place, re-evaluation of retention period must be conducted.	Government Code, 441.1855
MF02		MultiFamily Tax Exempt Bond		AC	40			AC=After Closed, Terminated, Completed, Expired or Settled		At 40 year review because of refunding or land use restriction agreements are in place, reevaluation of retention period must be conducted.	
MF04		Unfunded Application Files		AC	2			AC=After Closed, Terminated, Completed, Expired or Settled			



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MF06		Backup Documentation-Multifamily Uniform Cycle			5						
MF07		Qualified Allocation Plan (QAP) & other Division Rules			5						Subchapter: 230.67022
MF08		Multifamily Exchange Files		AC	40			AC=After Closed, Terminated, Completed, Expired or Settled			
MF10		Tax Credit Assistance Program (TCAP)		AC	40			AC=After Closed, Terminated, Completed, Expired or Settled		At 40 year review because of refunding or land use restriction agreements are in place, reevaluation of retention period must be conducted.	
MH01		Manufactured Housing Production Reports			100					Maintained on agency network	



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MH02		Manufactured Housing Data Plates			100				A	1971-1995 stored in microfilm format at the Texas State Record Center. All records scanned and stored on the agency network. Data plates created after 2010 stored with Statement of Ownership. Record Series can be removed after all records have met retention.	
MH03		Manufactured Home Statements of Ownership Files			100					1982-2003 stored in microfilm format at the Texas State Record Center. All records scanned and stored on the agency network.	



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MH04		Texas Seal Applications			100					1978-1999 stored in microfilm format at the Texas State Record Center. All records scanned and stored on the agency network. Applications processed after 1/23/2008 maintained with Statement of Ownership. Record Series can be removed after all records have met retention.	
MH05		Manufactured Home Consumer Complaint		AC	5			AC=After Closed, Terminated, Completed, Expired or Settled		Maintained on agency network	
MH06		Manufactured Housing Licenses	Includes Retailers, Brokers, Installers, Salespersons, Salvage Rebuilders, Manufactures, etc.	AC	10			AC=After licenses expire		Maintained on agency network	
MH07		Manufactured Home Installation Reports	Includes installations with violations	AC	5			AC=After Closed, Terminated, Completed, Expired or Settled		Maintained on agency network	
MH08		Stabilizing Devices and Systems		AC	10			AC=After Closed, Terminated, Completed, Expired or Settled		Maintained on agency network	



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MH09		Direct Return Form Letters		FE	2					Maintained on agency network	
MH10		Texas Inventory Finance Security Forms (TIFS)		AC	5			AC=Year TIFS was recieved		Maintained on agency network	
MH11	1.1	Contested Cases-Final Orders		AC	5			AC=After Closed, Terminated, Completed, Expired or Settled.		Maintained on agency network	[See SB637 75(R)]
MH12	5.1	Local Government Installation Inspection Contracts		AC	5			AC=Expiration or termination of the instrument according to its terms		Maintained on agency network	
MH13		Titles - Cancelled to Business Use			100					All records scanned and stored on the agency network. Cancellations processed after 2003 maintained with Statement of Ownership. Record Series can be removed after all records have met retention.	



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MH14		Real Estate Cancellations			100					1983-2003 stored in microfilm format at the Texas State Record Center. All records scanned and stored on the agency network. Cancellations processed after 2003 maintained with Statement of Ownership. Record Series can be removed after all records have met retention.	
MH15		Licensing Education Class Exams and Enrollment Forms		AC	10			AC=After required information has been scanned		Maintained on agency network	
MH16		License Exemption Letters		AC	5			AC=After Closed, Terminated, Completed, Expired, Settled		Maintained on agency network	
MH17		Real Property Election Perfections		AV							



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MH18		Titles Cancelled to Salvage			100					All records scanned and stored on the agency network. Cancellations processed after 2003 maintained with Statement of Ownership. Record Series can be removed after all records have met retention.	
MH19a	3.1.026	Fingerprinting and Criminal Justice Information	No License issued	AC			30	AC=Day of last correspondence		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	



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MH19b	3.1.026	Fingerprinting and Criminal Justice Information	License Issued	AC	10			AC=Date license expires		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information. Maintained on Agency Network	
MH20		Incomplete License Applications		AC	5			AC=30 days after last correspondence		Maintained on agency network	
MH21		Tax Liens	Includes e-filings, paper, rejected recordings, and releases	AC	5			AC=Date received		Maintained on agency network	
MH22		Migrant Labor Facility Licenses	Includes licenses, inspections, and field operations.	AC	5			AC=After licenses expire		Maintained on agency network	



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PPA01		Social Networking Communications	Consists of content (messages, posts, photographs, videos, etc.) created, submitted or received using a social networking application that is strictly a duplicate, transitory in nature, or a record copy of the information exists elsewhere. Includes blogs, wikis, Twitter, Facebook, YouTube, Flickr and other related applications.		1					CAUTION: Content on a social media application that meets the Texas Government Code 441.180 (11) definition of a State record and is not a duplicate record, transitory or retained elsewhere must be captured by a responsible party and maintained for the retention period of the appropriate record series.	
PPA02	1.1.019	Public Relations Records	News, press releases, advertisements, or any public relations files maintained or issue by our agency. Includes print, electronic, audio and audiovisual records.		2				R		



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
PPA03	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC=September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	
PPA04	1.1.040	Speeches, Papers and Presentations Talking Points	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC				A=End of term in office or termination of service in a state position	R		
PPA05	1.1.040	Ad Hoc Reports and Presentations			3				R		



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PPA06	1.3.001	State Publications	Articles, Brochures, Handouts, and Success Stories	AC	3			AC=Until superseded or obsolete		<p>CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.</p> <p>For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).</p>	



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PPA07	4.7	Fiscal Notes		FE	3						
PPA08	1.1.055	Strategic Plans		AC	6			AC=September 1 of odd-numbered calendar year.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
SFO-HTF01		Housing Trust Fund Awarded Applications - Multifamily		AC	30			AC=Expiration or termination of the instrument according to its terms		The Deed of Trust, the Note and other real estate documents may need to be released or retained.	
SFO-HTF02		Housing Trust Fund Awarded Applications - Single Family		AC	7			AC=Expiration or termination of the instrument according to its terms		The Deed of Trust, the Note and other real estate documents may need to be released or retained.	
SFO-LS01		Servicer Monthly Aggregated Exception Reports	Whole loan portfolio monthly investor cut-off reports received from servicers.	AC	30			AC=After Closed, Terminated, Completed, Expired or Settled			
SFO-LS02		Delinquency Reports	Monthly whole loan delinquency reports received from servicers	CE	30					LS02 previously titled "Aggregated Exception System Info from 2200." Merged with LS01, LS02 renamed 2017.	



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SFO-LS03		Remittance Information	Whole loan portfolio monthly servicer remittance information received from Global Payment System	CE	10						
SFO-LS04		Payoff Files	Whole loan portfolio payoffs/releases.	AC	10			AC=After Closed, Terminated, Completed, Expired or Settled			
SFO-LS05		Loan Administration Reports Generated/AES	Various loan servicing reconciliation reports.	AC	10			AC=After Closed, Terminated, Completed, Expired or Settled			
SFO-LS06		Foreclosure/Disposed Files	Various loan files for foreclosed loans.	AC	30			AC=After Closed, Terminated, Completed, Expired or Settled			
SFO-LS07	1.1.067	Reports – Administrative/REO	Various seller/servicer application files, recertification file, and whole loan administration files.	AC	3			AC=After Closed, Terminated, Completed, Expired or Settled	R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page ix for more information.	



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SFO-LS08		Preforeclosure Sales and HUD Assignments	Whole loan portfolio preforeclosure sales and HUD assignments.	AC	30			AC=After Closed, Terminated, Completed, Expired or Settled		Inactive Series. Remove from Retention Schedule once all files have met disposition.	
SFO-LS09	5.1	Assumptions	Whole loan portfolio assumptions.	AC	30			AC=Expiration or termination of the instrument according to its terms		Inactive Series. Remove from Retention Schedule once all files have met disposition.	
SFO-LS10	5.1	Home Improvement / Construction Loan Contracts / Permanent Financing	Single family loan files. Includes HOME OCC Loans.	AC	30			AC=Expiration or termination of the instrument according to its terms			
SFO-LS11	5.1	Down Payment Assistance Program	Single family loan files. Includes Bond DPAP, HOME HBA, Paid off, and 90 Tax Credit	AC	30			AC=Expiration or termination of the instrument according to its terms			
SFO-LS12	5.1.	Border Housing Initiative Single Family Fund	Single family loan files. Includes Single Family and OCI Bootstrap Loans	AC	30			AC=Expiration or termination of the instrument according to its terms			



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SFO-LS13	5.1	Contract for Deed	Single family loan files.	AC	30			AC=Expiration or termination of the instrument according to its terms			
SFO-LS14	5.1	Neighborhood Stabilization Program (NSP)	Single family loan files.	AC	30			AC=Expiration or termination of the instrument according to its terms			
SFO-LS15	5.1	Contracts and Leases	Whole loan portfolio servicer transfer of servicing agreements and E&O insurance renewal applications.	AC	10			AC=Expiration or termination of the instrument according to its terms			
SFO-LS16		Servicer Compliance Reports	Whole loan portfolio annual servicer certifications including financial statements, insurance policies and annual reports.	AC	30			AC=After Closed, Terminated, Completed, Expired or Settled		Inactive Series. Remove from Retention Schedule once all files have met disposition.	
SFO-LS17	5.1	MultiFamily Contract Files	Multifamily loan files	AC	40			AC=Expiration or termination of the instrument according to its terms			
SFO-NSP01		NSP Contract Files		AC	30			AC=After Close of Contract			



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SFO-NSP02	1.1.043	Implementation Training Manuals		US	1						
SFO-OCI01		Texas Bootstrap Loan Program NOHP Applications and Agreements		AC	7			AC=Expiration or termination of the instrument according to its terms			
SFO-OCI02		Texas Bootstrap Loan Program Cancelled Loan Files		AC	5			AC=Expiration or termination of the instrument according to its terms			
SFO-OCI03		Colonia Self Help Center		AC	5			AC=Date contract officially closed			
THO02		First Time Homebuyer Lender Files		AC	4			AC=After Closed, Terminated, Completed, Expired or Settled.			



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THO03		Mortgage Credit Certificate (MCC) Billing Information		AC	30			AC=After Closing, Terminated, Completed, Expired or Settled.		Inactive Series. Remove from Retention Schedule once all files have met disposition.  At 30 year review because of refunding or if land use restriction agreements are in place, re-evaluation of retention period must be conducted.	
THO04	1.1.070	Bond Program Manuals-Final	Internal publications which define the agency's policies and operating procedures; i.e. Employees' guide, office procedures manuals, etc.	AC	3			AC=Completion or termination of program, rules, policies or procedures.	R		
THO05		Master Servicer Loan Reports		AC	30			AC=After Closed, Terminated, Completed, Expired or Settled		Inactive Series. Remove from Retention Schedule once all files have met disposition.	
THO06		Mortgage Credit Certificates		AC	30			AC=Expiration or termination of the instrument according to its terms.		At 30-year review because of refunding or if land use restriction agreements are in place, re-evaluation of retention period must be conducted	



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THO09		SFMRB Tax Compliance Files		AC	30			AC=After Closed, Terminated, Completed, Expired or Settled.		Inactive Series. Remove from Retention Schedule once all files have met disposition. Bond related.  At 30-year review, because of refunding or if land use restriction agreements are in place, reevaluation of retention period must be conducted.	
THO10	1.1.071	Bond Program Manual-Working Files		AC	3			AC=Completion or termination of program, rules, policies or procedures.	R		
THO12		Program Reservation		AC	30			AC=After Closed, Terminated, Completed, Expired, or Settled.		Inactive Series. Remove from Retention Schedule once all files have met disposition.	
THO14		Texas Statewide Homebuyer's Education Program (TSHEP)		AC	5			AC=After Closed, Terminated, Completed, Expired or Settled.			