



September 15, 2015

Ms. Jodee Martinez
Chief Financial Officer
Texas Bond Review Board
300 W. 15th St., #409
William P. Clements Building
Austin, TX 78701

State and Local
Records Management

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Austin, Texas
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Michael C. Waters

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Sandra J. Pickett

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

RE: Agency records retention schedule approved for use

Dear Ms. Martinez:

Your agency's records retention schedule is approved for use as of September 1, 2015. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

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

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Bonnie Zuber, at 512-463-0188 or 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 blue ink, appearing to read "CK", written over a light blue circular stamp.

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Robert C. Kline

R01.352/352



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 352
Agency Name TEXAS BOND REVIEW BOARD

(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 [Handwritten Signature]
Name (Print or type) JODEE MARTINEZ
Date 3/12/14

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

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

Signature
Name (Print or type)
Date

Cert/Recert No. 5 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 **42**

2. Agency Code	352	3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

		BOND FINANCE OFFICE						
	FI.001	Annual Reports-Other Agencies Distributed printed copy. Non-fiscal	2		2			
	FI.002	Research Bond Issuance Research includes Consultants, Debt Status & Mgt Issues, Municipal Bonds, College Savings Bonds, Legal Issues, Ratings and Programs. Association Research includes correspondence, resource material, reports, organization, etc. Other Agency Research includes fiscal reports & legislative briefings. Other States Research includes correspondence, financial data, studies, surveys, and program data.	5	5	10			

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **2** of **42**

2. Agency Code	352	3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

	FI.003	Semi-Annual, Annual & Biennial Reports - Issuers Reports from issuers regarding status of unspent bonds proceeds, expected bond issuance over coming fiscal year, bond transaction results/analysis, and status of authorized, but unissued debt.	US+3		US+3	R			
	FI.004	Bond Issue/Application Folders Includes Application/Notice of Intent, Staff & Board Meeting Documents, Final Report/Sale Documents, and Correspondence	AC+1	35	AC+36		AC = application approved. Agency will maintain active paper files for one year prior to storage in Office Storage room. Will be destroyed after one year after maturity of application.		
1.1.002	FI.005	Audits Audit reports received from the State Auditor's Office.	AC+7		AC+7		AC = Publication or release of final audit findings. State Auditor's office retains the permanent Record copy.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.004	FI.006	Legislative Appropriation Requests Including supporting documentation.	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar year. Archival Requirement met by sending copies to Texas State Public Depository Program. Texas State Library & Archives Commission (TSLAC).		
1.1.007	FI.007	Correspondence – Administrative Routine and administrative incoming/outgoing letters, memoranda, inquiries and requests for materials.	4		4	R	Only Administrative correspondence of executive staff, board members, division directors and program heads require archival review 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.		

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



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Records Retention Schedule

SLR 105

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2. Agency Code	352	3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.008	FI.008	Correspondence – General	2		2	See comment to item number 1.1.007 and item number 1.1.010		
1.1.010	FI.009	Directives Routine issuances regarding general administrative and office procedures.	US+1		US+1			
1.1.011	FI.010	Executive Orders Records which documents significant changes or new agency policies, programs, and or procedures, including Resolutions and Findings of Fact.	US+5		US+5	A		

Retention Codes (Field 7)

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

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **5** of **42**

2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.013	FI.011	Calendars, Appointment and Itinerary Records.	CE+1		CE+1	R	Archival review only for elected officials, executive staff, board or commission members, division directors, and program heads. 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		
1.1.014	FI.012	Legal Opinions & Advice Agency opinions from agency legal counsel (Attorney General)	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.		

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

SLR 105

Form SLR 105C must accompany this form.

1. Page **6** of **42**

2. Agency Code	352	3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.019	FI.013	Public Relations Records News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2		2	R		
1.1.020	FI.014	Public Information Requests – Not Exempted Includes all correspondence and documentation relating to requests of records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC+1		AC+1		AC = Date request fulfilled	
1.1.021	FI.015	Public Information Requests – Exempted Includes all correspondence and documentation relating to requests for records.	AC+2		AC+2		AC = Date of notification that records are exempt.	
1.1.023	FI.016	Organization Charts	US		US	A		

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

SLR 105

Form SLR 105C must accompany this form.

1. Page **7** of **42**

2. Agency Code	352	3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.024	FI.017	Plans & Planning Documents – Includes correspondence, Capital Expenditure Plans, capital planning guidelines, expenditure plans, research, state agency/ institution information, facilities master plan data, related legislation & documentation. Also includes reports and instructions for Initial Operating Plan, Annual Performance Report.	AC+3	AC+3	R	Annual review AC = Decision made to implement or not to implement result of planning process. Archives Note: Data processing planning records are not archival		
1.1.026	FI.018	Texas Register Submissions Posting of meetings with published documentation from Texas Register.	AC+1	AC+1		AC = date of publication in the Texas Register		
1.1.027	FI.019	Proposed Legislation Includes drafts or proposed legislative bills, related correspondence, and fiscal notes.	AV	AV				

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

SLR 105

Form SLR 105C must accompany this form.

1. Page **8** of **42**

2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks	Remarks		

1.1.038	FI.020	Customer Survey Includes non-routine or special reports, studies, surveys, etc. (Performance Review, S&L Debt Report).	AC+3	AC+3	R	AC = survey completed		
1.1.055	FI.021	Strategic Plans Includes information resources and operational strategic plans prepared in accordance with Texas Government Code, §§2054.095 and 2056.002	AC+6	AC+6	A	AC = September 1 of odd numbered calendar years. 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 & Archives Commission		
1.1.056	FI.022	ADA (Americans with Disabilities Act) Documentation Self evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3	3		28CFR 35.105(c)		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **9** of **42**

2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.057	FI.023	Transitory Information	AC		AC		<p>AC = Purpose of record has been fulfilled.</p> <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 record series listed on 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 state agency or the documentation of its functions. The disposal of transitory information need not be documented through authorizations or in records disposition logs</p>		
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Retention Codes (Field 7)

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

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **10** of **42**

2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.058	FI.024	<p>Meeting Minutes/Agenda/Witness Cards Official minutes, agendas, and witness cards for Bond Review Board staff planning and Board Meetings.</p>	PM		PM	A	<p>Agenda should be filed with official copy of minutes. Agency of origin retains permanent Record Copy and sends appropriate copies to Legislative Reference Library, Governor's Office. Archival requirements met by sending copies to Archives and Information Services Division, Texas State Library & 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.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.059	FI.025	Meetings – Audio/videotapes-Closed Meetings. Tape recorded meeting proceedings.	AC+2		AC+2		AC= The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, Section 551.104(a) See Caution comment at item number 1.1.058.		
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Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **12** of **42**

2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.060	FI.026	Audio/Video tapes of Open Meetings Audio or video tapes of open meetings.	AC+90 days	AC+90 days	A	AC = official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. See Caution comment item number 1.1.058.		
1.1.065	FI.027	Reports, Studies (non-fiscal) – Raw Data Includes non-routine or special reports, studies, surveys, etc. (Performance Review, S&L Debt Report)	AV	AV		CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **13** of **42**

2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.066	FI.028	Annual Report – Final Draft Non-fiscal	AC+6		AC+6	A	AC = September 1 odd numbered calendar years. Agency sends required copies to the Publications Depository Prog. Texas State Library & Archives Commission (Texas Government Code Section 441.101)		
1.1.067	FI.029	Reports/Studies (non-fiscal) Includes minutes, membership guidelines and procedures, correspondence, findings and reports.	3		3	R			

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **14** of **42**

2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.068	FI.030	Reports on Performance Measures Quarterly, Semi-annual and Annual	AC+6		AC+6	AC = September 1 odd numbered calendar years. Agency of origin retains the permanent Record Copy and sends required copies to the Legislative Budget Board, Governor's Office, and Publications (semi-annual & annual)		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **15** of **42**

2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks	Remarks		

1.1.070	FI.031	<p>Agency Rules, Policies & Procedures - Final Guidelines, directives, administrative rules, policies, or procedures issued by an organization in fulfilling legislative mandates or missions, the results of which usually impose requirements or have an affect on other entities. Includes Adoption Preamble, Motions, Designation of Alternates, Rules & Exemption List, and Resolutions. Postings of rules with published documentation from Texas Register.</p>	AC+3		AC+3	R	<p>AC = Completion or termination of program, rules, policies or procedures.</p> <p>See also item number 1.1.071.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.071	FI.032	Agency Rules, Policies, & Procedures – Working Files Guidelines, directives, administrative rules, policies, or procedures issued by an organization in fulfilling legislative mandates or missions, the results of which usually impose requirements or have an affect on other entities. Includes disclosure guidelines, SEC requirements, and state information depository protocol.	AC+3		AC+3	R	AC = Completion or termination of program, rules, policies or procedures. See also item number 1.1.070		
1.2.005	FI.033	Records Inventory and Retention Schedule (SLR 105) Includes Inventory Worksheets and Maps, Retention Schedule.	US		US		Original retention schedule retained by State and Local Records Management Division, Texas State Library & Archives Commission.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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SLR 105

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2. Agency Code	352	3. Agency Name State Bond Review Board							
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			Agency	Storage	Total	9. Remarks			

1.3.001	FI.034	State Agency Publications Record copy of Bond Finance Office publications	AC+2		AC+2		AC = Until superseded or obsolete. Agency of origin retains the permanent Record Copy and sends required copies of agency publications to the Texas State Publication Depository Program, Texas State Library & Archives Commission.		
1.3.002	FI.035	Publication Development Files Includes draft material, copy, text, original artwork, photo negatives, prints, flats, layout for all agency publications. Includes all work performed both inside and outside the agency.	AC		AC	R	AC = fiscal year end in which publication was finalized		

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



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SLR 105

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2. Agency Code	352	3. Agency Name State Bond Review Board						
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			Agency	Storage	Total	9. Remarks		

2.1.007	FI.036	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. 13TAC 6.94 CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
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SLR 105

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2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

2.1.008	FI.037	Hardware Documentation Includes system, program, file and use.	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. 13TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

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2. Agency Code	352	3. Agency Name State Bond Review Board						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

2.1.009	FI.038	<p>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 description and documentation such as program flowcharts, 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.</p>	AC		AC		<p>AC = Until electronic records are transferred to and made usable in a new hardware environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13TAC 6.94.</p> <p>CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p>	
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Retention Codes (Field 7)

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

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

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



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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.1.001	FI.039	Applications for Employment – Not Hired Includes resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	2	2	29 CFR 1602.31 State Agencies 29 CFR 1602.49(a) State Universities		
3.1.002	FI.040	Applications for Employment – Hired Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC+5	AC+5	AC= Termination of employment		

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



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Form SLR 105C must accompany this form.

2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.1.006	FI.041	Employee Counseling Records Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisorial level except in those agencies with counseling staff.	AC+3	AC+3	AC = Termination of counseling		
3.1.011	FI.042	Employee Insurance Records Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC	AC	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		

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



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2. Agency Code	352	3. Agency Name State Bond Review Board						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.1.012	FI.043	Employment Opportunity Announcements Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2	2	2	29 CFR 1602.31 State Agencies 29 CFR 1602.49(a) State Universities		
3.1.013	FI.044	Employment Contracts Includes bids, Request for Proposals and contracts for consultants.	AC+4		AC+4	AC = Expiration or termination of contract according to its terms.		
3.1.014	FI.045	Employment Selection Records Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results, and all other records that document the selection process.	2		2	29 CFR 1602.31 State Agencies 29 CFR 1602.49(a) State Universities CAUTION: Does not include criminal history checks		

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



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2. Agency Code	352	3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.1.018	FI.046	Grievance Records Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC+2		AC+2	AC = Final decision on the grievance		
3.1.019	FI.047	Performance Appraisals 	2		2	29 CFR 1620.32(c)		
3.1.020	FI.048	Personnel Corrective Action Documentation Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC+5		AC+5	AC = Termination of corrective action. CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.		

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



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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.
			Agency	Storage	Total	9. Remarks		

3.1.021	FI.049	<p>Personnel Disciplinary Action Documentation Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.</p>	AC+5		AC+5		AC = Termination of employment		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.1.022	FI.050	Personnel Information or Action Forms Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	2		2		29 CFR 1602.31 State Agencies 29 CFR 1602.49(a) State Universities		
3.1.023	FI.051	Position/Job Descriptions Job descriptions, including all associated task or skill statements, for positions in an agency.	AC+4		AC+4		AC = Until superseded or job eliminated. 40 TAC 815.106(i).		
3.1.027	FI.052	Training and Educational Achievement Records (Individual)	AC+5		AC+5		AC = Termination of employment.		

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



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Records Retention Schedule

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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.
			Agency	Storage	Total	9. Remarks			

3.1.029	FI.053	Employment Eligibility, Documentation or Verification of Federal reporting form (INS I-9)	AC+1		AC+1		<p>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.</p> <p>8 CFR 274a.2(b)(2)(i)(A) and (c)(2)</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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			Agency	Storage	Total	9. Remarks			

3.1.031	FI.054	<p>Employee Benefits – Other than Insurance Agency copies of information relating to the selection of available benefit options other than insurance.</p>	AC+2		AC+2		<p>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.</p>		
3.1.034	FI.055	<p>Resumes – Unsolicited Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.</p>	AV		AV		<p>SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.</p>		

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



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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.1.036	FI.056	Apprenticeship Records Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensations records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	5	5	29 CFR 30.8(e)		
3.1.037	FI.057	Employee Recognition Records Awards, incentives, tenure, etc.	AC+5	AC+5	AC = Termination of employment.		
3.1.038	FI.058	Public Access Option Form Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024	US	US	SEE item number 3.3.011.		

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



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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

3.2	FI.059	Payroll Reports Includes Employee Earnings, Federal Tax and Texas Workforce Commission Reports with backup documentation.	AC+5		AC+5		AC = paid or claim date. Federal Tax Records: 26 CFR 31.6001 – 1		
3.2.001	FI.060	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+4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.		

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



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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.2.009	FI.061	State Deferred Compensation	AC+5	AC+5		AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas		
3.3.011	FI.062	Former Employee Verification Records Minimum information needed to verify employment, includes name, social security number, exact dates of employment, and last known address.	AC+75	AC+75		AC = Termination of employment See item number 3.1.038		

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



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Records Retention Schedule

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2. Agency Code	352	3. Agency Name State Bond Review Board						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

3.3.015	FI.063	Positions/Job Classification Review File	US+3		US+3	Records relating to review & monitoring of job classifications within an agency.		
3.3.031	FI.064	Personnel Records Includes EEO-4, FTE and Merit Computation-Lump Sum Incentive with Backup Documentation.	3		3	29 CFR 1602.32, 39, 41, 48, and 50		
3.4.006	FI.065	Time Cards & Time Sheets	4		4	40 TAC 815.106(i)		
4.2.005	FI.066	Vouchers – Purchase & Expenditure Includes paid purchase, expenditure and encumbrance vouchers (including Billing Detail – Telecommunications), Comptroller voucher signatures, and bailment warrant pickup.	FE+3		FE+3			
4.4.001	FI.067	General & Subsidiary Ledgers	FE+3		FE+3			

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



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2. Agency Code	352	3. Agency Name State Bond Review Board						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

4.5.003	FI.068	Annual Financial Report Required by the General Appropriations Act	AC+6	AC+6	AC = September 1 odd number calendar years. Agency sends required copies to the Texas State Publications Depository Program Texas State Library & Archives Commission.		
4.7.001	FI.069	Accounting Policies & Procedures	US+3	US+3			
4.7.001	FI.070	Payroll Policies & Procedures Includes Withholding & Classification Schedule, FICA Info & Vouchers, Facilities Commission Contract & Setups and Policy Manuals.	US+3	US+3			
4.7.006	FI.071	Comptroller Statements & Monthly Cash Reconciliations Monthly computer printout of fund balances with reconciliations to general ledger.	FE+3	FE+3			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
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			Agency	Storage	Total	9. Remarks		

4.7.012	FI.072	Signature Authorizations Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	US+ FE+3		US+ FE+3			
5.1.001	FI.073	Contracts and Leases	AC+4		AC+4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.	
5.1.004	FI.074	Mail & Telecommunications Listings Database includes Investment Bankers, Bond Counsel, Financial Analysts, Bond Issuers and Board Members.	US		US			
5.2.014	FI.075	Inventory, Annual Physical Physical inventory including capital and non-capital asset records sequential number log	FE+3		FE+3			

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



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			Agency	Storage	Total	9. Remarks			

5.4.012	FI.076	Security Access Records Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems.	AC+2		AC+2		AC = Until superseded, date of expiration, or date of termination, whichever sooner.		
5.4.013	FI.077	Disaster Preparedness & Recovery Plans Includes Disaster Recovery Plan, Contingency Plan for Business Interruption, correspondence, reports, policy & procedures manuals.	US		US				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



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			Agency	Storage	Total	9. Remarks			

5.5.001	FI.078	Billing Detail – Telecommunications (Other than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		See item number 5.5.006 for TEX-AN billing detail		
5.5.006	FI.079	Billing Detail – Telecommunications (TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		The billing agency will maintain all long distance (TEX-AN) records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. See item number 5.5.006 for other than TEX-AN billing detail		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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		LOCAL GOVERNMENTS							
	LG.001	Cities, Counties and Community Colleges Bond issue documents and schedules. Also state sales and use tax analysis reports, sales tax allocation summaries for intercept program, completed surveys and debt database reports.	AC+3		AC+3	R	AC=Maturity of bond issue. Agency will maintain active paper files in File Room. Databases on computer printout and electronic media.		

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



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			Agency	Storage	Total	9. Remarks			

	LG.002	<p>Research, Bond Issuance Research includes Consultants, Debt Status & Mgt Issues, Municipal Bonds, Bond Banks, Legal Issues, Ratings and Programs. Association Research includes correspondence, resource material, reports, organization, etc. Bond Review Board, Outside and Other States Research includes correspondence, financial data, studies, surveys, and program data.</p>	5		5				
	LG.003	<p>School Districts Bond issue documents and schedules. Also school districts valuation data, budgets, bond election requests, and completed surveys and database. Also school finance legislation and litigation.</p>	AC+3		AC+3	R	<p>AC=Maturity of bond issue. Agency will maintain active paper files in File Room. Databases on computer printout and electronic media.</p>		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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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.
			Agency	Storage	Total	9. Remarks			

	LG.004	Special Districts Bond issue documents and schedules. Also sales tax allocation summaries, completed surveys and debt database reports on health/hospital districts, water districts, other special districts and related government formed, non-profit corporation.	AC+3		AC+3	R	AC=Maturity of bond issue. Agency will maintain active paper files in File Room. Databases on computer printout and electronic media.		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

	LG.005	Plans & Planning Records Includes Loans & Grants reference material, Request for Proposals, Rules, working group meeting minutes, program legislation and historical program materials. (Public School Facilities Funding Program –PSFFP)	AC+3		AC+3	R	AC = date of decision to implement or not to implement. (PSFFP rules repealed in 2001, legislation repealed in 2005)		
		PRIVATE ACTIVITY BOND ALLOCATION							
	PAB.001	Private Activity Bond Allocation Applications	5	38	43		Agency will maintain active paper files for five years prior to transfer to State Record Center (SRC) for filming. Paper files destroyed at SRC after filming. Master film @SRC. Duplicate at agency.	98-352-001	

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



STATE OF TEXAS

Records Retention Schedule

SLR 105
Form SLR 105C must accompany this form.

1. Page **41** of **42**

2. Agency Code 352		3. Agency Name State Bond Review Board							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

	PAB.002	Never reserved, withdrawn or cancelled pre-reservation Private Activity Bond Applications (Transitory Information)	AC		AC	AC = purpose has been fulfilled. Paper and/ or electronic. The disposal of transitory information need not be documented through destruction signoff or in record disposition logs.		
	PAB.003	Withdrawn or Cancelled Reserved Private Activity Bond Applications	AC+1		AC+1	AC = purpose has been fulfilled. Paper and/ or electronic. The disposal of transitory information need not be documented through destruction signoff or in record disposition logs.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **42** of **42**

2. Agency Code	352	3. Agency Name State Bond Review Board						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

	PAB.004	Closed Private Activity Bond Applications	AC+1	35	AC+36	AC=Application approved. Agency will maintain files for a year prior to transfer to State Record Center for paper storage. Files destroyed at State Record Center at the end of storage retention period. Database on computer printout and electronic media.	08-352-002	
	PAB.005	Research Private Activity Research includes Capital Formation, Resolution Trust Corporation Multifamily Program, Texas Dept. of Commerce Programs, Reissuance, Federal Financing Programs, Census/Population Data and Allocation Tracking. Other States Research includes Incentives.	5		5			

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