



November 26, 2018

Ms. Terri Counts
Staff Services Officer IV
Texas Ethics Commission
201 E. 14st. Sam Houston Bldg. 10th Floor
Austin, TX 78701

Re: Agency records retention schedule approved for use.

Dear Ms. Counts,

Your agency's records retention schedule is approved for use as of November 20, 2018. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure that all old copies of the schedule are superseded with this recertified copy.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. 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, 2023.

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, Gina Cervantes at 512-463-6623 or gcervantes@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,

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

Commission Chairman

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Members

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Darryl Tocker
Martha Wong

Director and Librarian

Mark Smith

Assistant State Librarian

Gloria Meraz

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow

R01: 356



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 356
Agency Name Texas Ethics Commission

(Check one)

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

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

(Check one)

- Agency Head
- Records Management Officer

Signature *Cristina Hernandez*
Name (Print or type) Cristina Hernandez
Date 08/08/2018

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 Meraz*
Name (Print or type) Gloria Meraz
Date 11/20/18

Cert/Recert No. 6 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
 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
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
461	1.1	Agency Personal Financial Statement Lists			2						
509	1.1	Attorney General Folder			5					Copies received from the Attorney General Collections Division of all activity on filers sent to the Attorney General for collection.	
239	1.1	Delinquent Filer Lists			2					Lists of persons who did not file reports.	
506	1.1	Disk Logs			PM					A log containing information about incoming disks that are due during filing dates throughout the year.	
319	1.1	Ethics Opinions			PM				A	For purpose of record retention, the electronic image will be the official record. The archival requirement will be met by sending required copies of ethics opinions to the Texas State Publications Depository Program, Texas State Library & Archives Commission.	(13 Texas Administrative Code, section 3.3)
503	1.1	Federal Contribution & Expenditure Reports & Cover Letters From Political Action Committees			5					Parts of reports filed with the Federal Election Commission.	



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504	1.1	Federal Personal Financial Disclosure Statements			6					Reports filed with the Federal Election Commission.	
224	1.1	Filer Notebook Lists		PM					A	Notebook lists showing all reports submitted to our office by current and previous filers.	
526	1.1	Form Request Sheets		AC		6		AC= After the form has been filled & mailed out.		These form request sheets are sheets that we use to check off certain itemized forms that our filers are requesting to use because they do not have access to the internet.	
424	1.1	General-Purpose Political Committee Contribution & Expenditure Reports; Candidate -Officeholder & Specific-Purpose Political Committee Contribution &		PM					A	For purpose of record retention, the electronic image will be the official record. If Retention period ever changes from Permanent, records must be transferred to the State Library and Archives.	
457	1.1	Governor for a Day Ceremony Reports		PM					E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Teas State Library ad Archives Commission May 3, 2000.	
508	1.1	Historical Files		PM						Information gathered from public hearings that were used in the organization/creation of the Texas Ethics Commission- 1991/1992.	



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507	1.1	Late Letter Worksheets			2					Filing history for a specific period of time relating to filing deadlines-2000 to current.	
423	1.1	Lobbyist Social Security Information Form			5				E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission, May 3, 2000.	
511	1.1	Passwords	Replaced with 5.4.012 Security Access Records	0	0					No Form Password documents received after September 13, 2015. Form Password is obsolete.	
462	1.1	Public Funds Investment Act Reports			2				E	Archival Review Code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission. Reports required to be sent to the agency.	section 2256.005, Governmental Code.
434	1.1	Reunion Day Ceremony Reports		PM					E	Archival review code removed subsequent to appraisal by the Archives & Information -Services Division, Texas State Library & Archives Commission, May 3, 2000	



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316	1.1	Speaker of the House Reports		PM					A	For purpose of record retention, the electronic image will be the official record.	
427	1.1	State Lobby Reports		PM					E	For purpose of record retention, the electronic image will be the official record.	
426	1.1	State Officers Personal Financial Statements		AC				AC= When official leaves state office and has requested records to be destroyed. Per statute must be at least two years after no longer in office.	A	For purpose of record retention, the electronic image will be the official record.	Texas Govt Code Ch.572.032(c)
454	1.1	Sworn Complaint Orders-non-confidential		AC	2			AC= After the complaint has been resolved.	A	Transferred to the Archives & Information Services Division, Texas State Library & Archives Commission, 2 years after commission determination. The electronic image will be the official record.	
80	1.1	Texas Notary Public Journal		US							
495	1.1	Texas Tobacco Settlement Agreement		PM						1998 to current.	
460	1.1	Travel Vouchers			2					Travel vouchers required to be sent to our agency by other state agencies.	Article IX, Section 9.5.10(g) of the General Appropriations Act.



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510	1.1	Warrant Hold Notebooks			5					Copies of letters pertaining to implementing all warrant hold procedures - August 1, 2006 to current.	
276	1.1	Wrong Filings					2			Reports filed with the Commission that are not required.	
334	1.1.002	Audits	Audits and reviews performed by or on behalf of TEC, including the working papers that support the audit. Also includes audits performed on the agency and facial compliance reviews conducted by the agency.	AC	7			AC = Publication or release of final audit findings		Includes notification of the subject of a facial compliance review or audit performed under section 571.069, Gov't Code, that the review or audit is concluded. The electronic image will be the official record.	Section 571.069, Gov't Code
285	1.1.004	Legislative Appropriation Requests		AC	6			AC= September 1 of odd-numbered 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 & Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	
398	1.1.006	Complaint Records		AC	7			AC= Final Disposition of the complaint.		The electronic image will be the official record.	



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407	1.1.007	Correspondence — Administrative			4				4 A	Only the Administrative correspondence of executive staff, board or commission members, division directors & program heads require archival review.	
25	1.1.008	Correspondence- General			2					Non-administrative incoming/outgoing & internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	
152	1.1.010	Directives		US	1					Any document that officially initiates, rescinds, or amends general office procedures.	
547	1.1.011	Executive Orders		US	3					Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	
478	1.1.013	Calendars, Appointment and Itinerary Records.		CE	1				R	ARCHIVES NOTE: Only the calendars, appointment, & itinerary record of elected officials, executive staff, board or commission members, division directors, & program heads require archival review.	



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					Years	Months	Days				
409	1.1.014	Legal Opinions And Advice		AV					E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission, May 3, 2000.	
548	1.1.019	Public Relations Records		R	2					News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	
464	1.1.020	Public Information Requests- Not Exempted		AC	3			AC = Date request fulfilled		Agency policy to retain longer than the Texas State Library & Archives Commission minimum.	
465	1.1.021	Public Information Requests- Exempted		AC	3			AC = Date of • notification that records are exempt		Agency policy to retain longer than TSLAC minimum. Retention Codes (Field 7) A	
89	1.1.023	Organization Charts		US					A		
294	1.1.026	Texas Register Submissions		AC	1			AC = Date of publication in the Texas Register.			
301	1.1.027	Proposed Legislation		AV						Drafts of proposed . legislation & related correspondence.	
330	1.1.038	Customer Surveys		AC				AC = Final Disposition of summary report.	E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission, May 3, 2000.	



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					Years	Months	Days				
307	1.1.040	Speeches, Papers and Presentations		AC				AC = End of term in office or termination of service in a state position.	E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission, May 3, 2000.	
6	1.1.041	Suggestion System			1						
29	1.1.043	Training Materials		US	1				A	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	
513	1.1.048	Litigation Files		AC	1			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 of appeal, if applicable) in a lawsuit.	R	Cases that set legal precedent or exhibit historical value will be evaluated by the Archives & Information Services Division of the Texas state Library & Archives Commission for archival preservation.	



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274	1.1.053	Representation Before State Agencies	RBSA are kept at the Agency for 3 Mos and in Storage for another 3 years 9 months before they can be disposed.		4				E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission, May 3, 2000. For purpose of record retention, the electronic image will be the official record.	
456	1.1.055	Strategic Plans		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 plans to the Texas State Publications Depository Program, Texas State Library & Archives Commission.	



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498	1.1.057	Transitory Information		CE						<p>Purpose of record has been fulfilled. 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. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records dispositions 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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410	1.1.058	Meeting Agenda and Minutes		PM					A	Archival requirement is met by sending photocopies to ARIS, TSLAC. Official agenda & minutes of State Boards, Committees, Commissions, & Councils that conduct open meetings as required by Government Code, Chapter 551.	Government Code, Cha
449	1.1.060	Commission Meetings-Audio Cassettes		AC	90			AC = Official approval of written minutes of the meeting by the governing body of an agency.	D		
522	1.1.062	Meeting Documentation			2				E	Appraised as non-archival by the Archives & Information Services Division, Texas State Library, January 26, 2009.	
326	1.1.063	Staff Meeting Minutes and Notes			1					Minutes or notes, & supporting documentation taken at internal agency staff meetings.	
485	1.1.064	Agency Performance Measures Documentation		FE	3						
411	1.1.065	Reports and Studies (Non-Fiscal)-Raw Data		AV						Information or data collected & compiled for the purpose of producing non-fiscal reports.	



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					Years	Months	Days				
512	1.1.066	Reports-Biennial or Annual Agency (Narrative)		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 reports to the Texas State Publications Depository Program, Texas State Library & Archives Commission.	
298	1.1.067	Reports and Studies (Non Fiscal)			3				E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission, May 3, 2000.	
310	1.1.068	Reports on Performance Measures		AC	6			AC = September 1 of odd-numbered calendar years.			
328	1.1.069	Reports- Activity			1					Training & publication reports for measures.	
396	1.1.070	Agency Rules, Policies, and Procedures- Final		AC	3			AC = Completion or termination of program, rules, policies, or procedures.	E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission, May 3, 2000.	
397	1.1.071	Agency Rules, Policies, and Procedures- Working Files		AC	3			AC = Completion or Files termination of program, rules, policies, or procedures.	E	Archival review code . removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission, May 3, 2000.	



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					Years	Months	Days				
502	1.1.072	Public Information Reports			2					From 1998 to current.	
549	1.1.074	Sunset Review Report and Documentation		AC	3			AC = After the subsequent Sunset Review.	R		
336	1.2.003	Forms History File		AC	1			AC = Discontinuance of use of form.			
106	1.2.004	Forms Directory/ Inventory/ Catalog		US						Any periodic listing of all forms used internally or externally by an agency.	
339	1.2.005	Records Retention Schedule (SR 105)		US						Original is retained by the State & Local Records Management Division, Texas State . Library & Archives Commission.	
338	1.2.006	Records Transmittal Forms		AC	2			AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives & Information Services Division, Texas State Library & Archives Commission, by the agency records management officer.			
340	1.2.008	Request for Authority to Dispose of State Records (RMD 102)		FE	3						
341	1.2.010	Records Disposition Logs			10						
113	1.2.015	Disaster Recovery Service Transmittal (RMD 109)		FE	1					Also includes documentation for disaster recovery services provided by other entities.	



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536	1.2.016	Disaster Recovery Service Approval Form (RMS 113)		AC				AC= Until superseded or termination of service.			
400	1.3.001	State Publications		AC	2			AC = Until superseded or obsolete		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library & Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library & 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 & 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 & Archives Commission (13 TAC 3.1-3.16).	Government Code 441.101-441.106 and (13 TAC 3.1-3.16).



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					Years	Months	Days				
518	1.3.002	Publication Development Files		AV					E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission, May 3, 2000.	
489	2.1.001	Processing Files		AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.			
491	2.1.002	Master Files		AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.			



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345	2.1.007	Software Programs		AC				AC = Until electronic records are transferred to & 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& 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.
401	2.1.008	Hardware Documentation		AC				AC = Until electronic records are transferred to & 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 & read.			13 TAC 6.94.
490	2.1.009	Technical Documentation		AC				AC= Until electronic records are transferred to & made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved & read.			13 TAC 6.94.
534	2.1.010	Audit Trail Records		AC				AC= All audit requirements have been met.			



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111	2.2.004	Computer Job Schedules and Reports				3					
488	2.2.010	Data Processing Policies and Procedures		US	3						
342	2.2.011	Batch/Data Entry Control Records		FE	3					Agency policy to retain longer than TSLAC minimum.	
535	2.2.016	Software Registrations, Warranties and License Agreements		LA	3						
523	3.1	Exit Interviews		AC	4			AC = Termination of employment.			
524	3.1	Layoff Notices		AC	4			AC = Termination of employment.			
95	3.1.001	Applications for Employment-Not Hired			2						29 CFR 1602.31
347	3.1.002	Applications for Employment- Hired		AC	5			AC = Termination of employment.			
421	3.1.011	Employee Insurance Records		AC				AC= Until superseded or termination of employment.			
99	3.1.012	Employment Opportunity Announcements			2						29 CFR 1602.31
351A	3.1.013	Employment Contracts		AC	4			AC = Expiration or termination of the contract according to its terms.		Contract entered into on or before 8/31/2015.	441.1855
351B	3.1.013	Employment Contracts		AC	7			AC = Expiration or termination of the contract according to its terms.		Contract entered into on or after 9/1/2015.	441.1855



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422	3.1.014	Employment Selection Records			2						29 CFR 1602.31
402	3.1.018	Grievance Records		AC	2			AC = Final decision on . the grievance.			
129	3.1.019	Performance Appraisals		AC	5			AC= Termination of employment.		Agency policy to retain longer than TSLAC minimum.	29 CFR 1602.32(c)
412	3.1.020	Personnel Corrective Action Documentation		AC	5			AC = Termination of corrective action.			
356	3.1.021	Personnel Disciplinary Action Documentation		AC	5			AC = Termination of employment.			
403	3.1.022	Personnel Information or Action Form		AC	5			AC = Termination of employment.		Agency policy to retain . longer than TSLAC minimum.	29 CFR 1602.31
134	3.1.023	Position/Job Descriptions		AC	4			AC Until superseded or job eliminated.			40 TAC 815.106(i)
413	3.1.024	Physical Examinations/ Medical Reports		AC	2			AC = Until superseded or termination of employment.			
359	3.1.027	Training and Educational Achievement Records (Individual)		AC	5			AC Termination of employment.			



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414	3.1.029	Documentation or Verification of Employment Eligibility		AC	1			AC Termination of employment.		CAUTION: Federal regulation requires that INS 1-9 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 1-9 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) & (c)(2)
415	3.1.031	Employee Benefits-Other than Insurance		AC	2			AC Until superseded or termination of I employment.			
525	3.1.037	Employee Recognition Records		AC	5			AC Termination of employment.			
540	3.1.038	Public Access Option Form		US							
537	3.2	Universal State Payroll System (USPS)		AC	4			AC = Termination of employment.			
363	3.2.001	Employee Deduction Authorizations		AC	4			AC = After termination . of employee or after amendment, expiration, or termination of authorization, whichever is sooner.			
141	3.2.002	Employee Earning Records			4						40 TAC 815.106(i)



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364	3.2.003	Federal Tax Records		AC	4			AC = Tax due date, date the claim is filed, or date tax is paid, whichever is later.			26CFR31.6001-1(eX2)
143	3.2.004	Income Adjustment Authorizations			2						29 CFR 516.6(c)
144	3.2.005	W-4 Forms		AC	4			AC = Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001 - (e)(2)
145	3.2.006	Wage Rate Tables			2						29 CFR 516.6(a)(2)
146	3.2.007	Unemployment Compensation Records		AC	5					AC= Termination of employment.	
147	3.2.008	Direct Deposit Application/Authorizations		US							
365	3.2.009	State Deferred Compensation Records		AC	5			AC = All accounts with a vendor or vendors for the individual participant have been closed.			
265	3.3.001	Affirmative Action Plans			5						
367	3.3.004	Benefits Plans		US	1						29 CFR 1627.3(b)(2)
368	3.3.011	Former Employee Verification Records		AC	75			AC = Termination of employment V See item number 3.1.038		See Item number 3.1.038	
166	3.3.015	Positions/Job Classification Review File		US	3						
162	3.3.022	Texas Workforce Commission (TWC) Reports			3						



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505	3.3.023	Reimbursable Activities, Requests and Authroizations to Engage In		FE	3						
514	3.3.024	Personnel Policies and Porcedures		US	3						
370	3.3.026	Agency Staffing Reports		US	3						
348	3.3.031	EEO Reports and Supporting Documentation			3						29 CFR 1602.32, V 1602.39, 1602.41, V 1602.48, and 1602.50
163	3.4.002	Leave Status Report		FE	3						
167	3.4.004	Overtime Authorization			2						
168	3.4.006	Time Cards and Time Sheets			4						40 TAC 815.106(i)
515	3.4.007	Time Off and /or Sick Leave Requests		FE	3						
169	3.4.008	Sick Leave Pool Documentation		FE	3						
170	4.1.001	Accounts Payable Informaiton		FE	3						
417	4.1.002	Billing Detail		FE	3						
172	4.1.003	Cancelled Checks/ Stubs/ Warrants/ Drafts		FE	3						
517	4.1.005	Inventory and Other Cost Files		FE	3						
173	4.1.007	Transfers or Budget Revisions		FE	3						
174	4.2.001	Cash Deposit Vouchers		FE	3						



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175	4.2.002	Cash Receipts		FE	3						
176	4.2.003	Daily Cash receipts Log		FE	3						
177	4.2.005	Purchase Vouchers		FE	3					The electronic image will be the official record.	
178	4.2.006	General Journal Voucher		FE	3					The electronic image will be the official record.	
179	4.2.007	Expenditure Vouchers		FE	3					Travel, payroll, ect. The electronic image will be the official record.	
12	4.3.002	Receipts Journals or Registers		FE	3						
182	4.3.003	Expenditures Journals or Registers		FE	3					Includes logs of voucher, requisition & document number's. The electronic image will be the official record.	
374	4.4.001	General and Subsidiary Ledgers		FE	3						
466	4.4.002	Accounts Receivable Ledgers		FE	3					The electronic image will be the official record.	
467	4.4.003	Accounts Payable Ledgers		FE	3					The electronic image will be the official record.	
185	4.5.001	Worksheets for Preparing Fiscal Records		FE	3						
186	4.5.002	Internal Fiscal Management Reports		FE	3						



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418	4.5.003	Annual Financial Report		AC	6			AC = September 1 of odd-numbered calendar years.		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 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 & Archives Commission.	
188	4.5.006	Annual Operating Budget		FE	3						
533	4.5.007	USAS Daily Reports		AC				AC= Receipt and reconciliation of monthly reports.			
531	4.5.008	USAS Reports- Monthly		AC				AC = Receipt & . reconciliation of annual - report.			
532	4.5.009	USAS Reports- Annual		FE	3						
189	4.6.002	Reconciliations		FE	3						
271	4.7.001	Accounting Policies and Procedures Manual		US	3						
376	4.7.003	Returned Checks/Warrants/ Drafts (Uncollectable)		AC	3			AC = After deemed uncollectable.			
193	4.7.004	Capital Asset Records		LA	3						



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194	4.7.006	Comptroller Statements		FE	3						
195	4.7.007	Detail Chart of Accounts		FE	3						
377	4.7.009	Fixed Asset Sequential Number Log		US	3					Also found in Alph Four, which is the name of the internal property inventory database.	
197	4.7.011	Texas Facilities Commission		FE	3						
378A	5.1.001	Contracts and Leases		AC	4			AC= After a contract is complete (expired, terminated, or otherwise closed) or the last action related to the contract is resolved, whichever is later.		Contract entered into before 9/1/2015.	
378B	5.1.001	Contracts and Leases		AC	7			AC= After a contract is complete (expired, terminated, or otherwise closed) or the last action related to the contract is resolved, whichever is later. Pursuant to Tx Govt Code Ch 441.1855 effective 9/1/2015		Contract entered into on or after 9/1/2015.	Tx Govt Code Ch 441.1855 effective 9/1/2015
380	5.1.004	Mail & Telecommunications Listings		US							
381	5.1.005	Postage Records		FE	3						
546	5.1.011	Photocopies and Telefax Usage Logs & Reports		AV							



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405	5.1.015	Correspondence Tracking Records			1						
385	5.2.003	Building Plans and Specifications		LA					E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library & Archives Commission, May 3, 2000.	
203	5.2.004	Building Space Requests			1						
18	5.2.006	Documnts of Property Destruction		FE	3						
544	5.2.007	Damage Reports		FE	3					Reports of damage to state property.	
550	5.2.008	Equipmet History File	Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	
205	5.2.009	Equipment Inventory Detail Report Form		FE	3						
206	5.2.010	Equipment Manuals		LA							
207	5.2.011	Equipment Warranties		AC	1			AC = Expiration of Warranty.			
208	5.2.014	Inventory- Annual Physical		FE	3					Inventory sheets on computer equipment, furniture & property.	
209	5.2.019	Service Orders			1						



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387	5.2.027	Space Utilization Reports		AV							
388	5.3.005	Packing Slips		AV							
216	5.3.008	Purchasing Logs		FE	3					The electronic image will be the official record.	
353	5.4.001	Accident Reports and Associated Documentation		CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33
419	5.4.003	Inspections Records		AC	3			AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.			
383	5.4.012	Security Access Records		AC	2			AC = Until superseded, date of expiration, or . date of termination, whichever sooner.			
473	5.4.013	Disaster Preparedness and Recovery Plans		US							
392	5.5.001	Billing Detail - Telecommunications (Other Than TEXA-AN)		FE	3					Found with the voucher/includes long distance.	
394	5.5.003	Station Activity Reports	(Internal Listing of incoming/ outgoing telephone activity to individual telephone stations). Includes message log books and phone messages	FE	1						



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395	5.5.004	System Actiity Reports	(Internal Listing of incoming/ outgoing telephone activity to individual telephone stations). Includes message log books and phone message databases	FE	1						