

December 15, 2020



Margaret E. Sanchez
Staff Services Officer IV
Texas Ethics Commission
P.O. Box 12070
Austin, TX 78711-2070

Dear Ms. Sanchez,

Amendment 1 of the 6th recertification of your agency's records retention schedule is approved for use as of **12/14/2020** and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

Lorenzo de Zavala
State Archives and
Library Building

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

1201 Brazos Street
Austin, Texas
78701

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency:

www.tsl.texas.gov

Rebecca Hanna
512-463-5494
rhanna@tsl.texas.gov

Commission Chair
Martha Wong

Sincerely,

A handwritten signature in black ink, appearing to read "GK" or similar initials.

Craig Kelso
Director and State Records Administrator

Members

David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

cc: Agency head

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

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 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 Margaret Sanchez

Name (Print or type) Margaret Sanchez

Date 11/30/20

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 Mera
Name (Print or type) Gloria Mera
Date 12/14/2020

Cert/Recert No. 6 Amendment No. 1

CAUTION

A state record with an expired retention period 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 with a retention period that 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.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).





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
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 LA – Life of Asset
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 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.	



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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 and Archives Commission. If retention period ever changes from Permanent, records must be transferred to Texas State library and Archives Commission, Archives and Information Services Division.	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.	
504	1.1	Federal Personal Financial Disclosure Statements			6					Reports filed with the Federal Election Commission.	



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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 & Specific-Purpose Political Committee Contribution & Expenditure Reports		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 Texas State library and Archives	
429	1.1	Candidate-Officeholder Contribution & Expenditure Reports		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 Texas State library and Archives	



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					Years	Months	Days				
457	1.1	Governor for a Day Ceremony Reports		PM					E	Archival review code removed subsequent to appraisal by the Archives & Information Services Division, Texas State Library and 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.	
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.	



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511	1.1	Passwords	Replaced with 5.4.012 Security Access Records. Passwords issued to filers in order to submit their filings through the Internet -July 2000 to September 13, 2015.	AC	2			AC = After the filer has terminated their campaign.		No Form Password documents received after September 13, 2015. Form Password is obsolete.	
462	1.1	Public Funds Investment Act Reports			2				R	Reports required to be sent to the agency.	Texas Government Code 2256.005
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	
316	1.1	Speaker of the House Reports		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 Texas State library and Archives Commission, Archives and Information Services Division.	



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					Years	Months	Days				
427	1.1	State Lobby Reports		PM					R	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.		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.	General Appropriations Act, Article IX, Section 9.5.10(g).



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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.	Texas Government Code 571.069.



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					Years	Months	Days				
285	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 & 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.	
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.	



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					Years	Months	Days				
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				A	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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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			2				R	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 Texas State Library and Archives Commission minimum.	
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.			



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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.	
307	1.1.040	Speeches, Papers and Presentations		AC				AC = End of term in office or termination of service in a state position.	R		
6	1.1.041	Suggestion System Records				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.	



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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.	
274	1.1.053	Representation Before State Agencies	RBSA are kept at the Agency for 3 Months 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.	



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					Years	Months	Days				
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 Texas State Library and Archives Commission. Official agenda & minutes of State Boards, Committees, Commissions, & Councils that conduct open meetings as required by Government Code, Chapter 551. If retention period ever changes from Permanent, records must be transferred to Texas State library and Archives Commission, Archives and Information Services Division.	Texas Government Code 551.
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.			
522	1.1.062	Meeting Documentation			2				R		



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					Years	Months	Days				
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.	
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				R		
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.	



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396	1.1.070	Agency Rules, Policies, and Procedures- Final		AC	3			AC = Completion or termination of program, rules, policies, or procedures.	R		
397	1.1.071	Agency Rules, Policies, and Procedures- Working Files		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.	
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.	



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					Years	Months	Days				
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.	
536	1.2.016	Disaster Recovery Service Approval Form (RMS 113)		AC				AC= Until superseded or termination of service.			



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					Years	Months	Days				
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 (Texas 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 Texas Administrative Code 3.1-3.16).	Texas Government Code 441.101-441.106 and 13 Texas Administrative Code 3.1-3.16



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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.			



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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.			
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 Texas Administrative Code 6.94.



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					Years	Months	Days				
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 Texas Administrative Code 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 Texas Administrative Code 6.94.
534	2.1.010	Audit Trail Records		AC				AC= All audit requirements have been met.			
111	2.2.004	Computer Job Schedules and Reports				3					



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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 Texas State Library and Archives Commission 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 Code of Federal Regulation 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 Code of Federal Regulation 1602.31



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					Years	Months	Days				
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.	Texas Government Code 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.	Texas Government Code 441.1855
422	3.1.014	Employment Selection Records			2						29 Code of Federal Regulation 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 Texas State Library and Archives Commission minimum.	29 Code of Federal Regulation 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 Texas State Library and Archives Commission minimum.	29 Code of Federal Regulation 1602.31



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					Years	Months	Days				
134	3.1.023	Position/Job Descriptions		AC	4			AC= Until superseded or job eliminated.			40 Texas Administrative Code 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.			
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 Code of Federal Regulation 274a.2(b)(2)(i)(A) & (c)(2)



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					Years	Months	Days				
415	3.1.031	Employee Benefits-Other than Insurance		AC	2			AC= Until superseded or termination of 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) Personnel Record Access (CTIA)		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 Texas Administrative Code 815.106(i)
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.			26 Code of Federal Regulation 31.6001-1(eX2)



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					Years	Months	Days				
143	3.2.004	Income Adjustment Authorizations			2						29 Code of Federal Regulation 516.6(c)
144	3.2.005	W-4 Forms		AC	4			AC = Until superseded, obsolete, or upon separation of employee.			26 Code of Federal Regulation 31.6001 - (e)(2)
145	3.2.006	Wage Rate Tables			2						29 Code of Federal Regulation 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 Code of Federal Regulation 1627.3(b)(2)



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368	3.3.011	Former Employee Verification Records		AC	75			AC = Termination of employment. 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						
505	3.3.023	Reimbursable Activities, Requests and Authorizations to Engage In		FE	3						
514	3.3.024	Personnel Policies and Procedures		US	3						
370	3.3.026	Agency Staffing Reports		US	3						
348	3.3.031	EEO Reports and Supporting Documentation			3						29 Code of Federal Regulation 1602.32, V 1602.39, 1602.41, V 1602.48, and 1602.50
163	3.4.002	Leave Status Report		FE	3						



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167	3.4.004	Overtime Authorization			2						
168	3.4.006	Time Cards and Time Sheets			4						40 Texas Administrative Code 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 Information		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						
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.	



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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, etc. 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 numbers. 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						



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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						
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 Alpha Four, which is the name of the internal property inventory database.	
197	4.7.011	Texas Facilities Commission Statements		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.	



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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.	Texas Government Code 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	Photocopier and Telefax Usage Logs & Reports		AV							
405	5.1.015	Correspondence Tracking Records			1						



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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	Documents of Property Destruction		FE	3						
544	5.2.007	Damage Reports		FE	3					Reports of damage to state property.	
550	5.2.008	Equipment 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.			



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208	5.2.014	Inventory- Annual Physical		FE	3					Inventory sheets on computer equipment, furniture & property.	
209	5.2.019	Service Orders			1						
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 Code of Federal Regulation 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							

