



January 5, 2015

Ms. Rita Ybarra
Administrative Assistant
Health Professions Council
333 Guadalupe, Ste. 2-220
Tower II
Austin, TX 78701

RE: Agency records retention schedule approved for use

State and Local
Records Management

Dear Ms. Ybarra:

P.O. Box 12927
Austin, Texas
78711.2927

Your agency's records retention schedule is approved for use as of December 22, 2014. 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 Please ensure all old copies of the schedule are superseded with this recertified copy.

4400 Shoal Creek Blvd.
Austin, Texas
78756

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.

www.tsl.texas.gov

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 **December 2019**.

Commission Chairman
Michael C. Waters

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, Marianna Symeonides, at 512-463-5448 or msymeonides@tsl.texas.gov.

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

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.

Director and Librarian
Mark Smith

Sincerely,

Assistant State Librarian
Edward Seidenberg

A handwritten signature in blue ink, appearing to read "CK" or similar initials.

Craig Kelso
Director and State Records Administrator

*Preserving yesterday,
informing today,
inspiring tomorrow.*

cc: State Auditor, State Archivist, John Monk

R01.364/364



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 364

Agency Name Health Professions Council

(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 Rita Ybarra

Name *(Print or type)* Rita Ybarra

Date October 28, 2014

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)

Not Required at This Time

Signature _____

Name *(Print or type)* _____

Date _____

Texas State Library and Archives Commission

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

Signature E. Schubert

Name *(Print or type)* _____

Date 12-22-14

Cert/Recert No. 7^m 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 17

2. Agency Code 364		3. Agency Name Health Professions Council						
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		

1.1.020	1	Public Information Requests – Not Exempt			AC + 1	AC = Date request fulfilled		
1.1.021	2	Public Information Requests – Exempt			AC + 2	AC = Date of notification that records are exempt.		
1.1.053	3	Registration Log	AC		AC	AC = Report filed with the Texas Ethics Commission		

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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STATE OF TEXAS

SLR 105

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Records Retention Schedule

1. Page 2 Of 17

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1.1.058	4	Meeting Agenda And Minutes	PM		PM	A	<p>ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.</p> <p>CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.</p>		
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 3 Of 17

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1.1.059	5	Meetings, Certified Agendas of Tape Recordings of Closed			AC + 2	AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, 551.104(a). SEE caution comment at item number 1.1.058.		
1.1.060	6	Meetings – Audio and Video	AC+90 days		AC+90 days	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. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058.		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 4 Of 17

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1.1.064	7	Agency Performance Measures Documentation			FE +3	CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.		
1.1.007	8	Correspondence – Administrative	4		4	R ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 5 Of 17

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1.1.071	9	Agency Rules, Policies, and Procedures-Working Files			AC + 3	AC = Completion or termination of program, rules, policies or procedures. See also item number 1.1.070.		
1.3.001	10	State Publications			AC + 2	AC + 2	<p>AC=Until superseded or obsolete.</p> <p>CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101- 441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.</p> <p>For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC 3.1-3.16).</p>	

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STATE OF TEXAS

SLR 105

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1. Page 6 Of 17

Records Retention Schedule

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1.1.068	11	Reports – Performance and Funds Management	AC+6		AC+6	AC=September 1 of odd numbered years. Copies sent to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.008	12	Correspondence – General	2		2	SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
1.2.005	13	Records Retention Schedule	US		US	Original retained by State Library & Archives Commission, State & Local Records Management Division		
1.2.010	14	Records Disposition Logs	10		10			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 7 Of 17

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2.1.009	15	Technical Documentation	AC		AC	AC = Until electronic records are transferred to and 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 and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
3.1.001	16	Applications for Employment –Not Hired	2		2	29 CFR 1602.31		
3.1.026	17	Criminal History Checks			AC +4	AC = Until superseded or job eliminated. 40 TAC 815.106(l)		

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STATE OF TEXAS

SLR 105

Form SLR 105C must accompany this form.

1. Page 8 Of 17

Records Retention Schedule

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3.1.029	18	Employment Eligibility, Documentation or Verification of (INS I-9)			AC + 1	AC = Termination of employment. CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		
3.2.002	19	Employee Earning Records	4		4	40 TAC 815.106(i).		
3.2.003	20	Federal Tax Records	AC + 4		AC + 4	AC=Tax due date, date the claim is filed, or date tax paid, whichever is later, 26CFR31.6001-1(e)(2).		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 9 Of 17

2. Agency Code 364		3. Agency Name Health Professions Council								
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3.2.008	21	Direct Deposit Application/Authorization	US		US				
3.2.010	22	Human Resources Information System (HRIS) Reports	AC+4		AC+4		AC= Until account is distributed.		
3.1.012	23	Employment Advertisements	2		2		29 CFR 1602.31		
3.1.023	24	Position / Job Descriptions	AC+4		AC+4		AC=Until superseded or job eliminated. 40 TAC 815.106(i).		
3.4.002	25	Leave Status Reports	FE+3		FE+3				
3.4.004	26	Overtime Authorizations			2				
3.4.006	27	Time Cards and Time Sheets	4		4		40 TAC 815.106(i).		
4.1.001	28	Accounts Payable Information			FE+3				

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 10 Of 17

2. Agency Code 364		3. Agency Name Health Professions Council								
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4.1.005	29	Inventory and Other Cost Files			FE+3				
4.2.005	30	Purchase Vouchers	FE+3		FE+3				
4.2.007	31	Expenditure Vouchers	FE+3		FE+3				
4.5.002	32	Internal Fiscal Management Report	FE+3		FE+3				
4.5.003	33	Annual Financial Report	AC+6		AC+6		AC=September 1 st of odd numbered calendar years.		
4.5.005	34	External Fiscal Reports	FE+3		FE+3				
4.7.006	35	Comptroller Statements	FE+3		FE+3				
5.1.001	36	Contracts and Leases	AC+4		AC+4		AC=Expiration or termination of the instrument according to its terms.		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 11 Of 17

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5.1.004	37	Mail & Telecommunications Listing	US		US				
5.4.012	38	Security Access Records	AC+2		AC+2		AC=Until superseded, date of expiration, or date of termination, whichever is sooner.		
5.2.003	39	Building Plans and Specifications	LA		LA	R			
5.2.008	40	Equipment History File; Equipment Services Agreement	LA+3		LA+3				
5.2.010	41	Equipment Manuals	LA		LA				
5.2.011	42	Equipment Warranties	AC+1		AC+1		AC=Expiration of warranty		
5.2.014	43	Inventory – Annual Physical	FE+3		FE+3				
5.2.016	44	Inventory System Updating Listing	AC		AC		AC= Transfer of Information into Annual Listing.		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 12 Of 17

2. Agency Code 364		3. Agency Name Health Professions Council								
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5.2.017	45	Lost and Stolen Property Reports	FE+3		FE+3				
5.2.021	46	Surplus Property Sale Reports	FE+3		FE+3				
5.2.010	47	Equipment Manuals	LA		LA				
5.4.011	48	Visitor Control Registers			3				
5.4.013	49	Disaster Preparedness and Recovery Plans			US				
1.1.057	50	Transitory Information	AC		AC		AC=Until purpose of record has been fulfilled.		
1.1.070	51	Agency Rules, Policies & Procedures-Final	AC+3		AC+3	R	AC=Completion or termination of program, rules, policies & or procedures. SEE ALSO: Agency Rules, Policies and Procedures - Working Files, item number 1.1.071.		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 13 Of 17

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1.1.002	52	Audits	AC+7		AC+7		AC=Publication or release of final audit findings. The record copy of an audit is retained permanently by the agency.		
1.1.004	53	Legislative Appropriation Requests	AC+6		AC+6	A	AC=September 1 of odd-numbered calendar years. Copies sent to the Publications Depository Program of the Texas State Library and Archives Commission fulfills the archival requirement.		
1.1.023	54	Organization Charts	US		US	A			
1.1.055	55	Strategic Plans	AC+6		AC+6	A	AC=September 1 of odd numbered calendar years. Copies sent to the Publications Depository Program of the Texas State Library and Archives Commission fulfills the archival requirement.		

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STATE OF TEXAS

SLR 105

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1. Page 14 Of 17

Records Retention Schedule

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1.1.066	56	Reports-Biennial or Annual Agency (Narrative)	AC+6		AC+6	A	AC=September 1 of odd-numbered calendar years. Copies sent to the Publications Depository Program of the Texas State Library and Archives Commission fulfills the archival requirement.		
3.1.002	57	Applications for Employment-Hired Applications, resumes, transcripts, letters of references, 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.		
3.1.011	58	Employee Insurance Records	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.		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 15 Of 17

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3.1.014	59	Employment Selection Records	2		2	29 CFR 1602.31 CAUTION: Does not include criminal history checks. SEE item number 3.1.026.		
3.1.019	60	Performance Appraisals	2		2	29 CFR 1620.32 (c).		
3.2.001	61	Employee Deduction Authorizations	AC+4		AC+4	AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.005	62	W-4 Forms	AC+4		AC+4	AC=Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 16 Of 17

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3.2.009	63	State Deferred Compensation Records	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 <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.		
3.3.011	64	Former Employee Verification Records	AC+75		AC+75	AC=Termination of employment.		
3.3.031	65	EEO Reports & Supporting Documentation	3		3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, & 1602.50.		
4.4.002	66	Accounts Receivable Ledgers	FE+3		FE+3			
4.4.003	67	Accounts Payable Ledgers	FE+3		FE+3			

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STATE OF TEXAS

SLR 105

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1. Page 17 Of 17

Records Retention Schedule

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4.5.006	68	Annual Operating Budget	FE+3		FE+3				
4.7.011	69	Texas Building & Procurement Commission (TBPC) Bill Statements	FE+3		FE+3				
5.5.001	70	Telecommunications Billing Detail (Other than TEX-AN)	FE+3		FE+3				

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