



September 10, 2018

Madeleine Connor  
General Counsel  
Texas Veterans Commission  
1700 N. Congress Ave., Suite 800  
Austin, Texas 78701

Re: Agency records retention schedule approved for use.

Dear Madeleine Connor ,

Your agency's records retention schedule is approved for use as of **August 24, 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 Please ensure that all old copies of the schedule are superseded with this recertified copy.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 **August 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, Megan Carey at 512-463-5494 or [mcarey@tsl.texas.gov](mailto:mcarey@tsl.texas.gov).

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

Sincerely,

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

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

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*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 403

Agency Name Texas Veterans 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 [Handwritten Signature]

Name (Print or type) Madeleine Connor

Date June 30, 2017

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 [Red stamp: Not Required at This Time]

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

Signature, Name (Print or type), Date [Handwritten: Gloria McFarz, 8/24/18]

Cert/Recert No. 10 Amendment No.

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## CAUTION

**A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.**

**A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.**





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				
1	1.1.002	Audit Report from State Auditor	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC	7			AC = Publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	
2	1.1.002	Internal Auditor Reports	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC	7			AC = Publication or release of final audit findings.			
3	1.1.004	Legislative Appropriation Requests (LAR)	Including any supporting documentation created and/or used to justify and support LARs by an agency.	AC	6			AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement for this series is fulfilled by sending the required copies to the Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board (LBB) are archival.	13 TAC 3.4(3)
4	1.1.006	Complaint Records	Complaints received by agency from the public concerning the agency and records pertaining to resolution of the complaint.	AC	2			AC = Final disposition of the complaint.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.	
5		Complaint Records Log	Tracking log for complaints received by the agency.	FE	2						



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					Years	Months	Days				
6	1.1.007	Correspondence - Administrative	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.		4				R	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 period. CAUTION: This records series and item number 1.1.008 should only be used 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 in item number 1.1.004; a letter concerning an audit is retained as prescribed by item number 1.1.002. SEE ALSO item number 1.1.011.	



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7	1.1.008	Correspondence - General	Non-administrative incoming/outgoing and internal correspondence in any media pertaining to or arising from the routine operations of the policies, programs, services or projects of the agency.		2					SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	
7.01	1.1.008	Veteran Inquiries	Requests for assistance from veterans and dependents, or on behalf of constituents of elected officials or other government entities.	AC	2			AC = Date inquiry is resolved.			
8	1.1.010	All Station Letters - Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1						
9	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy or procedure that governs the programs, services or projects of an agency.	US	3				A		



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10	1.1.013	Desk Calendars/Appointment Books/Itinerary Records	Calendars, appointment books or programs and scheduling or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees.	CE	1				R	ARCHIVES NOTE: Only the calendars, appointment and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. 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 of Texas.	
11	1.1.014	Agency Counsel and Attorney General Opinions	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV					R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.	



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12	1.1.019	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				R	Contact the State Archives when these records have met their retention periods.	
13	1.1.020	Public Information Requests - Not Exempted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC	1			AC = Date request fulfilled.			
14	1.1.021	Public Information Requests - Exempted	Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC	2			AC = Date of notification that records are exempt.			
15	1.1.023	Organization Charts		US					A	Included in Strategic Plan. The archival requirements for this series will be met by sending required copies of the strategic plan to the Publications Depository Program, Texas State Library and Archives Commission.	
16	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC	3			AC = Decision made to implement or not to implement result of planning process.	R	ARCHIVES NOTE: Data processing planning records are not archival.	



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17		County Service Officer (CSO) Files	Appointment letters, training certificates, qualification information sheets, directories.	AC	1			AC = End of administrative value to agency.			
18		County Service Officer (CSO) Conference Records	Training and event period information.	AC	5			AC = End of administrative value to agency.			
19	1.1.026	Submissions to Texas Register	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			AC = Date of publication in the Texas Register.			
20	1.1.027	Proposed Legislation	Drafts of proposed legislative bills and related correspondence.	AV							
21	1.1.038	Customer Surveys	Surveys returned by customers or clients of the agency, and statistical data maintained rating an agency's performance.	AC				AC = Final disposition of summary report.		SEE item number 1.1.067 for summary reports compiled from customer surveys.	
22	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC				AC = End of term in office or termination of service in a state position.	R	Contact the State Archives when these records have met their retention period.	
22.01	1.1.043	Training Materials	Instructional materials developed for training entities or individuals the agency regulates or serves.	US	1						



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23	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	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 on appeal, if applicable) in a lawsuit.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives & Information Services Division of the Texas State Library and Archives Commission for archival preservation.	
24	1.1.055	Agency Strategic Plan	Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	AC	6			AC = September 1 of odd-numbered calendar years.	A	The archival requirement for this series is fulfilled by sending copies to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	13 TAC 3.4(1)(C)
25	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self evaluation, forms and plans documenting compliance with the requirements of the Americans with Disabilities Act. INCLUDES: Request for Accommodation Special Personnel File (TVCHR-37 Request for Accommodation form, and all documentation related to requests).		3						28 Code of Federal Regulations (CFR) 35.105(c)



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26	1.1.057	Transitory Information	<p>Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency’s recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC				AC = Purpose of record has been fulfilled.		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 disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records.	



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27	1.1.058	Commission Meeting Agenda & Minutes	Texas Veterans Commission (TVC), and Texas Coordinating Council for Veterans Services (TCCVS) - Official agenda and minutes of state boards, commissions and councils that conduct open meetings as required by Government Code, Chapter 551.	PM					A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement is met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This record 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.	
27.01	1.1	Advisory Committee Meeting Files	Meeting Agendas, Meeting Minutes, and Meetings Supporting Documentation	AC	2			AC = Date of approval of the written minutes of the meeting by the Advisory Committee.			



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27.02	1.1	Advisory Committee Member Applications, Rosters, Records and Certificates	Membership applications, contact rosters, required training certificates, non-conflict disclosure, personal information release, conflict of interest, acceptance of appointment, and required training information sheet.	AC	2			AC = End of membership on the Advisory Committee.			
28	1.1.059	Executive meetings, certified agendas or tape recordings of closed meetings - series is confidential	Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC	2			AC = Date of the meeting or completion of pending action involving the meeting, whichever is later.		Series is confidential.	Government Code 551.104(a). SEE caution comment at item number 1.1.058
29	1.1.060	Audio of open meetings	Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC			90	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 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 NOTE at item number 1.1.058.	



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30	1.1.062	Meetings Supporting Documentation	Texas Veterans Commission (TVC), and Texas Coordinating Council for Veterans Services (TCCVS). Documents submitted at meetings of state boards, commissions and councils including exhibit items, documentation for agenda items, etc. Includes documentation sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.		2				A	ARCHIVES NOTE: The archival requirement is met by transferring to Archives and Information Services Division. See CAUTION NOTE under 1.1.058.	
30.01	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1						
31	1.1.064	Plans and Planning Records - Performance Measures	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE	3					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.	
32	1.1.066	Reports - Biennial or annual agency (Narrative)	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC	6			AC = September 1 of odd-numbered calendar years.	A	The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	



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33	1.1.067	Reports	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities. Example Consultants.		3				R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page ix for more information.	
34	1.1.068	Key Performance Reports	Reports on performance measures (quarterly and annual reports on agency performance measures submitted to the executive and legislative budget offices).	AC	6			AC = September 1 of odd-numbered calendar years.		AC+6 retention period overrides any shorter retention period for records series in this schedule if the record series is needed for documentation of agency performance measures.	
35	1.1.069	Activity Report & Workcopies	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.		1					CAUTION: SEE item number 1.1.064.	



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36	1.1.070	Final Agency Rules, Policies and Procedures (Procedure Guide)	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by the agency that sets out the rules, policies and procedures that govern an agency's programs, services or projects.	AC	3			AC = Completion or termination of program, rules, policies or procedures.	R	SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.	
37		Training Rules for Certification of Veterans County Service Officers (VCSO)	Documentation for the creation, proposal, amendment, repeal, and adoption of rules governing VCSO certification in accordance with Texas Government Code, Chap 434.	US	3			AC = Completion or termination of program, rules, policies, or procedures.	R	SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.	
37.01	1.1.071	Agency Rules, Policies, and Procedures - Working Files	Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. Example SOPs.	AC	3			AC = Completion or termination of program, rules, policies, or procedures.	R	SEE ALSO Records Series Item Number 1.1.070.	
38		Accreditation Rules for Veterans County Service Officers (VCSO)	Documentation for the creation, proposal, amendment, repeal, and adoption of rules governing VCSO certification in accordance with Texas Government Code, Chap 434.	US	3			AC = Completion or termination of program, rules, policies, or procedures.	R	SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.	



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

Retention Codes (field 7)

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					Years	Months	Days				
38.01	1.1.072	Public Information Reports	Reports made to the Office of the Attorney General on an agency's Public Information Act activities.		2						
39	1.1.074	Sunset Review Report and Documentation		AC	3			AC = After the subsequent Sunset Review.	R	Contact the State Archives when these records have met their retention period.	
40	1.2.005	Records Retention Schedule - SLR105	Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.	US						Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
41	1.2.006	Records Transmittal Forms	Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC	2			AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency RMO.			
42	1.2.008	Request for Authorization to Dispose of Public Records (RMD102)	Agency copy.	FE	3					Original retained permanently at Texas State Library.	
42.01	1.2.001	Destruction Authorizations	TVCRM-01 - Notice of Records Disposition form. Agency-level documents authorizing final disposition of records under a certified records retention schedule.	FE	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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43	1.2.010	Records Disposition Log	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.		10						
44	1.2.011	Records Center Storage Approval Forms (RMD106) Agency Copy	Agency copy.	US							
45	1.2.012	Records Inventory Worksheets		US							
46	1.2.014	Records Management Plans	Records management plans and similar records that establish the policies and procedures under which records and information are managed by an agency. Example: Emergency Plans.	US	1						
46.01	1.2.003	Forms History File	Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC	1			AC = Discontinuance of use of form.			
46.02	1.2.004	Forms Inventory	Any periodic listing of all forms used internally or externally by an agency.	US							
47	1.3.002	Publication Development Files	Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV					R		



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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47.01	1.3.001	State Publications - Veterans Benefits Booklet, and E-Vets	One copy of each state publication -- Information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed. Does not include information which is solely distributed to contractors or grantees of the agency. Except a publication that is subject to a different retention period in this schedule.	AC	2			AC = Until superseded or obsolete.	A	CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission (TSLAC), by law (Government Code 441.101 - 106). TSLAC will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements for electronic publications made available to the public via the Internet, see administrative rules (13 TAC 3.1 - 3.16).	Government Code 434.104, 434.105, and 441.101-106; and 13 TAC 3.1 - 3.16
48	2.1.001	Master Files	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs. Example: Payroll/Personnel Master files, databases.	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.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
49	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program listing/source code, etc.	AC				AC = Until electronic records are transferred to and made 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.		NOTE: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
50	2.1.008	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC				AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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51	2.1.009	Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC				AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are not electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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52	2.1.010	Audit Trail Records	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC				AC = All audit requirements have been met.			
53	2.2.014	Internet Cookies	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV						The disposal of internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	
54	2.2.015	History Files - Web Sites	A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV							
55	2.2.016	Software Registrations, Warranties, and License Agreements		LA	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
Rev. 2017-07

Retention Codes (field 7)

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56	3.1.001	Application for Employment - Not 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.		2						29 Code of Federal Regulations (CFR) 1602.31
57	3.1.002	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 = Termination of employment.			
57.01	3.1	Employee Personnel Files	HR File - may include but not limited to: new hire documentation; personnel forms; copies of payroll forms; HR training and policies acknowledgements; employee recognition; performance appraisals; and Texas Workforce Commission legislative transfer employee personnel files. 3.1.002, 3.1.006, 3.1.011, 3.1.019, 3.1.020, 3.1.021, 3.1.022, 3.1.023, 3.1.027, 3.1.028, 3.1.029, 3.1.037, 3.2.001, 3.2.020, 3.3.030	AC	5			AC = Date of employment termination/separation.		NOTE: Retirees and deceased Employee Personnel Files retained permanently (see Agency Item No. 57.02)	29 CFR 1602.31



STATE OF TEXAS  
Records Retention Schedule

SLR 105  
Rev. 2017-07

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57.02	3.1	Employee Personnel Files - Retirees and Deceased	HR File - may include but not limited to: new hire documentation; personnel forms; copies of payroll forms; training and policies acknowledgements; employee recognition; performance appraisals; and Texas Workforce Commission legislative transfer employee.	PM						NOTE: See Agency Item No. 57.01 for Employee Personnel Files of terminated or separated employees.	29 CFR 1602.31
58	3.1.006	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.		3			AC = Termination of counseling.			
59	3.1.011	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 = 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.	
60	3.1.012	Employment Opportunity Announcements	Internal or external job opening announcements or training programs.		2						29 CFR 1602.31
61	3.1.013	Employment Contracts	Executed, renewed or amended <u>on or before August 31, 2015.</u>	AC	4			AC = Expiration or termination of the contract according to its terms.			Government Code 441.1855
61.01	3.1.013	Employment Contracts	Executed, renewed or amended <u>on or after September 1, 2015.</u>	AC	7			AC = Expiration or termination of the contract according to its terms.			Government Code 441.1855



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
Rev. 2017-07

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62	3.1.014	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					CAUTION: Does not include criminal history checks. SEE item number 3.1.026.	29 CFR 1602.31
63	3.1.018	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC	2			AC = Final decision on the grievance.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U.S. Department of Labor. SEE item number 1.1.048.	
64	3.1.019	Performance Appraisals			2					SEE Employee Personnel Files 57.01.	29 CFR 1620.32©
65	3.1.020	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 = Termination of employment.		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.	



**STATE OF TEXAS**  
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SLR 105  
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66	3.1.021	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.	AC	5			AC = Termination of employment.			
67	3.1.022	Personnel 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							29 CFR 1602.31
68	3.1.023	Employee Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC = Until superseded or job eliminated.			40 TAC 815.106(i)



STATE OF TEXAS  
Records Retention Schedule

SLR 105  
Rev. 2017-07

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69	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				AC = The criminal history record has served the immediate purpose for which it was obtained.		CAUTION: An agency that is authorized to obtain criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	Government Code Chapter 411, Subchapter F
70	3.1.027	Training Records, including Accreditation Files	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee. Example: (Employee Accreditation with Veterans' Organizations)	AC	5			AC = Termination of employment.		SEE Employee Personnel Files 57.01.	
71	3.1.029	Eligibility Verification INS I-9	Federal reporting form (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)



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
Rev. 2017-07

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72	3.1.031	Employee Benefits - Other than Insurance	Agency copies of information relating to the selection of available benefit options other than insurance. Example free or discount benefits.	AC	2			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.	
73	3.1.034	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.	AV						SEE 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
74	3.1.037	Employee Recognition Records/Awards	Awards, incentives, tenure, etc.	AC	5			AC = Termination of employment.		SEE item number 57.01. Employee Personnel Files.	
75	3.1.038	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						SEE item number 3.3.011	Government Code 552.024
76	3.2.001	Employee Deduction Authorization	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC = After termination of employment, or after amendment, expiration, or termination of authorization, whichever is sooner.			
77	3.2.002	Employee Earnings Records			4						40 TAC 815.106(i)



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
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78	3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	AC	4			AC = Tax due date, date claim is filed, or date tax is paid whichever is later.			26 CFR 31.6001-1(e)(2)
79	3.2.004	Income Adjustment Authorization	Used to make increases or decreases to an employee's gross pay, FICA, retirement, or in the computation of taxes.		2						29 CFR 516.6(c)
80	3.2.005	W-4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate."	AC	4			AC = Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001-1(e)(2)
81	3.2.006	Wage Rate Tables			2						29 CFR 516.6(a)(2)
82	3.2.007	Unemployment Compensation Records		AC	5			AC = Until superseded, obsolete, or upon separation of employee.			
83	3.2.008	Direct Deposit Authorization		US							
84	3.2.009	State Deferred Compensation Records		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.	
85	3.3.001	Affirmative Action Plans	Includes Affirmative Action Plans for both regular employees and apprenticeship programs.		5						29 CFR 30.8(e) for apprenticeship plans



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
Rev. 2017-07

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					Years	Months	Days				
86	3.3.004	Employee Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US	1						29 CFR 1627.3(b)(2)
87	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force. Includes TWC reports and Veterans Workforce Reports.		3						
88	3.3.011	Former Employee Verification Records	Personnel card-employee listings, group insurance information. Minimum info needed to verify employment, includes name, SSN, exact dates of employment, last known address, and most recent Public Access Option Form (TVCHR-52).	AC	75			AC =Termination of employment (USPS).		SEE item number 3.1.038.	
89	3.3.015	Position/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3						
90	3.3.020	Work Schedules	Work, duty, shift, crew, or case schedules, rosters, or assignments.		1						
91	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
92	3.3.023	Reimbursable Activities - Travel/Educational/ Work-Related	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE	3						



STATE OF TEXAS  
Records Retention Schedule

SLR 105  
Rev. 2017-07

Retention Codes (field 7)

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Archival Codes (Field 10)

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

1. Agency Code: 403		2. Agency Name: Veterans Commission									
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				
93	3.3.024	Personnel Policies and Procedures	Any internally distributed manual, guidelines, or similar records that define agency-wide policies and procedures concerning the personnel of an agency.	US	3						
94	3.3.025	Job Procedure Records	Any documents detailing procedural duties and responsibilities of agency positions on a position-by-position basis.	US	3						
95	3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US	3						
96	3.3.027	Aptitude and Skills Tests	Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.	US	2					CAUTION: One copy of each different test (different in terms of either questions or administrative procedures) should be retained for the period indicated.	29 CFR 1602.31
97	3.3.028	Aptitude and Skills Tests (Test Papers)	Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.		2						29 CFR 1602.31
98	3.3.029	Aptitude and Skills Tests (Validation Records)	Records of the validation of aptitude and skills tests.	AC	2			AC = As long as the test is used by agency.			29 CFR 1602.31



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
Rev. 2017-07

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					Years	Months	Days				
99	3.3.030	Training Administration Records	Instructional materials and other records association with in-house training of agency employees on personnel policies and procedures and other policies and procedures that govern an agency's programs, services or projects.	US	2						
100		County Service Officer Certification Files	Certifying officials documentation in accordance with Texas Government Code, Chap 434.	AC	5			AC = 5 years after termination of employment.			
101		CSO Accreditation Files	Certifying officials documentation in accordance with Texas Government Code, Chap 434.	AC	5			AC = 5 years after termination of employment.			
102	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO reports.		3						29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50
103	3.3.032	Equal Pay Records	Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.		3						29 CFR 1620.32
104	3.4.001	Accumulated Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
105	3.4.002	Leave Status Reports (Monthly Report)	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						
106	3.4.003	Less Than Full-Time Worked Reports	Dates and hours.		4						40 TAC 815.106(i)
107	3.4.004	Overtime Authorizations/Reports			2						
108	3.4.005	Overtime Schedules			2						
109	3.4.006	Time Cards and Time Sheets			4						40 TAC 815.106(i)
110	3.4.007	Time Off and/or Sick Leave Requests		FE	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
110.01	3.4	Family Medical Leave Act (FMLA) records	All FMLA documentation for an employee for each Fiscal Year, including preliminary designation letters, health care provider certifications, determination letters, FMLA Leave Record Worksheets, and other FMLA-related documentation.	FE	3					Records relating to certifications, recertifications or medical histories of employees or their family members, created for FMLA purposes, shall be maintained as confidential medical records in separate files from the usual personnel files. If the Genetic Information Nondiscrimination Act of 2008 (GINA) is applicable, records shall be maintained in accordance with confidentiality requirements of Title II of GINA (29 CFR 1635.9). If the ADA, as amended, is also applicable, such records shall be maintained in conformance with ADA confidentiality requirements (29 CFR 1630.14(c)(1)).	29 CFR 825.500, 29 CFR 1635.9, and 29 CFR 1630.14(c)(1)
111	3.4.008	Sick Leave Pool Documentation	Requests submitted, approvals, number of hours transferred in and out, etc.	FE	3						
112	4.1.001	Accounts Payable Information	Ledgers	FE	3					SEE 4.4.002.	
113	4.1.004	Encumbrance Detail		FE	3						
114	4.1.007	Transfers or Budget Revisions	Transfers or adjustment to budgets.	FE	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
115	4.1.008	Electronic Fund Transfers	Direct Deposit Registers.	FE	3						
116	4.2.001	Cash Deposit Vouchers	Cash deposit slips.	FE	3						
117	4.2.002	Cash Receipts	Includes receipts for fees (permits, licenses, renewals, etc.).	FE	3						
118	4.2.004	Encumbrance Vouchers	Orders, statements, change orders, etc.	FE	3						
119	4.2.005	Purchase Vouchers	Requisitions, receiving reports, invoices or statements, change orders, best value determinations, etc.	FE	3						
120	4.2.006	General Journal Vouchers		FE	3						
121	4.2.007	Expenditure Vouchers	Travel, payroll, etc.	FE	3						
122	4.4.001	General and Subsidiary Ledgers (USAS)		FE	3						
122.01	4.4.002	Accounts Receivable Ledgers		FE	3						
123	4.4.004	Employee Savings Bond Ledgers	Universal Statewide Payroll/Personnel System (USPS).	FE	3						
124	4.5.001	Worksheets for Preparing Fiscal Reports (Annual Report)		FE	3						
125	4.5.002	Internal Fiscal Management Reports	Internal Management Reports, summary statement of receipts & expenditures, operating budget estimates, longevity report, Program Projections/Budget Reports.	FE	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
Rev. 2017-07

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					Years	Months	Days				
126	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day 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 and Archives Commission.	
127	4.5.005	External Fiscal Reports - Special Reports	Encumbrance, TexSaver Reconciliation, TexFlex, Deferred Comp. Reconciliation, Insurance Records, Comptroller Reports, FTE Quarterly Reports, Monthly Retirement Reports, HUB Report.	FE	3						
128	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act.	FE	3					(Legislative Budget Board)	
129	4.5.007	USAS Reports - Daily		AC				AC = Receipt and reconciliation of monthly report.			
130	4.5.008	USAS Reports - Monthly		AC				AC = Receipt and reconciliation of annual report.			
131	4.5.009	USAS Reports - Annual		FE	3						
132	4.6.002	Reconciliations		FE	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
133	4.7.001	Accounting Policies and Procedures Manual		US	3						
134	4.7.004	Capital Asset Records		LA	3						
135	4.7.007	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	FE	3						
136	4.7.008	Grant Records	State and federal grant projects participated in or administered by state agencies. Includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	AC	3			AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
137	4.7.009	Fixed Asset Sequential Number Logs		US	3						
138	4.7.012	Signature Authorization	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency. Example: Comptroller Warrant Register Uniform Statewide Accounting System (USAS).	AC	3			AC = US + FE			



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
139	5.1.001	Contracts and Leases	Executed, renewed or amended on or before August 31, 2015. Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide (CMG).	AC	4			AC = Expiration or termination of the instrument according to its terms.		SEE related item number 3.1.035 Performance Bonds and 5.3.007 Bid Documentation. SEE item number 5.1.017 for Contract Logs.	Government Code 441.1855



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
139.01	5.1.001	Contracts and Leases	Executed, renewed or amended on or after September 1, 2015. Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide (CMG).	AC	7			AC = Expiration or termination of the instrument according to its terms.		SEE related item number 5.3.007 Bid Documentation. SEE item number 5.1.017 for Contract Logs.	Government Code 441.1855
139.02	5.1.017	Contract Log	List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE	3						
140	5.1.004	Mail and Telecommunications Logs	Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US							
141	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						
142	5.1.007	Requisitions for In-Agency/Inter-Agency Copy/Printing Service	Includes word processing and data processing.	AV							



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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					Years	Months	Days				
143	5.1.011	Photocopier and Facsimile Usage Logs & Reports		AV							
144	5.1.015	Correspondence Tracking Records	Any record created by the agency to track any type of incoming and outgoing correspondence or packages by the US Postal Service or by private courier.		1						
145	5.2.002	Building Construction Project Files	Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC	10			AC = Completion of project.	R	SEE ALSO item number 5.2.003	
146	5.2.003	Building Plans and Specifications - State Owned	Includes architectural and engineering drawings, profiles and blueprints.	LA					R	SEE ALSO item numbers 5.2.002 and 5.2.028.  ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	
146.01	5.2.003	Building Plans and Specifications - Leased	Includes architectural and engineering drawings, profiles, and blueprints.	AC	2			AC = termination or cancellation of lease.		SEE ALSO item numbers 5.2.002 and 5.2.028.  ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	
147	5.2.004	Building Space Requests			1						
148	5.2.006	Property Destruction - Certificates		FE	3						



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
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					Years	Months	Days				
149	5.2.008	Equipment History File	Includes requests for installation, moves, service etc. and service/repair logbooks.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	
150	5.2.009	Equipment Inventory Detail Report Forms	Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE	3					Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	
151	5.2.010	Equipment Manuals		LA							
152	5.2.011	Equipment Warranties		AC	1			AC = Expiration of warranty.			
153	5.2.012	Supply and Repair Cost Estimates			1						
154	5.2.014	Inventory - Annual Physical	Property, Equipment, and Supply verification	FE	3						
155	5.2.015	Inventory - Equipment Removed From Deletion Requests		FE	3						
156	5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				AC = Transfer of information into annual listing.			
157	5.2.017	Lost & Stolen Property Reports		FE	3						
158	5.2.019	Service Orders	Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.		1						
159	5.2.021	Surplus Property Sale Reports		FE	3						



STATE OF TEXAS  
Records Retention Schedule

SLR 105  
Rev. 2017-07

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					Years	Months	Days				
160	5.2.025	Equipment Descriptions and Specifications		AC	2			AC = Equipment is no longer in the agency.			
161	5.2.027	Space Utilization Reports		AV							
162	5.3.002	Freight Bills Paid		FE	3						
163	5.3.003	Freight Claims		AC	2			AC = Resolution of claim.			
164	5.3.004	Order - Acknowledgements		AV							
165	5.3.005	Packing Slips		AV							
166	5.3.007	Bid Documentation	Associated with contracts executed, renewed, or amended on or before August 31, 2015. Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids and bid tabulation/evaluations.	FE	3						
166.01	5.3.007	Bid Documentation	<b>Associated with contracts executed, renewed, or amended on or after September 1, 2015.</b> Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations.	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			



**STATE OF TEXAS**  
**Records Retention Schedule**

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 Rev. 2017-07

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					Years	Months	Days				
166.02	5.3.007	Bid Documentation - Unsuccessful Bid	Unsuccessful bids that that do not meet agency submission requirements and are not included in bid evaluation process (e.g., withdrawn, missed submission deadline, incomplete submission, etc.).	AC	2			AC = Date of notification of denial or date of withdrawal, as applicable.	S		
167	5.3.008	Purchasing Logs	Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE	3						
168	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				AC = Decision not to proceed with the procurement.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007.	
169	5.4.001	Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33
170	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							



STATE OF TEXAS  
Records Retention Schedule

SLR 105  
Rev. 2017-07

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					Years	Months	Days				
171	5.4.011	Visitor Control Logs	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities. Example: Sign-in sheets for veterans and dependents assisted in office.	3							
172	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building access passes, passwords, or similar instruments of access to agency or state facilities. INCLUDES: DPS Parking Applications (CP-9), DPS Badge Access Forms (CP-6), Vehicle Information Forms for temporary parking, DPS Termination Notices (CP-52), and any other documentation related to assisting employees or visitors with state parking and badges.	AC	2			AC = Until superseded, date of expiration, or date of termination, whichever sooner.			
173	5.4.013	Disaster Preparedness and Recovery Plans		US							
174	5.5.001	Billing Detail - Telecommunications (Other than TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					SEE item 5.5.006 for TEX-AN billing detail.	



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

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Archival Codes (Field 10)

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

1. Agency Code: <b>403</b>		2. Agency Name: <b>Veterans Commission</b>									
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				
175	5.5.006	Billing Detail - Telecommunications (TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	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. For these bill summaries, SEE item 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.	
176	5.5.007	Disputed Call Documentation	Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE	3						
177	5.6.004	License and Driving Record Checks		AC				AC = Until superseded or until termination of employment.			
178		Veterans Education Approvals	Documents relating to approval applications, visit reports, compliance visit reports, general correspondence.	AC	6			AC = Date of approval action.			
179		Veterans Education Approvals - Withdrawn School Files	All documents contained in approval files and withdrawal documents.	AC	6			AC = Date of disapproval (per federal contract with VA).			



**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

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					Years	Months	Days				
180.01	1.1.057	Veterans Service Officer Directory	Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Example: Listing of offices and area point of contacts with address and phone numbers.	US	1						