

October 7, 2019



Jessica Ballew
Division Director
Texas Department of Public Safety
5805 N. Lamar Blvd.
Austin, TX 78752

Dear Ms. Ballew,

Your agency's records retention schedule is approved for use as of 10/3/2019, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (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 October 2024.

During a certification period, changes may need to be made to your schedule. State rules (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:

Erica Siegrist
(512) 463-6623
esiegrist@tsl.texas.gov

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

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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Austin, Texas
78711-2927

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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 405
Texas Department of Public Safety

(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 Jessica Ballew
Name (Print or type) Jessica Ballew
Date 5/31/2018

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature
Name (Print or type)
Date

Not Required at This Time

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

Signature Gloria Meraz
Name (Print or type) Gloria Meraz
Date 10/3/19

Cert/Recert No. 5 Amendment No.

CAUTION

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

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





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SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
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Archival Codes (Field 10)

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

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					Years	Months	Days				
DPS.0001	1.1	Driver License issuance and history related information	Enforcement & Compliance files; driver license photo file film; driver license updates and purges; driver license original application; Vision and Limb Waiver records; Safety Responsibility case files	PM						Temporarily includes DPS Arrest Summaries.	
DPS.0002	1.1	Safety Responsibility Act certificates of deposit and self insurance			5						
DPS.0003	1.1	Border Operations Sector Assessments (BOSAs)		AV							
DPS.0006	1.1	Ranger Weekly Reports		CE	2						
DPS.0007	4.7.008	Local Border Security Program		AC	3			Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).			
DPS.0009	3.1	Electronic Firearm Discharge Card Files		AV							



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DPS.0010	3.1.020	Firearm Discharge Investigations	All investigations; involving/not involving injury or death	AC	10			Termination of corrective action; after employee is notified of final ruling			
DPS.0011	3.1	Firearm Discharge Logbooks		AV							
DPS.0012	1.1.038	Customer Surveys	Surveys returned by the customers or clients of an agency rating an agency's performance.	AC	3			Final disposition of summary report			
DPS.0013	1.1	Aircraft Equipment Evaluations		LA						If Aircraft sold all records relating to aircraft must be transferred to new owner by FAA Reg.	14 CFR 91.417(b)(2)
DPS.0014	1.1	FAA Records		LA	1					If Aircraft sold all records relating to aircraft must be transferred to new owner by FAA Reg.	14 CFR 91.417(b)(2)
DPS.0015	5.6.003	Aircraft Records	Inspection and Repair (Air-3, Air-15, Aircraft log books, and aircraft maintenance records)	LA	1						
DPS.0629	1.1	Executive Protection Bureau (EPB) Monthly Report		FE	2						
DPS.0017	1.1	Security Surveys	Event location security assessment	CE	5						



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DPS.0020	1.1	Border Auto Theft Information Center (BATIC) Administrative Research Files	Call Log, Recovery Files, Pending Files, and Miscellaneous Files	AC	2			After case concluded or all investigative leads have been exhausted.			
DPS.0021	1.1	CID Administrative Subpoena Logbook		CE	3						
DPS.0022	1.1	CID Commissioned Weekly Report		CE	3						
DPS.0023	1.1	CID Document Cards		AV				Keep until related documents have met retention			
DPS.0025	1.1	CID Investigative Leads		AC	2			After case concluded or all investigative leads have been exhausted.			
DPS.0026	1.1	Clandestine Laboratory Seizure Reports			10						
DPS.0027	1.1	Cooperating Individual (CI) files		AC	15			Date cooperating individual became inactive or terminated			
DPS.0028	1.1	Cooperating Individual (CI) Log		US							



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DPS.0030	1.1	Criminal Investigation Report	Administrative investigation reports (CLE-1), includes SPURS reports that are administrative and investigative	AV				Review every 15 years, if no longer administratively valuable, dispose			
DPS.0032	1.1	Criminal Investigation Report	SPURS intelligence reports; old CLERIS reports migrated to SPURS	AV				Review every 15 years, if no longer administratively valuable, dispose			
DPS.0035	1.1	Investigative Polygraph Examination Records (Homicide)		AC	75			Case closed or death of offender			
DPS.0036	1.1	Investigative Polygraph Examination Records (Non-Homicide)		AC	25			Case closed			
DPS.0037	1.1	MVD Title Application Searches		AV				Review after 3 years and after 5 years to determine			
DPS.0038	1.1	Officer's Field Notes and Working Files		AV							
DPS.0039	1.1	Pre-Employment Polygraph Examination Records		AC	10			Case Closed			
DPS.0040	1.1.043	School Reports/ Records/ Curriculum		US	1						
DPS.0041	1.1	CID Asset Forfeiture Records		AC	5			Date file is closed			



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DPS.0042	1.1	Undercover Driver's License and Social Security Card Information	Includes internal and external agencies and any tracking logs	AC	5			After original documents have been returned to the originating agency or department.			
DPS.0043	1.1	Wiretap Files/ Pen Register Files		AC	10			After all evidence and defendants have been dispositioned.			TX CCP 18.20 Section 11
DPS.0046	1.1	PSAT HQ-53		CE	15						
DPS.0047	1.1	Suspicious Activity Report (SAR)	Review for intelligence information unless it can be validated to kept in system per 28CFR Part 23		5						
DPS.0048	1.1	Criminal Investigative Files Pertaining to Telephone Analysis		AC	20			Date file is closed			
DPS.0049	1.1	Service Provider Subpoena Responses		AV							
DPS.0050	1.1	Telephone Subpoena Log		PM							
DPS.0051	1.1	Penlink Software	Phone data only - no intel or analysis	PM							
DPS.0052	1.1	Phone subpoenas		CE	2						
DPS.0053	1.1	MPCH Supplemental File		CE	3						



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DPS.0054	1.1	Located Deceased Person Files		PM							
DPS.0055	1.1	Missing Person File - Inactive - Closed		CE	3						
DPS.0056	1.1	Missing Person File - Active	File maintains information necessary in linking known offenders with open cases. Maintain records until located. Once person is located, file is moved to Missing Person File - Inactive - Closed.	AV							
DPS.0057	1.1	Unidentified Person Files - Inactive Closed	File maintains information necessary in linking known offenders with open cases. If unidentified person was a homicide victim, retain as Permanent.	CE	3						
DPS.0536	1.1	Unidentified Person Files - Active	File maintains information necessary in linking known offenders with open cases. Retain until individual is identified.	AV							
DPS.0059	1.1	Sex Offender Compliance	CR-32 and CR-32 PE's	PM							



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DPS.0064	1.1	Laboratory Case Records	Includes laboratory reports, evidence submission records, chain of custody records, evidence disposition and destruction records, case examination records, case administrative documentation (including communications and requests for records, case re-examination records, technical, and administrative review records), testimony technical review, case related corrective actions and/or deviations, case related courts documents (subpoenas, motions, court orders, and discovery orders), and case related laboratory complaints	AC	100			AC = Date of initial evidence receipt			
DPS.0067	1.1	CJIS Error Tracking Database		AV							
DPS.0068	1.1	Crime Records Agreements		AV							



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DPS.0069	1.1	Criminal History Record Information Records	150 years from subjects date of birth		150					Texas Government Code § 411.042(9) record data and maintain a state database for a computerized criminal history record system and computerized juvenile justice information system that serves: (A) as the record creation point for criminal history record information and juvenile justice information maintained by the state.	Texas Government Code § 411.042(9)
DPS.0070	1.1	DPS Master Fingerprint Files	150 years from subjects date of birth		150						
DPS.0071	1.1	Sex Offender Registration Records	110 years from subjects date of birth		110						
DPS.0072	1.1	Radio Frequency Files			1						
DPS.0073	1.1.038	Survey of First Responder Agencies		AC				Final disposition of summary report			



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DPS.0075	1.1	Regulatory Services Division (RSD) Administrative Investigative Files	Records that are used for administering action in RSD programs; primary evidence in State Office of Administrative Hearings (SOAH) hearings	AC	5			Date investigation is completed and case closed.			
DPS.0083	1.1	Regulatory License Applications and Registrations	Includes applications, supporting documents, restorations and license/permits	AC	7			Date when license/permit is terminated, revoked, expired or denied			
DPS.0084	1.1	Regulatory Service Administrative Hearing Files	Included appeal request, hearing notice letter, exhibits from respondent, orders from court and proposals for decision. For LTC/CAP, see DPS.0612	AC	5			Date investigation is complete and case closed			
DPS.0087	1.1	Regulatory Services Electronic Prescription Records	Contains dispensed controlled substance registry (CSR) prescription records	AC	5			Date record has been de-identified (all PII data has been removed)			TX HSC 481.076 Section (e)
DPS.0093	1.1	Inspector History Folder/Enforcement Action		AC	5			After expired or terminated			
DPS.0094	1.1	Inspector History Folder/No Enforcement Action		AC	2			After license expired or terminated			



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DPS.0100	1.1	On Road Test Records		AC	2			AC = After closed		Data stored in electronic record.	
DPS.0101	1.1	Regulatory Services Private Security Order Form	For Private Security levels 2, 3, and 4	AC	1			Date order was fulfilled			
DPS.0102	1.1	Regulatory Services Vehicle Inspection Records	Documents resulting from vehicle inspection process; includes vehicle inspections and inspection stickers , Individual Licenses and Stations Licenses Note: The individual license is independent from that of the station license; one can be terminated without impact to the other	AC	2			Date of inspection license expiration, suspension or revocation			
DPS.0105	1.1	Private Security Program Applications & Licenses	Includes company/individual applications, supporting documents and licenses for PSP licensing Program.	AC	3			Date license is terminated, revoked or expired			
DPS.0107	1.1	Recognized Emissions Repair Facility (RERF) & Technician Records	Includes Summaries of REFR emission repairs (VIE-3; VIE-7)	AC	2			Date of RERF employee termination or facility closure			



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DPS.0109	1.1	Regulatory Services Schedule II Prescription Forms	Includes dispensed, cashed, lost, stolen or voided Schedule II prescriptions	AC	5			Date Schedule II prescription reported dispensed, cashed, lost, stolen or voided			
DPS.0111	1.1	Station History Folder/Enforcement Action		AC	5			After license expired or terminated			
DPS.0112	1.1	Station History Folder/No Enforcement Action		AC	2			After license expired or terminated			
DPS.0113	1.1	Statistical Reports		PM					R		
DPS.0116	1.1	Regulatory Services Vehicle Emissions Waivers	VIE-5 Application Form	AC	2			Expiration of the Vehicle Inspection Report			
DPS.0122	1.1.006	Regulatory Services Investigations - No Action Complaints	Program or industry complaints that after evaluation are found to have no merit, do not result in further investigation, or has been forwarded to the appropriate Law Enforcement Agency	AC	2			Date of final decision			
DPS.0128	4.7.003	Credit Card Charge Backs		AC	3			AC = After deemed uncollectible			



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DPS.0129	4.7.003	License Application Refunds		AC	3			AC = Day the refund was processed			
DPS.0130	1.1	Accident Reconstruction Report		CE	5						
DPS.0131	1.1	AIS Databases		CE	3						
DPS.0132	1.1	Building Registers		CE	3						
DPS.0133	1.1	Canine Program Reports		CE	5						
DPS.0134	1.1	Carrier Profiles		PM						Destroy paper after imaging.	
DPS.0136	1.1	Certificate of Seizure (HQ-83)		AC	3			AC = Date the item is ordered disposed by the court			
DPS.0137	1.1	Citation Disposition Receipt		CE	3						
DPS.0138	1.1	Commercial Vehicle Enforcement (CVE-3)		CE	3					Destroy paper after imaging.	
DPS.0139	1.1	Crash Photographs		CE	5						
DPS.0140	1.1	DPS Employee CDL Drug Testing Records			5						
DPS.0141	1.1	Entrusted Property Log (HQ-108)		AC	3			AC = Date the item is ordered destroyed or disposed of			



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DPS.0142	1.1	Field Supervisors Weekly Report (THP-15)		CE	2						
DPS.0143	1.1	Hazardous Material Accident/Incident Report (CVE-12)		AV						Record copy in Motor Carrier Bureau	
DPS.0144	1.1	Incident Report (HQ-12)		CE	5						
DPS.0145	1.1	Information for Jail Registers (HQ-25)		CE	2						
DPS.0146	1.1	Inventory of Property for Disposition under Chapter, CCP (HQ-106)		AC	3			AC = Date the item is ordered disposed by the court			
DPS.0147	1.1	Inventory of Property Seized Under Article 18.19, CCP (HQ-114)		AC	3			AC = Date the item is ordered disposed by the court			
DPS.0148	1.1	Inventory of Seized Property (HQ-109A)/Evidentiary or Asset Forfeiture		AC	3			AC = Date the item is ordered disposed by the court			
DPS.0149	1.1	Motor Carrier Lease Cancellations		AC	20			AC = When filmed			



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DPS.0150	1.1	Motor Carrier Leases (Active & Inactive)		AC	20			AC = When filmed			
DPS.0630	1.1	Motor Vehicle Crash Reports (CR-3, CR-3C)		CE	2						
DPS.0152	1.1	Municipal and County Certification MOU		US	2					Destroy paper after imaging.	
DPS.0153	1.1	Property Inventory (HQ-109)/Evidentiary or Asset Forfeiture		AC	3			AC = Date the item is ordered disposed by the court			
DPS.0154	1.1	Property Inventory (HQ-109)/Nonevidentiary		CE	5						
DPS.0155	1.1	Property Tag (HQ-113)		AC	3			AC = After case disposition			
DPS.0156	1.1	Pursuit Information Form (HQ-45)		CE	3						
DPS.0157	1.1	Railroad Commission Registrations		AV							
DPS.0158	1.1	Report of School Bus Evacuation Training (SB-3)		CE	5						
DPS.0159	1.1	Reports of Positive Drug and Alcohol Testing		AC	6			AC = Date positive test results are received			



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					Years	Months	Days				
DPS.0160	1.1	Request for Copy of Peace Officer's Accident Report (THP-56)		FE	3						
DPS.0161	1.1	Requests for Special Consideration (Medical Waivers)		CE	5						
DPS.0162	1.1	Road Hazard Report (HP-47)		CE	2						
DPS.0163	1.1	Safety Audit and Compliance Review		AC	6			AC = completion of compliance review			
DPS.0164	1.1	Scale and Weight Strip Operation Report		AV						Destroy paper after imaging.	
DPS.0165	1.1	School Bus Driver Certification Records		CE	5						
DPS.0166	1.1	School Bus Inspection Files		FE	3						
DPS.0167	1.1	School Bus Specifications		CE	10						
DPS.0168	1.1	Seized Property Disposition (HQ-109B)		AC	3			AC = Date the item is ordered disposed of by the court			



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DPS.0169	1.1	Trooper's Weekly Report - All Services		CE	2						
DPS.0172	3.1.027	Field Training Reports (TLE-64, TLE-65)		AC	5			AC = Termination of Employment			
DPS.0173	5.3.009	Verification of Requestor Information (MCS-32 forms)		AC				AC= Date of direct purchase, issuance of request for bids, or decision not to proceed with procurement, as applicable			
DPS.0174	1.1	Victim Assistance Case Records		PM							
DPS.0175	1.1.056	ADA (Americans With Disabilities Act) Documentation	Self Evaluations and plans documenting compliance with the requirements of the ADA Act. Includes HR-32, temporary and permanent accommodation requests, supervisor notes, active and inactive files	AC	5			AC = Termination of Employment			28 CFR 35.105 (c)



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DPS.0182	3.1.022	Personnel Information Or Action Forms	Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment. Includes applications for employment hired, performance evaluations and plans, performance improvement plans, accommodation letters and awards, fleet accidents, secondary employment, employment verifications, school loan forgiveness, government assistance, prior state service, firearms qualification forms, THP-53, OIG investigation Disciplinary letters and notification letter of complaint disposition	AC	5			AC = Termination of employment			29 CFR 1602.31
DPS.0183	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			Until superseded or job eliminated			40 TAC 815.106 (i)



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DPS.0184	3.1.024	Critical Incident Debriefing Records		AC	10			Until superseded or termination of employment.			
DPS.0185	3.1.024	Fitness for Duty Evaluations		AC	2			Until superseded or termination of employment			TAC, Title 22, Part 21, 465.22 d(2)
DPS.0186	3.1.024	Physical Examinations/Medical Reports	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC	5			Until superseded or termination of employment		CAUTION: Does not include pre-employment physical examinations.	
DPS.0187	3.1.024	Pre-Employment Psychological Evaluations		AC	7			After date of evaluation.			TAC, Title 22, Part 21, 465.22 d(2)
DPS.0188	3.1	Voluntary Employee Assistance Program Records			10						TAC, Title 22, Part 21, 465.22 d(2)
DPS.0189	3.1.024	Specialized Evaluations		AC	7			After date of evaluation.			TAC, Title 22, Part 21, 465.22 d(2)
DPS.0190	3.1.027	Training And Educational Achievement Records (Individual)	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.		50				A	Includes training for all divisions and recruits. Archival requirement is specific to in-service and recruit training records.	



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DPS.0191	3.1.029	Employment Eligibility, Documentation Or Verification Of	Federal reporting form (INS I-9). Agencies should make certain that forms for employees who terminate from and agency less than 3 years from date of hire ae kept for the 3 year retention period.	AC	1			Termination of employment or 3 years from date of hire, whichever is later			
DPS.0193	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							
DPS.0194	3.1.035	Performance Bonds	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			Expiration or termination of the bond according to its terms			Government Code, 441.1855.



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DPS.0194 a	3.1.035	Performance Bonds	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			Expiration or termination of the bond according to its terms			Government Code, 441.1855.
DPS.0195	3.1.036	Apprenticeship Records	Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants	AC	5			Termination of employment			29 CFR 30.8 (e)
DPS.0197	3.3	Mandatory Drug Testing	Positive and negative test results	CE	3						



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DPS.0199	3.3.004	Benefit Plans	Employee benefit plans such as pension, life, health and disability insurance, deferred compensation, etc.; includes amendments	US	1						29 CFR 1627.3 (b) (2)
DPS.0200	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.		3						
DPS.0201	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment includes name, social security number, exact dates of employment, and last known address and most recent public access option form.	AC	75			AC = Termination of employment			
DPS.0202	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3						
DPS.0203	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
DPS.0205	3.3.025	Job Procedure Records	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US	3						



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DPS.0206	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						
DPS.0207	3.3.027	Aptitude And Skills Tests	Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	AC	5			AC = Termination of employment			
DPS.0208	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
DPS.0209	3.3.029	Aptitude And Skills Tests (Validation Records)	Records of the validation of aptitude and skills tests.	AC	2			AC = As long as test is used by the agency			29 CFR 1602.31



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DPS.0210	3.3.030	Training Administration Records	Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.	US	2				A	CAUTION: Does not include hazardous material training records. Does include instructor/rider, EEO and sexual harassment training records. Archival requirement is specific to in-service and recruit training and instructional records. Per state archivist, these records will meet the retention requirements when course materials change. Until the State Archives is able to accept electronic records, the agency (DPS) will manage such records.	



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DPS.0211	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						
DPS.0212	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						
DPS.0213	3.4.004	Overtime Authorizations	Includes THP Overtime worksheets		2						
DPS.0214	3.4.005	Overtime Schedules			2						
DPS.0215	3.4.006	Time Cards And Time Sheets			4						
DPS.0216	3.4.007	Time Off And/or Sick Leave Requests		FE	3						



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					Years	Months	Days				
DPS.0218	4.7.008	Other Victim Assistance Grant	Administered by the Texas Office of the Attorney General	AC	4			AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule)			
DPS.0219	4.7.008	Victims of Crime Act Grant	Administered by Criminal Justice Division of the Governor's Office	AC	3			AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule)			
DPS.0220	3.3.020	Work Schedules, Assignments	Work, duty, shift, crew, or case schedules, rosters or assignments		1						
DPS.0221	3.4.003	Less Than Full-Time Worked Reports	Dates and hours.		4						40 TAC 815.106 (i)



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DPS.0222	3.4.008	Sick Leave Documentation	Requests submitted, approvals, and number of hours transferred in and out, etc. Includes: Sick Leave Pool approvals/denials, donated sick leave, DPS specific forms related to sick leave (HR-36, HR-76, HR-77, HR-191), Family Medical Leave Act (FMLA), temporary disability, leave without pay (TDLWOP) and related tracking logs	AC	5			After termination of employment			
DPS.0225	3.1.039	Ombudsman Records		AC				Final decision or matter closed			
DPS.0228	3.1.039	Mediation/Facilitation/Formal Dispute Resolution Case File		AC	3			Final decision or matter closed			
DPS.0229	3.3.001	Affirmative Action Plans	Affirmative action plans for both regular employees and apprenticeship programs.		5						
DPS.0230	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



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DPS.0231	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 Workers' Compensation Commission or its predecessors or maintained internally on accident frequency.	PM							
DPS.0232	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).		150					150 years from subjects date of birth	
DPS.0233	1.1	360 Leadership Review	Surveys, results, tracking logs and training materials	US	5						
DPS.0234	5.4	Bicycle Safety		FE	3					Files moved and owned by ETR when separated from the Administration division.	
DPS.0235	5.4	Fleet Accident Reports		AC	5			Termination of employment			
DPS.0236	5.2	Fleet Supply Orders		FE	3						
DPS.0237	1.1	Special Ranger File - Inactive	Denied applications and no response applicant files		2						



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DPS.0238	1.1	Special Ranger Files - Active	Active files of special Rangers	AC	5			AC = Denied renewal, deceased or did not request renewal			
DPS.0239	5.2.009	Equipment Inventory Detail Report Forms	Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory. Venice Inventory System Reports	FE	3						
DPS.0240	3.1.013	Employment Contracts	Staff Augmentation/Temporary Service Contracts								Government Code, 441.1855.
DPS.0240 a	3.1.013	Employment Contracts	Staff Augmentation/Temporary Service Contracts a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			Expiration or termination of the contract according to its terms			Government Code, 441.1855.



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DPS.0240 b	3.1.013	Employment Contracts	Staff Augmentation/Temporary Service Contracts b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			Expiration or termination of the contract according to its terms			Government Code, 441.1855.
DPS.0241	3.2.010	Human Resources Information System (HRIS) Reports	Includes supporting documentation	AC	4			Close of each month the report is run			
DPS.0242	4.7.004	Capital Asset Records		LA	3						
DPS.0243	4.7.009	Fixed Asset Sequential Number Logs		US	3						



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DPS.0244	5.1.001	Contracts And Leases	<p>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, accepted and rejected 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.</p> <p>a) Executed, renewed, or amended on or after September 1, 2015.</p>	AC	7			Expiration or termination of the instrument according to its terms.			Government Code, 441.1855.



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					Years	Months	Days				
DPS.0244 a	5.1.001	Contracts And Leases	<p>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, accepted and rejected 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.</p> <p>b) Executed, renewed, or amended on or before August 31, 2015.</p>	AC	4			Expiration or termination of the instrument according to its terms.			Government Code, 441.1855.
DPS.0245	5.1.003	Delivery Reports			2						
DPS.0246	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						



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DPS.0247	5.1.007	Requisitions For In-Agency Printing/Copy Service	Includes word processing and data processing.	AV							
DPS.0248	5.1.012	Charge Schedules / Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3						
DPS.0249	5.2.001	Appraisals-Building Or Property		AV					R		
DPS.0250	5.2.002	Building Construction Project Files	Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC	10				R		
DPS.0251	5.2.003	Building Plans and Specifications - State Owned	Includes architectural and engineering drawings, profiles, and blueprints.	LA					R	R = (state owned only)	
DPS.0627	5.2.003	Building Plans and Specifications - Leased	Includes architectural and engineering drawings, profiles, and blueprints.	AC	2			Termination or cancellation of lease			
DPS.0252	5.2.004	Building Space Requests			1						



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					Years	Months	Days				
DPS.0253	5.2.005	Calibration Records (Equipment Or Instrument)			10						
DPS.0254	5.2.006	Certificates of Property Destruction		FE	3						
DPS.0255	5.2.007	Damage Reports	Reports of damage to state property	FE	3						
DPS.0256	5.2.008	Equipment History File; Equipment Service Agreements	Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repairs logbooks, etc.	LA	3						
DPS.0257	5.2.009	Equipment Inventory Detail Report Forms	Updates agency portion of the inventory listing and add, changes, transfers, or deletes items from inventory.	FE	3						
DPS.0258	5.2.010	Equipment Manuals		LA							
DPS.0259	5.2.011	Equipment Warranties		AC	1		Expiration of warranty				
DPS.0260	5.2.012	Estimate Files	Supply and Repair Cost Estimates		1						
DPS.0261	5.2.014	Inventory – Annual Physical - Property	Equipment, supply verification	FE	3						



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DPS.0262	5.2.015	Inventory, Notices of Equipment Removed from		FE	3						
DPS.0263	5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				Transfer of information into annual listing.			
DPS.0264	5.2.017	Lost and Stolen Property Reports		FE	3						
DPS.0265	5.2.018	Quality Control Reports			2						
DPS.0266	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						
DPS.0267	5.2.020	Supply Usage Records		FE	1						
DPS.0268	5.2.021	Surplus Property Sale Reports		FE	3						
DPS.0269	5.2.022	Utility Usage Reports		AV							



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DPS.0270	5.2.023	Year to Date Activity (Inventory Listing)	Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE	3						
DPS.0271	5.2.024	Material Specifications		AC	2			Material is no longer in the agency			
DPS.0272	5.2.025	Equipment Descriptions And Specifications		AC	2			Equipment is no longer in the agency			
DPS.0273	5.2.026	Facilities Reservation Logs	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.		2						
DPS.0274	5.2.027	Space Utilization Reports		AV							
DPS.0275	5.2.028	Building Construction Contract And Inspection Records	Building construction contracts, surety bonds, and inspection records.	LA	10				R		
DPS.0276	5.3.004	Order-Acknowledgements		AV							



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DPS.0277	5.3.005	Packing Slips		AV							
DPS.0278	5.3.007	Bid documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. a) Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract.	



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DPS.0278	5.3.007	Bid documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. b) Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3					CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract.	



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DPS.0278 b	5.3.007	Bid documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. c) Unsuccessful bids 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			Date of notification of denial or date of withdrawal, as applicable.		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract.	
DPS.0279	5.3.008	Purchasing Logs	Log, register, etc. providing a record of purchase orders issued, orders received, and similar date on procurement status.	FE	3						



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DPS.0280	5.3.009	Requests For Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				Decision not to proceed with the procurement, as applicable.		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.	
DPS.0281	5.4.003	Inspection Records	Fire, safety, and other inspection records of agency facilities and equipment.	AC	3			Inspection date or date of correction of the deficiency if inspection reveals a deficiency		CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028.	
DPS.0282	5.4.004	Fire Orders	Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3			Deficiency corrected			
DPS.0283	5.6.003	Inspection Repair and Maintenance Records - Vehicles		LA	1						
DPS.0284	5.6.004	License And Driving Record Checks		AC				AC = until superseded or until termination of employment.			



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DPS.0285	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other relation operational information. (DPS Car Books)	FE	3						
DPS.0286	5.6.007	Vehicle Titles and Registrations		LA							
DPS.0287	5.6.009	Parking Permits Or Assignments		US							
DPS.0288	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.	



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DPS.0289	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 an agency.		2						
DPS.0290	1.1.013	Desk Calendars/Appointment Books	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.	
DPS.0291	1.1.023	Organization Charts		US					A		
DPS.0292	1.1.041	Suggestion System Records	Suggestions submitted by agency personnel and responses		1						



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					Years	Months	Days				
DPS.0293	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves. Includes EEO/sexual harassment/pilot and trooper training; includes new or current employees	US	1						



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DPS.0294	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				Purpose of record has been fulfilled			



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DPS.0295	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1						
DPS.0296	1.1.065	Reports and Studies (Non Fiscal) – Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV							
DPS.0297	1.1.065	Supporting documents for Reports and Studies		AV					R		
DPS.0298	1.1.067	Reports and Studies (Non-Fiscal)	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.		3				R		



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DPS.0299	1.1.069	Reports – Activity	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						
DPS.0300	1.2.001	Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule. Records Disposition Log	FE	3						
DPS.0301	1.2.004	Forms Inventory	Any periodic listing of all forms used internally or externally by an agency. Directory/Inventory/Catalog	US							
DPS.0303	1.3.001	State Publications	Includes internal agency publications	AC	2		Until superseded or obsolete.				
DPS.0304	1.3.002	Publication Development Files	Includes Background Material, Copy (Drafts), Original Artwork, Photo Negatives, Prints, Flats, Etc. This includes all work performed both inside and outside the agency.	AV				R			



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DPS.0305	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 supervisory level except in those agencies with counseling staff.	AC	3			Termination of counseling			
DPS.0306	3.1.027	Training Records		AC	5			Termination of employment			
DPS.0307	3.3.030	Training Administration Records	Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects	US	2						
DPS.0308	5.1.004	Mail And Telecommunications Listings	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							



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DPS.0309	5.1.010	Licenses And Permits For Non-Vehicles	Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC	2			Expiration date of license or permit.			
DPS.0310	5.1.011	Photocopier Use Logs And Reports		AV							
DPS.0311	5.1.014	Office Procedures	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US	1						
DPS.0312	5.1.015	Correspondence Tracking Records	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.		1						
DPS.0313	5.4.007	Hazardous Materials Training Records	Records of training given employees in an agency hazard communications program.		5						Health and Safety Code, Section 502.009 (g)
DPS.0314	5.4.008	Hazard Communication Plans		US	5						Health and Safety Code, Section 502.009 (g)



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DPS.0315	5.4.009	Workplace Chemical Lists			30						Health and Safety Code, Section 502.005(d)
DPS.0316	5.4.010	Material Safety Data Sheets		AC				AC = After sheets are updated or hazardous chemical no longer stored by agency.			
DPS.0317	5.6.001	Airplane Flight Logs - Owned		LA	3						
DPS.0628	5.6.001	Airplane Flight Logs - Leased		FE	3						
DPS.0318	5.6.002	Airplane Passenger Lists		FE	3						
DPS.0319	5.6.008	Pilot License Verifications		AC	5			AC=Termination of employment			
DPS.0320	1.1	Aircraft Video Footage		AV							
DPS.0321	1.1	Incident/Event Based Aircraft Video Footage			3						



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DPS.0322	1.1.002	Audits	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. DOES NOT INCLUDE AUDITS BY THE STATE AUDITOR'S OFFICE.	AC	7			AC = Publication or release of final audit findings		The record copy of any audit performed by the State Auditor's Office is retained permanently by that agency.	
DPS.0323	5.4	CAO Inspection Reports		FE	6						
DPS.0324	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							
DPS.0325	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, or similar instruments of access to agency facilities or equipment.	AC	2			Until superseded, date of expiration, or date of termination, whichever sooner			
DPS.0326	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	CE	3						
DPS.0327	4.1	Bill Analysis		FE	6						
DPS.0328	5.1	Command Post Mail Log			1						



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DPS.0329	1.1	Command Post Radio Log			1						
DPS.0330	1.1	Legislative Liaison Casework			4						
DPS.0331	1.1.019	Public Relations Records	News or press release issued by the agency		5				R		
DPS.0332	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV							
DPS.0333	1.1.040	Speeches	Notes or text of speeches, papers, or reports delivered in conjunction with agency work	AC	2			End of term in office or termination of service in a state position	R		
DPS.0335	3.1.021	EEO/Sexual Harassment Employee Complaints Formal Investigations	Includes all investigations, EEO Division Referrals and other reviews conducted by or coordinated through EEO. File includes investigative file, chain of command correspondence, legal reviews, supporting documents, video and audio evidence	AC	10			AC = Termination of Employment			



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DPS.0336	4.7.008	Grant Administration Information for Federal Grant Awards	Grant awards, sub recipient agreements, expenditure details and approvals, reimbursement details and approvals, federal waiver requests, environmental assessment approvals-EHP, monitoring reports, and all other grant related documentation	AC	3			AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments			
DPS.0337	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1						
DPS.0338	1.1.024	Plans and Planning Records	Related to planning new or redefined programs, services, or projects	AC	3			Decision made to implement or not to implement result of planning process	R		



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DPS.0339	1.1.058	Meeting Agenda and Minutes	Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551. 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.	PM					A		
DPS.0340	1.1.059	Certified Agendas or Tape Recordings of Closed Meetings	Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils. (Public Safety Commission, Private Security Board, etc.)	AC	2			The date of the meeting or completion of pending action involving the meeting, whichever is later			Government Code, Section 551.104(a).



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DPS.0341	1.1.060	Audio or Videotapes of Open Meetings	Audio or videotapes of open meetings of state boards, commissions, committees, and councils. (Public Safety Commission, Private Security Board, etc.) 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.	AC			90	Official approval of written minutes of the meeting by the governing body of an agency.			
DPS.0342	1.1.061	Meeting – Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared. (Public Safety Commission, Private Security Board, etc.)	AC			90	Approval of the formal minutes by the governing body			



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DPS.0343	1.1.062	Meetings - Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.		2				A		
DPS.0347	1.1	Legislative Fiscal Notes		FE	6						
DPS.0348	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			September 1 of odd numbered calendar years.	A	The archival requirement is met by sending a copy to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
DPS.0349	1.1.064	Agency Performance Measures Documentation	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					The archival requirement is met by sending a copy to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	



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DPS.0350	1.1.066	Annual and Biennial Reports (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			September 1 of odd-numbered calendar years.	A	Archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, TSLAC	
DPS.0351	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to the executive and legislative offices.	AC	6			September 1 of odd-numbered calendar years			
DPS.0352	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll.	AC	4			After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner			
DPS.0353	3.2.002	Employee Earnings Records			4						
DPS.0354	3.2.003	Federal Tax Records	Includes FICA records	AC	4			Tax due date, date the claim is filed, or date tax is paid whichever is later			26 CFR 31.6001 - 1(e)(2)



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DPS.0355	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		4						29 CFR 516.6 (c)
DPS.0356	3.2.005	W-4 Forms	Employer's copy of "Employees withholding exemption certificate."	AC	4			Until superseded, obsolete, or upon separation of employee			
DPS.0357	3.2.006	Wage Rate Tables			2						
DPS.0358	3.2.007	Unemployment Compensation Records		AC	5			Close of billing quarter from Texas Workforce Commission			
DPS.0359	3.2.008	Direct Deposit Application/Authorizations		US							
DPS.0360	3.2.009	State Deferred Compensation Records		AC	5			All accounts with a vendor or vendors for the individual participant have been closed			
DPS.0361	4.1.001	Accounts Payable Information		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	



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DPS.0362	4.1.002	Billing Detail		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0363	4.1.003	Cancelled Checks/Stubs/Warrants/Drafts		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0364	4.1.004	Encumbrance Detail		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0365	4.1.005	Inventory and Other Cost Files	Production, job, labor, quotes, pricing, specifications, etc.	FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0366	4.1.006	Investment Transaction Files		FE	3						
DPS.0367	4.1.007	Transfer or Budget Revisions		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	



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					Years	Months	Days				
DPS.0368	4.2.001	Cash Deposit Vouchers		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0369	4.2.002	Cash Receipts	Includes receipts for fees (permits, licenses, renewals, etc.)	FE	3						
DPS.0370	4.2.003	Daily Cash Receipts Logs		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0371	4.2.004	Encumbrance Vouchers	Orders, statements, change orders, etc.	FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0372	4.2.005	Purchase Vouchers	Requisitions, , receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0373	4.2.006	General Journal Vouchers		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	



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DPS.0374	4.2.007	Expenditure Vouchers	Travel, payroll, etc.	FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0375	4.3.001	Sales Journals or Registers		FE	3						
DPS.0376	4.3.002	Receipts, Journals or Registers		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0377	4.3.003	Expenditures Journals or Registers		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0378	4.4.001	General and Subsidiary Ledgers		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0379	4.4.002	Accounts Receivable Ledgers		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	



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DPS.0380	4.4.003	Accounts Payable Ledgers		FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0381	4.4.004	Employee Savings Bond Ledgers		FE	3						
DPS.0382	4.5.001	Worksheets for Preparing Fiscal Reports		FE	3						
DPS.0383	4.5.002	Internal Fiscal Management Reports	Includes agency monthly budget reports	FE	3						
DPS.0384	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day Report).	AC	6			Sept. 1st of odd-numbered calendar years.		Copies to Texas State Depository Program. Updated event trigger	
DPS.0385	4.5.005	External Fiscal Reports	Special purpose - i.e. federal financial reports, salary reports, etc.	FE	3					Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0386	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act.	FE	3						
DPS.0387	4.6.001	Balancing Records		FE	3						
DPS.0388	4.6.002	Reconciliations		FE	3						
DPS.0389	4.6.003	Cash Counts		FE	3						



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DPS.0390	4.7.001	Accounting Policies and Procedures Manual		US	3						
DPS.0391	4.7.002	Bank Statements		FE	3						
DPS.0392	4.7.003	Returned Checks/Warrants/Drafts (Uncollectible)		AC	3			AC = After deemed uncollectible.		Includes cc chargebacks and license application refunds. Records containing grant payments and revenue may not be destroyed until the grant is audited and closed.	
DPS.0393	4.7.005	Claim Files		AC	3			AC= Resolution of claim			
DPS.0394	4.7.006	Comptroller Statements		FE	3						
DPS.0395	4.7.007	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	FE	3						



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DPS.0396	4.7.008	Federal Grant Records	This series documents state and federal grant projects participated in or administered by state agencies. It 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			Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).			
DPS.0397	4.7.010	Long-Term Liability Records.	Bonds, Etc.	AC	3			Retirement of Debt			
DPS.0398	5.1.013	Insurance Policies– For vehicles, equipment, etc.	For vehicles, equipment, etc. a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			Expiration or termination of the policy according to its terms			Government Code, 441.1855.



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DPS.0398 a	5.1.013	Insurance Policies– For vehicles, equipment, etc.	For vehicles, equipment, etc. b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			Expiration or termination of the policy according to its terms			Government Code, 441.1855.
DPS.0399	5.3.002	Freight Bills Paid		FE	3						
DPS.0400	5.3.003	Freight Claims		AC	2			Resolution of claim			
DPS.0401	1.1	Biennial Operating Plan (BOP)		US	1						
DPS.0403	2.1.001	Processing Files	Machine-readable files used in the creation, utilization, and updating of master files.	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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DPS.0404	2.1.002	Master Files	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. 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.	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.			
DPS.0405	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program listing/source code, etc. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	AC				Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.			13 TAC 6.94.



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DPS.0406	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. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	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.			13 TAC 6.94.



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DPS.0407	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. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	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.



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DPS.0408	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				All audit requirements have been met			
DPS.0409	2.1.011	Finding Aids, Indexes, and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to records. CAUTION: These records must carry the same retention period and archival code of the records they support.	AC				The related records have been destroyed.	R		
DPS.0410	2.2.001	System Monitoring Records	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc. Does not include technical documentation of procedures necessary for reading or processing of electronic records.	AV							



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DPS.0411	2.2.002	Charge-back Records to Data Processing Services Users	Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE	3						
DPS.0412	2.2.004	Computer Job Schedules and Reports	Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.			3					
DPS.0413	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc. Does not include technical documentation of procedures necessary for reading or processing of electronic records.	US	3						



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					Years	Months	Days				
DPS.0414	2.2.011	Batch Data Entry Control Records	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC				When reconciliation confirmed.			
DPS.0415	2.2.012	Output Records for Computer Production	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV							
DPS.0416	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC				No longer needed as an audit trail for any records modified.			
DPS.0417	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						



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DPS.0418	5.5.002	Long Distance Telephone Logs	Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV							
DPS.0419	5.5.003	Station Activity Reports	Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV							
DPS.0420	5.5.004	System Activity Reports	Internal listing of all incoming/outgoing agency telephone activity.	AV							
DPS.0421	5.5.006	Billing Detail – Telecommunications (Tex-An)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3						Pursuant to 1 TAC 121.5(f)
DPS.0422	1.1	Laboratory Accreditation Records	Includes accreditation certificates, scopes, and letters (approvals/withdrawals) issued by all laboratory accrediting bodies		100						
DPS.0423	1.1	DPS Accreditation Records	Includes DPS issued accreditation scopes, letters (approval/withdrawals), and final public record of accreditation or approval status		100						



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DPS.0424	1.1	Laboratory Administrative Accreditation and Inspection Records	Includes applications and requests for accreditation or inspection, records related to the coordination and completion of the accreditation or inspection report, and draft or pre-decisional reports	AC	3			Completion of accreditation or inspection			
DPS.0425	1.1	Annual Laboratory Accreditation Conformance Reports	Prior to 2017, referred to as Annual Accreditation Report, Annual Self-Assessment Report, or Annual Performance Declaration	AC	4			Date of final report			
DPS.0427	1.1	Application for DPS Issued Laboratory Accreditation	Includes qualifying documents for full and provisional DPS issues accreditation	AC	15			AC = Date of application		This program moves to the Forensic Science Commission and records held by DPS have a decreased administrative value	



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DPS.0430	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	AC	3			AC = Completion or termination of program, rules, policies, or procedures	R	Updated Record series number, title, description and retention to reflect state schedule working files for entire agency and not just the lab's working files	
DPS.0431	1.1	Laboratory Personnel Acknowledgements	Employee acknowledgement of updated lab polices, procedures, forms, continuing education, etc.	AC	4			AC = Issue date of document or document series		Updated title, description and retention; retention is requested to change from 7 to 4 years to align with laboratory accreditation requirements	
DPS.0432	1.1	Exceptions to DPS Issued Accreditation	Disciplines and types of testing/activities that have noted exceptions (by statute, by administrative rule, or by determination of the Director)		100						
DPS.0433	1.1	Lab Personnel Vaccinations	Includes any documents showing proof any required vaccination and vaccination declinations	AC	30			AC = Termination of employment			



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DPS.0434	1.1	Laboratory CODIS Sample Records			100						
DPS.0435	1.1	Laboratory Deviation Files	Including supporting documentation, Temporary Deviation Addenda from Policies/Procedures	AC	100			Date of approval or rejection			
DPS.0436	1.1	Laboratory Information Management System (LIMS)	Does not include laboratory case or sample records contained in the LIMS database (see DPS.0064)	AV							
DPS.0437	1.1.070	Laboratory Policy/Procedure Manuals, Training Manuals and Document Authorization	Includes system and local manual, external documents list, master documents list, laboratory physical evidence handbook	AC	100			AC = date policy is superseded or rescinded			
DPS.0439	1.1	Laboratory Management System Review Reports		AC	4			AC = Date of final version of report			
DPS.0445	1.1	Quality Incidents and Corrective Action Plans		AC	100			AC = Date discovered			



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					Years	Months	Days				
DPS.0450	1.1.002	Laboratory Audit/Inspection and response Records	Includes internal and external audits/inspection reports (i.e. surveillance inspection reports, assessment reports, and internal quality audit reports) and laboratory response documentation.	AC	4			AC = Date of final audit/inspection report			
DPS.0453	1.1.006	DPS Accredited Laboratory Corrective Action Plans	Includes correspondence pertaining to the resolution of the corrective action plan	AC	15			AC = Final resolution of corrective action			
DPS.0454	1.1.063	Laboratory Advisory Board Meeting Minutes	Includes meeting agendas and notes	AC	5			AC = Date of meeting		Updated series title and retention; management meeting minutes will be a new series; staff meeting minutes will follow DPS.0295	
DPS.0455	1.1.069	Incinerator Environmental Quality Compliance Log	Required for TCEQ	CE	2						30 TAC 103.491, 30 TAC 106.496, 30 TAC 106.8, 30 TAC 111.127
DPS.0456	1.1.069	Laboratory Autoclave and Incinerator Logs	Does not include evidence related destruction records	CE	2						30 TAC 111.127
DPS.0458	3.1	Court Testimony Survey	Non-technical evaluation of court testimony	AC	3			AC = Date of court testimony			



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					Years	Months	Days				
DPS.0460	3.1.002	Final Laboratory Employee Statement of Qualifications and Disciplinary History Form/Disclosure Form		AC	100			AC = Termination of employment			
DPS.0464	3.1.027	Laboratory Personnel Authorizations Records and Proficiency Log	Includes Certificates of Competency, Certificates of Completion and Authorization Withdrawals	AC	100			AC = Termination of employment			
DPS.0465	3.1.027	Laboratory Personnel Training Records	Includes training notebooks, certificates, evaluations, supervised casework logs, or similar records documenting training, testing or continuing education achievements	AC	5			AC = Termination of employment			
DPS.0467	3.3.028	Laboratory Personnel Proficiency Test Records	External provider, laboratory-prepared, and laboratory quarterly re-examinations; includes administrative records, assessment reports and analytical test files. NOTE: Information must be entered into Proficiency Log prior to destruction. Refer to 3.1.027 / DPS.0464	AC	4			AC = Credited test year			



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DPS.0477	5.2.018	Laboratory Quality Control Reports	Includes reagent logs, instrument autotunes, balance and weight checks, and all other performance checks	CE	5						
DPS.0478	5.3	Laboratory Non-Reported Sexual Assault (NRSA) Examination Reimbursement	Includes all documents used to reconcile allowable billing and application for reimbursement	FE	3						TX CCP 56.065
DPS.0479	5.4	Annual Chemical Inventory			30						
DPS.0483	1.1	Crime Records Service – Local Agency Audit Reports		AV							
DPS.0484	1.1	TCIC/NCIC Record Validation Certificate			5						
DPS.0485	1.1	TCIC Offline Search Results			10						
DPS.0486	1.1	TLETS – Notice of Failure to Pass Test					10				
DPS.0487	1.1	TLETS Registration Cards			3						
DPS.0488	1.1	TLETS Scantron Tests					90				



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DPS.0489	1.1	Manual requested CCH Logs		AC	3			AC = After record received from originator			
DPS.0490	1.1	Communications Facility Daily Reports				13					
DPS.0491	1.1	Voice/Radio Recordings				13					
DPS.0492	1.1	Custodial Death Reports		CE	3						
DPS.0493	1.1	Discharge Hearing before Commission Records		AC	2			AC = After ruling is issued by Public Safety Commission			
DPS.0494	1.1	EEOC/TCHR Complaints		AC	2			After determination is issued by EEOC/TCHR			
DPS.0496	1.1	Subpoenas		AC	1			After subpoena has been fulfilled, routed to the correct custodian of records or quashed by a court.			
DPS.0497	1.1	Tort Claims		AC	1			After case is paid out or claim denied			



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DPS.0498	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV					R	R = Review by State Archivist. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.	
DPS.0499	1.1.020	Public Information Requests – Not Exempted	Includes all correspondence and documentation relating to requests for records that are furnished to the public.	AC	2			Date request fulfilled			
DPS.0500	1.1.021	Public Information Requests - Exempted	Includes all correspondence and documentation relating to requests for records that are denied under exceptions to the Public Information Act.	AC	2			Date of notification that records are exempt			
DPS.0501	1.1.026	Texas Register Submissions	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			Date of publication in the Texas Register.			



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					Years	Months	Days				
DPS.0502	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	2			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		
DPS.0503	1.1.053	Registration Logs	Logs or similar records used to register persons appearing before state agencies, including quarterly reports filed with TEC.	AC				Report filed with the Texas Ethics Commission			
DPS.0505	3.1.021	OIG Investigation Files	Formal Disciplinary Action or Investigations Resulting in Employee Discharge or Retirement/Resignation Under Investigation; not including special circumstance terminations which are maintained within the division. Includes OIG division referrals and investigations.	AC	10			AC = Upon termination of employment (retirement, resignation or termination)			



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DPS.0506	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with Sections 2054.095 and 2056.002, Government Code.	AC	6			AC = September 1 of odd-numbered calendar years.	A	Archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, TSLAC	
DPS.0507	1.1.070	Agency Rules, Policies and Procedures - Final	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.	AC	3			AC = completion or termination of program, rules, policies, or procedures.	R		
DPS.0508	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.	FE	3						
DPS.0509	1.2	Designation of State Agency RMO (SLR104)		US							



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DPS.0511	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. Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	US							
DPS.0512	1.2.008	Request for Authority to Dispose of State Records (RMD 102)	Agency copy Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	FE	3						
DPS.0513	1.2.011	Record Center Storage Approval Forms (RMD 106)	Agency Copy	US							
DPS.0514	1.2.013	Records Control Locator Aids	Includes indexes, card files, shelf lists, registers, guides, etc. CAUTION: These records must carry the same retention period and archival code of the records they support.	AC				When control aid is updated, revised, or no longer needed.			



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DPS.0515	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.	US	1						
DPS.0516	3.3.024	Personnel Policies And Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3						
DPS.0517	1.1	EMD Disaster Recovery, Mitigation, Emergency Management, Homeland Security & Border Security Program, Grant, and Contract Files		AC	4			Once the grant period ends			
DPS.0518	1.1	Emergency Management & Hazardous Material Training Records and Emergency Exercise Records			5						



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DPS.0519	1.1	Local Emergency Planning and point of contact records		US							
DPS.0520	1.1	State Operations Center Activation Records			7						
DPS.0521	1.2.015	Disaster Recovery Service Transmittals (RMD 109)	Also includes documentation for disaster recovery services provided by other entities.	FE	1						
DPS.0522	5.4.013	Disaster Preparedness And Recovery Plans		US							
DPS.0523	3.4	Letter of Authorization - LV Acct		FE	3						
DPS.0524	3.1	Peer Review Records		AC	1			AC = After the Peer Review Board meets and renders a decision.			
DPS.0525	1.1	Request for Motor Pool Vehicle (SH-27)		AC	1			After Closed = The date returned			
DPS.0526	3.1	Special Circumstance Termination Files		AC	10			AC = Termination of employment.		File is to be maintained by the submitting division.	
DPS.0528	1.1	Flower Fund (HQ-129)		FE	3						



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DPS.0529	1.1	Video Surveillance	Physical security video surveillance captured on DPS owned, leased or shared property	AV				As long as deemed as administratively valuable by the division.			
DPS.0530	1.1	DPS Investigative Case Reports		PM							
DPS.0531	1.1	Mass Alert Notifications		AV				As long as deemed as administratively valuable by the division.			
DPS.0532	1.1	Capitol security access metadata		AV				As long as deemed as administratively valuable by the division.			
DPS.0533	1.1	CID Imprest Cashier History File	This file contains documents that tell who the current Cashier is. Original IF-5 and a copy of HQ-53 along with other documents that pertain to the current cashier. Field maintains official copy.	US	2						
DPS.0534	1.1.	CID Line Inspection (Audit)		FE	3					CID Administration Section maintains original.	
DPS.0537	1.1	Security Management Logs	Courier Tracking, Training Records	AV							
DPS.0538	1.1	Protectee Threat Assessment	Threat overview and security assessment.	US							



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DPS.0539	1.1	Travel Advisory	Retain documentation of security assessments.	US							
DPS.0540	1.1	ICT Monthly EPB Report	Identify trends and patterns affecting DPS protectees.	AV							
DPS.0541	1.1	Captured Fugitive Files	Includes work-ups, email correspondence, tips submitted on captured fugitives	CE	3						
DPS.0542	1.1	Captured Sex Offender Fugitive Files	Includes work-ups, email correspondence, tips submitted on captured sex offender fugitives.	CE	3						
DPS.0543	1.1	Texas 10 Most wanted Program Administrative Paperwork	Includes tip information; reward payments; statistics; DPS Agent assignments; trainings, historical information about the program, etc.	AV							
DPS.0544	1.1	Missing Persons Clearing House (MPCH) Casebook Log	File regarding a missing person when a TCIC entry does not assist.	AV							
DPS.0545	1.1	Responses to PSAT data requests	Responses to requests for information made to PSAT (These are request from the Director, congressman, federal agencies requesting narcotics data within Texas).	CE	3						



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DPS.0546	1.1	Executive Tactical Briefing	Documents created for daily informational awareness	CE	3						
DPS.0547	1.1	Vetting Forms	Individual forms for verification of employment of requestors asking for ICT assistance/information	CE	3						
DPS.0548	1.1	Watchdog Log	Requests for submission and notification of hits on vehicles placed in the trap.	AV							
DPS.0549	1.1	Bulletins Created	Informational awareness documents created by the Watch Center for dissemination.	CE	3						
DPS.0550	1.1	ICT Law Enforcement Support Documents	Includes short term and long term support products produced for outside agencies.		5						
DPS.0551	1.1	IT Administrative Products	Information Technology Incident & Service Requests; includes all ticketing tool requests, requests for access to network or computer resources, internal tracking documentation, logs and informational presentations	AC	1			AC = Upon completion of work order/request			



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DPS.0586	1.1	License Plate Reader Files	Submitting agency is the official record owner of LPR data and is responsible for maintaining through the life of the record. DPS is the repository for all external agency data submitted to the TCIC file and will maintain for 3 years.		3						
DPS.0552	1.1	Laboratory Personnel DNA Profile	For Contamination Comparison to laboratory case and laboratory CODIS sample records	AC	100			Termination of employment			
DPS.0553	1.1	Uniform Crime Report/NIBRS		AV							
DPS.0554	1.1	Motor Carrier Complaint (CVE-5)			1						
DPS.0555	1.1	Scale Calibration (CVE-7)		LA							
DPS.0556	1.1	Weigh Station Report (CVE-10)		AV							
DPS.0557	1.1	HM Incident Report (CVE-14)		AV							
DPS.0558	1.1	Cargo Seal Log		AV							
DPS.0559	1.1	Data Q Investigation Response (MCS-36)		AV							



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DPS.0560	1.1	Impoundment Receipt (MCS-38)		AV							
DPS.0561	1.1	Storage Notice (MCS-39)		AV							
DPS.0562	1.1	Line Inspections (THP-74, THP-72)		CE	3						
DPS.0563	1.1	CVE Property Inventory (THP-78)		CE	3						
DPS.0564	1.1	Motor Assist Documentation (HP-3)		CE	3						
DPS.0565	1.1	Fatal Log (HP-17)		CE	3						
DPS.0566	1.1	Highway Patrol Tickets (THP-6)		CE	2						
DPS.0567	1.1	Statutory Authorization (THP-51)		AC	3			Disposition of the case.			
DPS.0568	1.1	Radar Log (THP-61)		CE	2						
DPS.0569	1.1	Care/Click it or ticket packets		FE	3						
DPS.0570	1.1	STEP/IDM packets		AC	4			After Final Payment			
DPS.0571	1.1	Authorization to Carry Issued Firearm (HQ-130)		AC	2			Approval of request			



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DPS.0572	1.1	Fleet Accident Reports Involving Fatalities		AC	10			Termination of employment			
DPS.0573	1.1	Highway Interdiction Report		AC	3			After a court disposition has been received or rendered			
DPS.0574	1.1	Drawbridge or other border operation still or video images - IGNORED	Images captured that have no investigative or intelligence value. Primarily electronically stored records, but applicable to all formats and includes all stored data tied to each image file.					30			
DPS.0575	1.1	Drawbridge or other border operation still or video images - FLAGGED	Images with investigative and/or intelligence value. Primarily electronically stored records, but applicable to all formats and includes all stored data tied to each image file.	AC	5			After the owner of the camera has updated the final status of the image.			
DPS.0576	1.1	Aircraft Video Footage for Analysis - video with no investigative, intelligence, or geographic value.	Video or still images that have no investigative, intelligence, or geographic value.					90			



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DPS.0577	1.1	Aircraft Video Footage for Analysis - video with investigative, intelligence, or geographic value.	Video or still images that have investigative, intelligence, or geographic value will be reviewed every three years to purge those that are no longer of value.		3						
DPS.0578	1.1	Incident Assessment Report (i.e. BIARs, RIARs)	Reports submitted to DPS from partner law enforcement agencies reporting on border incidents.	CE	3						
DPS.0579	1.1	Informational and Intelligence Products (i.e. BOLOs, JSARs, SARs, RFIs)	Products produced and sent out to partner law enforcement agencies or returned to requesting agencies.	CE	2						
DPS.0580	1.1	Rangers Administrative Products (i.e. Tracking Logs, DSRs, DOS, Fax CS)	Logs, reports or products that assist in administration of the JOICs.	AV							
DPS.0581	1.1	Operational Reports and Products		AV							
DPS.0582	1.1	Border Star Data		AV							



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DPS.0583	1.1	Ranger Locally Maintained Data (i.e. Database data, Worksheet data, portal data)	Data that is collected and maintained for future information or intelligence purposes.	CE	4						
DPS.0584	1.1	Border Operations Sector Assessments (BOSAs)		AV							
DPS.0585	1.1	Rangers Weekly Reports (BLO WAR)		CE	2						
DPS.0586		Texas 1122 Program Files	All documents pertaining to 1122 orders including but not limited to Vendors quote, Purchase Order, Letter of Intent, Endorsement letter and any other pertinent document and/or record	FE	3						



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DPS.0587		Texas Law Enforcement Support Office (LESO) non-controllable Program Files	Property records for items with DEMIL codes of "A" or non-controllable property including but not limited to: 1348 forms, 103 forms, transfer forms, turn-in forms, disposal forms, DD-200 forms and any other pertinent document and/or record	AC	2			AC = Date property is removed from the LEAs property book			
DPS.0588		Texas Law Enforcement Support Office (LESO) controllable Program Files	Property records for DEMIL codes of "B-Q" or controllable property including but not limited to: 1348 forms, 103 forms, transfer forms, turn-in forms, disposal forms, DD-200 forms, ATF 5 and 10 forms, EO, EOA and EOC Requests, Justification letters, Demi memos and any other pertinent document and/or record	AC	5			AC = Date property is removed from the LEAs property book			
DPS.0589		Texas Law Enforcement Support Office (LESO) Environmental Property Files	Environmental Property records (chemicals, batteries, hazardous material/hazardous waste) regardless of DEMIL code	CE	50						



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DPS.0590		Texas Law Enforcement Support Office (LESO) Applications for Participation	Applications for participation including Release of Liability, Supplemental Data Sheet, State Plan of Operation and any memorandum(s) submitted by the Law Enforcement Agency	CE	3						
DPS.0591	3.1.021	OIG Investigation Files - Racial Profiling Allegation	Only includes investigations where racial profiling has been alleged; includes OIG division referrals and investigations		PM						
DPS.0592	1.1	Breath Alcohol Laboratory (BAL) Records	Includes program, subject, operator, technical supervisor, instrument certification, and reference material certificate of analysis records; Program records include applications for certification of breath alcohol testing program, subject records include test records and analytical reports	AC	100			Date of program application, subject breath test, termination of operator/technical supervisor employment, date of instrument certification, or issue date of the certificate of analysis as applicable			



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DPS.0593	1.1	Combined DNA Index System (CODIS) Laboratory Records	Includes user laboratory, keyboard search request/response, and sample records; User laboratory records include applications and approval/withdrawal letters for laboratories and CODIS users; Sample records include sample receipt, processing, analytical results, match verification (hit confirmation), familial search, and destruction records	AC	100						
DPS.0594	1.1	Laboratory Non-Reported Sexual Assault (NRSA) Records	Includes consent for release of sexual assault evidence, submission, and destruction records. Note: If a request is received for laboratory analysis, records become DPS.0064	AC	3			Date of evidence destruction			TX CCP 56.065
DPS.0595	1.1	Laboratory Validations	Includes instrument, equipment, method, and software validations; validations include analytical data and may include validation summaries	AC	100			Date of validation approval			



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DPS.0596	1.1.065	CODIS Laboratory Sample DNA Raw Data	Unprocessed raw electronic data; includes raw electronic data from required controls, reagent blanks, spectral files, and matrix files	AC	100			Date of initial sample receipt or long in date as applicable		Request for AC+100 is due to the need for the ability to reinterpret the original data DNA technology changes	13 TAC 6.94
DPS.0597	1.1.065	Laboratory Case DNA Electrophoresis Raw Data	Unprocessed raw electronic data generated by DNA electrophoresis instruments; includes raw electronic data from required controls, reagent blanks, spectral files, and matrix files	AC	100			Date of initial evidence receipt		Request for AC+100 is due to the need for the ability to reinterpret the electrophoresis data as DNA technology changes	13 TAC 6.94
DPS.0598	1.1.065	Laboratory Case DNA Non-Electrophoresis Raw Data	Unprocessed raw electronic data generated by an instrument (other than an electrophoresis instrument) or other analytical software in DNA operations	AC	5			Date of corresponding laboratory report		Request for AC+5 is considered appropriate since the information generated from this raw data can be recreated with the retained electrophoresis raw data	13 TAC 6.94
DPS.0599	1.1.065	Laboratory Case Non-DNA Raw Data	Unprocessed raw electronic data generated by an instrument computer or other analytical software; includes all laboratory disciplines except DNA/CODIS	AC	5			Date of corresponding laboratory report		Request for AC+5 is considered appropriate since non-DNA technologies are not typically subject to reinterpretation/reprocessing. Any information subject to additional review would be found in the case record (DPS.0064)	13 TAC 6.94



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DPS.0600	1.1	Laboratory Case Related Records Requests	Includes original request and copy and/or inventory of case records released	AC	100			Date of initial evidence receipt			
DPS.0601	1.1.006	Laboratory Complaints Log	Complaints pertaining or directed to the laboratory; includes records pertaining to the resolution of the complaint. Records containing unresolved complaints may not be destroyed until the complaint has been resolved.	CE	4					Case related complaints are held under DPS.0064	
DPS.0602	1.1	Laboratory Signature Log		PM							
DPS.0603	5.2.006	Laboratory Controlled Substance Destruction Summary	Includes inventory and security control documentation	AC	3			Date of destruction			TX HSC 483.024, 37 TAC 13.163
DPS.0604	5.1.010	Laboratory Controlled Substance Registrations		AC	2			Date of expiration			TX HSC 481.067
DPS.0605	1.1	Laboratory Literature Review Documentation	Does not include literature references or resources	CE	4						



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DPS.0606	1.1	AFIS/FBI Training Documentation for External Agencies		AC	2			Notification of inactivity or revocation of login			
DPS.0607	1.1	Laboratory Annual Controlled Document Review		AC	4			Date of management system review final report (DPS.0439)			
DPS.0608	5.1.010	Laboratory Incinerator Permits		AC	2			Date of expiration			
DPS.0609	5.2.008	Laboratory Instrument/Equipment Records	Includes certification, calibration, performance verification, and maintenance records	LA	10						
DPS.0610	1.1.063	Laboratory Management Meeting Minutes	Includes meeting agendas and notes	AC	3			Date of meeting			
DPS.0611	1.1	Laboratory/CODIS Preventive Actions		AC	5			Date initiated			
DPS.0612	1.1	Regulatory Services Division (RSD) License to Carry (LTC) and Capitol Access Pass (CAP) Hearing Files	LTC and CAP records include a comprehensive review of notes by management to confirm decision for revocation	AC	12			Suspension or revocation of license			



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DPS.0613	1.1.057	RSD Peyote Employee Lists	Listing of peyote distributors and employees that work for them	AC	2			Distributor's license is expired, terminated or revoked			
DPS.0614	1.1	LTC/CAP Applications - Suspended or Revoked	Includes licensing of instructors and supporting documentation. Note: This does not apply to a expired or terminated license. A 2 year penalty is added to the 10 year adjudication.	AC	12			Suspension or revocation of license			
DPS.0615	1.1.069	RSD Contact Center Statistical Reports	Weekly reports summarized with Contact Center information. Note: Bi-Weekly summaries are included in monthly Executive Management Report	AC		18		Date from when report is superseded			
DPS.0616	1.1	RSD Regulatory Inspections and Audits	Documents resulting from inspections of businesses or individuals	AC	2			Date Inspection or Audit is closed/completed			
DPS.0617	1.1	Compassionate Use Registry of Texas (CURT) Physician Registrations	Registrations and supporting information for qualified physicians who prescribe low THC Cannabis	AC	5			Date physician is inactive, revoked or qualification loss			TX HSC 487.054



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DPS.0618	1.1	CURT Patient Records	Patient data (with identifiers), patient treatment plans, safety plan and efficacy information. Patient data access is restricted solely to the physician to cover any HIPAA disclosure restrictions with the exception of release for law enforcement purposes. Once retention is met, patient identifying information is removed.	AC	5			Physician/Patient relationship termination date			TX HSC 487.054
DPS.0619	1.1	CURT De-Identified Patient & Prescription Records	Patient records and prescriptions that contain no identifying information; information is kept for research and statistical analysis purposes	PM							TX HSC 487.054
DPS.0620	1.1	CURT Prescription Records	Patient prescription records for CURT. Once retention is met, patient identifying information is removed.	AC	5			Date prescription is written			TX HSC 487.054
DPS.0621	1.1	RSD Texas Online Road Vehicle Emissions Testing (TORVET)	Non-compliant emission results outside normal emissions inspection process cycle	AC	1			Date of determination of final action to violation			



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DPS.0622	1.1	RSD Ignition Interlock Device (IID) Vendor Files	Includes application and supporting document for IID (Service Center) certification	AC	2			Date from when record is terminated, revoked, or expired			
DPS.0623	1.1	Ride Along Release	Signed document acknowledging risk to ride along with officer (LS-7)	CE	3						
DPS.0624	1.1	Firearms Qualifications	Documentation used to show commissioned officer qualification to carry a firearm (occurs twice a year, annually; HR-74)	CE	5						
DPS.0625	1.1	Tactical Marine Unit Dive Logs	Logs documenting dive activity	PM							
DPS.0626	1.1	Patrol Video/Audio - Non Arrest	All audio/video (dashboard camera, body camera, etc.) of routine traffic stops, crash investigations, motorist assists, etc. that do not result in an arrest				90				
DPS.0627	1.1	Patrol Video/Audio - Arrest	All audio/video (dashboard camera, body camera, etc.) of routine traffic stops, crash investigations, motorist assists, etc. that do result in an arrest (Class B or above)	AC	2			Case is adjudicated and/or closed			