



August 2, 2016

Mr. Rodney Valls  
Budget Analyst  
Commission on Jail Standards  
300 W. 15<sup>th</sup>, #503  
Austin, TX 78701

Re: Agency records retention schedule amendment approved for use

Dear Mr. Valls:

Amendment 2 to your agency's 10th recertification of your records retention schedule is approved for use as of July 29, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Joshua Clark at 512-936-0270 or [jclark@tsl.texas.gov](mailto:jclark@tsl.texas.gov).

Sincerely,

Craig Kelso  
Director and State Records Administrator

cc: Agency head; State Auditor

Lorenzo de Zavala  
State Archives and  
Library Building

1201 Brazos Street  
Austin, Texas  
78701

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

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

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*Director and Librarian*  
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*Preserving yesterday,  
informing today,  
inspiring tomorrow.*



Texas  
State Library  
and Archives  
Commission

# 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 409  
Agency Name Texas Commission on Jail Standards

(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 [Signature]

Name (Print or type) Rodney Valls / RMO

Date 6/30/16

## 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 [Signature]  
Name (Print or type) Donna Osborne  
Date 4/29/16

Cert/Recert No. 10 Amendment No. 2

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## CAUTION

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

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





# Records Retention Schedule

1. Agency Code: 409		2. Agency Name: Texas Commission on Jail Standards											
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations	13. N, C, O	14. Current AIN
					Years	Months	Days						
4207	4.2.007	Expenditure Vouchers	Travel, payroll, etc.	FE	3							N	

Retention Codes (Field 7)				Archival Codes (Field 10)		Code (Field 13)
AC – After closed, terminated, completed, expired, settled	CE – Calendar year end	LA – Life of asset	US – Until Superseded	A/I – Transfer to State/University Archivist	R/O – Review by State/University Archivist	N – New
AV – Administratively valuable	FE – Fiscal year end	PM – Permanent				C – Changed
						O – Obsolete

June 24, 2015

Mr. Rodney Valls  
Budget Analyst  
Commission on Jail Standards  
300 W. 15th, #503  
Austin, TX 78701

Re: Agency records retention schedule amendment approved for use

Dear Mr. Valls:

Amendment 1 to your agency's 10th recertification of your records retention schedule is approved for use as of Tuesday, June 16, 2015. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Bret Adams, at 512-936-0270 or [badams@tsl.texas.gov](mailto:badams@tsl.texas.gov).

Sincerely,



Craig Kelso  
Director and State Records Administrator

cc: State Auditor, State Archivist, Brandon Wood



State and Local  
Records Management

P.O. Box 12927  
Austin, Texas  
78711.2927

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

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*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Edward Seidenberg

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

R01.409/409

409 BA



# 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 409  
Texas Commission on Jail Standards  
Agency Name Standards

*(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

Name *(Print or type)* Rodney Valls

Date April 22, 2015

## 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   
 Name *(Print or type)* \_\_\_\_\_

Date 06-16-2015

Cert/Recert No. 10 Amendment No. 1

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## CAUTION

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

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







November 19, 2014  
Mr. Rodney Valls  
Budget Analyst  
Commission on Jail Standards  
300 W. 15th, #503  
Austin, TX 78701

RE: Agency records retention schedule approved for use

Dear Mr. Valls:

Your agency's records retention schedule is approved for use as of November 14, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

Your approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state regulations (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. We urge on you the importance of disposing of the records of your agency in a timely manner in accordance with the retention periods on your schedule. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **November 2019**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Bret Adams, at 512-936-0270 or [badams@tsl.texas.gov](mailto:badams@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: State Auditor, State Archivist, Brandon Wood

State and Local  
Records Management

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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 409
Agency Name Texas Commission on Jail Standards

(Check one)

- Initial Certification - Form SLR 105
xx 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
xx Records Management Officer

Signature [Handwritten Signature]

Name (Print or type) Rodney Valls

Date 8/1/2014

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature Not Required at This Time
Name (Print or type)
Date

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

Signature [Handwritten Signature]
Name (Print or type)
Date 11-14-14

Cert/Recert No. 10 Amendment No.

---

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





STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 1 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.002	1102	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	AC+7		AC+7	A	AC=Publication or release of final audit findings.  The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	99-409-008	
1.1.004	1104	Legislative Appropriation Requests - Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC+6		AC+6	A	AC=September 1 of odd-numbered calendar years.  Archives Note: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 2 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1	1106	Inmate Complaint Records - By County	AC+2		AC+2		AC=Final disposition of the complaint.		
1.1.007	1107	Correspondence - Administrative	4		4	R			
	1107a	Correspondence - County	3		3			98-409-007	
1.1.008	1108	Correspondence - General	2		2				
1.1.013	1113	Itinerary Records - Desk Calendars	CE+1		CE+1	R			
1.1.014	1114	Legal Opinions	AV		AV	R			
1.1.019	1119	News or Press Releases	2		2	E	Archival Exemption 1/23/96		
1.1	1119a	News Clips	3 MO		3 MO				
1.1.020	1120	Public Information Requests – Not Exempted	AC +1		AC +1		AC=Date request fulfilled.		
1.1.021	1121	Public Information Requests - Exempted	AC +2		AC +2		AC=Date of notification that records are exempt.		
1.1.023	1123	Organization Chart	US		US	A			
1.1.024	1124	Plans and Planning Records	AC+3		AC+3	R	AC=Decision made to implement or not to implement result of planning process.		
1.1.026	1126	Proofs of Publications, Texas Register	AC+1		AC+1		AC=Date of publication in the Texas Register.		
1.1.027	1127	Proposed Legislation	AV		AV				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 3 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.040	1140	Speeches, Papers, and Presentations	AC		AC	R	AC=End of term in office or termination of service in a state position.		
1.1.043	1143	Training Materials	US+1		US+1				

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 4 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.048	1148	Litigation Files	AC+1		AC+1	R	AC=As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.  Archives Note: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.		
	1148a	Depositions	AC+1		AC+1	R	AC=Upon conclusion of case.		
	1148b	Legal Cases	AC+1		AC+1	R	AC=Upon conclusion of case.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 5 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.055	1155	Strategic Plans	AC+6		AC+6	A	AC=September 1 of odd-numbered calendar years.  Archives Note: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.056	1156	ADA (Americans with Disabilities Act) Documentation - Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.	3		3		28 CFR35.105(c)		
1.1.057	1157	Transitory Information	AC		AC		AC=Purpose of record has been fulfilled.		
1.1.058	1158	Meeting Agenda and Minutes	PM		PM	A	Minutes and videotapes. Agency retains permanent record copy.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 6 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.060	1160	Meetings, Audio or Videotapes of Open	AC+90 days		AC+90 days		AC=Official approval of written minutes of the meeting by the governing body of an agency.		
1.1.065	1165	Reports and Studies (Non-Fiscal) – Raw Data	1	2	3			98-409-006	
	1165a	Juvenile Surveys	PM		PM				
	1165b	Jail Population Report	1	9	10	A		00-409-010	
	1165c	PR-1	AC	4	AC+4		AC=after publication of PR1 on website.	00-409-009	
	1165d	PR-2	AC	4	AC+4		AC= after publication of PR2 on agency website.		
	1165e	POP-2	AV		AV				
1.1.066	1166	Reports – Biennial or Annual Agency	AC+6		AC+6	A	AC=September 1 of odd-numbered calendar years.		
1.1.068	1168	Quarterly Reports on Performance Measures	AC+6		AC+6		AC=September 1 of odd-numbered calendar years.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 7 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.070	1170	Agency Rules, Policies, and Procedures – Final	AC+3		AC+3	R	AC=Completion or termination of program, rules, policies, or procedures. SEE ALSO Agency Rules, Policies and Procedures – Working Files, 1.1.071.		
1.1.071	1171	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+3	R	AC=Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.070.		
1.2.001	1201	Destruction Authorization	FE+3		FE+3				
1.2.005	1205	Records Retention Schedule (SLR 105)	US		US				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 8 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.2.006	1206	Records Transmittal Forms	AC+2		AC+2	AC= Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
	1206a	File List	AC+2		AC+2	AC=creation of new list of files.		
1.2.008	1208	Request for Authority to Dispose of State Records (RMD 102) - Agency copy	FE+3		FE+3			
1.2.010	1210	Records Disposition Logs - Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10		10			
1.2.011	1211	Record Center Storage Approval Forms (RMD 106) - Agency Copy	US		US			
1.2.012	1212	Records Inventory Worksheets	US		US			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 9 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.2.014	1214	Records Management Plans	US+1		US+1			
1.2.015	1215	Disaster Recovery Service Transmittals (RMD 109)	FE+1		FE+1			
1.3.001	1301	State Publications	AC+2		AC+2	AC= Until superseded or obsolete.  Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code § 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.		
1.3.002	1302	Publication Development Files	AV		AV	R		
2.1.002	2102	Master Files	AC		AC	AC=until case closed		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

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1. Page 10 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

2.1.007	2107	Software Programs & Job Control Language	AC		AC	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.		
2.1.008	2108	Hardware Documentation	AC		AC	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.		
3.1.001	3101	Applications for Employment – Not Hired	2		2	29 CFR 1602.31		
3.1.002	3102	Applications for Employment – Hired	AC+5		AC+5	AC=Termination of employment.		
3.1.011	3111	Employee Insurance Records	AC		AC	AC=Until superseded or termination of employment.		

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

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 11 of 22

2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

3.1.013	3113	Employment Contracts	AC+4		AC+4	AC=Expiration or termination of the contract according to its terms.		
3.1.014	3114	Employment Selection Records	2		2	29 CFR 1602.31 CAUTION: Does not include criminal history checks. SEE item number 3.1.026		
3.1.018	3118	Grievance Records	AC+2		AC+2	AC=Final decision on the grievance.		
3.1.019	3119	Performance Appraisals	2		2	29 CFR 1620.32(c)		
3.1.020	2120	Personnel Corrective Action Documentation	AC+5		AC+5	AC=Termination of corrective action.		
3.1.021	3121	Personnel Disciplinary Action Documentation	AC+5		AC+5	AC=Termination of employment.		
3.1.022	3122	Personnel Information or Action Forms	2		2	29 CFR 1602.31		
3.1.023	3123	Position/Job Descriptions	AC+4		AC+4	AC=Until superseded or job eliminated. 40 TAC 815.106(i).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

3.1.026	3126	Criminal History Checks - Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC	AC= The criminal history record has served the immediate purpose for which it was obtained. CAUTION: Some agencies that are authorized to obtain criminal history record information from DPS are required to destroy the information after it is used for the immediate purpose for which it was obtained. SEE Subchapter F, Chapter 411, Government Code.		
3.1	3126a	Driver's License Checks	US		US			
3.1.027	3127	Training and Educational Achievement Records (Individual)	AC+5		AC+5	AC= Termination of employment		
3.1.029	3129	Employment Eligibility Documentation or Verification of - Federal reporting form (INS 1-9)	AC+1		AC+1	AC= Termination of employment 8 CFR 274a. 2(b)(2)(i)(A) and (c)(2).		
3.1.031	3131	Employee Benefits – Other than Insurance	AC+2		AC+2	AC= Until superseded or termination of employment		
3.1.034	3134	Resumes – Unsolicited	1		1			

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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.037	3137	Employee Recognition Records	AC+5		AC+5	AC=Termination of employment		
3.1.038	3138	Public Access Option Form - Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024.	US		US	SEE item number 3.3.011.		
3.2.001	3201	Employee Deduction Authorizations	AC+4		AC+4	AC= After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	3202	Employee Earnings Records	4		4	40 TAC 815.106(i).		
3.2.003	3203	Federal Tax Records - Includes FICA records	AC+4		AC+4	AC= Tax due date, date the claim is filed, or date tax is paid whichever is later.		
3.2.004	3204	Income Adjustment Authorizations	2		2	29 CFR 516.6(c)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

3.2.005	3205	W-4 Forms - Employer's copy of "Employees' Withholding Exemption Certificate"	AC+4		AC+4	AC=Until superseded, obsolete, or upon separation of employment. 26 CFR 31.6001-1(e)(2).		
3.2.006	3206	Wage Rate Tables	2		2	29 CFR 516.6(a)(2)		
3.2.007	3207	Unemployment Compensation Records	AC+5		AC+5	AC=payment to TWC completed.		
3.2.008	3208	Direct Deposit Application/Authorizations	US		US			
3.2.009	3209	State Deferred Compensation Records	AC+5		AC+5	AC=All accounts with a vendor or vendors for the individual participant have been closed.		
3.2.010	3210	Human Resources Information System (HRIS) Reports	AC+4		AC+4	AC=Until superseded by new report or resolution of error messages.		
3.3.001	3301	Affirmative Action Plans	5		5	29 CFR 30.8(e) for apprenticeship plans.		
3.3.004	3304	Benefit Plans	US+1		US+1	29 CFR 1627.3(b)(2)		
3.3.011	3311	Former Employee Verification Records – Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC+75		AC+75	AC=Termination of employment.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.3.015	3315	Positions/Job Classification Review File	US+3		US+3				
3.3.022	3322	Texas Workforce Commission (TWC) Reports	3		3				
3.3.023	3323	Reimbursable Activities, Requests and Authorizations to Engage in	FE+3		FE+3				
3.3.024	3324	Personnel Policies and Procedures	US+3		US+3				
3.3.025	3325	Job Procedure Records	US+3		US+3				
3.3.026	3326	Agency Staffing Reports	US+3		US+3				
3.3.030	3330	Training Administration Records	US+2		US+2				
3.3.031	3331	EEO Reports and Supporting Documentation	3		3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50			
3.3.032	3332	Equal Pay Records	3		3	29 CFR 1620.32			
3.4.001	3401	Accumulated Leave Adjustment Requests	FE+3		FE+3				
3.4.002	3402	Leave Status Reports	FE+3		FE+3				
3.4.006	3406	Time Cards and Time Sheets	4		4	40 TAC 815.106(i)			
3.4.007	3407	Time Off and/or Sick Leave Requests	FE+3		FE+3				
3.4.008	3408	Sick Leave Pool Documentation	FE+3		FE+3				
4.1.001	4101	Accounts Payable Information	FE+3		FE+3				
4.1.002	4102	Billing Detail	FE+3		FE+3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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**Records Retention Schedule**

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*Form SLR 105C must accompany this form.*

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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.1.003	4103	Canceled Checks/Stubs/Warrants/Drafts	FE+3		FE+3			
4.1.004	4104	Accounts Payable Information	FE+3		FE+3			
4.1.005	4105	Inventory and Other Cost Files – Production, job, labor, quotes, pricing, specifications, etc.	FE+3		FE+3			
4.1.007	4107	Transfers or Budget Revisions – transfers or adjustment to budgets.	FE+3		FE+3			
4.2.001	4201	Cash Deposit Vouchers	FE+3		FE+3			
4.2.002	4202	Cash Receipts	FE+3		FE+3			
4.2.003	4203	Daily Cash Receipts Logs	FE+3		FE+3			
4.2.004	4204	Encumbrance Vouchers	FE+3		FE+3			
4.2.005	4205	Purchase Vouchers	FE+3		FE+3			
4.2.006	4206	General Journal Vouchers	FE+3		FE+3			
4.3.003	4303	Expenditures Journals or Registers	FE+3		FE+3			
4.4.001	4401	General and Subsidiary Ledgers	FE+3		FE+3			
4.4.002	4402	Accounts Receivable Ledgers	FE+3		FE+3			
4.4.003	4403	Accounts Payable Ledgers	FE+3		FE+3			
4.4.004	4404	Employee Savings Bond Ledgers	FE+3		FE+3			
4.5.001	4501	Worksheets for Preparing Fiscal Reports	FE+3		FE+3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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**Records Retention Schedule**

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*Form SLR 105C must accompany this form.*

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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.5.002	4502	Internal Fiscal Management Reports – Includes agency monthly budget reports	FE+3		FE+3				
4.5.003	4503	Annual Financial Reports	AC+6		AC+6	AC=September 1 of odd-numbered calendar years.			
4.5.005	4505	External Fiscal Reports – Special purpose- i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE+3		FE+3				
4.5.006	4506	Annual Operating Budgets	FE+3		FE+3				
4.7.001	4701	Accounting Policies and Procedures Manual	US+3		US+3				
4.7.002	4702	Bank Statements	FE+3		FE+3				
4.7.003	4703	Returned Checks/Warrants/Drafts (Uncollectable)	AC+3		AC+3	AC=After deemed uncollectable.			
4.7.004	4704	Capital Asset Records	LA+3		LA+3				
4.7.005	4705	Claim Files	AC+3		AC+3	AC=Resolution of claim.			
4.7.006	4706	Comptroller Statements	FE+3		FE+3				
4.7.007	4707	Detail Chart of Accounts – One for all accounts in use for a fiscal year.	FE+3		FE+3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards					4. Records Series Item No.		5. Agency Item No.		6. Record Series Title			7. Retention Period Agency Storage Total		8. Archival 9. Remarks		10. 106 No.	11. TSLAC ONLY Amend. No.
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4.7.008	4708	Federal Grant Records	AC+3		AC+3	AC= Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule)		
4.7.009	4709	Fixed Asset Sequential Number Logs	US+3		US+3			
4.7.010	4710	Long-Term Liability Records – Bonds, etc.	AC+3		AC+3	AC=Retirement of debt.		
4.7.011	4711	Texas Facilities Commission Statements	FE+3		FE+3			
4.7.012	4712	Signature Authorizations	US+FE+3		US+FE+3			
5.1.001	5101	Contracts and Leases	AC+4		AC+4	AC=Expiration or termination of the instrument according to its terms.		
5.1.003	5103	Delivery Reports	2		2			
5.1.004	5104	Mail and Telecommunication Listings	US		US			
5.1.005	5105	Postage Records	FE+3		FE+3			
5.1.011	5111	Photocopier and Telefax Usage Logs & Reports	AV		AV			
5.1.012	5112	Charge Schedules/Price Lists	US+3		US+3			
5.1.013	5113	Insurance Policies	AC+4		AC+4	AC=Expiration or termination of the policy according to its terms.		
5.1.014	5114	Office Procedures	US+1		US+1			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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**Records Retention Schedule**

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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.1.015	5115	Correspondence Tracking Records	1		1				
5.2.003	5203A	Building Plans – County Jails	AC	2	AC+2		AC=completion of occupancy inspection by agency.	92-409-004	
	5203b	Specifications – County Jails	FE+3		FE+3			93-409-005	
	5203c	Operational Plans – County Jails	US		US		US=until superseded by new operational plans from county.		
5.2.006	5206	Property Destruction, Certificates of	FE+3		FE+3				
5.2.007	5207	Damage Reports	FE+3		FE+3				
5.2.008	5208	Equipment History File; Equipment Service Agreements	LA+3		LA+3				
5.2.009	5209	Equipment Inventory Detail Report Forms	FE+3		FE+3				
5.2.010	5210	Equipment Manuals	LA		LA				
5.2.011	5211	Equipment Warranties	AC+1		AC+1		AC=expiration of warranty or equipment no longer in possession or use by agency.		
5.2.014	5214	Inventory – Annual Physical	FE+3		FE+3				
5.2.015	5215	Inventory, Notices of Equipment Removed Form	FE+3		FE+3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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**Records Retention Schedule**

**SLR 105**

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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.2.016	5216	Inventory System Update Listings	AC		AC	AC=Transfer of information into annual listing.		
5.2.018	5218	Quality Control Reports	1	1	2		03-409-011	
5.2.019	5219	Service Orders	1		1			
5.2.020	5220	Supply Usage Reports	FE+1		FE+1			
5.2.021	5221	Surplus Property Sale Reports	FE+3		FE+3			
5.2.022	5222	Utility Usage Reports	AV		AV			
5.2.023	5223	Year-to-Activity (Inventory Listing)	FE+3		FE+3			
5.2.024	5224	Material Specifications	AC+2		AC+2	AC=until materials no longer in use.		
5.2.025	5225	Equipment Descriptions and Specifications	AC+2		AC+2	AC=until equipment no longer in use.		
5.2.026	5226	Facilities Reservation Logs	2		2			
5.2.027	5227	Space Utilization Reports	AV		AV			
5.3.007	5307	Bid Documentation	FE+3		FE+3			
5.3.008	5308	Purchasing Logs	FE+3		FE+3			
5.3.009	5309	Requests for Information	AC		AC	AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.4.001	5401	Accident Reports and Associated Documentation	CE+5		CE+5	29 CFR 1904.33. The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years.		
5.4.002	5402	Evacuation Plans	US		US			
5.4.003	5403	Inspection Records	AC+3		AC+3	AC=Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.		
5.4.004	5404	Fire Orders	AC+3		AC+3	AC=Deficiency corrected		
5.4.007	5407	Hazardous Materials Training Records	5		5	Texas Health and Safety Code, 502.009(g)		
5.4.008	5408	Hazard Communication Plans	US+5		US+5	Texas Health and Safety Code, 502.009(g)		
5.4.009	5409	Workplace Chemical Lists	30		30	Texas Health and Safety Code, 502.005(d)		
5.4.010	5410	Material Safety Data Sheets	AC		AC	AC=After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		
5.4.011	5411	Visitor Control Registers	3		3			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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**Records Retention Schedule**

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2. Agency Code 409		3. Agency Name Texas Commission on Jail Standards								
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			Agency	Storage	Total					

5.4.012	5412	Security Access Records	AC+2		AC+2	AC=Until superseded, date of expiration, or date of termination, whichever sooner.		
5.4.013	5413	Disaster Preparedness and Recovery Plans	US		US			
5.5.001	5501	Billing Detail – Telecommunications (Other than TEX-AN)	FE+3		FE+3			
5.5.002	5502	Long Distance Telephone Logs	AV		AV			
5.5.003	5503	Station Activity Reports	AV		AV			
5.5.004	5504	System Activity Reports	AV		AV			
5.5.006	5506	Billing Detail – Telecommunications (TEX-AN)	FE+3		FE+3			
5.5.007	5507	Disputed Call Documentation	FE+3		FE+3			
5.6.007	5607	Vehicle Titles & Registrations	AC		AC	AC=vehicle no longer in possession of agency.		
5.6.009	5609	Parking Permits or Assignments	US		US			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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