



May 27, 2014  
Ms. Sylvia Miller  
Agency Librarian  
Texas Commission on Fire Protection  
1701 N. Congress, Ste 1-105  
Austin, TX 78701

RE: Agency records retention schedule approved for use

Dear Ms. Miller:

Your agency's records retention schedule is approved for use as of May 22, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/slrms/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 Please ensure all old copies of the schedule are superseded with this recertified copy.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 triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **May 2017**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Marianna Symeonides, at 512-463-5448 or [msymeonides@tsl.texas.gov](mailto:msymeonides@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, Tim Rutland

State and Local  
Records Management

P.O. Box 12927  
Austin, Texas  
78711.2927

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

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

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*Assistant State Librarian*  
Edward Seidenberg

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

R01.411/411

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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.**





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 411  
Agency Name Texas Commission on Fire Protection

(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 Sylvia Miller  
Name (Print or type) Sylvia Miller  
Date 2/13/2014

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 \_\_\_\_\_  
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 Ehiderky  
Name (Print or type) \_\_\_\_\_  
Date 05-22-14

Cert/Recert No. 7 Amendment No. —



Texas State Library and Archives Commission

## STATE OF TEXAS RECORDS RETENTION SCHEDULE

**SLR 105**

Form SLR 105C must accompany this form.

2. Agency Code **411**

3. Agency Name **TEXAS COMMISSION ON FIRE PROTECTION**

1. Page 1 of 46 pages

4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	1	RESOURCE EFFICIENCY PLAN	AC+4		AC+4		AC=submission of certification document that the plan has been completed to the State Energy Conservation Office of the Texas State Comptroller		
1.1	2	CONSENT ORDERS-SETTLEMENT AGREEMENTS	AC+5		AC+5		AC = Settlement date. Settlement agreement between agency staff and regulated entities/ individuals re: penalties for administrative violations.		
1.1	3	DATABASE SUPPORTING DOCUMENTS	1		1		Documents providing background on a Firefighter incl. medical records, transcripts, course completions & testing records		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administrative Value

CE – Calendar Year End  
FE – Fiscal Year End

LA – Life of Asset  
MO – Months

PM – Permanent  
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives  
R – Review by State Archivist



Texas State Library and Archives Commission

## STATE OF TEXAS RECORDS RETENTION SCHEDULE

**SLR 105**

Form SLR 105C must accompany this form.

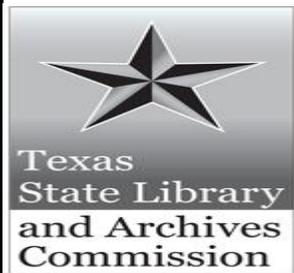
2. Agency Code **411**

3. Agency Name **TEXAS COMMISSION ON FIRE PROTECTION**

1. Page 2 of 46 pages

4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	4	DATABASE ORIGINAL PAPERWORK. FIREFIGHTER FILE (INDIVIDUAL)	3		3		Original notices of: appointment, removal, upgrade, certification, testing, renewal invoices and International Fire Service Accreditation Congress (IFSAC).		
1.1	5	APPLICATIONS FOR COURSE APPROVAL	CE+3		CE+3				
1.1	6	COURSE APPROVAL LOG	PM		PM		Agency maintains list of approved courses used by individuals to qualify for higher levels of certification. Relevance can span 20-30 years.		
1.1	7	OFFICE TEST FILES, ACADEMY TEST FILES	FE+3		FE+3				
1.1	8	TRAINING RECORDS REVIEW	CE+1		CE+1				
1.1	9	TRAINING FACILITY AUDITS	AC+7		AC+7		AC=publication or release of audit findings		

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1. Page 3 of 46 pages

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			Agency	Storage	Total				
1.1	10	INSPECTIONS/TRAINING FACILITY INSPECTIONS	AC+5		AC+5		AC=Violations corrected		
1.1	11	MASTER TESTS	CE+1		CE+1				
1.1	12	TESTING/EXAMINEE FEEDBACK FORM	CE+1		CE+1				
1.1	13	TESTING/SPECIAL REVIEW REQUESTS	CE+1		CE+1				
1.1	14	INSPECTIONS/FIRE DEPARTMENT FILES	AC+5		AC+5		AC=Violations corrected.		
1.1	15	SAFETY COMMITTEE MINUTES (Internal Only)	CE+1		CE+1				
1.1	16	REQUESTS FOR LIBRARY MATERIALS	3		3				
1.1	17	INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS (IFSAC) ACCREDITATION	AC+5		AC+5		AC=Termination of affiliation with IFSAC.		
1.1	18	AGENCY DATABASE CASES & VIOLATIONS	AC+5		AC+5		AC=Date closed.		
1.1	19	TRAINING FACILITIES FILES	AC+5		AC+5		AC=Expired Training Facilities, date of expiration.		
1.1	20	AGENCY DATABASE ENTITY RECORDS	AC+5		AC+5		AC = No activity.		

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STATE OF TEXAS  
**RECORDS RETENTION SCHEDULE**

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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	21	INJURY AGENCY DATABASE	AC+5		AC+5		AC=Date case resolved.		
1.1	22	AGENCY DATABASE EXAM COLLEGE LIST RECORDS	AC		AC		AC = College is no longer a Training Facility.		
1.1	23	AGENCY DATABASE EXAM RECORDS	AC+5		AC+5		AC=last date of entry/activity		
1.1	24	AGENCY DATABASE TEMP RECORDS	US		US				
1.1	25	AGENCY DATABASE INDIVIDUAL FIRE FIGHTER RECORDS	AC+5		AC+5		AC=last date of entry/activity		
1.1	26	AGENCY DATABASE REVENUE RECORDS	AC+FE + 3		AC+FE +3		AC = Monies used or refunds processed.		
1.1	27	AGENCY DATABASE AGENCY TRAVEL RECORDS	AC+5		AC+5		AC = Last date of trip.		
1.1	28	AGENCY DATABASE TRAINING/EXAMINATIONS RECORDS	AC+5		AC+5		AC = Date scheduled.		
1.1	29	AGENCY DATABASE INDIVIDUAL ARSON INVESTIGATORS RECORDS	US		US				

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Texas State Library and Archives Commission

## STATE OF TEXAS RECORDS RETENTION SCHEDULE

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			Agency	Storage	Total				
1.1	30	CASE FILES – INVESTIGATIONS	AC+5		AC+5	R	Includes Compliance and Injury Investigations. AC= Date case resolved. Includes Good Faith letters.		
1.1.002	31	AUDITS	AC+7		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.		
1.1.004	32	LEGISLATIVE APPROPRIATION REQUESTS	AC+6		AC+6	A	AC=September 1 of odd-numbered calendar years. Archival requirement met by sending required copies to Texas State Publications Depository Program, Texas State Library and Archives Commission.		

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Texas State Library and Archives Commission

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			Agency	Storage	Total				
1.1.006	33	COMPLAINT RECORDS	AC+2		AC+2		AC= Final disposition of complaint. <b>CAUTION:</b> If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		
1.1.007	34	CORRESPONDENCE-ADMINISTRATIVE	4		4	R			
1.1.008	35	REQUESTS FOR INFORMATION	2		2				
1.1.008	36	CORRESPONDENCE-GENERAL	2		2				
1.1.008	37	CORRESPONDENCE-GENERAL-VOLUNTARILY REGULATED ENTITIES	AC+5		AC+5		AC=Date entity is no longer regulated by us. Agency policy to keep these longer than required.		

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			Agency	Storage	Total				
1.1.008	38	CORRESPONDENCE-GENERAL-FIRE DEPARTMENTS	AC+5		AC+5		AC=Date entity is no longer regulated by us. Agency policy to keep these longer than required.		
1.1.008	39	INTEROFFICE CORRESPONDENCE	2		2				
1.1.010	40	DIRECTIVES	US+1		US +1				
1.1.011	41	EXECUTIVE ORDERS	US+3		US+3	A			

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			Agency	Storage	Total				
1.1.013	42	DESK CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1	R	<p><b>ARCHIVES NOTE:</b> 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.</p> <p><b>CAUTION:</b> A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p>		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total				
1.1.014	43	LEGAL OPINIONS AND ADVICE	AV		AV	R	Does not include legal opinions or advice rendered on a matter in litigation or with pending litigation. See item number 1.1.048.		
1.1.019	44	PUBLIC RELATIONS RECORDS	2		2	R			
1.1.020	45	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1		AC=Date request fulfilled.		
1.1.021	46	PUBLIC INFORMATION REQUESTS - EXEMPTED	AC+2		AC+2		AC=Date of denial of request.		
1.1.023	47	ORGANIZATION CHARTS	US		US	A			
1.1.024	48	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC= Decision made to implement or not implement results of planning process. <b>ARCHIVES NOTE:</b> Data processing planning records are not archival.		

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			Agency	Storage	Total				
1.1.026	49	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1		AC=Date of publication in Texas Register.		
1.1.027	50	PROPOSED LEGISLATION/FISCAL NOTES	AV		AV				
1.1.038	51	CUSTOMER SURVEYS	AC		AC		AC = When summary report is complete.		
1.1.040	52	SPEECHES, PAPERS, PRESENTATIONS	AC		AC	R	AC=End of term of office or termination		
1.1.041	53	SUGGESTION SYSTEM RECORDS	1		1				
1.1.043	54	TRAINING MATERIALS	US+1		US+1				

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STATE OF TEXAS  
**RECORDS RETENTION SCHEDULE**

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			Agency	Storage	Total				
1.1.048	55	LITIGATION FILES	AC+1		AC+1	R	AC= As applicable, decision of agency not to file a lawsuit or decision that a lawsuit will not be filed against agency; dismissal of lawsuit for want of prosecution or on motion of plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. 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.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total				
1.1.053	56	REGISTRATION LOGS-PUBLIC MEETINGS	AC		AC		AC= Report filed with Texas Ethics Commission.		
1.1.055	57	STRATEGIC PLANS-FINAL DRAFT	AC+6		AC+6	A	AC=September 1 of odd-numbered calendar years. Archival requirement met by sending required copies to Texas State Publications Depository Program, Texas State Library and Archives Commission.		

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			Agency	Storage	Total				
1.1.057	58	<b>TRANSITORY INFORMATION</b> 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.	AC		AC	AC=Purpose of record has been fulfilled. CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs(1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan(1.2.014).			

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			Agency	Storage	Total				
1.1.058	59	MEETING AGENDA AND MINUTES	PM		PM	A	Agenda filed with record copy of minutes. Archival requirement met by sending copy to Archives and Information Services Division, Texas State Library and Archives Commission.		
1.1.059	60	MEETINGS, CERTIFIED AGENDA OR TAPE RECORDINGS OF CLOSED	AC+2		AC+2		AC= The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, §551.104(a).		

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			Agency	Storage	Total				
1.1.060	61	MEETINGS, AUDIO OR VIDEOTAPES OF OPEN	AC+90 DAYS		AC+90 DAYS		AC= Approval of formal minutes by governing body. <b>CAUTION:</b> Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE ALSO caution comment at item number <u>1.1.058.</u>		

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			Agency	Storage	Total				
1.1.061	62	MEETING-NOTES	AC+90 DAYS		AC+90 DAYS		AC=Approval of formal minutes by governing body.		
1.1.062	63	MEETINGS-SUPPORTING DOCUMENTS	2		2	A			
1.1.064	64	AGENCY PERFORMANCE MEASURES DOCUMENTATION	FE+3		FE+3		<b>CAUTION:</b> The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administrative Value

CE – Calendar Year End  
FE – Fiscal Year End

LA – Life of Asset  
MO – Months

PM – Permanent  
US – Until Superseded

Archival Codes (Field 8)

A – Transfer to State Archives  
R – Review by State Archivist



Texas State Library and Archives Commission

STATE OF TEXAS  
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**SLR 105**

Form SLR 105C must accompany this form.

2. Agency Code **411**

3. Agency Name **TEXAS COMMISSION ON FIRE PROTECTION**

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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.065	65	REPORTS AND STUDIES (NON-FISCAL)- RAW DATA	AV		AV		<b>CAUTION:</b> Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.		
1.1.066	66	REPORTS - BIENNIAL OR ANNUAL AGENCY (NARRATIVE)	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. <b>ARCHIVES NOTE:</b> The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

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		US – Until Superseded		R – Review by State Archivist	
AV – Administrative Value	FE – Fiscal Year End	MO – Months							



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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.067	67	REPORTS AND STUDIES (NON-FISCAL)	3		3	R			
1.1.067	68	REPORTS AND STUDIES (NON-FISCAL) – SENT TO OUTSIDE AGENCIES	AC+5		AC+5	R	AC=Date report sent to State Fire Marshal's Office for publication. They are the official records keeper. Agency policy to retain longer than minimum set by TSLAC		
1.1.068	69	PERFORMANCE MEASURES REPORTS	AC+6		AC+6		AC=September 1 of odd-numbered calendar years.		
1.1.069	70	ACTIVITY REPORTS	1		1		<b>CAUTION:</b> See item number <u>1.1.064</u> .		
1.1.070	71	AGENCY RULES, POLICIES, AND PROCEDURES- FINAL	AC+3		AC+3	R	AC=Completion or termination of program, rules, policies or procedures.		

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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			Agency	Storage	Total				
1.1.071	72	AGENCY RULES, POLICIES, AND PROCEDURES-WORKING FILES	AC+3		AC+3	R	AC=Completion or termination of program, rules, policies or procedures.		
1.1.074	73	SUNSET REVIEW REPORT AND DOCUMENTATION	AC+3		AC+3	R	AC=After the subsequent Sunset Review.		
1.1.075	74	ALTERNATIVE DISPUTE RESOLUTIONS – FINAL AGREEMENT	AC+4		AC+4		AC=Date of final agreement or ADR dissolution. Texas civil Practice and Remedies Code 154.071		
1.2.004	75	FORMS INVENTORY	US		US				
1.2.005	76	RECORDS RETENTION SCHEDULE (SLR105)	US		US		Original is retained by the State Records Management Division, Texas State Library and Archives Commission.		

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



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## STATE OF TEXAS RECORDS RETENTION SCHEDULE

**SLR 105**

Form SLR 105C must accompany this form.

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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.2.006	77	RECORDS TRANSMITTAL FORMS	AC+2		AC+2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to Archives & Information Services Division, Texas State Library by agency records administrator.		
1.2.008	78	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD 102)	FE+3		FE+3		Original is retained by the State Records Management Division, Texas State Library and Archives Commission.		
1.2.010	79	RECORDS DISPOSITION LOG	10		10				
1.2.011	80	RECORD CENTER STORAGE APPROVAL FORM (RMD 106)	US		US				
1.2.012	81	RECORDS INVENTORY WORKSHEETS	US		US				
1.2.013	82	LIBRARY CATALOG-PRINT AND AUDIO VISUAL	AC		AC		AC=When control aid is updated, revised, or no longer needed.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administrative Value

CE – Calendar Year End  
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Archival Codes (Field 8)

A – Transfer to State Archives  
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STATE OF TEXAS  
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**SLR 105**

Form SLR 105C must  
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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.2.013	83	LIBRARY CATALOG-PERIODICALS	AC		AC		AC=When control aid is updated, revised, or no longer needed.		
1.2.014	84	RECORDS MANAGEMENT PLANS	US+1		US+1				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administrative Value

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Archival Codes (Field 8)

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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.3.001	85	STATE PUBLICATIONS	AC+2		AC+2		AC=Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101 - 441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.		

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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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.3.002	86	PUBLICATION DEVELOPMENT FILES	AV		AV	R			
2.1	87	ACCESS SECURITY RECORDS - records created for security purposes to control or monitor individual access to a system and its data.	AC		AC		AC (user has system access) = until superseded or until audit or legal requirements for the user profile have been met, whichever later. AC (user no longer has access to system) = until audit or legal requirements for records modified by the individual have been met.		

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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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.001	88	PROCESSING FILES	AC		AC		AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		

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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			Agency	Storage	Total				
2.1.002	89	MASTER FILES	AC+1 MO		AC+1 MO		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.  Agency policy to retain longer than minimum set by TSLAC.		

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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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.007	90	SOFTWARE PROGRAMS	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 in order to be retrieved and read. 13 TAC 6.94. <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.		

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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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.008	91	HARDWARE DOCUMENTATION	AC		AC		AC= Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware documentation to be retrieved and read. 13 TAC 6.94. <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.		

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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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.009	92	TECHNICAL DOCUMENTATION	AC		AC		AC= Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94. <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.		

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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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.2.001	93	SYSTEM MONITORING RECORDS	AV		AV				
2.2.010	94	DATA PROCESSING POLICIES AND PROCEDURES	US+3		US+3		<b>CAUTION:</b> Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number <u>2.1.009</u> .		
2.2.012	95	OUTPUT RECORDS FOR COMPUTER PRODUCTION	AV		AV				
2.2.013	96	QUALITY ASSURANCE RECORDS	AC		AC		AC = No longer needed as an audit trail for any records modified.		
3.1	97	HIRING PACKAGES - NOT HIRED	2		2		29 CFR 1602.31.		
3.1.002	98	APPLICATIONS FOR EMPLOYMENT - HIRED	AC+5		AC+5		AC=Termination of employment.		

Retention Codes (Field 7)

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			Agency	Storage	Total				
3.1.006	99	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3		AC=Termination of counseling.		
3.1.011	700	EMPLOYEE INSURANCE RECORDS	AC		AC		AC=Until superseded or termination of employment. <b>CAUTION:</b> Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.012	101	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS – includes interview questions formulated for announced positions.	2		2		29 CFR 1602.31(a)		
3.1.014	102	EMPLOYEE SELECTION RECORDS	2		2		29 CFR 1602.31 <b>CAUTION:</b> Does not include criminal history checks. SEE item number 3.1.026.		

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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			Agency	Storage	Total				
3.1.018	103	GRIEVANCE RECORDS	AC+2		AC+2		AC=Final decision on grievance. CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U.S. Department of Labor. See item number 1.1.048, Litigation Files.		
3.1.019	104	PERFORMANCE APPRAISALS	2		2		29 CFR 1620.32(c)		
3.1	105	EMPLOYEE ACKNOWLEDGEMENT FORMS	US or AC+2		US or AC+2		AC= date of separation.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.020	106	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5		AC+5		AC=Termination of corrective action. <b>CAUTION:</b> If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.		

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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			Agency	Storage	Total				
3.1.021	107	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION. Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC+5		AC+5		AC=Termination of employment		
3.1.022	108	PERSONNEL INFORMATION OR ACTION FORMS	2		2		29 CFR 1602.31		
3.1.023	109	POSITION/JOB DESCRIPTION	AC+4		AC+4		AC=Until superseded or job eliminated. 40 TAC 815.106(i).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total				
3.1.026	1109	CRIMINAL HISTORY CHECKS	AC		AC		AC=The criminal history record has served the immediate purpose for which it was obtained. <b>CAUTION:</b> 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.		
3.1.027	111	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL)	AC+5		AC+5		AC=Termination of employment.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.029	112	EMPLOYMENT ELIGIBILITY, DOCUMENTATION OR VERIFICATION OF Federal reporting form (INS I-9).	AC+1		AC+1		AC=Termination of employment CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that INS I-9 forms for employees who terminate from agency less than 3 years from date of hire are kept for the 3-year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		

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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			Agency	Storage	Total				
3.1	113	EMPLOYEE EMERGENCY CONTACT INFORMATION	US		US				

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



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**RECORDS RETENTION SCHEDULE**

**SLR 105**

Form SLR 105C must accompany this form.

2. Agency Code **411**

3. Agency Name **TEXAS COMMISSION ON FIRE PROTECTION**

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4 Record Series Item Number	5 Agency Item Number	6 RECORDS SERIES TITLE	7 RETENTION PERIOD			8 Archival	9 Remarks	10 106 no.	11 TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.001	114	APPLICATIONS FOR PERMANENT OR TEMPORARY EMPLOYMENT – NOT HIRED	2		2		29 CFR 1602.31		
3.2.001	115	EMPLOYEE DEDUCTION AUTHORIZATIONS	AC+ 4		AC+4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		

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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Texas State Library and Archives Commission

STATE OF TEXAS  
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3.2.002	116	EMPLOYEE EARNINGS RECORDS	4		4		Includes Payroll-Detail Monthly. 40 TAC 815.106(i).		
3.2.003	117	FEDERAL TAX RECORDS	AC+4		AC+4		AC=Tax due date, date claim filed, or date tax paid, whichever is later. 26 CFR 31.6001-1(e)(2).		
3.2.005	118	W-4 FORMS	AC+4		AC+4		AC=Until superseded, obsolete, or upon separation of employment  26 CFR 31.6001-1(e)(2)		

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			Agency	Storage	Total				
3.2.007	119	UNEMPLOYMENT COMPENSATION RECORDS	AC+5		AC+5		AC = Termination of unemployment benefits.		
3.2.008	120	DIRECT DEPOSIT AUTHORIZATION	US		US				
3.2.009	121	STATE DEFERRED COMPENSATION RECORDS	AC+5		AC+5		AC = When all accounts with vendor(s) for individual participant have been closed.		
3.2.010	122	HUMAN RESOURCES INFORMATION SYSTEM (HRIS) REPORTS	AC+4		AC+4		AC=Last day of period covered in report.		
3.3	123	PERSONNEL FILES	AC+5		AC+5		AC=Termination of employment		
3.3.010	124	LABOR STATISTICS REPORT	3		3				
3.3.011	125	FORMER EMPLOYEE VERIFICATION RECORDS	AC+75		AC+75		AC=Termination of employment.		
3.3.015	126	POSITIONS/JOB CLASSIFICATION REVIEW FILE	US+3		US+3				

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			Agency	Storage	Total				
3.3.022	127	TEXAS WORKFORCE COMMISSION REPORTS (rec'd from Comptroller reports and saved on g-drive)	3		3				
3.3.023	128	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN	FE+3		FE+3				
3.3.024	129	PERSONNEL POLICIES AND PROCEDURES	US+3		US+3				
3.3.025	130	JOB PROCEDURE RECORDS	US+3		US+3				
3.3.026	131	AGENCY STAFFING REPORTS	US+3		US+3				
3.3.027	132	APTITUDE AND SKILLS TESTS	US+2		US+2		29 CFR 1602.31		
3.3.028	133	APTITUDE AND SKILLS TESTS (TEST PAPERS)	2		2		29 CFR 1602.31		
3.3.030	134	TRAINING ADMINISTRATION RECORDS	US+2		US+2				
3.3.031	135	EEO REPORTS AND SUPPORTING DOCUMENTATION	3		3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, 1602.50.		
3.4.001	136	ACCUMULATED LEAVE ADJUSTMENT	FE+3		FE+3				

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			Agency	Storage	Total				
3.4.002	137	LEAVE STATUS REPORT	FE+3		FE+3				
3.4.006	138	TIME SHEETS	4		4		40 TAC 815.106(i).		
3.4.007	139	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3				
3.4.008	140	SICK LEAVE POOL DOCUMENTATION	FE+3		FE+3				
4.1.001	141	ACCOUNTS PAYABLE INFORMATION	FE+3		FE+3				
4.1.002	142	BILLING DETAIL: BATCH SHEETS: CERTIFICATION/RENEWAL/SUBSCRIPTIONS/ IFSAC (International Fire Service Accreditation Congress)/TESTING	FE+3		FE+3		<b>CAUTION:</b> Does not include long distance telephone billing detail. SEE item numbers <u>5.5.001</u> , <u>5.5.006</u> , and <u>5.5.007</u> .		
4.1.002	143	BILLING DETAIL: FIRE DEPT. RENEWAL/ ACCOUNT BILLING	FE+3		FE+3		<b>CAUTION:</b> Does not include long distance telephone billing detail. SEE item numbers <u>5.5.001</u> , <u>5.5.006</u> , and <u>5.5.007</u> .		

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			Agency	Storage	Total				
4.1.003	144	CANCELLED CHECKS/STUBS/WARRANTS/DRAFTS	FE+3		FE+3				
4.1.005	145	INVENTORY AND OTHER COST FILES	FE+3		FE+3				
4.1.007	146	TRANSFERS OR BUDGET REVISIONS	FE+3		FE+3				
4.2.001	147	DEPOSIT VOUCHERS	FE+1	2	FE+3			07-411-015	
4.2.002	148	CASH RECEIPTS	FE+3		FE+3				
4.2.003	149	CASH RECEIPTS LOG	FE+3		FE+3				
4.2.004	150	PAYABLES/ENCUMBERANCE VOUCHERS	FE+3		FE+3				
4.2.004	151	GRANTS/LOANS/SCHOLARSHIP VOUCHERS	FE+3		FE+3				
4.2.005	152	PURCHASE VOUCHERS-INCLUDE INVOICES	FE+1	2	FE+3			99-411-008	
4.2.006	153	(GENERAL) JOURNAL VOUCHERS	FE+3		FE+3				

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			Agency	Storage	Total				
4.2.007	154	EXPENDITURE VOUCHERS –incl. Travel	FE+1	2	FE+3			07-411-016	
4.3.002	155	RECEIPT JOURNAL & REGISTERS	FE+3		FE+3				
4.4.004	156	SAVINGS BOND MONTHLY REPORT	FE+3		FE+3				
4.5.001	157	AFR/LAR/ANNUAL OPERATING BUDGET WORKING PAPERS/RAW DATA WORKSHEETS	FE+3		FE+3		AFR = Audited Financial Report; LAR = Legislative Appropriations Report.		
4.5.002	158	INTERNAL FISCAL MANAGEMENT REPORTS	FE+3		FE+3				
4.5.003	159	ANNUAL FINANCIAL REPORT	AC+6		AC+6	A	AC = September 1 of odd-numbered years. Agency retains permanent record copy & sends required copies to Texas State Publications Depository Program, Texas State Library.		

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			Agency	Storage	Total				
4.5.006	160	ANNUAL/ BIENNIAL OPERATING BUDGET	FE+3		FE+3		Agency retains permanent record copy & sends required copies to Texas State Publications Depository Program, Texas State Library. Prepared in even-numbered years, according to legislative mandates.		
4.5.	161	USAS REPORTS-COMBINED	FE+3		FE+3		Includes USAS Reports-Daily, Monthly, and Annual		
4.6.001	162	RECONCILIATION RECORDS (ABEST REPORTS)	FE+3		FE+3		ABEST= Automated Budget and Evaluation System of Texas. ABEST/USAS reconciliation reports required to be filed with the Legislative Budget Board.		

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			Agency	Storage	Total				
4.7.011	163	TEXAS FACILITIES COMMISSSION STATEMENTS (TFC)	FE+3		FE+3		Purchase changes or bill statements received from the TFC.		
4.7.012	164	SIGNATURE AUTHORIZATIONS-CREDIT CARDS	US+FE+3		US+FE+3				
5.1.001	165	CONTRACTS-REAL PROPERTY (OFFICE LEASES)	AC+4		AC+4		AC = Expiration or termination of the instrument according to its terms.		
5.1.004	166	EMPLOYEE TELEPHONE, E-MAIL AND PAGER LISTING	US		US				
5.1.005	167	POSTAGE LOG	FE+3		FE+3				
5.1.015	168	CORRESPONDENCE TRACKING RECORD (certified mail receipts)	1		1				
5.2.010	169	EQUIPMENT MANUALS	LA		LA				
5.2.014	170	ANNUAL PHYSICAL INVENTORY WORKING PAPERS/RAW DATA	FE+3		FE+3				
5.2.015	171	INVENTORY, NOTICES OF EQUIPMENT REMOVED FROM	FE+3		FE+3				

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5.3.008	172	PURCHASING LOGS	FE+3		FE+3				
5.4.001	173	ACCIDENT REPORTS & ASSOCIATED DOCUMENTATION	CE+5		CE+5		Reports submitted to Texas Department of Insurance, which retains copies for 50 years. 29 CFR, 1904.33.		
5.4.011	174	VISITOR CONTROL REGISTERS		3		3			
5.4.012	175	SECURITY ACCESS RECORDS – BUILDING KEY & ACCESS CARD ASSIGNMENT RECORD	AC+2		AC+2		AC=until superseded, date of expiration, or date of termination, whichever sooner.		
5.4.013	176	DISASTER PREPAREDNESS AND RECOVERY PLAN	US		US				
5.5.001	177	BILLING DETAIL-TELECOMMUNICATIONS (OTHER THAN TEX-AN)	FE+3		FE+3				
5.6.004	178	LICENSE AND DRIVING RECORDS CHECKS	AC		AC		AC=Until superseded or until termination of employment, whichever sooner.		

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