Texas State Library and Archives Commission

State and Local Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

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Edward Seidenberg

Preserving yesterday, informing today, inspiring tomorrow.

January 6, 2014

Ms. Susan Rhyne
Assistant Director, Information Services
The Railroad Commission of Texas
1701 N. Congress Ave.
Austin, TX 78711-2967

RE: Agency records retention schedule approved for use

Dear Ms. Rhyne:

Your agency's records retention schedule is approved for use as of December 23, 2013. Your currently approved records retention schedule is available on our website at https://www.tsl.state.tx.us/slrm/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 Please ensure all old copies of the schedule are superseded with this recertified copy.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 **December 2016.**

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, Michael Reagor, at 512-463-5494 or mreagor@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

Enclosure
cc: State Auditor, State Archivist
cc: (without enclosure) Milton A. Rister

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: 455

Agency Name: Railroad Commission of Texas

(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: Susan B. Rhyne

Name (*Print or type*): Susan B. Rhyne

Date: February 21, 2013

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: E Snitzenberg

Name (*Print or type*): ~~Not Required at This Time~~

Date: 12-23-2013

Cert/Recert No. 7 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.

Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	1.0	**PART 1: AGENCY WIDE**							
	1.01	**AGENCY WIDE CATEGORY 1: Administrative Records**							
	1.1	**SECTION 1.1: General**							
1.1.002	1.1.1.002	**Audits** Federal and State audits and reviews performed by an agency on external entities, on the agency by other entities, or on the agency by internal auditors. Includes the working papers that support the audit.	AC+7		AC+7		AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies. Work papers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.116.		

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

Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

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1.1.004	1.1.1.004	**Legislative Appropriation Requests** Includes 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.		
1.1.006	1.1.1.006	**Complaint Records** Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC+2		AC+2		AC = Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .111, and .137.		

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Texas State Library and Archives Commission

STATE OF TEXAS
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1.1.007	1.1.1.008	**Correspondence - Admininstrative** Incoming/outgoing and internal correspondence, in any format, 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		4	A	ARCHIVES NOTE: Archival designation "A" refers only to Commissioners' Offices, Executive Office, Gas Services Division (Market Oversight), and Surface Mining Division. Administrative correspondence of all other division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137. CAUTION: This records series and records series item number 1.1.008 should be used only for correspondence that is not included in or directly related		

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2. Agency Code **455** | 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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							to another records series in this schedule. For example, a memoranda that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.		
1.1.008	1.1.1.010	**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		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		
1.1.010	1.1.1.012	**Directives** Any document that officially initiates, rescinds, or amends general office procedures.	US+1		US+1				

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Texas State Library and Archives Commission

STATE OF TEXAS
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SLR 105

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1.1.011	1.1.1.014	**Executive Orders** Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US+5		US+5	A	Agency policy to retain longer than TSLAC minimum. ARCHIVES NOTE: Archival "A" refers only to Oil and Gas and Surface Mining Divisions.		

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Texas State Library and Archives Commission

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1.1.013	1.1.1.016	**Calendars, Appointment and Itinerary Records** Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE+1		CE+1	R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Texas Attorney General ORD-635 (1995).		

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1.1.014	1.1.1.018	**Legal Opinions and Advice** From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	E	Archival review code removed subsequent to appraisal by the Archives and Information Services Division, Texas State Library and Archives Commission, March 16, 2001. Attorney General's Office retains formal Opinions, Open Records Decisions, and Informal Letter Rulings permanently. Portions of information containing formal opinions, open records decisions, and/or advice from agency legal counsel or Attorney General 's Office may be exempted from public disclosure or confidential under the Public Information Act. See Tex. Gov't Code §552.101, .103, .107, and .111. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE record series item number 1.1.048.		

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1.1.019	1.1.1.019	**Public Relations Records** News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2		2	A	Transfer records to the State Archives yearly. Press releases present only on the agency's website will need to be printed and the paper copy transferred.		
1.1.020	1.1.1.020	**Public Information Requests - Not Exempted** Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC+1		AC+1		AC = Date request filled. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		
1.1.021	1.1.1.022	**Public Information Requests - Exempted** IIncludes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC+2		AC+2		AC = Date of notification that records are exempt. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		
1.1.023	1.1.1.024	**Organization Charts**	US		US	A			

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1.1.024	1.1.1.026	**Plans and Planning Records** Plans and records relating to the process of planning new or redefined programs, services or projects of an agency that are not included in or directly related to other records series in this schedule. Includes justification for capital purchases.	AC+3		AC+3	A	AC = Decision made to implement or not to implement result of planning process. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.111. ARCHIVES NOTE: Archival designation "A" refers only to Oil and Gas Division planning records not related to capital purchases. Data processing planning records are not archival.		
1.1	1.1.1.027	**All Major Information Resources Projects** Planning and implementation documentation, including all procurement and expenditure records, for all major information resources projects.	AC+3		AC+3	R	AC=Completion of implementation of project.		
1.1.026	1.1.1.030	**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		AC+1		AC = Date of publication in the Texas Register.		

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1.1.027	1.1.1.032	**Proposed Legislation** Drafts of proposed legislation, fiscal notes, and related correspondence.	AV		AV		Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.106 and .111.		
1.1.038	1.1.1.034	**Customer Surveys** Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC		AC		AC = Final disposition of summary report. SEE item number 1.1.067 for summary reports compiled from customer surveys.		
1.1.040	1.1.1.036	**Speeches, Papers and Presentations** Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC		AC	A	AC = End of term in office or termination of service in a state position. ARCHIVES NOTE: Archival designation "A" refers only to Commissioners' Offices. All other divisions are exempt.		
1.1.041	1.1.1.038	**Suggestion System Records** Suggestions submitted by agency personnel and responses.	1		1				

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			Agency	Storage	Total				
1.1.043	1.1.1.040	**Training Materials** Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US+1		US+1				

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1.1.048	1.1.1.042	**Litigation Files** Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC+5		AC+5	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. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, .108, .111, and .137. Agency policy to retain longer than TSLAC minimum. 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.		

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1.1.053	1.1.1.044	**Registration Logs** Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC		AC		AC = Report filed with the Texas Ethics Commission.		
1.1.055	1.1.1.046	**Strategic Plans** Information resources and operational strategic plans prepared in accordance with Tex. Gov't Code, §§ 2054.095 and 2056.002.	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 plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.056	1.1.1.047	**ADA (Americans With Disabilities Act) Documentation** Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.	3		3		See 28 CFR §35.105©		

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1.1.057	1.1.1.048	**Transitory Information** 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 on-going records series. 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.	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 authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		

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1.1.058	1.1.1.049	**Meeting Agenda and Minutes** Official agenda and minutes of the Railroad Commission as required by Texas Government Code, Chapter 551. Includes hearing notices, orders, and any other related documents.	PM	PM	PM	A	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. Filmed annually. Hardcopy destroyed after filming. Microfilm Master at S.R.C.; duplicate at agency. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	91-455-019	

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1.1.059	1.1.1.050	**Meetings, Certified Agendas or Tape Recordings of Closed** Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC+2		AC+2		AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. See Government Code, 551.104(a). SEE ALSO caution comment at records series item number 1.1.058.		

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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.
1.1.060	1.1.1.051	**Meetings, Audio or Videotapes of Open** Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC+90 days		AC+90 days		AC = Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058.		
1.1.063	1.1.1.052	**Staff Meeting Minutes and Notes** Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1		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
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist

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SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
1.1.064	1.1.1.054	**Agency Performance Measure 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		FE+3		CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.		
1.1.065	1.1.1.056	**Reports and Studies (Non-Fiscal) - Raw Data** Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV		CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially records series item number 1.1.064.		

Retention Codes *(Field 7)*

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Archival Codes *(Field 8)*

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1.1.066	1.1.1.058	**Reports - Biennial or Annual Agency (Narrative)** Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: Archival designation "A" refers only to the Oil and Gas Division. 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)*

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Archival Codes *(Field 8)*

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1.1.067	1.1.1.060	**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. Examples include Mentor Protégé Program Performance and Annual Non-Financial Report.	3		3	A	ARCHIVES NOTE: Archival designation "A" refers only to Oil and Gas (OGD) and Surface Mining Divisions. For OGD, archival requirement is fulfilled by sending copies of the reports produced to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Portions of internal reports to Commissioners on policymaking issues exempted from public disclosure under Public Information Act. See Tex. Gov't Code §522.111.		
1.1.068	1.1.1.062	**Reports on Performance Measures** Quarterly and annual reports on agency performance measures submitted to the executive and legislative offices.	AC+6		AC+6		AC = September 1 of odd-numbered calendar years.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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1.1.069	1.1.1.064	**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		1		CAUTION: See records series item number 1.1.064.		
1.1.070	1.1.1.066	**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.	US+3		US+3	A	AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Agency Rules, Policies and Procedures - Working Files, records series item number 1.1.071. Archival designation "A" refers to Oil and Gas Division. Rules, policies and procedures for all other divisions and programs require archival review. Contact the State Archives when these records have met their retention periods. Manuals and handbooks deposited in the Publications Depository of the Library and Archives Commission fulfill the archival requirement for this series.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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1.1.071	1.1.1.068	**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.		
1.1.072	1.1.1.070	**Public Information Reports** Reports made to the Office of the Attorney General on an agency's Public Information Act activities.	2		2				

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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
1.1.073	1.1.1.072	**Administrative Hearings** Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes. This records series will be used for all administrative hearings files not expressly identified in another records series in this schedule, including, but not limited to, audiocassette tapes of Commission enforcement and unprotested proceedings.	AC+5		AC+5	R	AC = Last action. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, .108, .110, .111, and .137. Agency policy to retain longer than TSLAC minimum. 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.		
1.1.074	1.1.1.074	**Sunset Review Report and Documentation**	AC+3		AC+3	R	AC = After the subsequent Sunset Review.		
	1.1.2	**SECTION 1.2: Records Management**							

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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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1.2.001	1.1.2.002	**Destruction Authorizations** Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE+3		FE+3				
1.2.003	1.1.2.004	**Forms History File** Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests. Design request may include purpose of form, frequency of use, quantity generated, method of printing used, etc.	AC+1		AC+1		AC = Discontinuance of use of form.		
1.2.004	1.1.2.006	**Forms Inventory** Any periodic listing of all forms used internally or externally by an agency.	US		US				
1.2.005	1.1.2.008	**Records Retention Schedule (SLR 105)** Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C) and/or other forms designated by the State Records Administrator.	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

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Archival Codes *(Field 8)*

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2. Agency Code **455**

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1.2.006	1.1.2.010	**Records Transmittal Forms** Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC+2		AC+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.		
1.2.008	1.1.2.012	**Request for Authority to Dispose of State Records (RMD 102)** Agency copy.	FE+3		FE+3		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
1.2.010	1.1.2.014	**Records Disposition Log** Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, date of records, and date destroyed or transferred.	10		10				
1.2.011	1.1.2.016	**Record Center Storage Approval Forms (RMD 106)** Agency copy.	US		US				

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Archival Codes *(Field 8)*

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1.2.012	1.1.2.018	**Records Inventory Worksheets**	US		US				
1.2.013	1.1.2.020	**Records Control Locator Aids** Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC		AC = When control aid is updated, revised, or no longer needed. CAUTION: These records must carry the same retention period and archival code of the records they support.		
1.2.014	1.1.2.022	**Records Management Plan** Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US+1		US+1				
1.2.015	1.1.2.024	**Disaster Recovery Service Transmittals (RMD 109)** Disaster Recovery Service Transmittals (RMD 109)	FE+1		FE+1				

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1.2.016	1.1.2.026	**Disaster Recovery Service Approval Form (RMD 113)** Agency copy of form.	AC		AC		AC = Until superseded or termination of service.		
	1.1.3	**SECTION 1.3: State Publications**							

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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1.3.001	1.1.3.002	**State Publications** One copy of each state publication, except a publication that is subject to a different retention period in this schedule. A state publication includes information in any format that is produced by the authority of or at the total or partial expense of the agency or is required to be distributed under law by the agency, and is publicly distributed. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	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. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC 3.1-3.16).		

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1.3.002	1.1.3.004	**Publication Development Files** Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV		AV	E	Archival review code removed subsequent to appraisal by the Archives and Information Services Division, Texas State Library and Archives Commission, March 16, 2001.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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	1.2.0	**AGENCY WIDE CATEGORY 2: Electronic Data Processing Records** Information Technology Services Division (ITS)							
	1.2.1	**SECTION 2.1: Automated Applications**							
2.1.001	1.2.1.002	**Processing Files** Machine-readable files used in the creation, utilization, and updating of master 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. 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.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2.1.002	1.2.1.004	**Master Files** Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC		AC		AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		

Retention Codes *(Field 7)*

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2.1.007	1.2.1.006	**Software Programs** Automated software applications and operating system files, including job control language, program listing/source code, etc.	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. See 13 TAC §6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2.1.008	1.2.1.008	**Hardware Documentation** Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC		AC		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. See 13 TAC §6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

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2.1.009	1.2.1.010	**Technical Documentation** Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC		AC		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. See 13 TAC §6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

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2.1.010	1.2.1.012	**Audit Trail Records** Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC		AC		AC = All audit requirements have been met.		
2.1.011	1.2.1.014	**Finding Aids, Indexes, and Tracking Systems** Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC		AC		AC = The related records have been destroyed. CAUTION: These records must carry the same retention period and archival code of the records they support.		
	1.2.2	**SECTION 2.2: Computer Operations and Technical Support**							
2.2.001	1.2.2.002	**System Monitoring Records** Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc. Examples: Visitor's Access Log, Production Data Change Request Form, Work Authorization Memos.	AV		AV				

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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.
2.2.002	1.2.2.004	**Chargeback 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. Examples: Terminal Statistics Report, SMF & TMON Reports, Data Entry Operator Statistics.	FE+3		FE+3		Master stored in Information Technology Services Division's safe.		
2.2.004	1.2.2.006	**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. Example: Run Sheets.	3 mo.		3 mo.				
2.2.010	1.2.2.008	**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.	US+3		US+3		CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE records series item number 2.1.009.		

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

Texas State Library and Archives Commission

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SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
2.2.011	1.2.2.010	**Batch Data Entry Control Records** Forms and logs used to reconcile batches submitted for processing against batches received and processed. Example: Batch/Data Entry Control Forms.	AC		AC		AC = When reconciliation confirmed.		
2.2.012	1.2.2.012	**Output Records for Computer Production** Reports showing transactions that were accepted, rejected, suspended, and/or processed. Example: Program Edits.	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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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
2.2.013	1.2.2.014	**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. Examples: Sample Print, Batch Program Control Log (DP-310), CICS Program Control Log (DP-311), Log for Recording Moves to Production.	AC		AC		AC = No longer needed as an audit trail for any records modified.		
2.2.014	1.2.2.016	**Internet Cookies** Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV		AV		The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2.2.015	1.2.2.018	**History Files - Web Sites** A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV		AV		The disposal of history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		
2.2.016	1.2.2.020	**Software Registrations, Warranties and License Agreements**	LA+3		LA+3				
	1.2.2.022	**Security Designations** Examples: ITS Help Desk Request for Service (SR) form, UNIX/Oracle Security Update Request, Network Security Update Request.	AC		AC		AC = After employee terminates, records will be transferred to the employee's file in the Personnel Division.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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	1.3.0	**AGENCY WIDE CATEGORY 3: Employment Records**							
	1.3.1	**SECTION 3.1: Employee**							
3.1	1.3.1.002	**Personnel Files** May include employment application, performance appraisals, counseling records, corrective and disciplinary action documentation, training and educational achievement records, employee recognition records, work schedules and assignments, and former employee verification records. Personnel files on microfiche through 1993.	PM	PM	PM		Maintain hard copy for five years after termination of employment. Microfiche, then shred hard copy. Microfiche Master at S.R.C; duplicate at agency. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .102, .117, .130, .137, and .147.	01-455-158	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2. Agency Code **455** | 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
3.1	1.3.1.003	**Personnel Files** May include employment application, performance appraisals, counseling records, corrective and disciplinary action documentation, training and educational achievement records, employee recognition records, work schedules and assignments, and former employee verification records. Personnel files in paper and on microfilm format from 1994 forward.	PM	PM	PM		Maintain hard copy for five years after termination of employment. Microfilm, then shred hard copy. Microfilm Master at S.R.C.; duplicate at agency. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .102, .117, .024, .130, .137, and .147.	04-455-202	
3.1.001	1.3.1.004	**Applications for Employment - Not Hired** Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	2		2		Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.147; see also 42 USC §405(c)(2)(C)(viii). Email addresses of members of the public might be confidential. See Tex. Gov't Code §552.137. See 29 CFR 1602.31.		

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
3.1.011	1.3.1.006	**Employee Insurance Records** Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC		AC		AC = Until superseded or termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for records series item number 3.2.001. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101 (incorporating federal and state confidentiality statutes and common law decisions), .102, .117, .024, and .147.		
3.1.012	1.3.1.008	**Employment Opportunity Announcements** Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2		See 29 CFR §1602.31.		
3.1.013	1.3.1.010	**Employment Contracts**	AC+4		AC+4		AC = Expiration or termination of the contract according to its terms.		

Retention Codes *(Field 7)*

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Archival Codes *(Field 8)*

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

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
3.1.014	1.3.1.012	**Employment Selection Records** Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.	2		2		See 29 CFR §1602.31. CAUTION: Does not include criminal history checks. See records series item number 3.1.026. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .102, .117, .024, and .130.		
3.1.018	1.3.1.013	**Complaint Records** Records relating to the review of employee complaints against personnel policies, working conditions, etc. Includes EEO and other complaints by an applicant or employee.	AC+2		AC+2		AC = Final decision on the complaint or separation from employment, whichever is later. 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 records series item number 1.1.048.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
3.1.020	1.3.1.014	**Personnel Corrective Action Documentation** Corrective actions are those actions that do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC+5		AC+5		AC = Termination of corrective action. CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under records series 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 records series item number 3.1.021.		
3.1.023	1.3.1.016	**Positions/Job Descriptions** Job descriptions, including all associated task or skill statements, for positions at the Commission.	AC+4		AC+4		AC = Until superseded or job eliminated. See 40 TAC §815.106(i).		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
3.1.024	1.3.1.017	**Medical Reports** Medical reports or certificates of employees for whom periodic monitoring of health or fitness is required. Includes ADA or other disability records.	AC+2		AC+2		AC = Until superseded or termination or employment. CAUTION: Does not include pre-employment physical examinations. SEE records series item number 3.1.014. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.101 (incorporating federal and state confidentiality statutes and common law decisions).		
3.1.027	1.3.1.018	**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.	AC+5		AC+5		AC = Termination of employment.		

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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
3.1.029	1.3.1.020	**Employment Eligibility, Documentation or Verification of** Federal reporting form (INS I-9).	AC+3		AC+3		AC = Termination of employment. CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR §274a.2(b)(2)(i)(A) and (c)(2).		
	1.3.2	**SECTION 3.2: Payroll**							

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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.
3.2.001	1.3.2.002	**Employee Deduction Authorization** Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC+4		AC+4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024, .101, .102, and .117. Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.024 and .147; see also 42 USC §405(c)(2)(c)(viii).		
3.2.002	1.3.2.004	**Employee Earnings Records**	4		4		See 40 TAC §815.106(i).		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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3.2.003	1.3.2.006	**Federal Tax Records** Includes 1099, W2, FICA, and other tax records.	AC+4		AC+4		AC = Tax due date, date claim is filed, or date tax is paid whichever is later. See 26 CFR §31.6001-1(e)(2). Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024, .101, .102, and .117. Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024 and .147; see also 42 USC §405(c)(2)(C)(viii).		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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3.2.004	1.3.2.008	**Income Adjustment Authorizations** Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2		2		See 29 CFR §516.6(c). Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024, .101, .102, and .117. Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024 and .147; see also 42 USC §405(c)(2)(C)(viii).		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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3.2.005	1.3.2.010	**W-4 Forms** Employer's copy of "Employees' Withholding Exemption Certificate."	AC+4		AC+4		AC = Until superseded, obsolete, or upon separation of employee. See 26 CFR §31.6001-1 (e)(2). Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024, .101, .102, and .117. Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024 and .147; see also 42 USC §405(c)(2)(C)(viii).		
3.2.006	1.3.2.012	**Wage Rate Tables**	2		2		See 29 CFR §516.6(a)(2).		

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3.2.007	1.3.2.014	**Unemployment Compensation Records**	AC+5		AC+5		AC = After termination of employment. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024, .101, .102, and .117. Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024 and .147; see also 42 USC §405(c)(2)(C)(viii).		
3.2.008	1.3.2.016	**Direct Deposit Application/Authorizations**	US		US		Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024, .101, .102, and .117. Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.024 and .147; see also 42 USC §405(c)(2)(C)(viii).		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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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.
3.2.009	1.3.2.018	**State Deferred Compensation Records**	AC+5		AC+5		AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.		
3.2.010	1.3.2.020	**Human Resources Information System (HRIS) Reports** Includes supporting documentation.	AC+4		AC+4		AC = After termination of employment.		
	1.3.3	**SECTION 3.3: Personnel Administration**							
3.3.001	1.3.3.002	**Affirmative Action Plans** Affirmative action plans for both regular employees and apprenticeship programs.	5		5		See 29 CFR §30.8(e) for apprenticeship plans.		

Retention Codes *(Field 7)*

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3.3.011	1.3.3.004	**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. See records series item number 3.1.038		
3.3.015	1.3.3.005	**Positions/Job Classification Review File** Records relating to review and monitoring of job classifications within an agency. Includes FLSA Job Audit records, SAO Job Audits and other related documents.	US+3		US+3				
3.3.022	1.3.3.006	**Texas Workforce Commission (TWC) Reports** Reports to the agency from TWC or its predecessor pertaining to employees.	3		3				
3.3.023	1.3.3.008	**Reimbursable Activities, Requests and Authorizations to Engage In** Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE+3		FE+3				

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3.3.024	1.3.3.009	**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		US+3				
3.3.031	1.3.3.010	**EEO Reports and Supporting Documentation** Includes documentation used to complete EEO reports.	3		3		See 29 CFR §§1602.30, 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .102, .103, .107, and .111.		
	1.3.4	**SECTION 3.4: Time and Leave**							
3.4.004	1.3.4.002	**Overtime Authorizations**	2		2				
3.4.005	1.3.4.004	**Overtime Schedules**	2		2				
3.4.006	1.3.4.006	**Time Cards and Time Sheets**	4		4		See 40 TAC §815.6(i)		

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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
3.4.007	1.3.4.008	**Time Off and/or Sick Leave Requests** P-109 and E-109 forms, including FMLA, parental leave, medical letters, sick leave, extended leave, emergency leave, and other related documentation.	FE+3		FE+3		Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.101 (incorporating federal and state confidentiality statutes and common law decisions). See 29 CFR §825.500.		
3.4.008	1.3.4.010	**Sick Leave Pool Documentation** Requests submitted, approvals, number of hours transferred in and out, etc.	FE+3		FE+3		Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.101 (incorporating federal and state confidentiality statutes and common law decisions).		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	1.4.0	**AGENCY WIDE CATEGORY 4: Fiscal Records**							
	1.4.1	**SECTION 4.1: Worksheets, Detail Information on Financial Event or Transaction**							
4.1.001	1.4.1.002	**Accounts Payable Information**	FE+3		FE+3				
4.1.002	1.4.1.004	**Billing Detail**	FE+3		FE+3		CAUTION: Does not include long distance telephone billing detail. See records series item numbers 5.5.001, 5.5.006, and 5.5.007.		
4.1.004	1.4.1.006	**Encumbrance Detail** Includes monthly scrub and quarterly binding encumbrance work papers.	FE+3		FE+3				
4.1.005	1.4.1.008	**Inventory and Other Cost Files** Production, job, labor, quotes, pricing, specifications, etc.	FE+3		FE+3				

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4.1.007	1.4.1.010	**Transfers or Budget Revisions** Transfers or adjustment to budgets.	FE+3		FE+3				
4.1.008	1.4.1.012	**Electronic Fund Transfers** Direct deposit Registers.	FE+3		FE+3				
	1.4.2	**SECTION 4.2: Documents of Original Entry**							
4.2.001	1.4.2.002	**Cash Deposit Vouchers** Cash deposit slips.	FE+3		FE+3				
4.2.002	1.4.2.004	**Cash Receipts** Includes receipts for fees (permits, licenses, renewals, etc.) and credit card slips.	FE+3		FE+3				
4.2.003	1.4.2.006	**Daily Cash Receipts Log** Includes cash deposit slips.	FE+3		FE+3				
4.2.004	1.4.2.008	**Encumbrance Vouchers** Orders, statements, change orders, etc.	FE+3		FE+3				
4.2.005	1.4.2.010	**Purchase Vouchers** Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE+3		FE+3				

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4.2.006	1.4.2.012	**General Journal Vouchers**	FE+3		FE+3				
4.2.007	1.4.2.014	**Expenditure Vouchers** Travel, payroll, ITV, etc.	FE+3		FE+3				
	1.4.3	**SECTION 4.3: Journals and Registers**							
4.3.001	1.4.3.002	**Sales Journals or Registers**	FE+3		FE+3				
4.3.002	1.4.3.004	**Receipts Journals or Registers**	FE+3		FE+3				
4.3.003	1.4.3.006	**Expenditure Journals or Registers**	FE+3		FE+3				
	1.4.4	**SECTION 4.4: Ledgers**							
4.4.001	1.4.4.002	**General and Subsidiary Ledgers**	FE+3		FE+3				
4.4.002	1.4.4.004	**Accounts Receivable Ledgers**	FE+3		FE+3				
4.4.003	1.4.4.006	**Accounts Payable Ledgers**	FE+3		FE+3				

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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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	1.4.5	**SECTION 4.5: Reports**							
4.5.001	1.4.5.002	**Worksheets for Preparing Fiscal Reports**	FE+3		FE+3		Certain records or protions thereof may be exempted (confidential) from public disclosure under Public Information Act. See Tex. Gov't Code §552.111 (Staff advice, opinion, or recommendation); see also Texas Attorney General ORD No. 559 (1990).		
4.5.002	1.4.5.004	**Internal Fiscal Management Reports** Includes agency monthly budget reports.	FE+3		FE+3		Certain records or portions thereof may be exempted (confidential) from public disclosure under Public Information Act. See Tex. Gov't Code §552.111 (staff advice, opinion, or recommendation); see also Texas Attorney General ORD No. 559 (1990).		

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2. Agency Code **455**

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4.5.003	1.4.5.006	**Annual Financial Reports** Required by the General Appropriations Act (100 Day Report).	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. CAUTION: If an agency does not produce a biennial or annual narrative report as described in records series item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
4.5.005	1.4.5.008	**External Fiscal Reports** Special purpose - i.e. federal financial reports, salary reports, HUB Semi-annual and Annual reports, Non-Resident Bidders, Monthly Set Aside reports, and Indirect Cost Rate Proposal.	FE+3		FE+3				

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4.5.006	1.4.5.010	**Annual Operating Budgets** Required by the General Appropriations Act and internally developed operating budgets.	FE+3		FE+3				
4.5.007	1.4.5.012	**USAS Reports - Daily**	AC		AC		AC = Receipt and reconciliation of monthly report.		
4.5.008	1.4.5.014	**USAS Reports - Monthly**	AC		AC		AC = Receipt and reconciliation of annual report.		
4.5.009	1.4.5.016	**USAS Reports - Annual**	FE+3		FE+3				
	1.4.6	**SECTION 4.6: Documents Showing Compliance with System of Internal Control**							
4.6.002	1.4.6.002	**Reconciliations**	FE+3		FE+3				
	1.4.7	**SECTION 4.7: Other Fiscal**							
4.7.003	1.4.7.002	**Returned Checks/Warrants/Drafts (Uncollectable)**	AC+3		AC+3		AC = After deemed uncollectable.		

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2. Agency Code **455**

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4.7.004	1.4.7.004	**Capital Asset Records**	LA+3		LA+3				
4.7.005	1.4.7.006	**Claim Files**	AC+3		AC+3		AC = Resolution of claim.		
4.7.006	1.4.7.008	**Comptroller Statements**	FE+3		FE+3				
4.7.007	1.4.7.010	**Detail Chart of Accounts** One for all accounts in use for a fiscal year.	FE+3		FE+3				
4.7.008	1.4.7.012	**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). CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		

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4.7.009	1.4.7.014	**Fixed Asset Sequential Number Logs** Includes logs for capital and controlled assets and agency controlled assets.	US+3		US+3				
4.7.011	1.4.7.016	**Texas Facilities Commission Statements (TFC)** Charge or bill statements received by agencies from the TFC for services provided. Texas Facilities Commission statements are included with Records Series Item Number 4.1.001, Accounts Payable Information.	FE+3		FE+3				
4.7.012	1.4.7.018	**Signature Authorizations** Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	US+FE +3		US+FE+ 3				

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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	1.5.0	**AGENCY WIDE CATEGORY 5: Support Services Records**							
	1.5.1	**SECTION 5.1: General**							
5.1.001	1.5.1.002	**Contracts and Leases** 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. Includes, but not limited to, well-plugging, site remediation, professional service contracts and non-federal grants.	AC+4		AC+4		AC = Expiration or termination of the instrument according to its terms. See records series item number 5.1.017 for contract logs.		
5.1.003	1.5.1.004	**Delivery Reports**	2		2				

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5.1.004	1.5.1.006	**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		US				
5.1.005	1.5.1.008	**Postage Records** Records and reports of postage expenses, including postal meter usage and certified mail logs.	FE+3		FE+3				
5.1.007	1.5.1.010	**Requisitions for In-Agency/Inter-Agency Copy/Printing Service** Includes word processing and data processing.	AV		AV				
5.1.010	1.5.1.012	**Licenses and Permits, Non-Vehicle**	AC+2		AC+2		AC = Expiration or termination of licensing agreement.		
5.1.011	1.5.1.014	**Photocopier and Telefax Usage Logs & Reports**	AV		AV				

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5.1.012	1.5.1.016	**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. Includes agency and vendor lists.	US+3		US+3				
5.1.013	1.5.1.018	**Insurance Policies** For vehicles, equipment, etc.	AC+4		AC+4		AC = Expiration or termination of the policy according to its terms.		
5.1.014	1.5.1.020	**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		US+1				
5.1.015	1.5.1.022	**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		1				

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5.1.017	1.5.1.024	**Contract Log** List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE+3		FE+3				
	1.5.2	**SECTION 5.2: Facility Management**							
5.2.001	1.5.2.002	**Appraisals - Building or Property**	AV		AV				
5.2.003	1.5.2.004	**Building Plans and Specifications (State Owned)** Includes architectural and engineering drawings, profiles, and blueprints.	LA		LA	R	ARCHIVES NOTE: Archival review designation is for state-owned buildings only.		
5.2.003	1.5.2.006	**Building Plans and Specifications (Leased)** Includes architectural and engineering drawings, profiles, and blueprints.	AC+2		AC+2		AC: For leased buildings, AC = Termination or cancellation of lease.		
5.2.004	1.5.2.008	**Building Space Requests**	1		1				
5.2.005	1.5.2.010	**Calibration Records (Equipment or Instrument)**	10		10				

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5.2.006	1.5.2.012	**Property Destruction, Certificates of**	FE+3		FE+3				
5.2.007	1.5.2.014	**Damage Reports** Reports of damage to state property.	FE+3		FE+3				
5.2.008	1.5.2.016	**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		LA+3				
5.2.009	1.5.2.018	**Equipment Inventory Detail Report Forms** Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE+3		FE+3				
5.2.010	1.5.2.020	**Equipment Manuals**	LA		LA				
5.2.011	1.5.2.022	**Equipment Warranties**	AC+1		AC+1		AC = Expiration of warranty.		
5.2.012	1.5.2.024	**Estimate Files (Supply and Repair Cost Estimates)**	1		1				

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5.2.014	1.5.2.026	**Inventory-Annual Physical** Property, equipment, supply verification.	FE+3		FE+3				
5.2.017	1.5.2.028	**Lost and Stolen Property Reports**	FE+3		FE+3				
5.2.018	1.5.2.030	**Quality Control Reports**	2		2				
5.2.019	1.5.2.032	**Service Orders** Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	1		1				
5.2.020	1.5.2.034	**Supply Usage Records**	FE+1		FE+1				
5.2.021	1.5.2.036	**Surplus Property Sale Reports**	FE+3		FE+3				
5.2.022	1.5.2.038	**Utility Usage Reports**	AV		AV				
5.2.024	1.5.2.040	**Material Specifications**	AC+2		AC+2		AC = Material is no longer in the agency.		

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5.2.025	1.5.2.042	**Equipment Descriptions and Specifications**	AC+2		AC+2		AC = Equipment is no longer in the agency.		
5.2.027	1.5.2.044	**Space Utilization Reports**	AV		AV				
	1.5.3	**SECTION 5.3: Purchasing**							
5.3.002	1.5.3.002	**Freight Bills Paid**	FE+3		FE+3		FE+3 only applies to closed files.		
5.3.003	1.5.3.004	**Freight Claims**	AC+2		AC+2		AC = Resolution of claim.		
5.3.004	1.5.3.006	**Order - Acknowledgements**	AV		AV				
5.3.005	1.5.3.008	**Packing Slips**	AV		AV				

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5.3.007	1.5.3.010	**Bid Documentation** Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE+3		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. See records series item number 5.1.001.		
5.3.008	1.5.3.012	**Purchasing Logs** Log, register, etc. providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE+3		FE+3				
5.3.009	1.5.3.014	**Requests for Information** Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC		AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		
	1.5.4	**SECTION 5.4: Risk Management**							

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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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5.4.001	1.5.4.002	**Accident Reports and Associated Documentation** Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE+5		CE+5		See 29 CFR §1904.6 The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.		
5.4.002	1.5.4.004	**Evacuation Plans** Plans for evacuation of agency facilities in cases of emergency.	US		US				
5.4.003	1.5.4.006	**Inspection Records** Fire, safety, and other inspection records of agency facilities and equipment.	AC+3		AC+3		AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. CAUTION: Does not include inspection reports of building construction.		
5.4.004	1.5.4.008	**Fire Orders** Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC+3		AC+3		AC = Deficiency corrected.		

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

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STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
5.4.007	1.5.4.010	**Hazardous Materials Training Records** Records of training given employees in an agency hazard communications program.	5		5		See Hazardous Waste Operations and Emergency Response (Hazwoper) training, 29 CFR §1910.120; Tex. Health and Safety Code §502.009(g). See also "Occupational Safety and Health Program for State Agencies of Texas" published by the Texas Attorney General's Office.		
5.4.008	1.5.4.012	**Hazard Communication Plans**	US+5		US+5		See Health and Safety Code §502.009(g).		
5.4.010	1.5.4.014	**Material Safety Data Sheets**	AC		AC		AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		

Retention Codes *(Field 7)*

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Archival Codes *(Field 8)*

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SLR 105

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2. Agency Code **455** | 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
5.4.012	1.5.4.016	**Security Access Records** Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems. Examples include Confidential Tax Information Agreements needed for USAS access.	AC+2		AC+2		AC = Until superseded, date of expiration or date of termination, whichever sooner. See Attorney General ORD-581 (1990) in regard to confidentiality of security access records.		
5.4.013	1.5.4.018	**Disaster Preparedness and Recovery Plans**	US		US		Stored at offsite storage facility.		
	1.5.5	**SECTION 5.5: Telecommunications**							
5.5.001	1.5.5.002	**Billing Detail - Telecommunications (Other than TEX-AN)** In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		See records series item number 5.5.006 for TEX-AN billing detail.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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5.5.006	1.5.5.004	**Billing Detail - Telecommunications (TEX-AN)** In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE records series item number 4.7.011. SEE records series item number 5.5.001 for billing detail from carriers other than TEX-AN.		
	1.5.6	**SECTION 5.6: Vehicles**							
5.6.003	1.5.6.002	**Inspection Repair and Maintenance Records-Vehicles**	LA+1		LA+1				

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5.6.004	1.5.6.004	**License and Driving Record Checks**	AC		AC		AC = Until superseded or until termination of employment. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.130, and Chapter 730, Texas Transportation Code.		
5.6.005	1.5.6.006	**Vehicle Use Reports** Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE+3		FE+3				
5.6.007	1.5.6.008	**Vehicle Titles and Registrations**	LA		LA				
5.6.009	1.5.6.010	**Parking Permits or Assignments**	US		US				
	1.5.6.012	**Commission Approved Drivers List**	US		US				

Retention Codes *(Field 7)*

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Archival Codes *(Field 8)*

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SLR 105

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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.
	2.0	**PART 2: MEDIA AFFAIRS**							
1.1.019	2.1.0.002	**Newspaper Clips** 1990 through 1999 on microfiche.	PM	PM	PM		Agency policy to retain longer thatn TSLAC minimum. Microfiche Master at S.R.C.; duplicate at agency.	01-455-157	
1.1.019	2.1.0.004	**Newspaper Clips** 2000 through 2003 on microfilm.	PM	PM	PM		Agency policy to retain longer than TSLAC minimum. Microfilm Master at S.R.C.; duplicate at agency.	03-455-199	
	2.1.0.006	**Newspaper Clips** Newspaper articles related to agency regulatory activities.	1		1		Retain current year only on agency intranet. These are clips from newspapers throughout the state that the agency subscribes to.		

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Archival Codes *(Field 8)*

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SLR 105

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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.
	3.0	**PART 3: ALTERNATIVE ENERGY DIVISION**							
	3.1	**SECTION 3.1: Alternative Fuels Research and Education (AFRED)**							
	3.1.0.002	**LP-Gas Delivery Fee Forms** Includes AFRED Forms 1, 1A, 2, 3, 4, 5, 6, 6A, and all supporting documentation.	FE+4+AV		FE+4+AV		Official records are in paper medium. See 16 TAC §15.85.		
	3.1.0.004	**Rebate Program Files** Records consist of rebate applications, applicants' supporting documentation and rebate verification survey forms.	3+AV		3+AV		Retain in paper for 3 years; then destroy paper and retain electronically as long as AV. Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.147; see also Tex. Occupation Code §51.251; and 42 USC §405(c)(2)(C)(viii).		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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SLR 105

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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	3.1.0.006	**Training Records for LP-Gas Examinees** Records consist of class registration forms, instructors' report, student PC transcript report, user agreement forms and related documents.	AC+4+ AV		AC+4+ AV		AC = After completion of training. Retain in paper for 4 years after completion of training; then destroy paper and retain electronically as long as AV. Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.147; see also Tex. Occupation Code §51.251; and 42 USC §405(c)(2)(C)(viii).			
	3.1.0.008	**Examination Books and Keys**	US		US		Test items confidential pursuant to Tex. Gov't Code §552.122(b).		

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Records Retention Schedule

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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	3.1.0.010	**Certification and Exempt Registration Records** Includes Form 16, Form 1016, Form 2016, Form 16R, Form 16A, Form 1016A, Form 2016A, Form 16B, Form 1016B, test scores, and annual renewal records. Master computer data files contain information on examination and renewal records.	FE+2+ AV		FE+2+A V		Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.147; see also Tex. Occupations Code §51.251; and 42 USC §405(c)(2)(C)(viii). Test items confidential pursuant to the Public Information Act, Tex. Gov't Code §552.122(b).		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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	3.2	**SECTION 3.2: LPG Operations**							
1.1	3.2.0.002	**Docket Files/Transcripts/Exhibits** Comprises applications and enforcement proceedings. Includes applications, public notices, hearings, protests, pleadings, proposals for decision (PFDs), orders, case summaries, motions, subpoenas, transcripts, exhibits, and officially noticed records.	AC+10		AC+10		AC = Hearing closed, final order signed, proceeding dismissed, approval granted except for data file which replaces or serves in lieu of a textual record; and, if applicable to an enforcement docket involving safety violations, compliance with 16 TAC §9.5(e). Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.103 (pending or reasonably anticipated litigation or administrative enforcement action in which the RRC is or may be a party); and .111 (staff advice, opinion, or recommendation). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	3.2.0.004	**Licensee/Non-Licensee Non-Compliance Notice Letters** Record of licensee/non-licensee and employees of licensees/non-licensees having repeated citations of safety rules.	FE+3		FE+3				
1.1	3.2.0.006	**Accident Records** Accidents include those involving LPG/CNG/LNG.	FE+5		FE+5		Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.103 (pending or reasonably anticipated litigation or administrative enforcement action in which the RRC is or may be a party); and .111 (staff advice, opinion, or recommendation). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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	3.2.0.008	**Complaint Files**	CE+3		CE+3		Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.103 (pending or reasonably anticipated litigation or administrative enforcement action in which the RRC is or may be a party); and .111 (staff advice, opinion, or recommendation). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of records series item number 1.1.048. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, .111, and 137.		

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	3.2.0.010	**Inspection Reports** LPG/CNG/LNG reports; related photographs, maps, associated documentation; and master electronic inspection data file.	FE+5		FE+5		Includes routine inspections and special investigations. Social Security numbers on LP Gas information exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.147; see also Tex. Occupations Code §51.251; and 42 U.S.C.A. §405(c)(2)(c)(vii).		
	3.2.0.012	**Installation Files (500/1500/2500)** LPG/CNG/LNG related forms for large installations requiring form 500/1500/2500, and might include photographs and associated documentation.	AC+5		AC+5		AC = Installation no longer exists. Portions may be exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.110 (trade secrets or certain commercial or financial information).		
	3.2.0.014	**Small Capacity Installation Files (501/1501/2501)** Installations requiring submission of form 501/1501/2501.	AV		AV				

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	3.2.0.016	**Motor Fuel Installation on Transit Vehicles (503/1503/2503 or 1504/2504)** Installations requiring submission of form 503/1503/2503 or 1504/2504.	AV		AV				
1.1	3.2.0.018	**Inspector Activity Report Database**	FE+3+ AV		FE+3+A V		Electronic file kept as long as administratively valuable after FE+3 years retention is met.		
3.3	3.2.0.020	**Training Administration Records** Includes Inspector's training courses.	AV		AV				
	3.2.0.022	**Manufacturer's Data Report for Pressure Vessels LPG Form 5, CNG Form 1005, LNG Form 2005** For Stationary Installations (historical value). Includes microfilm for time period 1985-1997.	AC	2	AC+2		AC = End of vessel life. Microfilm Master at S.R.C; duplicate at agency. No longer microfilmed. Must be maintained for period pressure vessels are utilized. Vessel life has yet to be determined.	04-455-204	

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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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	3.3	**SECTION 3.3: Licensing**							
2.1	3.3.0.002	**Company License Files** Includes pending, active, or expired licensee files, associated documentation, and master computer data files containing information on licensees.	AV		AV		Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.147; see also Tex. Occupation Code §51.251; and 42 USC §405(c)(2)(c)(vii).		
	3.3.0.004	**U.S. Department of Transportation Periodic Requalification Reports** For rolling stock only.	AV		AV				
	3.3.0.006	**Manufacturer's Report of Pressure Vessel Repair, Modification, and Testing (Form 8/1008/2008)** Includes LPG Form 8, CNG Form 1008, LNG Form 2008 for Stationary Installations.	5+AV		5+AV		Must be maintained for period vessels are utilized. Vessel life has yet to be determined.		

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	3.3.0.008	**Manufacturers Data Report for Bobtail and Transport Pressure Vessels and U.S. DoT Certificate of Compliance (Form 5/1005)** Includes LPG Form 5 and CNG Form 1005 (vehicle inspections).	AV		AV		Required by the U.S. Department of Transportation, in accordance with 49 CFR §108.417.		

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	4.0	**PART 4: OIL AND GAS DIVISION**							
	4.1	**SECTION 4.1: Administration**							
	4.1.0.002	**Legislative Sessions: Bill Comments**	2+AV		2+AV		Portions containing legal opinions or staff advice to Commissioners on policy matters exempted from public disclosure un Public Information Act. See Tex. Gov't Code §§552.101, .107. and .111.		
	4.1.0.004	**Legislative Sessions: Fiscal Notes**	4+AV		4+AV				
	4.1.0.006	**Legislative Sessions: Approved & Passed**	10+AV		10+AV				
	4.1.0.008	**Notices To Industry**	AV		AV				

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1.1	4.1.0.010	**Administrative Penalty Cases**	PM	PM	PM		Agency policy to retain longer than TSLAC minimum. Film as time permits, and destroy paper. Microfilm Master at S.R.C.; duplicate at agency.	91-455-027	
	4.1.0.012	**EDI Agreement: Master Electronic Filing Certification (MEFC)** Agreement between the Railroad Commission and entities wanting to file the following forms electronically: P-1, P-1B, P-2, T-1, H-10, H-15, G-10, W-10, and MD-1. Effective September 1, 2007, only forms G-10, H-15, MD-1, P-1B, T-1, and W-10 are accepted through this mainframe system. The other forms may be filed electronically through the RRC online system.	100 yrs.		100 yrs.				

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	4.2	**SECTION 4.2: Well Information (Hearings, Indexes, Potential Files)**							
	4.2.0.002	**Index: Oil/Gas Lease Name Index Listing**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	93-455-077	
	4.2.0.004	**Index: Oil and Gas Fields**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	93-455-082	

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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.006	**Index: Underground Injection Control (UIC) Inventory Master**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	94-455-105	
	4.2.0.008	**Index: Organization Ledger (P-5)**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	92-455-056	

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 **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.010	**Index: P-5 Officer Listing (for Public Use)**	PM	PM	PM	A	Contains drivers' license numbers. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	92-455-064	

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
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.012	**Index: P-5 Officer Listing (for In-House Use)**	PM	PM	PM	A	Contains Social Security and drivers' license numbers. Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.147; see also Tex. Occupations Code §51.251. Drivers' license records exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.130, and Chapter 730, Texas Transportation Code. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	01-455-135	

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
Records Retention Schedule

SLR 105

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.014	**Drilling Permit Index (Annual)**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	92-455-062	
	4.2.0.018	**Index: Oil Lease and Gas Wells by District, Operator, O/G, Lease, Name**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency. RMD# 93-455-078 (fiche).	93-455-078	

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
Records Retention Schedule

SLR 105

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.020	**Index: Cumulative P-1 Index by District and Lease**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	93-455-084	
	4.2.0.022	**Index: Cumulative P-1 Index by Operator and Lease**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	01-455-132	

Retention Codes *(Field 7)*

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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

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.024	**Index: Cumulative P-2 Index by District and Lease**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	01-455-133	
	4.2.0.026	**Index: Cumulative P-2 Index by Operator and Lease**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	01-455-134	
	4.2.0.028	**Notices and Orders: Statewide Orders**	AV		AV	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently.		

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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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.030	**Notices and Orders**	AV		AV	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently.		
	4.2.0.032	**Transcripts of Testimony** From 1/27/1987 through 12/31/2007, all transcripts were consolidated and filmed as one series as time permitted. The transcripts can be located in the following order: Statewide, Rules 37 Case, and Docket Hearings. From 1/1/2008 forward, all available transcripts are contained in the official docket file.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	91-455-034	

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STATE OF TEXAS
Records Retention Schedule

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.034	**Rule 37 Hearings** Includes notices of hearing, exhibits, related forms, and final orders. Since July 2011, Rule 37 files are imaged and available online with the Hearings Files. See agency item number 4.2.0.037.	PM	PM	PM	A	Before July 2011, non-filmable oversized and color-coded paper documents were transferred to the Archives and Information Services Division, Texas State Library and Archives Commission. Microfilm will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. For all filmed documents, microfilm master stored at S.R.C.; duplicate at agency. Archival Code "A" added at the recommendation of the Archival Appraisal Report issued by the Texas State Library and Archives Commission in 2001.	91-455-033	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455** | 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.036	**Hearings Files** Hearings for Districts 1 through 10, including transcripts of testimony, proposals for decision, and final orders, as well as Statewide Allowable Hearings and Orders.	AV		AV	A			
	4.2.0.037	**Hearings Files**	6 mo.	50	50 yrs 6 mo.	A	Paper format records that have been imaged. Texas State Library and Archives Commission requires that the paper be kept until the first migration of the electronic images, which is undetermined at this time.	11-455-225	
	4.2.0.038	**Statewide Hearing Approved Data** Data used in preparation for hearing held monthly for the purpose of setting the amount of allowed oil and gas production for the next month to meet market demand.	PM	PM	PM	A	Microfiche Master at S.R.C.; duplicate at agency.	01-455-136	

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.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.040	**Oil and Gas Potential Well Files** May contain the following forms: G-1, G-5, L-1, P-4, P-6, P-12, W-1, W-2, W-3, W-4, W-4A, W-5, W-6, W-11, W-12, W-14, W-15, GWT-10, GWT-10A, GWT-11, GWT-11A, GWT-12, GWT-12A, GWT-13, GWT-13A, GWT-14, GWT-14A, plats, abeyance of plugging report, miscellaneous letters. Oil and gas potential files for Districts 1 - 10 for the time period 1964 through 1980 are on microfilm. Oil and gas potential files for Districts 1 - 4 for the time period 1981 through 1985 are on microfilm. All districts for the time period 1981 to February 2011 are scanned images. See agency item number 4.2.0.041. Since February 2011, all completion forms are generated and retained as online filing. In 1984, directional surveys were merged with the Oil and Gas potential files. In 2002, P-13 forms were merged with the Oil and Gas potential files.	PM	PM	PM	A	Film or image as time permits and destroy paper. Imaged paper stored at the State Records Center; see Agency Item No. 4.2.0.041. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	93-455-099	

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US – Until Superseded

Archival Codes *(Field 8)*

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

Texas State Library and Archives Commission

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Records Retention Schedule

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Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.041	**Oil and Gas Potential Well Files** May contain the following forms: G-1, G-5, L-1, P-4, P-6, P-12, W-1, W-2, W-3, W-4, W-4A, W-5, W-6, W-11, W-12, W-14, W-15, GWT-10, GWT-10A, GWT-11, GWT-11A, GWT-12, GWT-12A, GWT-13, GWT-13A, GWT-14, GWT-14A, P-13, plats, directional surveys, abeyance of plugging report, miscellaneous letters.	6 mo.	49yr 6mo	50	A	Paper format records that have been imaged. Texas State Archives requires that the paper be kept until the first migration of the electronic images, which is undetermined at this time.	10-455-220	
	4.2.0.042	**Oil and Gas Potential Well Files: Well Records, 1920 - 1966**	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency. RMD# 93-455-098.	93-455-098	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.044	**Closed Oil Potential Files** Includes oil well files from the time period 1930 through 1965 on microfilm.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	08-455-211	
	4.2.0.045	**Closed Gas Potential Files** Includes gs well files from the time period 1930 through 1965 on microfilm.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the records permanently. Microfilm Master at S.R.C.; duplicate at agency.	08-455-212	
	4.2.0.046	**Oil and Gas Potential Well Files: Drilling Permits** Includes permits for the time period 1950 through June 1983 on microfilm.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	01-455-138	

Retention Codes *(Field 7)*

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US – Until Superseded

Archival Codes *(Field 8)*

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

2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.048	**Oil and Gas Potential Well Files: Drilling Permits** Includes permits for the time period July 1983 to the present on microfiche.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	92-455-068	
	4.2.0.050	**Oil and Gas Potential Well Files: Rule 37 Permits** Drilling permits granted after Rule 37 spacing exception hearing.	PM		PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently.		
	4.2.0.051	**Oil and Gas Potential Well Files: Directional Surveys** Includes directional surveys from prior to 1973 through 1983. January 1984 to present merged with agency item number 4.2.0.040, Oil and Gas Potential Well Files.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	08-455-213	

Retention Codes *(Field 7)*

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PM – Permanent
US – Until Superseded

Archival Codes *(Field 8)*

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

2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	4.2.0.052	**Oil and Gas Potential Well Files: Well Logs**	PM	PM	PM	A	Paper stored at the University of Texas Bureau of Economic Geology. Well logs available as digital images July 2004 to the present. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	92-455-061	
	4.2.0.054	**Oil and Gas Potential Well Files: Auto P-4: Notification Letter**	PM	PM	PM	A	Includes both microfilm and microfiche. Film as time permits and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	01-455-137	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.056	**Oil and Gas Potential Well Files: W-7: Bottom-Hole Pressure Report** January 1986 to present merged with Oil and Gas Potential Well Files. Records prior to 1986 on microfilm.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	12-455-234	
	4.2.0.058	**Oil and Gas Potential Well Files: Wildcat and Suspense Files (Dry Holes)** Wildcat and Suspense files for the time period 1966 - 1999 are on microfilm. In 2002, P-13 forms for dry holes were merged with the Oil and Gas Potential Well Files: Wildcat and Suspense Files (Dry Holes). Records from 2000 forward are electronic images.	PM	PM	PM	A	Film or image as time permits and destroy paper. Imaged paper stored at the State Records Center; see Agency Item No. 4.2.0.059. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	91-455-017	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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Texas State Library and Archives Commission

STATE OF TEXAS
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SLR 105

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.2.0.059	**Oil and Gas Potential Files: Wildcat and Suspense Files (Dry Holes)** May include forms W-1, W-3, P-13, plats, directional surveys. In 2002, P-13 forms for dry holes were merged with the Oil and Gas Potential Well Files: Wildcat and Suspense Files (Dry Holes).	6 mo.	25	25 yr. 6 mo.	A	Paper format records that have been imaged. Texas State Library and Archives Commission requires that the paper be kept until the first migration of the electronic images, which is undertermined at this time.	12-455-228	
	4.2.0.060	**Engineering Reports** Reports include potential test data and individual well data by company, well, and new location. Includes reports for the time period 1934 to 1959 on microfilm.	PM	PM	PM	R	Microfilm Master at S.R.C; duplicate at agency.	08-455-214	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.3	**SECTION 4.3: Oil and Gas Administrative Compliance**							
	4.3.001	**SECTION 4.3.001: Oil and Gas P-5 Organization Compliance**							
	4.3.001.002	**P-5 Organization Report** Includes P-5 Organization Report, P-5S Supplemental Officer Listing, and Franchise Tax Certification, if required.	PM	PM	PM	A	Film annually, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	91-455-044	
	4.3.001.004	**Financial Assurance Instruments** Includes P-5LC Blanket Letter of Credit, P-5PB(1) Individual Performance Bond, and P-5PB(2) Blanket Perfomance Bond.	AV		AV				

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	4.3.001.006	**Inactive Well Files** Forms required by 16 TAC §3.15, including form W-3C Certification of Surface Equipment Removal for an Inactive Well, form W-3X Application for an Extension of Deadline for Plugging an Inactive Well, and attachments such as abeyance of plugging report.	PM		PM				
	4.3.001.012	**Security Administrator Designation (SAD)** Before filing compliance permits electronically, an operator must submit a Security Administrator Designation (SAD) form to identify at least one security administrator.	PM		PM				

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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

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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.
	4.3.002	**SECTION 4.3.002: Well Compliance**							
	4.3.002.002	**Gas Proration Schedule** For the time period 1935 through 1983 on microfilm.	PM	PM	PM		Microfilm Master at S.R.C; duplicate at agency.	01-455-142	
	4.3.002.004	**Gas Proration Schedule** For the period 1984 to current.	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	92-455-057	
	4.3.002.006	**Oil Proration Schedule** For the time period 1935 through 1983 on microfilm.	PM	PM	PM		Microfilm Master at S.R.C; duplicate at agency.	01-455-143	
	4.3.002.008	**Oil Proration Schedule** For the time period 1984 to current.	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	01-455-144	
	4.3.002.010	**Oil and Gas Gatherer Allowable Stripout**	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	92-455-070	
	4.3.002.012	**Oil and Gas Operator Allowable Stripout**	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	92-455-058	

Retention Codes *(Field 7)*

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Archival Codes *(Field 8)*

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

2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.3.002.014	**Oil and Gas Purchaser Allowable Stripout**	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	92-455-080	
	4.3.002.016	**Oil Allowable Supplement** For the time period 1945 through 1978 on microfilm.	PM	PM	PM		Microfilm Master at S.R.C; duplicate at agency.	01-455-141	
	4.3.002.018	**Oil Allowable Supplement** For the time period 1979 to current.	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	92-455-059	
	4.3.002.020	**Gas Allowable Supplement** For the time period 1946 through 1978 on microfilm.	PM	PM	PM		Microfilm Master at S.R.C; duplicate at agency.	01-455-139	
	4.3.002.022	**Gas Allowable Supplement** For the time period 1979 to current.	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	01-455-140	
	4.3.002.024	**W-10: Oil Well Status Report**	PM	PM	PM		Microfilm Master at S.R.C; duplicate at agency.	91-455-008	

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Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.3.002.026	**W-10: Oil Well Status Report** Reports filed electronically through the Commission's electronic data interchange (EDI) system.	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	01-455-152	
	4.3.002.028	**G-10: Gas Well Status Report**	PM	PM	PM		Microfilm Master at S.R.C; duplicate at agency.	90-455-004	
	4.3.002.030	**G-10: Gas Well Status Report** Reports filed electronically through the Commission's electronic data interchange (EDI) system.	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	01-455-150	
	4.3.002.032	**T-7: Monthly Gas Gatherer Report** Report is for the Panhandle fields in RRC district 10. The form is used to ensure compliance with the Commission's Panhandle fields amended final order, Oil and Gas Docket # 10-87,017 dated March 10, 1989. Reports for the time period 1991 through 1995 are on microfilm.	PM	PM	PM		Film as volume warrants and destroy paper. Microfilm Master at S.R.C; duplicate at agency.	93-455-101	

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

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Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.3.002.034	**T-7: Monthly Gas Gatherer Report** Report is for the Panhandle fields in RRC district 10. The form is used to ensure compliance with the Commission's Panhandle fields amended final order, Oil and Gas Docket # 10-87,017 dated March 10, 1989. Reports for the time period 1996 through 2001 are on microfiche.	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	01-455-177	
	4.3.002.038	**P-4: Reconnect Letters - Producer's Transportation Authority and Certificate of Compliance**	FE+1		FE+1				
	4.3.002.040	**Associated 49(B) Field Worksheets** 49(B) refers to 16 TAC §3.49, Gas-Oil Ratio.	AV		AV				
	4.3.002.042	**Absolute Open Flow (AOF) Status** Includes AOF-1 Field Application for AOF Status, AOF-2 Individual Operator Application for AOF Status, and AOF-3 Operator's Review of AOF Status.	AV+3		AV+3		Review 3 years from effective date.		

Retention Codes *(Field 7)*

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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.3.002.044	**W-9: Net Gas/Oil Ratio Report** Discontinued in October 1993 for net gas -oil ratios; still required for reporting gas banks and injection credit.	PM	PM	PM		Film as time permits; destroy paper. Microfilm Master at S.R.C; duplicate at agency.	94-455-110	
	4.3.002.046	**W-9: Net Gas/Oil Ratio Report** Discontinued in October 1993 for net gas -oil ratios; still required for reporting gas banks and injection credit. Microfiche includes late reports.	PM	PM	PM		Film as volume warrants and destroy paper. Microfiche Master at S.R.C; duplicate at agency.	01-455-174	
	4.3.002.048	**S-10: Application for Transfer of Allowable, Casing Leak Well (East Texas Field)** Includes attachments, such as plats and form W-10 Oil Well Status Report.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	11-455-226	
	4.3.002.050	**GC-1: Gas Well Capability**	PM	PM	PM	A	Film annually, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	06-455-208	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.3.002.052	**A-Sheets: Monthly Reservoir Market Demand Report** Includes reports for RRC districts 1 through 10 on microfiche.	PM	PM	PM	A	Film as time permits, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	92-455-071	
	4.3.002.053	**A-Sheets: Monthly Reservoir Market Demand Report** Includes reports for RRC districts 1 through 10 on microfilm.	PM	PM	PM	A	Film as time permits, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	08-455-215	

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Archival Codes *(Field 8)*

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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.3.002.054	**A-Sheets: Monthly Reservoir Market Demand Annual Report** Reports for the Panhandle Field only.	PM	PM	PM	A	Film as time permits, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	01-455-154	
	4.3.002.056	**A-Sheets Extract: Market Demand Summary** Includes reports for RRC Districts 1 through 10 on microfiche.	PM	PM	PM	A	Film as time permits, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	92-455-066	

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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.
	4.3.002.057	**A-Sheets Extract: Market Demand Summary** Includes reports for RRC Districts 1 through 10 on microfilm.	PM	PM	PM	A	Film as time permits, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	08-455-216	
	4.3.002.058	**A-Sheets Extract: Market Demand Summary** Includes reports for the Panhandle Field only.	PM	PM	PM	A	Film as time permits, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	01-455-153	

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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.3.002.060	**MD-1: Optional Market Demand Forecast for Gas Well Gas in Prorated Fields** Reports on microfiche.	PM	PM	PM	A	Film as time permits, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	01-455-156	
	4.3.002.062	**MD-1: Optional Market Demand Forecast for Gas Well Gas in Prorated Fields** Reports on microfilm.	PM	PM	PM	A	Film as time permits, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	07-455-210	
	4.3.002.064	**G-9: Gas Cycling Report** Reports on microfilm.	PM	PM	PM		Microfilm Master at S.R.C; duplicate at agency.	94-455-109	

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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.3.002.066	**G-9: Gas Cycling Report** Reports on microfiche.	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	01-455-182	
	4.3.002.068	**Applications for Texas Severance Tax Incentive Certifications** Approved State Severance Tax Exemptions: Incremental Production Incentive, 3-year Inactive Well Incentive, 2-year Inactive Well Incentive, and Flared/Vented Gas Marketing. Includes Forms: ST-1, ST-2, and Application for Texas Incremental Severance Tax Production Incentive. Form ST-1's related to High Cost Gas Severance Tax Incentive and approved F-1 Application and attachments, plus NGPA Supplemental Application and/or High Cost Severance Tax Exemption Certifications, contained in agency item number 4.4.002.106.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency.	11-455-227	

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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.
	4.3.003	**SECTION 4.3.003: Oil and Gas Production Audit**							
	4.3.003.002	**Oil and Gas Annual Production Reports** Includes reports for 1935 to current. There are no reports for the years 1937 and 1938.	PM	PM	PM	A	Film as time permits. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	92-455-063	
	4.3.003.004	**Oil and Gas Final Annual Production Ledger**	PM	PM	PM	A	Film as time permits; destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	92-455-069	

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	4.3.003.006	**Oil Production Ledgers** Includes years 1931 through 1992 on microfilm.	PM	PM	PM	A	Film as time permits; destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	91-455-023	
	4.3.003.008	**Gas Production Ledgers** Includes years 1933 through 1992 on microfilm.	PM	PM	PM	A	Film as time permits; destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	91-455-024	

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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.
	4.3.003.010	**Monthly Crude Oil Production**	PM	PM	PM	A	Film monthly and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	01-455-149	
	4.3.003.012	**Preliminary Crude Oil Production**	PM	PM	PM	A	Film monthly and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	01-455-148	

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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.
	4.3.003.014	**PR: Monthly Production Report** Includes previous production forms EB and P-1: Producer's Monthly Report of Oil Wells; and 3-266-A, GO-1, and P-2: Producer's Monthly Report of Gas Wells. Forms were merged into form PR: Monthly Production Report effective with January 2005 filing and became available as an online filing. Actual forms, including lates, correcteds, and P-1B: Producer's Monthly Supplemental Report.	PM	PM	PM	A	Film monthly and destroy paper. Microfilming discontinued in September 2005. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	91-455-007	
	4.3.003.016	**P-1: Producer's Monthly Report of Oil Wells** Includes P-1s and P-2s for period 1983 through April 2001; P-1s only from May 2001 through April 2006.	PM	PM	PM	A	Film monthly and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	92-455-060	

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	4.3.003.018	**P-2: Producer's Monthly Report of Gas Wells** Includes P-2s from May 2001 through April 2006.	PM	PM	PM	A	Film monthly and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	01-455-147	
	4.3.003.020	**P-1B/P-2B: Producer's Monthly Report (Commingling)**	PM	PM	PM	A	Film monthly and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency.	92-455-065	
	4.3.003.022	**P-3: Authority to Transfer Recovered Load or Frac Oil**	AC+2		AC+2		AC = Date of transfer of recovered load or frac oil.		

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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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	4.3.003.026	**T-1: Monthly Transportation and Storage Report** Includes old forms ED-1 and SW-6 as well as current form T-1 for time period 1947 to current.	PM	PM	PM		Film as time permits; destroy paper. Microfilm Master at S.R.C; duplicate at agency.	91-455-014	
	4.3.003.028	**T-1: Monthly Transportation and Storage Report** T-1 forms filed electronically by electronic data interchange (EDI), from 1983 to current.	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency.	93-455-081	
	4.3.003.030	**P-17 and P-17A: ACTIVE** P-17: Application for Exception to Statewide Rules 26 and/or 27 (Commingling). P-17A: Interim Commingling / Measurement Application Supplement. 16 TAC §§3.26 and 3.27.	PM		PM		Imaged; hard copy destroyed after 3 months. Images are retained permanently.		
	4.3.003.032	**P-17 and P-17A: CANCELED** P-17: Application for Exception to Statewide Rules 26 and/or 27 (Commingling). P-17A: Interim Commingling / Measurement Application Supplement. 16 TAC §§3.26 and 3.27.	PM		PM		Imaged; hard copy destroyed after 3 months. Images are retained permanently.		

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	4.3.004	**SECTION 4.3.004: [Reserved]**							
	4.3.005	**SECTION 4.3.005: Oil and Gas GIS/Well Mapping**							
	4.3.005.002	**Maps** Historical county maps used to track oil and gas well locations. Includes maps from 1981 and 1982 on 35mm microfilm.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C; duplicate at agency.	93-455-072	
	4.3.005.004	**Maps** Retired county maps and field maps used to track oil and gas well locations. Includes maps from 1984 through 1994 on aperture card. More recent well location data are now added directly into the oil and gas layer of the agency GIS (Geographic Information System).	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Aperture Master at S.R.C; duplicate at agency.	93-455-075	

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SLR 105

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	4.3.005.006	**Maps** Retired county and field maps used to track oil and gas well locations. Includes maps from 1988 and 1989 on 16mm microfilm.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Aperture Master at S.R.C; duplicate at agency.	93-455-074	
	4.3.005.010	**Geographic Information System, Oil and Gas Well Layer** Oil and gas well location data in electronic format.	PM		PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently.		

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	4.4	**SECTION 4.4: Oil and Gas Technical Permitting**							
	4.4.001	**SECTION 4.4.001: Oil and Gas Injection - Storage Permits and Support**							
	4.4.001.001	**H-1 and H-1A: Application to Inject Fluid Into a Reservoir Productive of Oil or Gas (ACTIVE)** All attachments necessary for application process including a permit. Also may include letter requesting exception to Statewide Rules 9 and/or 46 (16 TAC §§ 3.9 and 3.46), necessary attachments, and letter granting exception.	AC		AC		AC = After permit is denied, canceled, withdrawn or returned.		

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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	4.4.001.002	**H-1 and H-1A: Application to Inject Fluid Into a Reservoir Productive of Oil or Gas (DENIED)** All attachments necessary for application process along with denial letter; does NOT include a permit.	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently. Once application is denied, retain for 1 year, scan and send paper files to Archives for review.		
	4.4.001.003	**H-1 and H-1A: Application to Inject Fluid Into a Reservoir Productive of Oil or Gas (CANCELED)** All attachments along with a permit and letter of cancellation.	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		

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

2. Agency Code **455** | 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.4.001.004	**H-1 and H-1A: Application to Inject Fluid Into a Reservoir Productive of Oil or Gas (WITHDRAWN/RETURNED)** All attachments necessary for application process along with letter of return or withdrawal; does NOT include a permit.	AC+2		AC+2		AC = Date withdrawn/returned.		
	4.4.001.005	**H-1 and H-1A: Application to Inject Fluid Into a Reservoir Productive of Oil or Gas**	6 mo.	25	25 yrs. 6 mo.	R	Paper format records that have been imaged. Texas State Library and Archives Commission requires that the paper be kept until the first migration of the electronic images, which is undetermined at this time.	12-455-229	
	4.4.001.006	**W-14: Application to Dispose of Oil & Gas Waste by Injection Into a Porous Formation Not Productive of Oil or Gas (ACTIVE)** All attachments necessary for application process including a permit. Also may include letter requesting exception to Statewide Rules 9 and/or 46 (16 TAC §§ 3.9 and 3.46), necessary attachments, and letter granting exception.	AC		AC		AC = After permit is denied, canceled, withdrawn or returned.		

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
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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 **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.4.001.007	**W-14: Application to Dispose of Oil & Gas Waste by Injection Into a Porous Formation Not Productive of Oil or Gas**	6 mo.	25	25 yr. 6 mo.	R	Paper format records that have been imaged. Texas State Library and Archives Commission requires that the paper be kept until the first migration of the electronic images, which is undetermined at this time.	12-455-230	
	4.4.001.008	**W-14: Application to Dispose of Oil & Gas Waste by Injection Into a Porous Formation Not Productive or Oil or Gas (DENIED)** All attachments along with letter of denial; does NOT include a permit.	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently. Once application is denied, retain for 1 year, scan and send paper files to Archives for review.		

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
Records Retention Schedule

SLR 105

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.4.001.010	**W-14: Application to Dispose of Oil & Gas Waste by Injection Into a Porous Formation Not Productive or Oil or Gas (CANCELED)** All attachments along with a permit and letter of cancellation.	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently. Once application is denied, retain for 2 years, scan and send paper files to Archives for review.		
	4.4.001.012	**W-14: Application to Dispose of Oil & Gas Waste by Injection Into a Porous Formation Not Productive or Oil or Gas (WITHDRAWN/RETURNED)** All attachments along with letter of return or withdrawal; does NOT include a permit.	AC+2		AC+2		AC = Date withdrawn/returned.		
	4.4.001.016	**H-5: Disposal/Injection Well Pressure Test Report** Includes Form H-5 and pressure test chart. Reports for 1986 and 1991-1994 are available as electronic images.	AV+5		AV+5				

Retention Codes *(Field 7)*

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Archival Codes *(Field 8)*

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2. Agency Code **455** | 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.4.001.018	**H-10: Annual Disposal/Injection Well Monitoring Report Mainframe Database**	PM		PM				
	4.4.001.020	**H-10: Annual Disposal/Injection Well Monitoring Report** Includes H-10s filed in hard copy and electronically. H-10s filed electronically by electronic data interchange (EDI) from 1987 through August 31, 2007 with output on microfiche. As of September 1, 2007, forms are filed online and official record is the electronic image.	PM	PM	PM		Microfiche Master at S.R.C; duplicate at agency (for EDI computer output microfiche). Hard copy is imaged, paper is destroyed..	01-455-151	
	4.4.001.022	**H-10: Annual Disposal/Injection Well Monitoring Report** H-10s filed from 1983 through 1989 on microfilm.	PM	PM	PM		Microfilm Master at S.R.C; duplicate at agency.	91-455-013	
	4.4.001.024	**Severance Fee Waivers** Internal correspondence requesting waiver of severance fees by various workgroups.	AC+5		AC+5		AC = After fee has been waived.		

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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	4.4.001.026	**P-13: Application of Landowner to Condition an Abandoned Well for Fresh Water Production** Includes applications from 1972 through 2001 on microfilm. January 2002 to present merged with agency item numbers 4.2.0.040 and 4.2.0.041, Oil and Gas Potential Well Files, if well was a completion; merged with agency item numbers 4.2.0.058 and 4.2.0.059, Oil and Gas Potential Well Files: Wildcat and Suspense Files (Dry Holes), of well was a dry hole.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Comission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency.	00-455-118	
	4.4.001.028	**H-4: Application to Create, Operate and Maintain an Underground Hydrocarbon Storage Facility (ACTIVE)** Includes all attachments necessary for application process including a permit.	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		

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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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	4.4.001.030	**H-4: Application to Create, Operate and Maintain an Underground Hydrocarbon Storage Facility (DENIED)** Includes all attachments along with a letter of denial; does NOT include a permit.	PM		PM				
	4.4.001.032	**H-4: Application to Create, Operate and Maintain an Underground Hydrocarbon Storage Facility (CANCELED)** Includes all attachments along with a permit and letter of cancellation.	PM		PM				
	4.4.001.034	**H-4: Application to Create, Operate and Maintain an Underground Hydrocarbon Storage Facility (WITHDRAWN/RETURNED)** Includes all attachments necessary for application along with letter of return or withdrawal; does NOT include a permit.	PM		PM				
	4.4.001.036	**H-10H: Annual Well Monitoring Report Underground Storage in Salt Formations**	PM		PM				

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

2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	4.4.001.038	**H-2: Permit Application to Create, Operate, and Maintain a Brine Mining Facility (ACTIVE)** Includes all attachments necessary for application process including permit. H-2 form effective May 1999. Prior to May 1999, applications were submitted by letter.	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		
	4.4.001.040	**H-2: Permit Application to Create, Operate, and Maintain a Brine Mining Facility (DENIED)** Includes all attachments necessary for application process along with denial letter, does NOT include permit. H-2 form effective May 1999. Prior to May 1999, applications were submitted by letter.	PM		PM				

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.4.001.042	**H-2: Permit Application to Create, Operate, and Maintain a Brine Mining Facility (CANCELED)** Includes all attachments necessary for application process along with a permit and cancellation letter. H-2 form effective May 1999. Prior to May 1999, applications were submitted by letter.	PM		PM				
	4.4.001.044	**H-2: Permit Application to Create, Operate, and Maintain a Brine Mining Facility (WITHDRAWN/RETURNED)** Includes all attachments necessary for application along with a letter of return or withdrawal; does NOT include a permit. H-2 form effective May 1999. Prior to May 1999, applications were submitted by letter.	PM		PM				
	4.4.001.046	**Mechanical Integrity Tests** Includes all attachments necessary for testing integrity of brine mining and hydrocarbon storage wells.	PM		PM				

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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SLR 105

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	4.4.001.048	**Sonar Surveys**	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		
	4.4.001.050	**Emergency Response Plans**	AV		AV				

Retention Codes *(Field 7)*

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Archival Codes *(Field 8)*

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SLR 105

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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.
	4.4.002	**SECTION 4.4.002: Oil and Gas Environmental Permits and Suppport**							
	4.4.002.002	**H-11: Application For Permit To Maintain and Use A Pit (ACTIVE)** All attachments necessary for application process including a permit.	AC		AC		AC = After permit is denied, canceled, withdrawn or returned.		
	4.4.002.004	**Commercial H-11: Application For Permit To Maintain and Use A Pit (DENIED/CANCELED)** All attachments along with letter of denial or cancellation; includes a permit for canceled files only.	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		
	4.4.002.006	**Non-Commercial H-11: Application For Permit To Maintain and Use A Pit (DENIED/CANCELED)**	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		

Retention Codes *(Field 7)*

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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.
	4.4.002.008	**Commercial H-11: Application For Permit To Maintain and Use A Pit (RETURNED/WITHDRAWN)** All attachments necessary for application process along with letter of return or withdrawal; does NOT include a permit.	PM		PM				
	4.4.002.010	**Non-Commercial H-11: Application For Permit To Maintain and Use A Pit (RETURNED/WITHDRAWN)** Includes all attachments necessary for application process along with letter of return or withdrawal; does NOT include a permit. Applications for 1984 through 1997 on microfilm.	PM	PM	PM		Film immediately after facility is closed/backfilled, destroy paper. Microfilm Master at S.R.C.; duplicate at agency.	00-455-130	
	4.4.002.012	**Landfarming Permits: ACTIVE** Includes all necessary attachments requesting a method of treatment and disposal of low toxicity wastes that are spread or mixed into the soil.	AC		AC		AC = After permit is denied, canceled, withdrawn or returned.		

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

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.4.002.014	**Commercial Landfarming Permits: DENIED/CANCELED** All attachments along with letter of denial or cancellation; includes a permit for canceled file only.	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		
	4.4.002.016	**Non-Commercial Landfarming Permits: DENIED/CANCELED** All attachments along with letter of denial or cancellation; includes a permit for canceled file only.	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		
	4.4.002.018	**Commercial Landfarming Permits: RETURNED/WITHDRAWN** All attachments necessary for application process along with letter of return or withdrawal; does NOT include a permit.	PM		PM				

Retention Codes *(Field 7)*

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Archival Codes *(Field 8)*

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SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.4.002.020	**Non-Commercial Landfarming Permits: RETURNED/WITHDRAWN** All attachments necessary for application process along with letter of return or withdrawal; does NOT include a permit.	PM		PM				
	4.4.002.022	**Stationary Treatment Facilities: ACTIVE**	AC		AC		AC = After permit is denied, canceled, withdrawn or returned.		
	4.4.002.024	**Commercial Stationary Treatment Facilities: DENIED/CANCELED**	PM		PM				
	4.4.002.026	**Non-Commercial Stationary Treatment Facilities: DENIED/CANCELED**	PM		PM				
	4.4.002.028	**Commercial Stationary Treatment Facilities: RETURNED/WITHDRAWN**	PM		PM				
	4.4.002.030	**Non-Commercial Stationary Treatment Facilities: RETURNED/WITHDRAWN**	PM		PM				
	4.4.002.032	**Rule 8 Minor Permits** All attachments necessary for application and permit for one-time disposal of a small amount of waste; includes permits from 1988 through 1996 on microfilm.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	01-455-190	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	4.4.002.034	**Rule 8: Authority To Discharge Oil/Gas Wastes From A Gas Plant Into Various Disposal Sites (ACTIVE)** All attachments necessary for application process including a permit.	AC		AC		AC = After permit is denied, canceled, withdrawn or returned.		
	4.4.002.036	**Rule 8: Authority To Discharge Oil/Gas Wastes From A Gas Plant Into Various Disposal Sites (CANCELED/DENIED/ WITHDRAWN/EXPIRED)**	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		
	4.4.002.038	**Discharge Permits (Produced Water): ACTIVE** All attachments necessary for application and permit to discharge of waste into various areas.	AC		AC		AC = After permit is denied, canceled, withdrawn or returned.		

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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.4.002.040	**Discharge Permits (Produced Water): CANCELED/DENIED/WITHDRAWN/ EXPIRED**	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		
	4.4.002.042	**Discharge Minor Permits (Hydrostatic Discharge)** Includes all attachments necessary for application and permit for one-time discharge of a small amount of waste.	PM	PM	PM		Microfilm as volume warrants; destroy hard copy. Microfilm Master at S.R.C.; duplicate at agency.	02-455-195	
1.1	4.4.002.044	**Reports, Studies, and Surveys (Raw Data)** Includes Fresh Water, Hazardous Waste and Gas Plants	AC+10		AC+10	A	AC = Date of completion. (Not all raw data is compiled on report).		

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SLR 105

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	4.4.002.046	**Hazardous Oil and Gas Waste Generators**	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		
	4.4.002.048	**WH-1, WH-2, WH-3, WH-4, and WH-5: Waste Hauler Permits and Reports (ACTIVE)** All attachments necessary for application process including a permit for transportation of oil and gas waste for hire.	AC		AC		AC = After permit is denied, canceled, expired, withdrawn or returned.		

Retention Codes *(Field 7)*

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Archival Codes *(Field 8)*

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	4.4.002.050	**WH-1, WH-2, WH-3, WH-4, and WH-5: Waste Hauler Permits and Reports (EXPIRED/CANCELED)** All attachments necessary for application process including a permit for transportation of oil and gas waste for hire and a letter of expiration or cancellation; permits from 1967 through 2007 on microfilm.	PM	PM	PM	R	Retain in paper 3 years from expiration/cancellation date, film , destroy paper. Microfilm Master at S.R.C.; duplicate at agency. Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.	91-455-011	
	4.4.002.052	**WH-1, WH-2, WH-3, WH-4, and WH-5: Waste Hauler Permits and Reports (DENIED/CANCELED through Enforcement)**	PM		PM	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		

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	4.4.002.054	**Water Quality Certifications and Coastal Management Program Consistency Reviews**	AC+5		AC+5	A	AC = Date review completed.		
	4.4.002.056	**R-9: Reclamation Plant Permits: ACTIVE AND INACTIVE** Includes permits from 1930 through 1984 on microfilm.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	01-455-193	
	4.4.002.058	**R-2: Monthly Report to Reclaiming and Treating Plants**	PM		PM				

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.4.002.060	**Plant/Refinery Reports** Includes the following reports for the year 2002 to current: C-1: Carbon Black Plant Report C-2: Application for Permit to Operate a Carbon Black Plant C-3: Permit to Operate Carbon Black Plant G-3: Gas Storage Data Sheet R-1: Monthly Report and Operations Statement for Refineries R-2: Monthly Report for Reclaiming and Treating Plants R-3: Monthly Report for Gas Processing Plants R-4: Gas Processing Plant Report of Gas Injected R-5: Certificate of Compliance (Gasoline Plants and Refineries) R-6: Application for Certificate of Compliance (Cycling Plant) R-7: Pressure Maintenance and Repressuring Plant Report T-6: Pipeline Company Monthly Report of Gas Exported from Texas	PM	PM	PM		Film as time permits; destroy paper. Microfilm Master at S.R.C.; duplicate at agency.	04-455-201	

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

2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	4.4.002.062	**Carbon Black Plant, Gas Exported from Texas, and Casinghead Gas Connection Reports** Includes historical records for forms C-1: Carbon Black Plant Report; C-2: Application for a Permit to Operate a Carbon Black Plant; C-3: Permit to Operate a Carbon Black Plant; T-6: Pipeline Company Monthly Report of Gas Exported from Texas; and Casinghead Gas Connections: List of All Leases Connected to Plant (Historical). Casinghead Gas Connections report discontinued in May 1991. Reports on microfilm. Current reports included with 4.4.002.060.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	91-455-015	
	4.4.002.064	**C-1: Carbon Black Plant Report** Reports on microfiche. Current reports included with 4.4.002.060.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-178	
	4.4.002.068	**C-2: Application for a Permit to Operate a Carbon Black Plant** Applications on microfiche. Current reports included with 4.4.002.060.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-179	

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	4.4.002.072	**C-3: Permit to Operate a Carbon Black Plant** Permits on microfiche. Includes defunct carbon black plants. Current reports included with 4.4.002.060.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-180	
	4.4.002.076	**Gas Storage Operator Report: Annual and Lates** Reports on microfiche. Current reports included with 4.4.002.060.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-183	
	4.4.002.078	**R-1: Monthly Report and Operations Statement for Refineries** Reports on microfilm. Current reports included with 4.4.002.060.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	91-455-012	
	4.4.002.080	**R-2: Monthly Report for Reclaiming and Treating Plants** Reports on microfiche. Current reports included with 4.4.002.060.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-189	

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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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	4.4.002.082	**Gas Processing Plant and Gas Storage Data Reports** Includes monthly reports for forms G-3: Gas Storage Data Sheet; old GP-1 and R-3: Monthly Report for Gas Processing Plants; and R-4: Gas Processing Plant Report of Gas Injected. Reports on microfilm. Current reports included with 4.4.002.060.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	93-455-100	
	4.4.002.085	**R-5: Certificate of Compliance (Gasoline Plants and Refineries)** Reports on microfilm. Current reports included with 4.4.002.060.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	RMD# 08-455-217	
	4.4.002.086	**R-5: Certificate of Compliance (Gasoline Plants and Refineries)** Reports on microfiche. Current reports included with 4.4.002.060.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-185	
	4.4.002.088	**R-6: Application for Certificate of Compliance (Cycling Plant)** Reports on microfilm. Current reports included with 4.4.002.060.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	01-455-186	

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	4.4.002.090	**R-7: Pressure Maintenance and Repressuring Plant Report** Reports on microfiche. Current reports included with 4.4.002.060	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-187	
	4.4.002.094	**T-6: Pipeline Company Monthly Report of Gas Exported from Texas** Reports on microfiche. Current reports included with 4.4.002.060.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-171	
	4.4.002.096	**Monthly Summary of Texas Natural Gas**	PM		PM				
	4.4.002.098	**H-12: New or Expanded Enhanced Oil Recovery Project and Area Designation Approval Application**	AV+1		AV+1				
	4.4.002.100	**H-13: Enhanced Oil Recovery Positive Production Response Certification Application**	AV+1		AV+1				
	4.4.002.102	**H-14: Enhanced Oil Recovery Reduced Tax Annual Report**	AV+1		AV+1				

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Archival Codes *(Field 8)*

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

2. Agency Code **455** | 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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	4.4.002.104	**P-18: Skim Oil/Condensate Report**	PM	PM	PM		Film monthly, destroy paper. Microfilm Master at S.R.C.; duplicate at agency.	91-455-009	
	4.4.002.106	**ST-1: Application for Texas Severance Tax Incentive Certification** Approved State Severance Tax Exemption Applications, including High Cost Gas - Section I, II and approved F-1 Application and attachments plus NGPA Supplemental Application and/or High Cost Severance Tax Exemption Certification Application. For approved State Severance Tax Exemption Applications, including 2-Year Inactive Well - Section I, III and Flared/Vented Gas Marketing - Section I/IV see agency item number 4.3.002.068.	PM	PM	PM	A	Once file is closed, film; destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency.	00-455-126	
	4.4.002.108	**Exception to SWR 32 (16 TAC §3.32) - ACTIVE**	AV		AV				

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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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	4.4.002.110	**Exception to SWR 32 (16 TAC §3.32) - TEMPORARY**	AC+1		AC+1		AC = After completed.		
	4.4.002.112	**Exception to SWR 32 (16 TAC §3.32) - CANCELED**	AC+2		AC+2		AC = After cancellation date.		
	4.4.003	**SECTION 4.4.003: Oil and Gas Drilling Permits**							
	4.4.003.002	**W-1: Application for Permit to Drill, Recomplete, or Re-Enter** Includes form W-1 and all associated attachments. Filed online from May 2005 forward. Previous W-1 forms filed with agency item number 4.2.0.040, Oil and Gas Potential Well Files.	PM		PM	R	This form is filed online; all hard copy filings are imaged and paper is held as long as administratively valuable.		

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455	**RAILROAD COMMISSION OF TEXAS**

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	4.5	**SECTION 4.5: Oil and Gas Site Remediation**							
	4.5.0.002	**State-Managed Abandoned Site Technical Files** Files containing technical documentation of complex state-managed cleanup projects, where an operator or other responsible party cannot be located or is unable to remediate the site. File documents may include correspondence, investigation and analytical reports, district office inspection reports, analytical reports, and progress notes.	PM		PM	A	Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, and .111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		

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SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.5.0.004	**State-Managed Abandoned Site Cleanup Code Files** Files containing financial documentation of state-managed cleanup activities on individual sites to which specific database codes have been assigned, where an operator or other responsible party cannot be located or is unable to remediate the site. File documents may include certified letters to operator, requests for funds, mainframe screen prints, RRC authorization, addendum to authorization, Purchase Order Change Notice, invoice packet (invoice summary sheet, purchase voucher, vendor invoice, required documentation to support vendor invoice, District D-forms), and referral to Legal Enforcement for collection.	PM	PM	PM		Files will be retained in paper for 2 years before microfilming. Film as time permits and destroy paper. Microfilm Master at S.R.C.; duplicate at agency. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, and .111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	05-455-206	

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SLR 105

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	4.5.0.006	**Operator/Responsible Party Cleanup Files** Documents pertaining to complex remediation activities by operators or other responsible parties at exploration and production facilities. File documents may include progress notes, correspondence, investigation and analytical reports.	PM	PM	PM	A	Files will be retained in paper for 2 years before microfilming. Film as time permits and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, and .111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	05-455-205	

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	4.5.0.008	**Voluntary Cleanup Program (VCP) Files** Documents pertaining to VCP applications desiring to remediate oil and gas related pollution sites but who did not cause or contribute to the contamination. Upon completion of the cleanup, applicants may receive a release of liability to the state. File documents may include correspondence, application form, VCP Agreement, progress notes, and reports.	PM	PM	PM		Files will be retained in paper for 2 years before microfilming. Film as time permits and destroy paper. Microfilm Master at S.R.C.; duplicate at agency. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, and .111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	09-455-219	

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Archival Codes *(Field 8)*

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	4.5.0.010	**Administrative Reading Files** Documents pertaining to ongoing Site Remediation oil field cleanup program. Files will include correspondence organized chronologically by fiscal year and month.	PM	PM	PM		Files will be retained in paper for 2 years before microfilming. Film as time permits and destroy paper. Microfilm Master at S.R.C.; duplicate at agency. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, and .111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	05-455-207	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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Texas State Library and Archives Commission

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	4.5.0.012	**State-Managed Cleanups: Monthly Summary Reports** Monthly statistical reports detailing state-managed cleanup activities reported each calendar month to the Legislature, including closed activities, authorized cleanup activities, activities remaining completion, data on activities exceeding original awards, and types of activities.	PM	PM	PM		Files will be retained in paper for 2 years before microfilming. Film as time permits and destroy paper. Microfilm Master at S.R.C.; duplicate at agency. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, and .111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	11-455-222	

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	4.5.0.014	**Monthly Report of Operator Cleanup, Voluntary Cleanup, and Grants Program Activities** Monthly reports detailing the status of activities reported each calendar month for the Operator Cleanup, Voluntary Cleanup, and Grants Programs, including open and closed activities.	PM	PM	PM		Files will be retained in paper for 2 years before microfilming. Film as time permits and destroy paper. Microfilm Master at S.R.C.; duplicate at agency. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, and .111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	11-455-223	

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Archival Codes *(Field 8)*

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Texas State Library and Archives Commission

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	4.5.0.016	**State-Managed Cleanups: Annual Candidate List** Annual reports detailing the pool of prospective State-managed cleanup candidates at the beginning of each fiscal year, including candidates per district office and types of facilities (both exploration/production sites and non-exploration/production sites).	PM	PM	PM		Files will be retained in paper for 2 years before microfilming. Film as time permits and destroy paper. Microfilm Master at S.R.C.; duplicate at agency. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. See Gov't Code §§552.101, .103, .107, and .111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	11-455-224	

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	4.6	**SECTION 4.6: Oil and Gas Field Operations**							
	4.6.001	**SECTION 4.6.001: Field Operations - Austin Headquarters**							
	4.6.001.002	**H-9: Certificate of Compliance with SWR 36 (16 TAC §3.36)** Hydrogen Sulfide.	US		US		US = Until H-9 is superseded by an amended H-9 or new operator filing. Retain in paper most recent H-9. Destroy superseded H-9.		
	4.6.001.004	**Statewide Rule 35 (16 TAC §3.35): Compliance Documents** Lost Radioactive Source Files.	PM		PM				
	4.6.001.006	**Seismic (Non-Permitted) and Cathodic Well Files**	AV		AV	R	Records will be reviewed for archival value by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		

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	4.6.001.008	**Oil/Gas Related Accident Files** Includes blowouts, H2S incidents, and fires.	AC+5+ AV		AC+5+ AV		AC = Final action by Oil and Gas Division staff; or final action if litigation or enforcement action results. See records series item numbers 1.1.048 or 1.1.073. Where enforcement action or other litigation threatened or pending, portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.022, .101, .103, .107, .108, and .111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		
	4.6.001.010	**Panhandle Files: Raw Data** Historical data/records related to development of Panhandle Field Rules.	AV		AV				

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	4.6.001.012	**H-8: Crude Oil, Gas Well Liquids or Associated Products Loss Report and Index**	PM	PM	PM	A	Retain in paper for 2 years (prior and current), then film and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency.	91-455-016	
	4.6.001.014	**Waste Oil Movements**	100 yrs.		100 yrs.				
	4.6.001.018	**H-15: Test On an Inactive Well More Than 25 Years Old - Type A: Annual Fluid Level Test**	AC+1		AC+1		AC = After file is closed.		
	4.6.001.020	**H-15: Test On an Inactive Well More Than 25 Years Old - Type B: Mechanical Integrity Test**	AC+5		AC+5		AC = Date enered into the H-15 database.		

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	4.6.002	**SECTION 4.6.002: State Funded Plugging**							
	4.6.002.002	**Wells Plugged with State Funds** Attached documents may include cover sheet with operator name, lease name and identification number, and plug code; entry screen from Rbase system; legal enforcement referral, if applicable; invoice summary sheet; voucher; W-3(s); approval letter; recommendation for state funded plugging; certified letter; and well priority determination worksheet.	PM	PM	PM	A	Film as time permits, and destroy paper. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfim Master at S.R.C.; duplicate at agency.	91-455-036	
	4.6.002.004	**Wells Plugged with State Funds: Salvage** Attached documents may include salvage report; copy of salvage check; bill of sale/notice of disposition; bid award letter; bid submission sheet of successful bidder; and, if applicable, claim for salvage, T-Bar memo of approval or denial, memo to Administration Division authorizing payment, and letter to claimant to inform of RRC decision.	PM	PM	PM		Microfilmed annually. Microfilm Naster at S.R.C.; duplicate at agency.	07-455-209	

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

Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455** | 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.6.003	**SECTION 4.6.003: Field Operations - District Offices**							
	4.6.003.002	**Pollution/Water Well Contamination Files** Includes D-forms, complaint files, correspondence, reports and studies. Pollution is defined as a violation of Statewide Rules 8, 91, or 98 (16 TAC §§3.8, 3.91, or 3.98).	AC+2+ AV		AC+2+ AV	A	AC = File closure or final disposition of the complaint. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, .108, .111, and .137.		
	4.6.003.004	**State Funded Plugging Files** Includes D-forms prior to, during, and after plugging; complaint files; correspondence; plugging reports; bids and contracts; and invoices and vouchers.	AC+1		AC+1		AC = After case referred to Office of the Attorney General and closed. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		
	4.6.003.006	**State Funded Cleanup Files** Includes D-forms prior to, during, and after assessment/remediation; complaint files; correspondence; assessment/remediation reports; bids and contracts; and invoices and vouchers.	AC+2		AC+2		AC = After case referred to Office of the Attorney General and closed. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		

Retention Codes *(Field 7)*

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Archival Codes *(Field 8)*

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

2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	4.6.003.008	**Inspections with Non-Pollution Related Violations** Includes D-forms, complaint files, correspondence, reports and studies. Non-pollution violation is defined as any violation other than Statewide Rules 8, 91, or 98 (16 TAC §§3.8, 3.91, or 3.98).	AC+2		AC+2		AC = File closure or final disposition of the complaint. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		
	4.6.003.010	**Administrative and Non-Violation Inspections** Includes D-forms, complaint files, correspondence, and office time D-forms.	FE+1		FE+1		Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		
	4.6.003.012	**Minor Permits** Includes landfarming of oil contaminated soil, annular injection of drilling mud, road spreading of oil contaminated soil, fire wall application of oil contaminated soil, off lease disposal.	AC+1		AC+1		AC = Expiration date.		
	4.6.003.014	**Statewide Rule Exceptions** Includes but not limited to Statewide Rules 5 (16 TAC §3.5) and 13 (16 TAC §3.13) and P-8 clearances.	AV		AV				

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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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	4.6.003.016	**Form W-3A: Notice of Intention to Plug and Abandon**	AV		AV		Retain at least until expiration of permit.		
	4.6.003.018	**Well Cards** Historical well records maintained in the Oil and Gas Division district offices.	AV		AV				

Texas State Library and Archives Commission

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	4.7	**SECTION 4.7: Oil and Gas Historical Information**							
	4.7.0.002	**Index: Inactive Oil and Gas Fields (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-166	
	4.7.0.004	**Index: Original Permanent Lease Numbers (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-167	
	4.7.0.006	**Index: Gas Wells with API Number (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-168	
	4.7.0.008	**Index: Oil Wells with API Number (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-169	

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Archival Codes *(Field 8)*

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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.7.0.010	**Index: Wells with API Number (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-170	
	4.7.0.012	**Index: Crude Oil Leases (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-163	
	4.7.0.014	**Index: H-8 (Historical)** Index to H-8: Crude Oil, Gas Well Liquids, or Associated Products Loss Report, for the years 1996 and 1997 on microfiche. (See 4.6.001.012 for current index.)	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-165	
	4.7.0.016	**Index: Gas and Build Cumulative Production (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	93-455-085	
	4.7.0.018	**Index: County Books (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-161	

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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.7.0.020	**Wildcat and Suspense Cards (Historical)** For the time period 1966 through 1974 on microfiche.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-162	
	4.7.0.022	**Wildcat and Suspense Cards (Historical)** For the time period 1975 through 1997 on microfilm.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	00-455-125	
	4.7.0.024	**Gas Production by Category (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	93-455-083	
	4.7.0.026	**Field Names and Numbers from 1971 Oil Masters (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-164	
	4.7.0.028	**Rule 37 Hearing Cards (Historical)** Provides index to Rule 37 hearings for the time period 1953 through 1985.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency.	00-455-119	

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Archival Codes *(Field 8)*

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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.7.0.030	**Hearing Files: Microformat (Historical)**	PM	PM	PM	A	Microfilm Master at S.R.C.; duplicate at agency.	00-455-117	
	4.7.0.032	**FERC Filings: Post FERC Data (Historical)** Note that paper originals of Natural Gas Policy Act (NGPA) filings were sent back to the Washington, D.C. office of the Federal Energy Regulatory Commission. One time filming for time period 1978 through 1992.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	00-455-128	
	4.7.0.034	**FERC Filings: Tolling Letters (Historical)** Includes letters to the Federal Energy Regulatory Commission, 45 day period to review notice of determination. Microfilm for the time period 1979 through 1992. Note that originals of Natural Gas Policy Act (NGPA) filings were sent back to the Washington, D.C. office of FERC.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	00-455-129	

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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.
	4.7.0.036	**FERC Filings: Effective and Efficient Findings (Historical)** Includes status sheet - special findings examiner letters, geological and engineering statements, and attachments. Microfilm for the time period 1979 through 1987. Note that paper originals of Natural Gas Policy Act (NGPA) filings were sent back to the Washington, D.C. office of FERC.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	00-455-127	
	4.7.0.038	**FERC Filings: Natural Gas Policy Act (Historical)** Natural Gas Policy Act (NGPA) Applications, includes determination report Railroad Commission of Texas filed with FERC describing its determination process and each determination made in accordance with the process described. Record series discontinued June 1994. Note that paper originals of Natural Gas Policy Act (NGPA) filings were sent back to the Washington, D.C. office of FERC.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	91-455-006	

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2. Agency Code **455** | 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.7.0.040	**FERC Filings: Withdrawn F-1 (NGPA) Applications (Historical)** Includes letters stating company application, withdrawn pursuant to its request and incomplete information by applicant; Form F-1, NGPA (Supplemental applications withdrawn and attachments). Note that paper originals of Natural Gas Policy Act (NGPA) filings were sent back to the Washington, D.C. office of FERC.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	91-455-028	
	4.7.0.042	**Proration Schedule: Oil and Gas Depth/Bracket Yardstick (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-145	
	4.7.0.044	**Gas Purchaser/Nominator (Historical)** Includes form T-3 from 1984 to 1992 on microfiche. Form T-3 discontinued in June 1992.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	92-455-067	

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	4.7.0.046	**T-3: Nominations for the Purchase or Use of Gas (Historical)** Forms for the time period 1939 through June 1992 on microfilm. Form T-3 discontinued in June 1992.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	91-455-021	
	4.7.0.048	**Pressure Test Schedule (Historical)** Includes second notice letters.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-172	
	4.7.0.050	**P-9: Tank Cleaning and Tank Bottom Report (Historical)** Transportation authority; reports for the time period 1982 through 1984 on microfiche. Form discontinued in April 1990. The form was used for the gatherer to describe tank cleaning before another delivery run was made from the tank; contained only gross content of the tank bottom.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-175	

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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.7.0.052	**P-9: Tank Cleaning and Tank Bottom Report (Historical)** Transportation authority; reports for the time period 1985 through 1990 on microfilm. Form discontinued in April 1990. The form was used for the gatherer to describe tank cleaning before another delivery run was made from the tank; contained only gross content of the tank bottom.	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	91-455-018	
	4.7.0.054	**T-5: Gauger Tank Cleaning Request (Historical)** Forms for the time period 1982 through 1986 on microfiche. Form discontinued in April 1990. Gatherer request for tank to be cleaned before another delivery is made from the tank; form described tank gross contents and sample tested according to RRC prescribed "Shake Out Test".	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-176	

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Archival Codes *(Field 8)*

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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	4.7.0.056	**T-5: Gauger Tank Cleaning Request (Historical)** Forms for the time period 1984 through 1990 on microfilm. Form discontinued in April 1990. Gatherer request for tank to be cleaned before another delivery is made from the tank; form described tank gross contents and sample tested according to RRC prescribed "Shake Out Test".	PM	PM	PM		Microfilm Master at S.R.C.; duplicate at agency.	91-455-022	
	4.7.0.058	**Absolue Open Flow (AOF) Operator Survey (Historical)** Survey of operators to determine existence of a market demand for 100% of the production capacity of all the active gas wells in subject fields.	AV		AV				
	4.7.0.060	**ST-2: Application for Texas Individual 3-Year Inactive Wellbore Certification (Historical)** Discontinued in February 1996.	PM		PM				

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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

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3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	4.7.0.062	**Reports for Market Demand (Historical)** Market Demand Reports includes Stock Reports, T-2 Crude Oil Nominations and T-2A Summary of Nominations and Purchases of Crude Oil. Stock Reports discontinued in 1982. Form T-2 discontinued in 1970. Form T-2A discontinued in March 1994.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency.	01-455-155	
	4.7.0.064	**Oil and Gas Production Ledger Retros (Historical)** Corrections to the production ledgers. Discontinued in 1991.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency.	91-455-020	

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	4.7.0.066	**G-7: Forecast for the Production and Disposition of Gas Well Gas in Prorated Gas Fields in the State of Texas (Historical)** Form discontinued in 1986.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency.	01-455-160	
	4.7.0.068	**G-7: Forecast for the Production and Disposition of Gas Well Gas in Prorated Gas Fields in the State of Texas (Historical)** Includes late reports for 1984 and 1985 on microfiche. Form discontinued in August 1986.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	01-455-173	
	4.7.0.072	**Casinghead Gas Connections: List of All Leases Connected to Plant (Historical)** Reports on microfiche. Report discontinued in May 1991.	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-181	

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Archival Codes *(Field 8)*

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2. Agency Code **455** 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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	4.7.0.074	**Hydrogen Sulfide Plants/Sweetening Units (Historical)**	PM	PM	PM		Microfiche Master at S.R.C.; duplicate at agency.	01-455-184	
	4.7.0.076	**Index: Well Logs by District, County, and Operator (Historical)** Well logs are now imaged. Index and microfiche discontinued in January 2005.	PM	PM	PM	A	If the agency changes the retention period to anything less than "PM" transfer the records to the State Archives as their retention is met. Microfiche Master at S.R.C.; duplicate at agency.	01-455-191	
	4.7.0.078	**W-1X: Application For Future Re-Entry of Inactive Wellbore and 14(B)(2) Extension Permit (Historical)** Form discontinued September 1, 2004.	PM	PM	PM		After file is closed, retain in paper 4 years, film, destroy paper. Microfilm Master at S.R.C; duplicate at agency.	00-455-121	

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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

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	4.7.0.080	**Master Electronic Filing Agreement (MEFA) (Historical)** Before filing compliance documents electronically, an operator must be authorized by completing a Master Electronic Filing Agreement (MEFA). This form was discontinued in 2004.	PM		PM				
	4.7.0.082	**Administrative Gas Field Rules (Historical)** Consists of correspondence and special orders administratively adopting rules and regulations for gas fields.	PM	PM	PM		Microfilmed in 1979 on a one-time basis. Microfilm Master at S.R.C.; duplicate at agency.	08-455-218	

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	4.8	**SECTION 4.8: Oil and Gas Groundwater Advisory Unit**							
	4.8.0.002	**Geophysical Logs** Includes various types of electric logs and sample logs used to identify usable quality groundwater in Texas.	PM		PM	A	If the agency changes the retention period to anything less than "PM" transfer the records to the State Archives as their retention is met.		
	4.8.0.004	**Salt Water Disposal Applications and Recommendations** Includes application, maps, and recommendation letters. Records from 1962 to 1989 are in microfilm format.	PM	PM	PM	A	If the agency changes the retention period to anything less than "PM" transfer the records to the State Archives as their retention is met. Microfilm Master at S.R.C.; duplicate at agency.	12-455-231	

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	4.8.0.006	**Surface Casing Applications and Recommendations** Includes application, maps, and recommendation letters. Records from 1956 to 2000 are in microfilm format.	PM	PM	PM	A	If the agency changes the retention period to anything less than "PM" transfer the records to the State Archives as their retention is met. Microfilm Master at S.R.C.; duplicate at agency.	12-455-232	
	4.8.0.008	**Surface Casing Applications and Recommendations** Includes application, maps, and recommendation letters. Records from 2001 through 2008 are in paper format.	AC	15	AC+15		AC = 5 years from date issued.	12-455-233	
	4.8.0.010	**Surface Casing Applications and Recommendations** Includes application, maps, and recommendation letters. Records from 2009 through current year in electronic format. Also includes legacy database began in 1986.	PM		PM				

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	5.0	**PART 5: GAS SERVICES DIVISION**							
	5.1	**SECTION 5.1: General**							
	5.1.0.002	**Gas Utility Docket Tracking System** General docket information in chronological order compiled from mainframe files and used for indexing purposes.	AV		AV				
	5.1.0.004	**Complaint and Inquiry Files: Gas Utility Companies** Includes outside complaints and requests for information.	AC+2		AC+2		AC = Complaint closed. Files are electronically retained on mainframe computer for 2 years after close, then automatically deleted.		

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Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455** | 3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	5.2	**SECTION 5.2: Gas Utility Audit**							
	5.2.0.002	**Audits (Gas Utility Companies)**	AC+4		AC+4		AC = End of fiscal year in which final audit findings are released or published.		
	5.2.0.004	**Gas Utility Tax Files, Gas Utility Companies**	CE+4		CE+4				
	5.2.0.006	**Screened - Non Utility Companies** Companies screened and determined to be non-jurisdictional (Non-Utilities, Own Production, Certified Out).	FE+4		FE+4				
	5.2.0.008	**Annual Financial Reports (Gas Utility Companies)** Filed by gas utility companies pursuant to Texas Utilities Code §§102.003 and 121.102, and 16 TAC §7.301.	CE+5		CE+5	A	Retain in hard copy for 1 year after end of calendar year; image; send hard copy to Texas State Library and Archives Commission.		
	5.2.0.010	**Form PS-3D: Municipal Distribution System Natural Gas Accounting**	AC+5		AC+5		AC = End of reporting period. Reporting period is July 1 - June 30.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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2. Agency Code	455	3. Agency Name	RAILROAD COMMISSION OF TEXAS

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.
	5.2.0.012	**Gas Utilities Annual Statistical Report Publication**	AC+10 +AV		AC+10+ AV		AC = Annual publication date on agency web site. Maintained on a network shared drive. AV is met by sending a printed copy to the Railroad Commission of Texas Archives in Information Services.		
	5.2.0.014	**Odorization Reports (LPG Form 17)**	FE+3		FE+3				
	5.3	**SECTION 5.3: [Reserved]**							

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	5.4	**SECTION 5.4: Market Oversight**							
	5.4.0.002	**Compliance Files** Gas utilities are required by Commission order to make compliance filings. Includes, e.g., sucharges, rate case expenses, BTU content, liability insurance, lost and unaccounted for gas volumes, cost of gas filings, weighted average cost of gas filings, system repair balances and supplier indebtedness.	AC+5		AC+5		AC = Date matter resolved and/or file closed.		
	5.4.0.004	**Curtailment Files (Active)** Required by Commission regulations if a utility serves end users. Lists order of curtailment of gas supply to gas customers in times of shortage, etc.	AC+5		AC+5		AC = Becomes inactive.		

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	5.4.0.008	**Gas Utilities Docket Files/Transcripts/Exhibits** Files include statements of intent, appeals, complaints, applications, proposals for decision, conference materials, final orders, notices, requests for information, transcripts, exhibits, cassette tapes, video tapes, diskettes, etc.	PM	PM	PM	A	Image after enough have accumulated. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency. Cassette tapes will be reproduced every ten (10) years. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.110 (trade secret and proprietary information). See also Texas Attorney General ORD-552 (1990). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	96-455-114	

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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	5.4.0.010	**Gas Utility Tariff Files (Active)** Reports charges being made to customers as required by Commission regulations, including quality of service rules, curtailment policies, and line extension policies. Also lists confidential customer information and delivery point information.	US		US		Retain in hard copy or online until superseded. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.110; see also Texas Attorney General ORD-552 (1990).		
	5.4.0.012	**Gas Utility Tariff Files (Dead, Inactive, or Superceded)** Files moved from agency item number 5.4.0.010 when status changes from active to dead, inactive, or superceded. Includes confidential customer information and delivery point information for companies no longer in existence.	AC+5		AC+5		AC = Tariff is superceded or company becomes inactive or is no longer in existence. Retain in hard copy or or place in history file online. Portions may be exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.110; see also Texas Attorney General ORD-552 (1990).		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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	5.4.0.014	**Master Meter Operator Files** Includes contact information to master meter operators to determine if they are sub-metered and in compliance with Commission regulations.	AC+2		AC+2		AC = After response is received.		
	5.4.0.016	**Natural Gas Underground Storage Reservoir Statistics** Tables to track historical annual storage levels of underground natural gas storage reservoirs.	AV		AV				
	5.4.0.018	**Special Project and Planning Files** Includes industry reports, administrative reports, printouts, forms, tables, plans and planning records, and working papers.	CE	10	CE+10		No longer microfilmed. Microfilm Master at S.R.C.; duplicate at agency. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.110 (trade secrets or certain commercial or financial information) and .111 (staff advice, opinion, or recommendation).	91-455-037	

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	5.4.0.020	**Natural Gas Transportation Informal Complaint Files** Includes original complaint (confidential); staff letter to respondent; response; close-out letter.	AC+2		AC+2		AC = Close of informal complaint. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, and .111. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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	6.0	**PART 6: SAFETY DIVISION**							
	6.1	**SECTION 6.1: Division Wide**							

Retention Codes *(Field 7)*				Archival Codes *(Field 8)*
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1.1	6.1.0.002	**Docket Files/Transcripts/Exhibits** Comprises applications and enforcement proceedings. Includes applications, public notices, hearings, protests, pleadings, PFDs, orders, case summaries, motions, subpoenas, transcripts, exhibits, and officially noticed records.	AC	10	AC+10		AC = Hearing closed, final order signed, proceeding dismissed, approval granted except for data file which replaces or serves in lieu of a textual record; and, if applicable to an enforcement docket involving safety violations, compliance with 16 TAC §9.5(e). Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.103 (pending or reasonably anticipated litigation or administrative enforcement action in which the RRC is or may be a party); and .111 (staff advice, opinion, or recommendation). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	04-455-203	

Retention Codes *(Field 7)*

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	6.1.0.003	**Damage Prevention Docket Files**	AC+AV		AC+AV		AC=Hearing closed, final order signed, or proceeding dismissed. Paper is destroyed after imaging. On-line database is AV. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.103 (pending or reasonably anticipated litigation or administrative enforcement action in which the RRC is or may be a party); and .111 (staff advice, opinion, or recommendation). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		

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	6.2	**SECTION 6.2: Installations/Accidents**							
2.1	6.2.0.002	**Accident Reports, Associated Documentation and Accident Master Files/Database** Accidents include those involving LPG/CNG/LNG; or hazardous liquids or natural gas pipelines.	FE+5		FE+5		Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.103 (pending or reasonably anticipated litigation or administrative enforcement action in which the RRC is or may be a party); and .111 (staff advice, opinion, or recommendation). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		
	6.2.0.004	**Third Party Damage Reports** Reports filed using the online "Texas Damage Reporting Form".	5		5				

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1.1	6.2.0.006	**Complaint Files**	CE+3		CE+3		Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.103 (pending or reasonably anticipated litigation or administrative enforcement action in which the RRC is or may be a party); and .111 (staff advice, opinion, or recommendation). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of records series item number 1.1.048. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101, .103, .107, .111, and 137.		

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	6.3	**SECTION 6.3: Inspections/Compliance**							
	6.3.0.002	**Inspection Reports** LPG/CNG/LNG, and pipeline reports; related photographs, maps, and associated documentation; and master electronic inspection data file.	FE+5		FE+5		Includes routine inspections and special investigations. Social Security numbers on LP Gas information exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.147; see also Tex. Occupations Code §51.251; and 42 U.S.C.A. §405(c)(2)(c)(vii).		
	6.3.0.004	**Annual and Leak Reports, Hazardous Liquid and Natural Gas Pipeline Companies**	5+AV		5+AV		Paper destroyed after 5 years, and electronic on-line tracking is AV.		
	6.3.0.016	**Pipeline Safety Operator Files** Includes new construction reports and master files.	FE+5		FE+5				
	6.3.0.018	**School Pressure Test Worksheets**	US		US				

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	6.4	**SECTION 6.4: Administration**							
	6.4.0.002	**Inspector Activity Report Database**	FE+3+ AV		FE+3+A V				
	6.4.0.004	**Training Administration Records** Includes inspectors' training courses.	AV		AV				

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	6.5	**SECTION 6.5: Mapping - Pipeline Permitting**							
	6.5.0.002	**Digital Data Pipeline Map Files**	US		US	A	Master data files stored as "permanent storage" separate from "working storage".		
	6.5.0.004	**Pipeline Map Source Data** Hard copy maps and documents used as source material for digital entry of pipelines into automated mapping system.	AV		AV				
	6.5.0.006	**Computer Produced Pipeline Map Output**	AV		AV		Output may either be in printed/plotted or magnetic form.		
	6.5.0.008	**Pipeline Operation Permits** T-4, T-4A, and T-4C forms. Operator application for hazardous liquid and transmission pipelines.	AV+US		AV+US		Hard copy is AV and electronic on-line tracking is US.		

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	6.5.0.010	**Pipeline Operation Permits**	6 mo.	25	25 yrs. 6 mo.		Paper format records that have been imaged. Texsa State Library and Archives Commission requires that the paper be kept until the first migration of the electronic images, which is undetermined at this time.	12-455-235	
	6.5.0.012	**New Construction Reports**	5+AV		5+AV		Hard copy destroyed after 5 years and electronic on-line tracking is AV.		
	6.5.0.014	**Pipeline Tariff Files** Includes tariffs related to crude petroleum liquids transported by common carrier pipeline.	US		US	R	US = Amended tariff is received or pipeline is no longer active. See 16 TAC §3.71(21).		

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	7.0	**PART 7: SURFACE MINING & RECLAMATION DIVISION (SMRD)**							
	7.0.002	**Abandoned Mine Lands (AML) Files** Includes all correspondence dealing with inventory of sites, environmental studies, bid proposals, bids, contracts, payments, notices, rights of entry, closure of site, and reclamation summary.	AC+10		AC+10	A	AC = Mine reclaimed, bond released, and land returned to owner. Records are imaged and then placed onilne when a project has been completed. The hard copy record is then transferred to the Texas State Library and Archives Commission.		
	7.0.004	**Abandoned Mine Lands Planning Files** All development files in implementing program.	AV		AV				
	7.0.006	**Coal Mining Permit Applications, Issued** All issued coal mining permit applications, supplements, subsequent renewals and significant revisions (including maps).	PM	PM	PM	A	Original paper record is retained until the record is imaged and placed online. Once imaged and placed online, the paper copy is transferred to the Texas State Library and Archives Commission. Microfiche Master at S.R.C.; duplicate microfiche at agency will be imaged and placed online. Once imaged, the duplicate will be destroyed.	00-455-122	

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	7.0.007	**Coal Mining Permit Applications and Correspondence, Never Permitted**	5		5		Keep application and correspondence 5 years from date dismissed, then destroy.		
	7.0.008	**Coal Mining Permit Applications and Correspondence, Superceded By Issued Permit** Coal mining permit applications, supplements and correspondence superceded by subsequent filings for that application rendered unnecessary once the permit is issued. This also applies to Significant Revisions.	AV		AV		The application and correspondence can be destroyed 21 days after the Commission's final order issue date. (If an appeal occurs within the 20 days, then the application and correspondence cannot be destroyed until the appeal is final.)		
	7.0.009	**Coal Mining Pre-permit Correspondence, No Application Filed** Documentation only, no permit application was subsequently submitted.	AC+9		AC+9	R	AC = One year from date of last document received. Records will be imaged after AC; destroy hard copy once imaged.		

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1.1	7.0.010	**Coal Mining Permit Correspondence Files, Issued** All coal mining permit correspondence relating to the permits for mining, including in-situ gasification projects. Subjects included: signed orders, hearing files, notices, insurance, financials, bonding and bond release information, inspection reports, violations, complaints, quarterly and annual reports, soil, vegetation, wildlife and water reports, approval letters, memos and e-mails, revisions, design plans, mine plans, reclamation plans and all associated maps.	PM	PM	PM	A	Original paper record is retained until the record is imaged and placed online. Once imaged and placed online, the paper copy is transferred to the Texas State Library and Archives Commission. Microfiche Master at S.R.C.; duplicate microfiche at agency. Portions exempted from public disclosure under the Public Information Act. See Tex. Gov't Code §§552.101 (confidential informer's privilege). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §§552.137.	93-455-090	

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	7.0.012	**Coal Mining Permit Correspondence Files (Maps), Issued** Maps in microfilm format only. Maps in paper and microfiche formats are included in Agency Item No. 7.0.010.	PM	PM	PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfilm Master at S.R.C.; duplicate at agency.	00-455-116	
	7.0.014	**Original Coal and Lignite Mining Bonds**	AC		AC		AC = Bond replaced or permit terminated by final Commission Order. Bond will be returned to permittee if requested within 20 days of receipt of disposition notification letter. Segregated from the public permit file and retained in secure location. Copies available to the public for inspection and/or copying in the applicable permit file.		

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1.1	7.0.016	**Correspondence - Administrative (Court Cases)** Court cases where the rulings may affect the mining operations in Texas.	AV		AV	E	Archival review code removed subsequent to appraisal by the Archives and Information Services Division of the Texas State Library and Archives Commission, March 16, 2001.		
	7.0.018	**Coal Exploration Notices and Correspondence Files** Notices and correspondence for exploration of coal. Contains confidential and non-confidential files.	AC+9		AC+9		AC = One year after notice received. Records will be microfiched after conditions for AC have been met; once microfiched, destroy hard copy. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101 (confidential by law) and .110 (trade secrets or certain commercial or financial information). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		

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

Texas State Library and Archives Commission

STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
	7.0.019	**Uranium Exploration Applications**	AC+9		AC+9		AC = One year after notice received. Records will be microfiched after conditions for AC have been met; once microfiched, destroy hard copy. Portions confidential by law pursuant to Natural Resources Code §131.048. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101 (confidential by law) and .110 (trade secrets or certain commercial or financial information). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.		

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Archival Codes *(Field 8)*

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2. Agency Code **455**

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	7.0.020	**Office of Surface Mining (OSM) Administrative Record** The official records of the Texas Regulatory Program -- All program amendments, Federal Register notices, comments, and approvals.	AV		AV		Required to be maintained for public inspection by U.S. Department of Interior, Office of Surface Mining. OSM keeps the official copy in the OSM Tulsa, OK office. OSM's retention period is PM.		
1.1	7.0.022	**Lands Unsuitable Petitions** Petitions filed to designate certain lands unsuitable for mining. Consists of all documents related to petition, which includes: signed orders, hearing files, inspection reports, complaints, reports, studies, exhibits, and notices.	AC+25		AC+25	A	AC = After all litigation is ended.		

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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.
1.1	7.0.024	**Correspondence -- Administrative (SMRD Rules Files)** Rule development files including review comments, notices, Texas Register notices, orders, program amendments, OSM comments, Federal Register notices.	PM	PM	PM	E	Archival review code removed subsequent to appraisal by the Archives and Information Services Division of the Texas State Library and Archives Commission, March 16, 2001. Microfiche Master at S.R.C.; duplicate at agency. Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	10-455-221	
	7.0.026	**Excellence in Surface Mine Reclamation Awards** Entries for the Reclamation Awards are sent in by the mining industry. The files consist of entries for nomination, evaluations, and all correspondence pertaining to the Reclamation Awards.	5		5				
	7.0.028	**Excellence in Surface Mine Reclamation Awards** Winning submittal for each year.	10		10				

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	7.0.030	**Mining and Reclamation Program Submissions** The initial Program Submission to U.S. Department of Interior, Office of Surface Mining requesting approval of the Texas Coal Mining Regulatory Program.	AV		AV				
	7.0.032	**Interim SMRD Rules** These are the interim coal rules the Division operated under until the present coal rules and regulations were approved in 1980. The files consist of all the development files for the interim rules, comments from other state agencies, research material, and the interim rules.	AV		AV				

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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.
1.1.065	7.0.034	**Reports and Studies (Non-Fiscal) - Raw Data** Databases used to compile statistical reports.	AV		AV		Personal computer (PC) application. CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially records series item number 1.1.064.		
1.1	7.0.036	**Directives -- Office of Surface Mining (U.S. Department of Interior)** Guidance documents that assist in enforcing the Coal Mining Regulations.	US+1		US+1				

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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.
	7.0.038	**Historical Uranium Mining Permit Applications, Issued** All isued uranium permit applications, supplements, subsequent renewals and significant revisions (including maps).	PM	PM	PM	A	Original paper record is maintained until mine is reclaimed/released, and terminated. Once microfiched, the paper copy is destroyed. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency.	00-455-124	

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SLR 105

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2. Agency Code **455**

3. Agency Name **RAILROAD COMMISSION OF TEXAS**

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.
1.1	7.0.040	**Historical Uranium Mining Permit Correspondence Files, Issued** All uranium mining permit correspondence relating to the permits for mining. This includes signed orders, hearing files, design plans, inspection reports, violations, complaints, water reports, mine plans, reclamation plans, quarterly reports, notices, approval letters, memos, bonding information, bond release information.	PM	PM	PM	A	Original paper record is maintained for 5 years or until permit is terminated, whichever occurs first, then microfiched. Once microfiched, the hard copy is destroyed. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C.; duplicate at agency. Portions exempted from public disclosure under Public Information Act. See Tex. Gov't Code §§552.101 (confidential informer's privilege). Email addresses of members of the public might be confidential pursuant to Tex. Gov't Code §552.137.	94-455-104	

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	7.0.041	**Historical Uranium Mining Permit Correspondence Files (Maps), Issued**	PM		PM	A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently.		
	7.0.042	**Original Uranium Mining Bonds**	AC+1		AC+1		AC = Bond replaced or permit terminated by final Commission Order. Bond will be returned to permittee if requested within 20 days of receipt of disposition notification letter. Segregated from the public permit file and retained in secure location. Copies available to the public for inspection and/or copying in the applicable permit file.		
	7.0.044	**Abandoned Mine Lands Bidders List Database** List of contractors that may bid on reclamation work.	US		US		Microsoft Word application located on SMRD network.		

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	7.0.046	**Coal and Uranium Permit Database** Rbase application that tracks the permits and all actions pertaining to each permit.	AV		AV				
	7.0.048	**Abandoned Mine Lands, South, East, West Texas Inventory** Back up information and raw data that was used in publishing the West Texas Mined Lands Inventory Report; Mined Lands Inventory, Industrial Minerals, East Texas; Mined Lands Inventory, Industrial Minerals, South Texas; Re-Inventory of Abandoned Coal Mines of Texas; South Texas Uranium District Abandoned Mine Land Inventory.	PM		PM	R	Electronic data is in delimited ASCII format. Records will be reviewed by the Texas State Library and Archives Commission if the Railroad Commission decides not to maintain the records permanently.		
	7.0.050	**Inspectors' Field Notes/Diaries**	AC+1		AC+1		AC = After complaint, violation, or situation is resolved.		
	7.0.052	**OSM Annual Oversight Evaluation Reports** Annual evaluation of Texas Coal Program by U.S. Department of Interior, Office of Surface Mining.	30		30				

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	7.0.054	**OSM Annual Oversight Evaluation Correspondence** All correspondence pertaining to the oversight evaluations, which includes general correspondence, drafts, and comments.	30		30				
	7.0.056	**Blaster Certifications** Certificates to persons permitting them to perform blasting in Texas, including all applications for blaster certificates and correspondence pertaining to the certificates.	AC+3		AC+3		AC = Expiration of certificates. Social Security numbers exempted from public disclosure under Public Information Act. See Tex. Gov't Code §552.147; see also Tex. Occupations Code §51.251; and 42 USC §405(c)(2)(C)(viii).		

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