

July 24, 2019



Brandon Harris
Railroad Commission of Texas
P.O. Box 12967
Austin, Texas 78711-2967

Re: Agency records retention schedule amendment approved for use.

Dear Mr. Brandon Harris:

Amendment 1 to your agency's 8th recertification of your records retention schedule is approved for use as of **July 15, 2019**. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Megan Carey at 512-463-5494 or mcarey@tsl.texas.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Kelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members
David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Darryl Tocker
Martha Wong

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

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*Preserving yesterday
Informing today
Inspiring tomorrow*



LIBRARY
ARCHIVES

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
Name (Print or type) Brandon Harris
Date 2/6/2019

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature _____
Name (Print or type) _____
Date _____

Not Required at This Time

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

Signature
Name (Print or type) Gloria Meraz
Date July 15, 2019

Cert/Recert No. 8 Amendment No. 1

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.





LIBRARY ARCHIVES

STATE OF TEXAS Records Retention Schedule

SLR 122
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code:		2. Agency Name:											
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations	13. N, C, O	14. Current AIN
					Years	Months	Days						
6.5.0.014		Pipeline Tariff Files	Includes tariffs related to crude petroleum liquids transported by common carrier pipeline.	US					R	US=Amended tariff is received or pipeline is no longer active	See 16 TAC §3.71(21).	N	



January 15, 2019

Ms. Christi Craddick
Commission Chairman
Railroad Commission of Texas
1701 N. Congress Ave.
Austin, TX 78711-2967

Re: Agency records retention schedule approved for use.

Dear Ms. Craddick,

Your agency's records retention schedule is approved for use as of January 11, 2019. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure that all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of January, 2024.

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, Gina Cervantes at 512-463-6623 or gcervantes@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

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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Preserving yesterday
Informing today
Inspiring tomorrow

R01: 455



STATE OF TEXAS
Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

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(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 Rhyne
Name (Print or type) Susan Rhyne
Date May 23, 2018

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Not Required at This Time

Signature
Name (Print or type)
Date

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

Signature Gloria Meraz
Name (Print or type) Gloria Meraz
Date 1/11/19

Cert/Recert No. 8 Amendment No. -

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STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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					Years	Months	Days				
1.1.1.002	1.1.002	Audits	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	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.	Tex. Gov't Code §552.116
1.1.1.004	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC = September 1 or odd-numbered calendar years.	A	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.	
1.1.1.006	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 = 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.	



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1.1.1.008	1.1.007	Correspondence - Administrative	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulation, policies, and procedures that govern them.		4				A	Portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential. 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. 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 to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item 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.	Tex. Gov't Code §522.111; Tex. Gov't Code §552.137.
1.1.1.010	1.1.008	Correspondence - General	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					Email addresses of members of the public might be confidential. SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010	Tex. Gov't Code §552.137



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					Years	Months	Days				
1.1.1.012	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1						
1.1.1.014	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US	5				A	Agency policy to retain longer than TSLAC minimum. ARCHIVES NOTE: Archival "A": refers only to Oil and Gas and Surface Mining Divisions.	
1.1.1.016	1.1.013	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				R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.	



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					Years	Months	Days				
1.1.1.018	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	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. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.	Tex. Gov't Code §§552.101, .103, .107, and .111.
1.1.1.019	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				A	Transfer records to the State Archives yearly. Press releases present only on the agency's website will be transferred as electronic records.	



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					Years	Months	Days				
1.1.1.020	1.1.020	Public Information Requests - Not Exempted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC	1			AC = Date request fulfilled.		Email addresses of members of the public might be confidential.	Tex. Gov't Code §552.137
1.1.1.022	1.1.021	Public Information Requests - Exempted	Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC	2			AC = Date of notification that records are exempt.		Email addresses of members of the public might be confidential.	Tex. Gov't Code §552.137
1.1.1.024	1.1.023	Organization Charts		US					A		
1.1.1.026	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC	3			AC = Decision made to implement or not to implement result of planning process.	A	Portions exempted from public disclosure under Public Information Act. 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.	Tex. Gov't Code §552.111
1.1.1.027	1.1	All Major Information Resources Projects	Planning and implementation documentation, including all procurement and expenditure records, for all major information resources projects.	AC	3			AC = Completion of implementation of project.	R		
1.1.1.030	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			AC = Date of publication in the Texas Register.			



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					Years	Months	Days				
1.1.1.032	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV						Portions exempted from public disclosure under Public Information Act.	Tex. Gov't Code §§552.106 and .111
1.1.1.034	1.1.038	Customer Surveys	Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC				AC = Final disposition of summary report. SEE item number 1.1.067 for summary reports compiled from customer surveys.			
1.1.1.036	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC				AC = End of term in office or termination of service in a state position.	A	ARCHIVES NOTE: Archival designation "A" refers only to Commissioners' Offices. All other divisions are exempt.	
1.1.1.038	1.1.041	Suggestion System Records	Suggestions submitted by agency personnel and responses.			1					
1.1.1.040	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US		1					
1.1.1.042	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC		5		AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	R	Agency policy to retain longer than TSLAC minimum. Portions exempted from public disclosure under Public Information Act. 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.	Tex. Gov't Code §§552.101, .103, .107, .108, .111, and .137



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					Years	Months	Days				
1.1.1.044	1.1.053	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 = Report filed with the Texas Ethics Commission.			
1.1.1.046	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	AC	6			AC = September 1 of odd-numbered years.	A	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.	
1.1.1.047	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.		3						28 CFR §35.105(c)



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					Years	Months	Days				
1.1.1.048	1.1.057	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 ongoing 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 specific agency transaction.	AC				AC = Purpose of record has been fulfilled		CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	



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					Years	Months	Days				
1.1.1.049	1.1.058	Meeting Agenda and Minutes	Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551. Includes hearing notices, orders, and any other related documents.	PM					A	Filmed annually. Hardcopy destroyed after filming. Microfilm Master at S.R.C.; duplicate at agency; RMD # 91-455-019. 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. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 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.	
1.1.1.050	1.1.059	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 = The date of the meeting or completion of pending action involving the meeting, whichever is late.		SEE caution comment at item number 1.1.058.	Tex. Gov't Code §551.104(a)



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1.1.1.051	1.1.060	Meetings, Audio or Videotapes of Open	Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC			90	AC = Official approval of written minutes of the meeting by the governing body of an agency.		CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings 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.	
1.1.1.052	1.1.062	Meetings - Supporting documentation	Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.		2				A	SEE caution comment at item number 1.1.058.	
1.1.1.053	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1						



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					Years	Months	Days				
1.1.1.054	1.1.064	Agency Performance Measures Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE	3					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.	
1.1.1.056	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV						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 item number 1.1.064.	
1.1.1.058	1.1.066	Reports - Biennial or Annual Agency (Narrative)	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC	6			AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	



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1.1.1.060	1.1.067	Reports and Studies (Non-Fiscal)	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in the schedule. Includes reports distributed either internally or to other entities.		3				A	Portions of internal reports to Commissioners on policymaking issues exempted from public disclosure under Public Information Act. 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.	Tex. Gov't Code §552.111
1.1.1.062	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC	6			AC = September 1 of odd-numbered calendar years.			
1.1.1.064	1.1.069	Reports - Activity	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.		1					CAUTION: SEE item number 1.1.064.	



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1.1.1.066	1.1.070	Agency Rules, Policies, and Procedures - Final	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			AC = Completion or termination of program, rules, policies, or procedures.	A	Archival designation "A" refers to Oil and Gas Division. Rules, policies, and procedures for all other divisions and programs require archival review. Contact the Archives and Information Services Division of the Texas State Library and Archives Commission when these records have met their retention periods. Manuals and handbooks deposited in the Texas State Publications Depository Program, Texas State Library and Archives Commission fulfill the archival requirement for this series. SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.	
1.1.1.068	1.1.071	Agency Rules, Policies, and Procedures - Working Files	Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			AC - Completion or termination of program, rules, policies, or procedures.	R	SEE ALSO Records Series Item Number 1.1.070.	



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1.1.1.070	1.1.072	Public Information Reports	Reports made to the Office of the Attorney General on an agency's Public Information Act activities.		2						
1.1.1.072	1.1.073	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 = Last action.	R	Agency policy to retain longer than Texas State Library and Archives Commission minimum. Portions exempted from public disclosure under Public Information Act. 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.	Tex. Gov't Code §§552.101, .103, .107, .108, .110, .111, and .137
1.1.1.074	1.1.074	Sunset Review Report and Documentation		AC	3			AC = After the subsequent Sunset Review.	R		
1.1.1.076	1.1.075	Alternative Dispute Resolutions - Final Agreement	Final agreement described by Government Code 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC	4			AC = Date of final agreement.			Texas Civil Practice and Remedies Code §154.071
1.1.2.002	1.2.001	Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE	3						



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1.1.2.004	1.2.003	Forms History File	Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modifications requests.	AC	1			AC = Discontinuance of use of form.			
1.1.2.006	1.2.004	Forms Inventory	Any periodic listing of all forms used internally or externally by an agency.	US							
1.1.2.008	1.2.005	Records Retention Schedule (SLR 105)	Agency copy. Formerly RMD 105. Includes documentation of certification and approval - form SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.	US						Original is retained by the State And Local Records Management Division, Texas State Library and Archives Commission.	
1.1.2.010	1.2.006	Records Transmittal Forms	Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC	2			AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.			
1.1.2.012	1.2.008	Request for Authority to Dispose of State Records (RMD 102)	Agency copy.	FE	3					Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	



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1.1.2.014	1.2.010	Records Disposition Logs	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.		10						
1.1.2.016	1.2.011	Record Center Storage Approval Forms (RMD 106)	Agency copy.	US							
1.1.2.018	1.2.012	Records Inventory Worksheets		US							
1.1.2.020	1.2.013	Records Control Locator Aids	Includes indexes, card files, shelf lists, registers, guides, etc.	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.	
1.1.2.022	1.2.014	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						
1.1.2.024	1.2.015	Disaster Recovery Service Transmittals (RMD 109)	Also includes documentation for disaster recovery services provided by other entities.	FE	1						
1.1.2.026	1.2.016	Disaster Recovery Service Approval Form (RMD 113)	Agency copy of form.	AC				AC = Until superseded or termination of service.			



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1.1.3.002	1.3.001	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 the 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 = 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. 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.	Tex. Gov't. Code §§441.101-441.106; 13 TAC §§3.1-3.16
1.1.3.004	1.3.002	Publication Development Files	Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV					E	Archival review code removed subsequent to appraisal by the Archives and Information Services Division, Texas State Library and Archives Commission, March 16, 2001.	



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1.2.1.002	2.1.001	Processing Files	Machine-readable files used in the creation, utilization, and updating of master files.	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.	
1.2.1.004	2.1.002	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 = 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.	
1.2.1.006	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program listing/source code, etc.	AC				AC = Until electronic records are transferred to and made usable in a new 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.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC §6.94



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1.2.1.008	2.1.008	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC				AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC §6.94



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1.2.1.010	2.1.009	Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in a automated system such a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC				AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC §6.94
1.2.1.012	2.1.010	Audit Trail Records	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC				AC = All audit requirements have been met.			



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1.2.1.014	2.1.011	Finding Aids, Indexes, and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to records.	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.	
1.2.2.002	2.2.001	System Monitoring Records	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV							
1.2.2.004	2.2.002	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.	FE	3					Master stored in Information Technology Services Division's safe.	
1.2.2.006	2.2.004	Computer Job Schedules and Reports	Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.				3				
1.2.2.008	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US	3					CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.	
1.2.2.010	2.2.011	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 = When reconciliation confirmed.			



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1.2.2.012	2.2.012	Output Records for Computer Production	Reports showing transactions that were accepted, rejected, suspended, and/or processed. Example: Program Edits.	AV							
1.2.2.014	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy. Examples: Sample Print, Batch Program Control Log (DP-310), CICS Program Control Log (DP-311), Log for Recording Moves to Production.	AC				AC = No longer needed as an audit trail for any records modified.			
1.2.2.016	2.2.014	Internet Cookies	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV						The disposal of Internet cookies need not be documented through destruction authorization (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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1.2.2.018	2.2.015	History Files - Web Sites	A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV							
1.2.2.020	2.2.016	Software Registrations, Warranties, and License Agreements		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 = After employee terminates, records will be transferred to the employee's file in the Human Resources Division.			
1.2.2.024		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							
1.3.1.002	3.1	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.	PM					Maintain hard copy for five years after termination of employment, then image and shred hard copy. Personnel files on microfiche through 1993; RMD #01-455-158. Personnel files in paper and on microfilm since 1994; RMD #04-455		Tex. Gov't Code §§552.024, .101, .102, .117, .130, .137, .147; 29 CFR §1602.31



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1.3.1.004	3.1.001	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					Social Security numbers exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.147; 42 USC §405(c)(2)(C)(viii); Tex. Gov't Code §§552.137; 29 CFR §1602.31
1.3.1.005	3.1.006	Employee Counseling Records	Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC	3			AC = Termination of counseling.			
1.3.1.006	3.1.011	Employee Insurance Records	Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC				AC = Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. Portions exempted from public disclosure under Public Information Act.	Tex. Gov't Code §§552.024, .101, .102, .117, and .147
1.3.1.008	3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.		2						29 CFR §1602.31
1.3.1.010	3.1.013	Employment Contracts	Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms.			Tex. Gov't Code §§441.1855



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					Years	Months	Days				
1.3.1.010a	3.1.013	Employment Contracts	Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the contract according to its terms.			Tex. Gov't Code §§441.1855
1.3.1.012	3.1.014	Employment Selection Records	Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.		2					CAUTION: Does not include criminal history checks. SEE item number 3.1.026. Portions exempted from public disclosure under Public Information Act.	Tex. Gov't Code §§552.024, .101, .102, .117, and .130; 29 CFR §1602.31
1.3.1.013	3.1.018	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 = 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 item number 1.1.048.	
1.3.1.014	3.1.020	Personnel Corrective Action Documentation	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC	5			AC = Termination of 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 item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.	



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					Years	Months	Days				
1.3.1.016	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC = Until superseded or job eliminated.			40 TAC §815.106(i)
1.3.1.017	3.1.024	Physical Examinations/Medical Reports	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC	2			AC = Until superseded or termination of employment.		CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014. Portions exempted from public disclosure under Public Information Act.	Tex. Gov't Code §552.101
1.3.1.018	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC	5			AC = Termination of employment.			
1.3.1.020	3.1.029	Employment Eligibility, Documentation or Verification of	Federal reporting form (INS I-9).	AC	1			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)



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					Years	Months	Days				
1.3.1.022	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				AC = The criminal history record has served the immediate purpose for which it was obtained.		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	
1.3.1.024	3.1.031	Employee Benefits - Other than Insurance	Agency copies of information relating to the selection of available benefit options other than insurance.	AC	2			AC = Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.	
1.3.1.026	3.1.038	Public Access Option Form	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024.	US						SEE item number 3.3.011.	Tex. Gov't Code §552.024
1.3.2.002	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		Portions, including social security numbers, exempted from public disclosure under Public Information Act.	Tex. Gov't Code §§552.024, .101, .102, .117, and .147; 42 USC §405(c)(2)(C)(viii)
1.3.2.004	3.2.002	Employee Earnings Records			4						40 TAC §815.106(i)



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					Years	Months	Days				
1.3.2.006	3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	AC	4			AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.		Portions, including social security numbers, exempted from public disclosure under Public Information Act.	Tex. Gov't Code §§552.024, .101, .102, .117, and .147; 26 CFR §31.6001-1(e)(2); 42 USC §405(c)(2)(C)(viii)
1.3.2.008	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		2					Portions, including social security numbers, exempted from public disclosure under Public Information Act.	Tex. Gov't Code §§552.024, .101, .102, .117, and .147; 29 CFR §516.6(c); 42 USC §405(c)(2)(C)(viii)
1.3.2.010	3.2.005	W-4 Forms	Employer's copy of "Employees' Withholding Exemption Certificate."	AC	4			AC = Until superseded, obsolete, or upon separation of employee.		Portions, including social security numbers, exempted from public disclosure under Public Information Act.	Tex. Gov't Code §§552.024, .101, .102, .117, and .147; 26 CFR §31.6001-1(e)(2); 42 USC §405(c)(2)(C)(viii)
1.3.2.012	3.2.006	Wage Rate Tables			2						29 CFR §516.6(a)(2)
1.3.2.014	3.2.007	Unemployment Compensation Records		AC	5			AC = After termination of employment.		Portions, including social security numbers, exempted from public disclosure under Public Information Act.	Tex. Gov't Code §§552.024, .101, .102, .117, and .147; 42 USC §405(c)(2)(C)(viii)
1.3.2.016	3.2.008	Direct Deposit Application/ Authorizations		US							



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					Years	Months	Days				
1.3.2.018	3.2.009	State Deferred Compensation Records		AC	5			AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.			
1.3.2.020	3.2.010	Human Resources Information System (HRIS) Reports	Includes supporting documentation.	AC	4			AC = After termination of employment.			
1.3.3.002	3.3.001	Affirmative Action Plans	Affirmative action plans for both regular employees and apprenticeship programs.		5					See 29 CFR 30.8(e) for apprenticeship plans.	29 CFR §30.8(e)
1.3.3.003	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.		3						
1.3.3.004	3.3.011	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 = Termination of employment.		See item number 3.1.038.	



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1.3.3.005	3.3.015	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						
1.3.3.006	3.3.020	Work Schedules/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.		1						
1.3.3.007	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
1.3.3.008	3.3.023	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						
1.3.3.009	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3						
1.3.3.010	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO reports.		3					Portions exempted from public disclosure under Public Information Act.	29 CFR §§1602.32, 1602.39, 1602.41, 1602.48, and 1602.50; Tex. Gov't Code §§552.101, .102, .103, .107, and .111



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1.3.3.012	3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US	3						
1.3.4.002	3.4.004	Overtime Authorizations			2						
1.3.4.004	3.4.005	Overtime Schedules			2						
1.3.4.006	3.4.006	Time Cards and Time Sheets			4						40 TAC §815.106(i)
1.3.4.008	3.4.007	Time Off and/or Sick Leave Requests		FE	3					Portions exempted from public disclosure under Public Information Act.	Tex. Gov't Code §552.101; 29 CFR §825.500
1.3.4.010	3.4.008	Sick Leave Pool Documentation	Requests submitted, approvals, number of hours transferred in and out, etc.	FE	3					Portions exempted from public disclosure under Public Information Act.	Tex. Gov't Code §552.101
1.3.4.012	3.4.001	Accumulated Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	3						
1.3.4.014	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						
1.3.4.016	3.4.003	Less Than Full-Time Worked Reports	Dates and hours.		4						40 TAC §815.106(i)



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					Years	Months	Days				
1.4.1.002	4.1.001	Accounts Payable Information		FE	3						
1.4.1.004	4.1.002	Billing Detail		FE	3					CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.	
1.4.1.006	4.1.004	Encumbrance Detail	Includes monthly scrub and quarterly binding encumbrance work papers.	FE	3						
1.4.1.008	4.1.005	Inventory and Other Cost Files	Production, job, labor, quotes, pricing, specifications, etc.	FE	3						
1.4.1.010	4.1.007	Transfers or Budget Revisions	Transfers or adjustment to budgets.	FE	3						
1.4.1.012	4.1.008	Electronic Fund Transfers	Direct Deposit Registers.	FE	3						
1.4.2.002	4.2.001	Cash Deposit Vouchers	Cash deposit slips.	FE	3						
1.4.2.004	4.2.002	Cash Receipts	Includes receipts for fees (permits, licenses, renewals, etc.).	FE	3						
1.4.2.006	4.2.003	Daily Cash Receipts Logs	Includes cash deposit slips.	FE	3						
1.4.2.008	4.2.004	Encumbrance Vouchers	Orders, statements, change orders, etc.	FE	3						
1.4.2.010	4.2.005	Purchase Vouchers	Requisitions, , receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE	3						
1.4.2.012	4.2.006	General Journal Vouchers		FE	3						
1.4.2.014	4.2.007	Expenditure Vouchers	Travel, payroll, ITV, etc.	FE	3						
1.4.3.002	4.3.001	Sales Journals or Registers		FE	3						
1.4.3.004	4.3.002	Receipts Journals or Registers		FE	3						
1.4.3.006	4.3.003	Expenditures Journals or Registers		FE	3						



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					Years	Months	Days				
1.4.4.002	4.4.001	General and Subsidiary Ledgers		FE	3						
1.4.4.004	4.4.002	Accounts Receivable Ledgers		FE	3						
1.4.4.006	4.4.003	Accounts Payable Ledgers		FE	3						
1.4.5.002	4.5.001	Worksheets for Preparing Fiscal Reports		FE	3					Certain records or portions thereof may be exempted (confidential) from public disclosure under Public Information Act.	Tex. Gov't Code §552.111; Texas Attorney General ORD No. 559 (1990)
1.4.5.004	4.5.002	Internal Fiscal Management Reports	Includes agency monthly budget reports.	FE	3					Certain records or portions thereof may be exempted (confidential) from public disclosure under Public Information Act.	Tex. Gov't Code §552.111; Texas Attorney General ORD No. 559 (1990)
1.4.5.006	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day Report).	AC	6			AC = September 1 of odd-numbered calendar years.	A	CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	



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1.4.5.008	4.5.005	External Fiscal Reports	Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Semi-annual and Annual Reports, Non-Resident bidders, Monthly Set Aside reports, and Indirect Cost Rate Proposal.	FE	3						
1.4.5.010	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act and internally developed operating budgets.	FE	3						
1.4.5.012	4.5.007	USAS Reports – Daily		AC				AC = Receipt and reconciliation of monthly report.			
1.4.5.014	4.5.008	USAS Reports - Monthly		AC				AC = Receipt and reconciliation of annual report.			
1.4.5.016	4.5.009	USAS Reports - Annual		FE	3						
1.4.6.002	4.6.002	Reconciliations		FE	3						
1.4.7.002	4.7.003	Returned Checks/Warrants/Drafts (Uncollectable)		AC	3			AC = After deemed uncollectable.			
1.4.7.004	4.7.004	Capital Asset Records		LA	3						
1.4.7.006	4.7.005	Claim Files		AC	3			AC = Resolution of claim.			
1.4.7.008	4.7.006	Comptroller Statements		FE	3						
1.4.7.010	4.7.007	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	FE	3						



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1.4.7.012	4.7.008	Grant Records	This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	AC	3			AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
1.4.7.014	4.7.009	Fixed Asset Sequential Number Logs	Includes logs for capital and controlled assets and agency controlled assets.	US	3						
1.4.7.016	4.7.011	Texas Facilities Commission Statements (TFC)	Charge or bill statements received by agencies from the TFC for services provided.	FE	3					Railroad Commission of Texas includes Texas Facilities Commission statements with Records Series Item Number 4.1.001, Accounts Payable Information.	
1.4.7.018	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	3			AC = End of fiscal year in which authority is superseded.			
1.4.7.020	4.7.001	Accounting Policies and Procedures Manual		US	3						



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					Years	Months	Days				
1.5.1.002	5.1.001	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, , performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Includes, but not limited to, well-plugging, site remediation, professional service contracts and non-federal grants. Retention is for contracts and leases executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms.		SEE related item numbers 3.1.035 Performance Bonds and 5.3.007 Bid Documentation. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.	Tex. Gov't Code §441.1855



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1.5.1.002a	5.1.001	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, , performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. Includes, but not limited to, well-plugging, site remediation, professional service contracts and non-federal grants. Retention is for contracts and leases executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the instrument according to its terms.		SEE related item numbers 3.1.035 Performance Bonds and 5.3.007 Bid Documentation. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.	Tex. Gov't Code §441.1855
1.5.1.004	5.1.003	Delivery Reports			2						
1.5.1.006	5.1.004	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US							
1.5.1.008	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage and certified mail logs.	FE	3						
1.5.1.010	5.1.007	Requisitions for In-Agency or Inter-Agency Copy/Printing Service	Includes word processing and data processing.	AV							



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
1.5.1.012	5.1.010	Licenses and Permits for Non-vehicles	Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC	2			AC = Expiration date of license or permit.			
1.5.1.014	5.1.011	Photocopier and Telefax Usage Logs & Reports		AV							
1.5.1.016	5.1.012	Charge Schedules/Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3						
1.5.1.018	5.1.013	Insurance Policies	For vehicles, equipment, etc. Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the policy according to its terms.			Tex. Gov't Code §441.1855
1.5.1.018a	5.1.013	Insurance Policies	For vehicles, equipment, etc. Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the policy according to its terms.			Tex. Gov't Code §441.1855
1.5.1.020	5.1.014	Office Procedures	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US	1						
1.5.1.022	5.1.015	Correspondence Tracking Records	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.		1						



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1.5.1.024	5.1.017	Contract Log	List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE	3						
1.5.2.002	5.2.001	Appraisals - Building or Property		AV							
1.5.2.004	5.2.003	Building Plans and Specifications (State Owned)	Includes architectural and engineering drawings, profiles, and blueprints.	LA					R	ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	
1.5.2.006	5.2.003	Building Plans and Specifications (Leased)	Includes architectural and engineering drawings, profiles, and blueprints.	AC	2			AC = Termination or cancellation of lease.			
1.5.2.008	5.2.004	Building Space Requests			1						
1.5.2.010	5.2.005	Calibration Records (Equipment or Instrument)			10						
1.5.2.012	5.2.006	Property Destruction, Certificates of		FE	3						
1.5.2.014	5.2.007	Damage Reports	Reports of damage to state property.	FE	3						
1.5.2.016	5.2.008	Equipment History File; Equipment Service Agreements	Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	
1.5.2.018	5.2.009	Equipment Inventory Detail Report Forms	Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE	3						
1.5.2.020	5.2.010	Equipment Manuals		LA							
1.5.2.022	5.2.011	Equipment Warranties		AC	1			AC = Expiration of Warranty.			



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1.5.2.024	5.2.012	Estimate Files (Supply and Repair Cost Estimates)			1						
1.5.2.026	5.2.014	Inventory - Annual Physical	Property, equipment, supply verification.	FE	3						
1.5.2.028	5.2.017	Lost & Stolen Property Reports		FE	3						
1.5.2.030	5.2.018	Quality Control Reports			2						
1.5.2.032	5.2.019	Service Orders	Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.		1						
1.5.2.034	5.2.020	Supply Usage Records		FE	3						
1.5.2.036	5.2.021	Surplus Property Sale Reports		FE	3						
1.5.2.038	5.2.022	Utility Usage Reports		AV							
1.5.2.040	5.2.024	Material Specifications		AC	2			AC = Material is no longer in the agency.			
1.5.2.042	5.2.025	Equipment Descriptions and Specifications		AC	2			AC = Equipment is no longer in the agency.			
1.5.2.044	5.2.027	Space Utilization Reports		AV							
1.5.3.002	5.3.002	Freight Bills Paid		FE	3						
1.5.3.004	5.3.003	Freight Claims		AC	2			AC = Resolution of claim.			
1.5.3.006	5.3.004	Order - Acknowledgments		AV							
1.5.3.008	5.3.005	Packing Slips		AV							



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1.5.3.010	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			
1.5.3.010a	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3						
1.5.3.010b	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.).	AC	2			AC=Date of notification of denial or date of withdrawal, as applicable.			



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1.5.3.012	5.3.008	Purchasing Logs	Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE	3						
1.5.3.014	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				AC = Decision not to proceed with the procurement.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007.	
1.5.4.002	5.4.001	Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR §1904.33
1.5.4.004	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							
1.5.4.006	5.4.003	Inspection Records	Fire, safety, and other inspection records of agency facilities and equipment.	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.	
1.5.4.008	5.4.004	Fire Orders	Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3			AC = Deficiency corrected.			



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1.5.4.010	5.4.007	Hazardous Materials Training Records	Records of training given employees in an agency hazard communications program.		5					See hazardous Waste Operations and Emergency Response (Hazwoper) training. See also "Occupational Safety and Health Program for State Agencies of Texas" published by the Texas Attorney General's Office.	29 CFR §1910.120; Tex. Health and Safety Code §502.009(g)
1.5.4.012	5.4.008	Hazard Communication Plans		US	5						Tex. Health and Safety Code §502.009(g)
1.5.4.014	5.4.010	Material Safety Data Sheets		AC				AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.			
1.5.4.015	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3						
1.5.4.016	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems. Examples include Confidential Tax Information Agreements needed for USAS access.	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.	Texas Attorney General ORD No. 581 (1990)
1.5.4.018	5.4.013	Disaster Preparedness and Recovery Plans		US						Stored at offsite storage facility.	



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1.5.5.002	5.5.001	Billing Detail - Telecommunications (Other Than TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					SEE item number 5.5.006 for TEX-AN billing detail.	
1.5.5.004	5.5.006	Billing Detail - Telecommunications (TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.	
1.5.6.002	5.6.003	Inspection Repair and Maintenance Records - Vehicles		LA	1						
1.5.6.004	5.6.004	License and Driving Record Checks		AC				AC = Until superseded or until termination of employment.		Portions exempted from public disclosure under Public Information Act.	Tex. Gov't Code §552.130; Tex. Transportation Code Chapter 730
1.5.6.006	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3						
1.5.6.008	5.6.007	Vehicle Titles & Registrations		LA							
1.5.6.010	5.6.009	Parking Permits or Assignments		US							
1.5.6.012		Commission Approved Drivers List		US							



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					Years	Months	Days				
2.1.0.002	1.1.019	Newspaper Clips		PM						Agency policy to retain longer than TSLAC minimum. 1990 through 1999 on microfiche; RMD #01-455-157. 2000 through 2003 on microfilm; RMD #03-455-199. Microformat Master at S.R.C.; duplicate at agency.	
2.1.0.006		Newspaper Clips	Newspaper articles related to agency regulatory activities.		1					Retain current year only on agency intranet. These are clips from newspapers throughout the state to which the agency subscribes.	
3.1.0.002		LP-Gas Delivery Fee Forms	Includes AFRED Forms 1, 1A, 2, 3, 4, 5, 6, 6A, and all supporting documentation.	AC				AC = Retain as long as administratively valuable after fiscal year end plus 4 years.		Official records are in hard copy format.	16 TAC §15.85
3.1.0.004		Rebate Program Files	Records consist of rebate applications, applicants' supporting documentation and rebate verification survey forms.	AC				AC = Retain as long as administratively valuable after 3 years.		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.	Tex. Gov't Code §552.147; Tex. Occupations Code §51.251; 42 USC §405(c)(2)(C)(viii)
3.1.0.006	1.1.043	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			AC = Retain in paper for 4 years after completion of training; then destroy paper and retain electronically as long as administratively valuable.		Social Security numbers exempted from public disclosure under Public Information Act.	Tex. Gov't Code §552.147; Tex. Occupations Code §51.251; 42 USC §405(c)(2)(C)(viii)
3.1.0.008		Examination Books and Keys		US						Test items confidential.	Tex. Gov't Code §552.122(b)



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3.1.0.010	1.1.043	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.	AC				AC = Retain as long as administratively valuable after fiscal year end plus 2 years.		Social Security numbers exempted from public disclosure under Public Information Act. Test items confidential.	Tex. Gov't Code §552.147; Tex. Occupations Code §405(c)(2)(C)(viii); Tex. Gov't Code §552.122(b)
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 = 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. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.103, .111, and .137; 16 TAC §9.5(e)
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						
3.2.0.006		Accident Records	Accidents include those involving LPG/CNG/LNG.	FE	5					Portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.103, .111, and .137



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3.2.0.008	1.1.006	Complaint Files		CE	3					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. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137
3.2.0.010		Inspection Reports	LPG/CNG/LNG reports; related photographs, maps, associated documentation; and master electronic inspection data file.	FE	5					Includes routine inspections and special investigations. Social Security numbers on LP Gas information exempted from public disclosure under Public Information Act.	Tex. Gov't Code §552.147; Tex. Occupations Code §51.251; 42 USC §405(c)(2)(C)(viii)
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 = Installation no longer exists.		Portions may be exempted from public disclosure under Public Information Act.	Tex. Gov't Code §552.110
3.2.0.014		Small Capacity Installation Files (501/1501/2501)	Installations requiring submission of form 501/1501/2501.	AV							
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							



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3.2.0.018		Inspector Activity Report Database		AC				AC = Retain as long as administratively valuable after fiscal year end plus 3 years.		Electronic file kept as long as administratively valuable after FE+3 years retention is met.	
3.2.0.020	1.1.043	Training Administration Records	Includes Inspector's training courses.	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).	AC	2			AC = End of vessel life.		Must be maintained for period pressure vessels are utilized. Vessel life has yet to be determined. No longer microfilmed. Microfilm for time period 1948-1997. Microfilm for the time period 1948-1977 is original rolls kept in-house. For 1978-1997, Microfilm Master at S.R.C; duplicate at agency; RMD #04-455-204.	
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						Social Security numbers exempted from public disclosure under Public Information Act.	Tex. Gov't Code §552.147; Tex. Occupations Code §51.251; 42 USC §405(c)(2)(C)(viii)
3.3.0.004		U.S. Department of Transportation Periodic Requalification Reports	For rolling stock only.	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.	AC				AC = Retain for as long as administratively valuable after 5 years.		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						Required by the U.S. Department of Transportation, in accordance with 49 CFR §108.417.	49 CFR §108.417
4.1.0.002	1.1.027	Legislative Sessions: Bill Comments		AC				AC = Retain for as long as administratively valuable after 2 years.		Portions containing legal opinions or staff advice to Commissioners on policy matters exempted from public disclosure un Public Information Act.	Tex. Gov't Code §§552.101, .107, and .111
4.1.0.004	1.1.027	Legislative Sessions: Fiscal Notes		AC				AC = Retain for as long as administratively valuable after 4 years.			
4.1.0.006	1.1.027	Legislative Sessions: Approved & Passed		AC				AC = Retain for as long as administratively valuable after 10 years.			
4.1.0.008		Notices To Industry		AV							
4.1.0.010	1.1.073	Administrative Penalty Cases		PM						Agency policy to retain longer than TSLAC minimum. Records from 1971 to September 2010 on microfilm; Since September 2010, files are imaged and available online with the Hearings Files. See agency item number 4.2.0.036. Microfilm Master at S.R.C.; duplicate at agency; RMD #91-455-027	



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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						
4.1.0.014		Oil and Gas Computer Generated Forms Tracking Records	The approval routing sheet to track external requests to develop templates for Oil and Gas forms.	AC	1			AC = Computer-generated form program discontinued.		Paper routing sheet and templates will be kept one year. An internal spreadsheet will be kept permanently for historic records of filings with the Unique Approval Identifier (UAI).	
4.2.0.002		Index: Oil/Gas Lease Name Index Listing		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche discontinued August 2013; August 2013 to current retained electronically as OLM003. Microfiche Master at S.R.C.; duplicate at agency; RMD #93-455-077.	



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Retention Codes (field 7)

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 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.2.0.004		Index: Oil and Gas Fields		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche from 2/10/1983 - 12/5/2001; August 2013 to current retained electronically as OGP11. Microfiche Master at S.R.C.; duplicate at agency; RMD #93-455-082.	
4.2.0.006		Index: Underground Injection Control (UIC) Inventory Master		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche discontinued August 2013; August 2013 to current retained electronically as UIM004. Microfiche Master at S.R.C.; duplicate at agency; RMD #94-455-105.	



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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.2.0.008		Index: Organization Ledger (P5)		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche discontinued August 2013; August 2013 to current retained electronically as ORN070. Microfiche Master at S.R.C.; duplicate at agency; RMD #92-455-056.	
4.2.0.010		Index: P-5 Officer Listing (for Public Use)		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche discontinued August 2013; August 2013 to current retained electronically as ORM932. Microfiche Master at S.R.C.; duplicate at agency; RMD #92-455-064.	



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.2.0.012		Index: P-5 Officer Listing (for In-House Use)		PM					A	Contains Social Security and drivers' license numbers. Social Security numbers and drivers' license numbers exempted from public disclosure under the Public Information Act. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche discontinued December 1995. Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-135.	Tex. Gov't Code §§552.130 and .147; Tex. Occupations Code §51.251; Tex. Transportation Code, Chapter 730
4.2.0.014		Drilling Permit Index (Annual)		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche discontinued August 2013; August 2013 to current retained electronically as DAN305. Microfiche Master at S.R.C.; duplicate at agency; RMD #92-455-062.	



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.2.0.018		Index: Oil Lease and Gas Wells by District, Operator, O/G, Lease, Name		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche discontinued August 2013; April 2013 to current retained electronically as OGPFS. Microfiche Master at S.R.C.; duplicate at agency; RMD #93-455-078.	
4.2.0.028		Notices and Orders: Statewide Orders		AV					A	Film as volume warrants and destroy paper. Microfilm Master at S.R.C.; duplicate at agency; RMD #93-455-079. After 5 years, master will be transferred from S.R.C. to the Archives and Information Services Division, Texas State Library and Archives Commission.	
4.2.0.030		Notices and Orders	No longer microfilmed. All available notices of hearing and final orders are included in the official docket file (See agency item number 4.2.0.036.)	AV					A	Microfilm Master at S.R.C.; duplicate at agency; RMD #91-455-025. After 5 years, master will be transferred from S.R.C. to the Archives and Information Services Division, Texas State Library and Archives Commission.	



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
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						Microfilm Master at S.R.C.; duplicate at agency; RMD #91-455-034.	
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 4.2.0.036.	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 this record series permanently. For all filmed documents, Microfilm Master stored at S.R.C.; duplicate at agency; RMD #91-455-033. Archival Code "A" added at the recommendation of the Archival Appraisal Report issued by the Texas State Library and Archives Commission in 2001.	



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.2.0.036		Hearings Files	Hearings for Districts 1 through 10 and Statewide, including transcripts of testimony, proposals for decision, and final orders, as well as Statewide Allowable Hearings and Orders.	PM					A	Records are in paper and electronic format. Paper format records that have been imaged are stored at S.R.C.; RMD #11-455-225. 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.	
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					A	Microfiche discontinued May 2013; June 2013 to current retained electronically as FLN455 and Reservoir Mkt Demand. Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-136.	



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
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, P-13, 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-1A, GWT-12, GWT-12A, GWT-13, GWT-13A, GWT-14, GWT-14A, plats, directional surveys, 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. 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					A	Paper format records that have been imaged are stored at S.R.C.; RMD #10-455-220. 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. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfilm Master at S.R.C; duplicate at agency; RMD #93-455-099.	



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.2.0.042		Oil and Gas Potential Well Files: Well Records, 1920 - 1966		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfilm Master at S.R.C; duplicate at agency; RMD #93-455-098.	
4.2.0.044		Closed Oil Potential Files	Includes oil well files from the time period 1930 through 1965 on microfilm.	PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfilm Master at S.R.C; duplicate at agency; RMD #08-455-211.	
4.2.0.045		Closed Gas Potential Files	Includes gas well files from the time period 1930 through 1965 on microfilm.	PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfilm Master at S.R.C; duplicate at agency; RMD #08-455-212.	



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.2.0.048		Oil and Gas Potential Well Files: Drilling Permits	Includes permits for the time period 1950 through June 1983 on microfilm; July 1983 to December 2005 on microfiche. See agency item number 4.4.003.002 for form W-1.	PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfilm Master at S.R.C; duplicate at agency; RMD #01-455-138. Microfiche Master at S.R.C; duplicate at agency; RMD #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 for period 1919 through 1985.	PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series 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					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfilm Master at S.R.C; duplicate at agency; RMD #08-455-213.	



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.2.0.052		Oil and Gas Potential Well Files: Well Logs		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. RMD #92-455-061.	
4.2.0.054		Oil and Gas Potential Well Files: Auto P-4: Notification Letter		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. RMD #01-455-137.	
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					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfilm Master at S.R.C; duplicate at agency; RMD #12-455-234.	



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.2.0.058		Oil and Gas Potential Well Files: Wildcat and Suspense Files (Dry Holes)	May include forms W-1, W-3, P-13, plats, directional surveys. 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					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 #91-455-017.	
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					R	Microfilm Master at S.R.C; duplicate at agency; RMD #08-455-214.	
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					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; RMD #91-455-044.	16 TAC §3.1
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 Performance Bond.	AV							16 TAC §§3.1 and .78



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
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							16 TAC §§3.15 and .78
4.3.001.010		WH-1, WH-2, WH-3, WH-4, and WH-5: Waste Hauler Permits and Reports	All attachments necessary for application process including a permit for transportation of oil and gas waste for hire. Includes letters of expiration or cancellation; permits from 1967 through 2007 on microfilm. WH-4 and WH-5 forms discontinued 2/1992.	PM					R	Retain in paper 3 years from expiration/cancellation date, film, destroy paper. Microfilm Master at S.R.C.; duplicate at agency; RMD #91-455-011. 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.	16 TAC §3.8
4.3.001.011		WH-1, WH-2, WH-3, WH-4, and WH-5: Waste Hauler Permits and Reports (WITHDRAWN/RETURNED)	All attachments along with letter of return or withdrawal; does NOT include a permit. WH-4 and WH-5 forms discontinued 2/1992.	AC	2			AC = Date withdrawn/returned.			16 TAC §3.8



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A/I – Transfer to State/University Archivist
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1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.3.001.014		WH-1, WH-2, WH-3, WH-4, and WH-5: Waste Hauler Permits and Reports (DENIED/CANCELED through Enforcement)	WH-4 and WH-5 forms discontinued 2/1992.	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.	16 TAC §3.8
4.3.002.002		Gas Proration Schedule		PM						1935 through 1983 on microfilm; 1984 through August 2013 on microfiche. Microformat Master at S.R.C; duplicate at agency; microfilm RMD #01-455-142; microfiche RMD #92-455-057.	
4.3.002.006		Oil Proration Schedule		PM						1935 through 1983 on microfilm; 1984 through August 2013 on microfiche. Microformat Master at S.R.C; duplicate at agency; microfilm RMD #01-455-143; microfiche RMD #92-455-144.	
4.3.002.010		Oil and Gas Gatherer Allowable Stripout		PM						Microfiche Master at S.R.C; duplicate at agency; RMD #92-455-070.	
4.3.002.012		Oil and Gas Operator Allowable Stripout		PM						Microfiche Master at S.R.C; duplicate at agency; RMD #92-455-058.	
4.3.002.014		Oil and Gas Purchaser Allowable Stripout		PM						Microfiche Master at S.R.C; duplicate at agency; RMD #92-455-080.	



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.3.002.016		Oil Allowable Supplement		PM						1945 through 1978 on microfilm; 1979 through August 2013 on microfiche. Microformat Master at S.R.C; duplicates at agency. Microfilm RMD #01-455-141; microfiche RMD #92-455-059.	
4.3.002.020		Gas Allowable Supplement		PM						1946 through 1978 on microfilm; 1979 through August 2013 on microfiche. Microformat Master at S.R.C; duplicate at agency; microfilm RMD #01-455-139; microfiche RMD #01-455-140.	
4.3.002.024		W-10: Oil Well Status Report	Includes reports filed electronically through the Commission's electronic data interchange (EDI) system and online filing application.	PM						Microformat Master at S.R.C; duplicate at agency; microfilm RMD #91-455-008; microfiche RMD #01-455-152.	16 TAC §§3.26, .27, .52, and .53
4.3.002.028		G-10: Gas Well Status Report	Includes reports filed electronically through the Commission's electronic data interchange (EDI) system and online filing application.	PM						Microformat Master at S.R.C; duplicate at agency; microfilm RMD #90-455-004; microfiche RMD #01-455-150.	16 TAC §§3.26, .27, .52, and .53
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.	PM						Film as volume warrants and destroy paper. 1991 through 1995 on microfilm; 1996 through 2001 on microfiche. Microformat Master at S.R.C; duplicate at agency; microfilm RMD #93-455-101; microfiche RMD #01-455-177.	Oil and Gas Docket # 10-87,017



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A/I – Transfer to State/University Archivist
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1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.3.002.038		P-4: Reconnect Letters - Producer's Transportation Authority and Certificate of Compliance		FE	1						16 TAC §§3.1, .14, .30, .58, .73, and .78
4.3.002.040		Associated 49(B) Field Worksheets	49(B) refers to 16 TAC §3.49, Gas-Oil Ratio.	AV							16 TAC §3.49
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.	AC	3			AC = Effective date of application approval.			16 TAC §3.31
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						Film as time and volume warrants and destroy paper. Microformat Master at S.R.C; duplicate at agency; microfilm RMD #94-455-110; microfiche RMD #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						Microfilm Master at S.R.C.; duplicate at agency; RMD #11-455-226.	
4.3.002.050		GC-1: Gas Well Capability		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; RMD #06-455-208.	16 TAC §3.31



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Archival Codes (Field 10)

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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.3.002.052		A-Sheets: Monthly Reservoir Market Demand Report	Includes reports for RRC districts 1 through 10 on microfiche.	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. Microformat Master at S.R.C; duplicate at agency; microfilm RMD #92-455-071; microfiche RMD #08-455-215.	
4.3.002.054		A-Sheets: Monthly Reservoir Market Demand Annual Report	Reports for the Panhandle Field only.	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; RMD #01-455-154.	



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A/I – Transfer to State/University Archivist
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1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.3.002.056		A-Sheets Extract: Market Demand Summary	Includes reports for RRC districts 1 through 10 on microfilm and microfiche.	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. Microformat Master at S.R.C; duplicate at agency; microfilm RMD #92-455-066; microfiche RMD #08-455-216.	
4.3.002.058		A-Sheets Extract: Market Demand Summary	Reports for the Panhandle Field only.	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; RMD #01-455-153.	
4.3.003.002		Oil and Gas Annual Production Reports	Includes reports for 1935 to 2014. There are no reports for the years 1937 and 1938.	PM					A	Film as time permits. Records will be transferred to the Texas if the Railroad Commission decides not to retain the record permanently. Microfiche Master at S.R.C; duplicate at agency; RMD #92-455-063.	



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.3.003.004		Oil and Gas Final Annual Production Ledger		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; RMD #92-455-069.	
4.3.003.006		Oil Production Ledgers	Includes years 1931 through 1992 on microfilm.	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; RMD #91-455-023.	
4.3.003.008		Gas Production Ledgers	Includes years 1933 through 1992 on microfilm.	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; RMD #91-455-024.	



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.3.003.010		Monthly Crude Oil Production		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; RMD #01-455-149.	
4.3.003.012		Preliminary Crude Oil Production		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; RMD #01-455-148.	



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
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					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. Microformat Master at S.R.C; duplicate at agency; microfilm RMD #91-455-007; microfiche RMD #92-455-060 (P-1s); microfiche RMD #01-455-147 (P-2s).	16 TAC §§3.27, .54, and .58
4.3.003.020		P-1B/P-2B: Producer's Monthly Report (Commingling)		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; RMD #92-455-065.	16 TAC §§3.50 and .80
4.3.003.022		P-3: Authority to Transfer Recovered Load or Frac Oil		AC	2			AC = Date of transfer of recovered load or frac oil.			16 TAC §3.58



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1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
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						T-1 forms filed electronically by electronic data interchange (EDI), from 1983 to current. Hard copy forms are imaged as time permits; paper destroyed. Microformat Master at S.R.C; duplicate at agency; microfilm RMD #91-455-014; microfiche RMD #93-455-081.	16 TAC §3.59
4.3.003.030		P-17 and P-17A	P-17: Application for Exception to Statewide Rules 26 and/or 27 (Commingling). P-17A: Interim Commingling / Measurement Application Supplement.	PM						Imaged; hard copy destroyed after 3 months. Images are retained permanently.	16 TAC §§3.26 and 3.27
4.3.005.002		Maps	Historical county maps and field maps used to track oil and gas well locations. More recent well location data are now added directly into the oil and gas layer of the agency GIS (Geographic Information System).	PM					A	Includes maps from 1981 and 1982 on 35mm microfilm; maps from 1984 through 1994 on aperture card; maps from 1988 and 1989 on 16mm microfilm. Microformat Master at S.R.C; duplicate at agency; 35mm microfilm RMD #93-455-072; aperture card RMD #93-455-075; 16mm microfilm RMD # 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					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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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.4.001.001		H-1 and H-1A: Application to Inject Fluid Into a Reservoir Productive of Oil or Gas	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. Also includes letters of cancellation.	PM					R	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently.	16 TAC §§ 3.9 and 3.46
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					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.	16 TAC §§ 3.9 and 3.46
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 = Date withdrawn/returned.			16 TAC §§ 3.9 and 3.46
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	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. Also includes letters of cancellation.	PM					R	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently.	16 TAC §§ 3.9 and 3.46



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1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
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					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.	16 TAC §§ 3.9 and 3.46
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 = Date withdrawn/returned.			16 TAC §§ 3.9 and 3.46
4.4.001.016		H-5: Disposal/Injection Well Pressure Test Report	Includes Form H-5 and pressure test chart.	AC	5			AC = Date of the H-5 test.		Includes reports in paper and electronic formats.	16 TAC §§ 3.9, 3.46, and .96



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.4.001.018		H-10: Annual Disposal/Injection Well Monitoring Report		PM						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. H-10s filed from 1983 through 1989 on microfilm. As of September 1, 2007, forms are filed online and official record is the electronic image. Hard copy is imaged; paper destroyed. Microformat Master at S.R.C.; duplicate at agency; microfilm RMD #91-455-013; microfiche RMD #01-455-151.	16 TAC §§ 3.9 and 3.46
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 number 4.2.0.040, Oil and Gas Potential Well Files, if well was a completion; merged with agency item numbers 4.2.0.058, Oil and Gas Potential Well Files: Wildcat and Suspense Files (Dry Holes), if well was a dry hole.	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 #00-455-118.	16 TAC §3.14



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.4.001.028		H-4: Application to Create, Operate and Maintain an Underground Hydrocarbon Storage Facility	Includes all attachments necessary for application process including a permit or letter of denial, cancellation, return or withdrawal.	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.	16 TAC §§3.95 and .97
4.4.001.036		H-10H: Annual Well Monitoring Report Underground Storage in Salt Formations		PM							16 TAC §§3.95, .96, and .97
4.4.001.038		H-2: Permit Application to Create, Operate, and Maintain a Brine Mining Facility	Includes all attachments necessary for application process including a permit or letter of denial, cancellation, return or withdrawal. H-2 form effective May 1999. Prior to May 1999, applications were submitted by letter.	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.	16 TAC §3.81
4.4.001.046		Solution Mined Cavern Monitoring Reports	Includes all documents necessary for post-permitting monitoring of brine mining and hydrocarbon storage wells. Monitoring includes mechanical integrity tests (some on Form H-5 for brine mining), sonar surveys, and casing inspections as required by Statewide Rules 81 (16 TAC §3.81), 95 (16 TAC §3.95), and 97 (16 TAC §3.97).	PM					R	Electronic images are available for 2016 forward. 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.	16 TAC §§3.81, .95, and .97
4.4.001.050		Emergency Response Plans		AV						Updated plan supersedes previous plan.	



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
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 = After permit is denied, canceled, withdrawn or returned.			16 TAC §3.8
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					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.	16 TAC §3.8
4.4.002.006		Non-Commercial H-11: Application For Permit To Maintain and Use A Pit (DENIED/CANCELED)		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.	16 TAC §3.8
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							16 TAC §3.8
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.	PM						Applications for 1984 through 1997 on microfilm. Film immediately after facility is closed/backfilled, destroy paper. Microfilm Master at S.R.C.; duplicate at agency; RMD #00-455-130	16 TAC §3.8



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					Years	Months	Days				
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 = After permit is denied, canceled, withdrawn or returned.			
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					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					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							
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							
4.4.002.022		Stationary Treatment Facilities: ACTIVE		AC				AC = After permit is denied, canceled, withdrawn or returned.			



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					Years	Months	Days				
4.4.002.024		Commercial Stationary Treatment Facilities: DENIED/CANCELED		PM							
4.4.002.026		Non-Commercial Stationary Treatment Facilities: DENIED/CANCELED		PM							
4.4.002.028		Commercial Stationary Treatment Facilities: RETURNED/WITHDRAWN		PM							
4.4.002.030		Non-Commercial Stationary Treatment Facilities: RETURNED/WITHDRAWN		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.	PM						Includes permits from 1988 through 1996 on microfilm. All permits filed after 1996 are in hard copy and may be microfilmed as time permits. Microfilm Master at S.R.C.; duplicate at agency; RMD #01-455-190.	16 TAC §3.8
4.4.002.034		Rule 8: Authority To Discharge Oil/Gas Wastes From A Gas Plant Into Various Disposal Sites	All attachments necessary for application process including a permit.	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.	16 TAC §3.8



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					Years	Months	Days				
4.4.002.038		Discharge Permits (Produced Water)	All attachments necessary for application and permit to discharge of waste into various areas.	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						Microfilm as volume warrants; destroy hard copy. Microfilm Master at S.R.C.; duplicate at agency; RMD #02-455-195.	
4.4.002.044		Reports, Studies, and Surveys (Raw Data)	Includes Fresh Water, Hazardous Waste and Gas Plants	AC	10			AC = Date of completion. (Not all raw data is compiled on report).	A		
4.4.002.046		Hazardous Oil and Gas Waste Generators		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.	
4.4.002.054		Water Quality Certifications and Coastal Management Program Consistency Reviews		AC	5			AC = Date review completed.	A		
4.4.002.056		R-9: Reclamation Plant Permits: ACTIVE AND INACTIVE	Includes permits from 1930 through 1984 on microfilm.	PM						Microfilm Master at S.R.C.; duplicate at agency; RMD #01-455-193.	16 TAC §3.57



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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
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. Forms C-1, C-2, C-3, R-4, and R-7 discontinued 1/1/2017.	PM						Film as time permits; destroy paper. Microfilm Master at S.R.C.; duplicate at agency; RMD #04-455-201.	



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					Years	Months	Days				
4.4.002.064		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. Forms C-1, C-2, and C-3 discontinued January 2017. Reports on microfilm and microfiche. Current reports included with 4.4.002.060.	PM						Microformat Master at S.R.C.; duplicate at agency; microfilm RMD #91-455-015; C-1 microfiche RMD #01-455-178; C-2 microfiche RMD #01-455-179; C-3 RMD #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						Microfiche Master at S.R.C.; duplicate at agency; RMD #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						Microfilm Master at S.R.C.; duplicate at agency; RMD #91-455-012.	16 TAC §3.61
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						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-189.	16 TAC §3.8 and .57
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						Microfilm Master at S.R.C.; duplicate at agency; RMD #93-455-100.	



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					Years	Months	Days				
4.4.002.086		R-5: Certificate of Compliance (Gasoline Plants and Refineries)	Reports on microfilm and microfiche. Current reports included with 4.4.002.060.	PM						Microformat Master at S.R.C.; duplicate at agency; microfilm RMD #08-455-217; microfiche RMD #01-455-185.	16 TAC §3.61
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						Microfilm Master at S.R.C.; duplicate at agency; RMD #01-455-186.	16 TAC §3.62
4.4.002.090		R-7: Pressure Maintenance and Repressuring Plant Report	Reports on microfiche. Current reports included with 4.4.002.060.	PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #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						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-171.	
4.4.002.096		Monthly Summary of Texas Natural Gas		PM							
4.4.002.100		Enhanced Oil Recovery Projects	Includes forms H-12: New or Expanded Enhanced Oil Recovery Project and Area Designation Approval Application; H-13: Enhanced Oil Recovery Positive Production Response Certification Application; H-14: Enhanced Oil Recovery Reduced Tax Annual Report; production data, plats, maps, engineering data, and other supporting documentation.	PM						Microfilm as time permits.	16 TAC §3.50
4.4.002.104		P-18: Skim Oil/Condensate Report		PM						Image monthly; destroy paper. Reports on microfilm through 2012. Microfilm Master at S.R.C.; duplicate at agency; RMD #91-455-009.	16 TAC §3.56



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					Years	Months	Days				
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. Use of ST-1 for Well Severance Tax Incentive Program, including 2-Year Inactive Well - Section I, III and Flared/Vented Gas Marketing - Section I/IV has been discontinued; see agency item number 4.7.0.056.	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; RMD #00-455-126.	16 TAC §§3.83, .101, and .103
4.4.002.110		Exception to SWR 32 (16 TAC §3.32)		AC	2			AC = Expiration of authority for rule exception.			16 TAC §3.32
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					R	This form is filed online; all hard copy filings are imaged and paper is held as long as administratively valuable.	16 TAC §3.5



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					Years	Months	Days				
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					A	Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137
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						Files will be retained in paper for 2 years before microfilming or imaging. Film or image as time permits and destroy paper. Microfilm Master at S.R.C.; duplicate at agency; RMD #05-455-206. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137



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					Years	Months	Days				
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					A	Files will be retained in paper for 2 years before microfilming or imaging. Film or image 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; RMD #05-455-205. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137
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						Files will be retained in paper for 2 years before microfilming or imaging. Film or image as time permits and destroy paper. Microfilm Master at S.R.C.; duplicate at agency; RMD #09-455-219. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137



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					Years	Months	Days				
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						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; RMD #05-455-207. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137
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						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; RMD #11-455-222. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137



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					Years	Months	Days				
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						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; RMD #11-455-223. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137
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						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; RMD #11-455-224. Where litigation threatened or pending, portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137
4.6.001.002		H-9: Certificate of Compliance with SWR 36 (16 TAC §3.36)	Hydrogen Sulfide.	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.	16 TAC §3.36



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					Years	Months	Days				
4.6.001.004		Statewide Rule 35 (16 TAC §3.35): Compliance Documents	Lost Radioactive Source Files.	PM							16 TAC §3.35
4.6.001.006		Seismic (Non-Permitted) and Cathodic Well Files		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.	
4.6.001.008	1.1.048	Oil/Gas Related Accident Files	Includes blowouts, H2S incidents, and fires.	AC	5			AC = Retain as long as administratively valuable after final action by Oil and Gas Division staff; or final action if litigation or enforcement action results, plus 5 years.		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. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.022, .101, .103, .107, .108, .111, and .137
4.6.001.010		Panhandle Files: Raw Data	Historical data/records related to development of Panhandle Field Rules.	AV							



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					Years	Months	Days				
4.6.001.012		H-8: Crude Oil, Gas Well Liquids or Associated Products Loss Report and Index		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; RMD #91-455-016.	16 TAC §3.20
4.6.001.014		Waste Oil Movements			100						
4.6.001.016		Oil Movement Authority Letters	Reclaimed oil from non-producing facilities.	AV							
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 = After file is closed.			16 TAC §3.14
4.6.001.020		H-15: Test On an Inactive Well More Than 25 Years Old - Type B: Mechanical Integrity Test		AC	5			AC = Date entered into the H-15 database.			16 TAC §3.14



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					Years	Months	Days				
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					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; RMD #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						Microfilmed annually. Microfilm Master at S.R.C.; duplicate at agency; RMD #07-455-209.	
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			AC = Retain as long as administratively valuable after file closure or final disposition of the complaint plus 2 years.	A	Portions exempted from public disclosure under Public Information Act.	Tex. Gov't Code §§552.101, .103, .107, .108, .111, and .137; 16 TAC §§3.8, 3.91, and 3.98
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 = After case referred to Office of the Attorney General and closed.		Email addresses of members of the public might be confidential.	Tex. Gov't Code §552.137



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					Years	Months	Days				
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 = After case referred to Office of the Attorney General and closed.		Email addresses of members of the public might be confidential.	Tex. Gov't Code §552.137
4.6.003.008		Inspections with Non-Pollution Related Violations	Includes D-forms, complaint files, correspondence, reports and studies. Nonpollution 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 = File closure or final disposition of the complaint.		Email addresses of members of the public might be confidential.	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					Email addresses of members of the public might be confidential.	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 = 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							16 TAC §3.5 and .13
4.6.003.016		Form W-3A: Notice of Intention to Plug and Abandon		AV						Retain at least until expiration of permit.	16 TAC §3.14
4.6.003.018		Well Cards	Historical well records maintained in the Oil and Gas Division district offices.	AV							



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					Years	Months	Days				
4.7.0.002		Index: Inactive Oil and Gas Fields (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-166.	
4.7.0.004		Index: Original Permanent Lease Numbers (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-167.	
4.7.0.006		Index: Gas Wells with API Number (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-168.	
4.7.0.008		Index: Oil Wells with API Number (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-169.	
4.7.0.010		Index: Wells with API Number (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-170.	
4.7.0.012		Index: Crude Oil Leases (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-163.	
4.7.0.014		Index: H-8 (Historical)	Associated Products Loss Report, for the years 1996 and 1997 on microfiche. (See 4.6.001.012 for current index.)	PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-165.	
4.7.0.016		Index: Gas and Build Cumulative Production (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #93-455-085.	
4.7.0.018		Index: County Books (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-161.	



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Archival Codes (Field 10)

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

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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.7.0.020		Wildcat and Suspense Cards (Historical)		PM						1966 through 1974 on microfiche; 1975 through 1997 on microfilm. Microformat Master at S.R.C.; duplicate at agency; microfiche RMD 01-455-162; microfilm RMD #00-455-125.	
4.7.0.024		Gas Production by Category (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #93-455-083.	
4.7.0.026		Field Names and Numbers from 1971 Oil Masters (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #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					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 #00-455-119.	
4.7.0.030		Hearing Files: Microformat (Historical)		PM					A	Microfilm Master at S.R.C.; duplicate at agency; RMD #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 (FERC). One time filming for time period 1978 through 1992.	PM						Microfilm Master at S.R.C.; duplicate at agency; RMD #00-455-128.	



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					Years	Months	Days				
4.7.0.034		FERC Filings: Tolling Letters (Historical)	Includes letters to the Federal Energy Regulatory Commission (FERC), 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						Microfilm Master at S.R.C.; duplicate at agency; RMD #00-455-129.	
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						Microfilm Master at S.R.C.; duplicate at agency; RMD #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						Microfilm Master at S.R.C.; duplicate at agency; RMD #91-455-006.	



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					Years	Months	Days				
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						Microfilm Master at S.R.C.; duplicate at agency; RMD #91-455-028.	
4.7.0.042		Proration Schedule: Oil and Gas Depth/Bracket Yardstick (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #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						Microfiche Master at S.R.C.; duplicate at agency; RMD #92-455-067.	
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						Microfilm Master at S.R.C.; duplicate at agency; RMD #91-455-021.	
4.7.0.048		Pressure Test Schedule (Historical)	Includes second notice letters.	PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #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; 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						Microformat Master at S.R.C.; duplicate at agency; microfiche RMD #01-455-175; microfilm RMD #91-455-018.	



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					Years	Months	Days				
4.7.0.054		T-5: Gauger Tank Cleaning Request (Historical)	Forms for the time period 1982 through 1986 on microfiche; 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						Microformat Master at S.R.C.; duplicate at agency; microfiche RMD #01-455-176; microfilm RMD #91-455-022.	
4.7.0.057		Well Severance Tax Incentive Program (Historical)	Includes Forms: ST-1 and Application for Texas Incremental Severance Tax Production Incentive for Approved State Severance Tax Exemptions: Incremental Production Incentive, 2-year Inactive Well Incentive, and Flared/Vented Gas Marketing. Program discontinued August 2009.	PM					A		
4.7.0.058		Absolute 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							
4.7.0.060		ST-2: Application for Texas Individual 3-Year Inactive Wellbore Certification (Historical)	Discontinued in February 1996.	PM							



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					Years	Months	Days				
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					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 #01-455-155.	
4.7.0.064		Oil and Gas Production Ledger Retros (Historical)	Corrections to the production ledgers. Discontinued in 1991.	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 #91-455-020.	
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)	Reports on microfilm. Includes late reports for 1984 and 1985 on microfiche. Form discontinued in August 1986.	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. Microformat Master at S.R.C.; duplicate at agency; microfilm RMD #01-455-160; microfiche RMD #01-455-173.	
4.7.0.067		G-9: Gas Cycling Report (Historical)		PM						Microformat Master at S.R.C.; duplicate at agency; microfilm RMD #94-455-109; microfiche RMD #01-455-182.	



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					Years	Months	Days				
4.7.0.070		MD-1: Optional Market Demand Forecast for Gas Well Gas in Prorated Fields (Historical)		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. Microformat Master at S.R.C.; duplicate at agency; microfilm RMD #07-455-210; microfiche RMD #01-455-156.	
4.7.0.072		Casinghead Gas Connections: List of All Leases Connected to Plant (Historical)	Reports on microfiche. Report discontinued in May 1991.	PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-181.	
4.7.0.074		Hydrogen Sulfide Plants/Sweetening Units (Historical)		PM						Microfiche Master at S.R.C.; duplicate at agency; RMD #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					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; RMD #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						Microfilm Master at S.R.C.; duplicate at agency; RMD #00-455-121.	



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					Years	Months	Days				
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							
4.7.0.082		Administrative Gas Field Rules (Historical)	Consists of correspondence and special orders administratively adopting rules and regulations for gas fields.	PM						Microfilmed in 1979 on a one-time basis. Microfilm Master at S.R.C.; duplicate at agency; RMD #08-455-218.	
4.7.0.086		Index: Cumulative P-1 Index by District and Lease (Historical)		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche Master at S.R.C.; duplicate at agency; RMD #93-455-084.	
4.7.0.088		Index: Cumulative P-1 Index by Operator and Lease (Historical)		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-132.	



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					Years	Months	Days				
4.7.0.090		Index: Cumulative P-2 Index by District and Lease (Historical)		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-133.	
4.7.0.092		Index: Cumulative P-2 Index by Operator and Lease (Historical)		PM					A	Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain this record series permanently. Microfiche Master at S.R.C.; duplicate at agency; RMD #01-455-134.	
4.8.0.002		Geophysical Logs	Includes various types of electric logs and sample logs used to identify usable quality groundwater in Texas.	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					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; RMD #12-455-231.	



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					Years	Months	Days				
4.8.0.006		Surface Casing Applications and Recommendations	Includes application, maps, and recommendation letters. Records from 1956 to 2000 are in microfilm format. Includes legacy database began in 1986. Online filing began in June 2015.	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; RMD #12-455-232.	
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							
5.1.0.004		Complaint and Inquiry Files: Gas Utility and Propane Distribution Companies	Includes outside complaints and requests for information.	AC	2			AC = Complaint closed.		Files are electronically retained on mainframe computer for 2 years after close, then automatically deleted.	
5.2.0.002		Audits (Gas Utility Companies)		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						
5.2.0.006		Screened - Non Utility Companies	Companies screened and determined to be nonjurisdictional (Non-Utilities, Own Production, Certified Out).	FE	4						



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					Years	Months	Days				
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				A	Retain in hard copy for 1 year after end of calendar year, then image. Transfer imaged records to the Texas State Library and Archives Commission as their retention is met.	Tex. Utilities Code §§102.003 and 121.102; 16 TAC §7.301
5.2.0.010		Form PS-3D: Municipal Distribution System Natural Gas Accounting	Form discontinued June 2016.	AC	5			AC = End of reporting period. Reporting period is July 1 - June 30.			
5.2.0.012		Gas Utilities Annual Statistical Report Publication		AC	10			AC = Retain as long as administratively valuable after annual publication date on agency web site plus 10 years.		Maintained on a network shared drive at the Railroad Commission.	
5.4.0.002		Compliance Files	Gas utilities are required by Commission order to make compliance filings. Includes, e.g., surcharges, 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 = Date matter resolved and/or file closed.			
5.4.0.004		Curtailment Files	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 = Becomes inactive			



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5.4.0.008		Docket Files/Transcripts/Exhibits	Includes gas utilities and pipeline safety docket files. 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					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; Gas Utilities RMD #96-455-114 and Pipeline Safety RMD #04-455-203. Cassette tapes will be reproduced every ten (10) years. Portions exempted from public disclosure under Public Information Act. See also Texas Attorney General ORD-552 (1990). Email addresses of members of the public might be confidential.	Tex. Gov't Code §552.110 and .137; Texas Attorney General ORD-552 (1990)
5.4.0.010		Gas Utility Tariff Files	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, including for companies no longer in existence.	AC	5			AC = Tariff is superseded or company becomes inactive or is no longer in existence.		Retain in hard copy or online until superseded. Retain superseded copy in hard copy or place in history file online. Portions exempted from public disclosure under Public Information Act.	Tex. Gov't Code §552.110; Texas Attorney General ORD-552 (1990)
5.4.0.016		Natural Gas Underground Storage Reservoir Statistics	Tables to track historical annual storage levels of underground natural gas storage reservoirs.	AV							



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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					No longer microfilmed. Microfilm Master at S.R.C.; duplicate at agency; RMD #91-455-037. Portions exempted from public disclosure under Public Information Act.	Tex. Gov't Code §§552.110 and .111
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 = Close of informal complaint.		Portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137
5.4.0.022		Propane Distribution Retailers Pricing	Information regarding monthly rates, propane service fees, letters or notifications to propane distribution retailers, bonds, letters of credit, propane companies contact information and service interruption reports.	CE	10						
6.1.0.003		Damage Prevention Docket Files		AV						Paper is destroyed after imaging. Portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.103, .111, and .137



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					Years	Months	Days				
6.2.0.002		Pipeline Evaluation System (PES)	Includes reports for accidents involving hazardous liquids or natural gas pipelines; complaint files; inspection reports for hazardous liquids or natural gas pipelines; and weekly work reports.	AV						Portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential. 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.	Tex. Gov't Code §§552.101, .103, .107, .111, and .137
6.2.0.004		Third Party Damage Reports	Reports filed using the online Texas Damage Reporting Form (TDRF).	AV							
6.3.0.004		Pipeline Integrity Filing	Includes Pipeline Hazardous Materials Safety Administration (PHMSA) annual report, PS-81 Annual Plastic Pipe Inventory Report, and PS-95 Semi-annual Leak Report.	AV						Records are electronically filed online.	
6.4.0.004		Training Administration Records	Includes inspectors' training courses.	AV							
6.5.0.002		Digital Data Pipeline Map Files (GIS)		US					A		
6.5.0.008		Pipeline Online Permitting System (POPS)	Includes all forms required to be filed by operators of pipeline or gathering systems for a pipeline permit. Also includes PS-48 New Construction Reports that have been filed online.	AV							



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

1. Agency Code: 455		2. Agency Name: Railroad Commission of Texas									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
6.5.0.010		Pipeline Operation Permits			25					Paper format records that have been imaged but not included in Agency Item Number 6.5.0.008. 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. RMD #12-455-235.	
6.5.0.012		New Construction Reports		AV						Reports are either scanned or uploaded into Pipeline Online Permitting System (POPS). See Agency Item Number 6.5.0.008.	
7.0.002		Abandoned Mine Lands (AML) Files	Includes all correspondence dealing with inventory of sites, environmental studies, bid proposals, bidders list, bids, contracts, payments, notices, rights of entry, closure of site, and reclamation summary.	AC	10			AC = Mine reclaimed, bond released, and land returned to owner.	A	The hard copy record is transferred to the Texas State Library and Archives Commission.	
7.0.004		Abandoned Mine Lands Planning Files	All development files in implementing program.	AC				AC = Texas AML program ends.			



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					Years	Months	Days				
7.0.006		Coal Mining Permit Applications, Issued	All issued coal mining permit applications, supplements, subsequent renewals and significant revisions (including maps).	PM					A	Original paper record is retained until the record is imaged and placed online. 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 microfiche at agency will be imaged and placed online; RMD #00-455-122. Once imaged, the duplicate will be destroyed. Portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101 and .137
7.0.007		Coal Mining Permit Applications and Correspondence, Never Permitted or Superseded Then Never Permitted			5					Keep application and correspondence 5 years from date dismissed, then destroy.	
7.0.008		Coal Mining Permit Applications and Correspondence, Superseded By Issued Permit	Coal mining permit applications, supplements and correspondence superseded by subsequent filings for that application rendered unnecessary once the permit is issued. This also applies to Significant Revisions.	AC				AC = 30 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.	



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					Years	Months	Days				
7.0.009		Coal Mining Pre-permit Correspondence, No Application Filed	Documentation only, no permit application was subsequently submitted.	AC	4			AC = One year from date of last document received.	R		
7.0.010	1.1	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 (maps in paper, microfiche and microfilm format).	PM					A	Original paper record is retained until the record is imaged and placed online. Records will be transferred to the Texas State Library and Archives Commission if the Railroad Commission decides not to retain the record permanently. Microformat Master at S.R.C.; duplicate microfiche at agency (RMD #93-455-090) will be imaged and placed online. Once imaged, the duplicate will be destroyed. Maps in microfilm format (RMD #00-455-116) will be imaged and placed online. Once imaged, the microfilm will be destroyed. Portions exempted from public disclosure under the Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101 and .137
7.0.014		Original Coal and Lignite Mining Bonds		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.	



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					Years	Months	Days				
7.0.016		Correspondence - Administrative (Court Cases)	Court cases where the rulings may affect the mining operations in Texas.	AC	1			AC = Texas Surface Coal Mining Program ends or is transferred back to the federal Office of Surface Mining Reclamation and Enforcement.	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 nonconfidential files.	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. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101, .110, and .137
7.0.019		Uranium Exploration Applications		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. Email addresses of members of the public might be confidential.	Tex. Nat. Res. Code §131.48; Tex. Gov't Code §§552.101, .110, and .137



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					Years	Months	Days				
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.	AC	1			AC = Texas Surface Coal Mining Program ends or is transferred back to the federal Office of Surface Mining Reclamation and Enforcement.		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.	
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	15			AC = After all litigation is ended.	A		
7.0.024		Correspondence -- Administrative: Surface Mining and Reclamation Division (SMRD) Rules Files	Rule development files including review comments, notices, Texas Register notices, orders, program amendments, OSM comments, Federal Register notices	PM						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; RMD #10-455-221. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.137
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, all correspondence and the winning submittal pertaining to the Reclamation Awards.		5						



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					Years	Months	Days				
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.	AC	1			AC = Texas Surface Coal Mining Program ends or is transferred back to the federal Office of Surface Mining Reclamation and Enforcement.			
7.0.032		Interim Surface Mining and Reclamation Division (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.	AC	1			AC = Texas Surface Coal Mining Program ends or is transferred back to the federal Office of Surface Mining Reclamation and Enforcement.			
7.0.038		Historical Uranium Mining Permit Applications, Issued	All issued uranium permit applications, supplements, subsequent renewals and significant revisions (including maps).	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; RMD #00-455-124.	



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					Years	Months	Days				
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, and maps.	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; RMD #94-455-104. Portions exempted from public disclosure under Public Information Act. Email addresses of members of the public might be confidential.	Tex. Gov't Code §§552.101 and .137
7.0.042		Original Uranium Mining Bonds		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.	



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					Years	Months	Days				
7.0.046		Coal and Uranium Permit Database	Application that tracks the permits and all actions pertaining to each permit.	AC	1			AC = Texas Surface Coal Mining Program ends or is transferred back to the federal Office of Surface Mining Reclamation and Enforcement.			
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					R	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 = 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 (OSM). Includes all correspondence, drafts and comments.	AC	10			AC = One year from date of last document received.		Records will be imaged onto hard drive maintained by Surface Mining and Reclamation Division. Destroy hard copy once imaged.	
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 = Expiration of certificates.		Social Security numbers exempted from public disclosure under Public Information Act.	Tex. Gov't Code §552.147; Tex. Occupations Code §51.251; and 42 USC §405(c)(2)(C)(viii)