



April 21, 2014
Mr. Richard L. Herman
Director of Financial Operations
Board of Plumbing Examiners
929 E 41st Street
Austin, TX 78751

RE: Agency records retention schedule approved for use

Dear Mr. Herman:

Your agency's records retention schedule is approved for use as of April 15, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **April 2017**.

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

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

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Lisa G. Hill

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.456/456



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 456
Texas State Board of Plumbing Examiners

(Check one)

- Initial Certification - Form SLR 105
[X] 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
[X] Records Management Officer

Signature Richard L Herman

Name (Print or type) Richard L Herman

Date 01/31/2013

Section 2. Approvals

(Submitting agencies do not write in this section)

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

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

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

Signature E. Hickeney
Name (Print or type)
Date 04-15-14

Cert/Recert No. 8 Amendment No.

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 68

2. Agency Code	456	3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

CATEGORY 1: ADMINISTRATIVE RECORDS									
Section 1.1 - General									
1.1.002	101	Audits Audits and reviews performed by TSBPE or external entities, on the agency by other entities, or on the agency by internal auditors.	AC + 7		AC + 7		AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas State agencies.		
1.1.004	102	Legislative Appropriation Requests Including any supporting documentation created and/or used to justify and support legislative appropriations requests by the Board	AC + 6		AC + 6	A	AC = September 1 of odd-numbered calendar years. Note: The archival requirement is met by sending the required copies of the request to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 2 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
					Agency	Storage	Total				9. Remarks

1.1.006	103	Complaint Records (Against the Board) Complaints received by the Board from the public concerning the Board and records pertaining to the resolution of the complaint.	AC + 2		AC + 2		AC = Final disposition of the complaint. However if a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item 1.1.048.		
1.1.007	104	Correspondence - Administrative Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the Board and the administrative regulations policies, and procedures that govern them.	4		4	R	Only the administrative correspondence of executive staff, board members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.		

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 3 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.008	105	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 the Board. Also covers requests for materials.	2	2	2	2	See comment to item number 1.1.007. See also item number 1.1.010.		
1.1	106	Correspondence - Duplicate Licenses or Registrations Relating to requests for duplicate licenses or registrations.	FE + 1		FE + 1				
1.1.010	107	Directives Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1				

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 4 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.011	108	Executive Orders Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of the Board.	US + 3		US + 3	A			
---------	-----	---	--------	--	--------	---	--	--	--

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 5 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

1.1.013	109	<p>Calendars, Appointment and Itinerary Records Calendars, appointment books or programs, and rescheduling or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries and other activities of Board officials or employees.</p>	CE + 1		CE + 1	R	<p>Only the calendars, appointment, and itinerary records of elected officials, executive staff, board 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 work activities, may be a state record and subject to this retention period.</p>		
---------	-----	--	--------	--	--------	---	--	--	--

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 6 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.014	110	Legal Opinions and Advice From Board legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See Item # 1.1.048.		
1.1.019	111	Public Relations Records News, press releases, or any public relations files maintained or issued by the Board. Includes print, electronic, audio, and audiovisual records.	2		2	R			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 7 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.020	112	Public Information Requests - Not Exempted Includes all correspondence and documentation relating to requests for records that are furnished to the public under the Public Information Act (Chapter 552, Government Code).	AC + 1	AC + 1	AC = Date request fulfilled.		
1.1.021	113	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 + 2	AC = Date of notification that records are exempt.		
1.1.023	114	Organizational Charts	US	US	A		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 8 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.024	115	Plans and Planning Records Plans and records relating to the process of planning new or redefined programs, services, or projects of the Board that are not included in or directly related to other records series in this schedule.	AC + 3		AC + 3	R	AC = Decision made to implement or not to implement result of planning process. Note: Data processing planning records are not archival.		
1.1.026	116	Texas Register Submissions Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC + 1		AC + 1		AC = Date of publication in the Texas Register.		
1.1.027	117	Proposed Legislation Drafts of proposed legislation and related correspondence.	AV		AV				

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



STATE OF TEXAS Records Retention Schedule

SLR 105
Form SLR 105C must accompany this form.

1. Page 9 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.038	118	Customer Surveys Surveys returned by the customers or clients of the Board, and the statistical data maintained rating the Board's performance.	AC	AC		AC = Final disposition of summary report. See Item # 1.1.067 for summary reports compiled from customer surveys.		
1.1.040	119	Speeches, Papers and Presentations Notes of text of speeches, papers, presentations, or reports delivered in conjunction with Board work.	AC	AC	R	AC = Termination of service in a state position.		
1.1.041	120	Suggestion System Records Suggestions submitted by Board personnel and responses.	1	1				
1.1.043	121	Training Materials Instructional materials developed by the Board for training entities and individuals it regulates or serves. This includes instructions for Examiners and Investigators.	US + 1	US + 1				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 10 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.048	122	<p>Litigation Files Records created by or on behalf of the Board in anticipation of or in the adjudication of a lawsuit.</p>	AC + 1	AC + 1	R	<p>AC = As applicable, decision of the Board not to file a lawsuit or decision that a lawsuit will not be filed against the Board 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) by a lawsuit. 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.</p>		
---------	-----	---	--------	--------	---	---	--	--

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 11 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

1.1.053	123	Registration Logs Logs or similar records used to register persons appearing before the Board as required by Chapter 2004, Government Code, including quarterly reports filed by the Texas Ethics Commission.	AC		AC		AC = Report filed by the Texas Ethics Commission.		
1.1.055	124	Strategic Plans Information resources and operational strategic plans prepared in accordance with § 2054.095 and § 2056.002, Government Code.	AC + 6		AC + 6	A	AC = September 1 of odd-numbered calendar years. Note: The archival requirement is met by sending the required copies of the plans to the Texas State Depository Publications Program, Texas State Library and Archives Commission.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 12 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.056	125	ADA (Americans with Disabilities Act) Documentation Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3		3		28 CFR 35.105(c).		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 13 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

1.1.057	126	<p>Transitory Information Records of temporary usefulness that are not an integral part of any records series of the Board, that are not regularly filed within the Board's recordkeeping systems, and that are required only for a limited period of time for the completion of an action by an official or employee of the Board or in the preparation of an ongoing records series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of Board 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 incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine meeting notices; routing slips; information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC		AC	<p>AC = Purpose of record has been fulfilled.</p> <p>Records management officers should use caution in assigning this records series item number to make certain they are not part of another records series listed in this schedule or, for records series unique to the Board, are not part of a records series that documents the fulfillment of its functions.</p> <p>The disposal of transitory information need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010).</p>		
---------	-----	--	----	--	----	--	--	--

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 14 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

1.1.058	127	Meeting Agendas and Minutes Official agenda and minutes of the Board that conducts open meetings as required by Government Code, Chapter 551.	PM		PM	A	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.		
1.1.059	128	Meetings, Certified Agendas or Tape Recordings of Closed Meetings Certified agendas or tape recordings of closed meetings of the Board.	AC + 2		AC + 2		AC = The Date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code 551.104(a).		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 15 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.060	129	Meetings, Audio or Videotapes of Open Meetings Audio or videotapes of open meetings of the Board.	AC + 90 days		AC + 90 days	AC = Official approval of written minutes of the meeting by the TSBPE Board. Note: Minutes of the Board are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of meetings in lieu of written minutes. The proceedings of all meetings of the Board must be reduced to writing.		
1.1.061	130	Meetings - Notes Notes taken during open meetings of the Board from which written minutes are prepared.	AC + 90 Days		AC + 90 days	AC = Approval of the formal minutes by the governing body.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 16 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.062	131	Meetings - Supporting Documentation Documents submitted at meetings of the Board 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		2	A		
1.1.063	132	Staff Meeting Minutes and Notes Minutes or notes and supporting documentation taken internal Board staff meetings.	1		1			

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 17 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.064	133	Agency Performance Measure Documentation Any records of the Board needed for the documentation of output, outcome, efficiency, and explanatory measures in the Board's appropriations request or strategic plan, and for performance measures used to manage the Board.	FE + 3	FE +3	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 the Board's performance measures.		
1.1.065	134	Reports and Studies (Non-Fiscal) - Raw Data Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV	AV	Does not include source documentation used for information or data included in or directly related to another records series in this schedule.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 18 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.066	135	Reports - Biennial or Annual Board (Narrative) Biennial narrative reports to the governor and legislature as required by the Board's enabling statutes, including annual narrative reports if they are required by statute.	AC + 6	AC + 6	A	AC = September 1 of odd-numbered calendar years. 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.		
1.1.067	136	Reports and Studies (Non-Fiscal) Annual, sub-annual, or special reports or studies on non-fiscal aspects of the Board's programs, services, or projects that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3	3	R	Archives Note: For agencies that have had an archival appraisal, separate this record series by each type or archival coding, A, R, or E.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 19 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.068	137	Reports on Performance Measures Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC + 6		AC + 6		AC = September 1 of odd-numbered calendar years.		
1.1.069	138	Reports - Activity Reports compiled by Board personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	1		1				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 20 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.070	139	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 regulated by the Board that sets out the rules, policies, and procedures that govern the Board's programs, services, or projects.	AC + 3		AC + 3	R	AC = Completion or termination of program, rules, policies or procedures. See 1.1.071.		
---------	-----	--	--------	--	--------	---	---	--	--

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 21 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

1.1.071	140	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 regulated by the Board that sets out the rules, policies, and procedures that govern the Board's programs, services, or projects.	AC + 3		AC + 3	R	AC = Completion or termination of program, rules, policies or procedures. See 1.1.070.		
1.1.072	141	Public Information Reports Reports made to the Office of the Attorney General on the Board's Public Information Act activities.	2		2				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 22 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.073	142	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.	AC + 3		AC + 3	R	AC = Last action.		
1.1.074	143	Sunset Review Report and Documentation Current and past lists of the agency's Board members.	AC + 3		AC + 3	R	AC = After the subsequent Sunset Review.		
1.1	144	Board Members - Listings Current and past lists of the agency's Board members.	PM		PM				
		Section 1.2 - Records Management							

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 23 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.2.001	201	Destruction Authorizations Board level documents authorizing final disposition of records under a certified records retention schedule.	FE + 3		FE + 3			
1.2.004	202	Forms Inventory Any periodic listing of all forms used internally or externally by the Board.	US		US			
1.2.005	203	Records Retention Schedule (SLR 105) Board copy. Includes documentation of certification and approval – Forms SLR 105C.	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 24 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

1.2.006	204	Records Transmittal Forms Board copies. Forms indicate records transferred to storage.	AC + 2		AC + 2	AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the Board's records management officer.		
1.2.008	205	Request for Authority to Dispose of State Records (RMD 102) Board copy.	FE + 3		FE + 3	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 25 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.2.010	206	Records Disposition Logs Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10	10				
1.2.011	207	Record Center Storage Approval Forms (RMD 106) Board copy.	US	US				
1.2.012	208	Records Inventory Worksheets	US	US				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 26 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.2.014	209	Records Management Plans Records management plans and similar records that establish the policies and procedures under which records and information are managed.	US + 1		US + 1			
		Section 1.3 - State Publications						
1.3.001	250	TSBPE Publications One copy of each TSBPE publication, except a publication that is subject to a different retention period in this schedule.	AC + 2		AC + 2		AC = Until superseded or obsolete. Many publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law.	

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 27 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.3.002	251	Publication Development Files Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. Includes all work performed both inside and outside the agency.	AV		AV	R			
		CATEGORY 2: ELECTRONIC DATA PROCESSING RECORDS							
		Section 2.1 - Automated Applications							

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 28 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

2.1.007	300	Software Programs Automated software applications and operating system files including job control language, program listing/source code, etc.	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94		
2.1.008	301	Hardware Documentation Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94		

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 29 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

2.1.009	302	<p>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, etc.</p>	AC		AC	<p>AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94</p>		
---------	-----	--	----	--	----	--	--	--

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 30 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

2.1.010	303	Audit Trail Records Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC	AC	AC = All audit requirements have been met.		
2.2.002	304	Chargeback Records to Data Processing Service 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	FE + 3			

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 31 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

2.2.010	305	Data Processing Policies and Procedures Manuals, guidelines, or similar documents establishing data processing policies and procedures in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US + 3		US + 3			
2.2.011	306	Batch Data Entry Control Records Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC		AC		AC = When reconciliation confirmed.	
2.2.016	307	Software Registrations, Warranties and License Agreements	LA + 3		LA + 3			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 32 of 68

2. Agency Code	456	3. Agency Name						Texas State Board of Plumbing Examiners					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.				
			Agency	Storage	Total								

		CATEGORY 3: PERSONNEL RECORDS							
		Section 3.1 - Employee Records							
3.1.001	350	Applications for Employment - Not Hired Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	2		2		29 CFR 1602.31		

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 33 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

3.1.002	351	Applications for Employment - 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.	AC + 5		AC + 5		AC = Termination of employment.		
3.1.006	352	Employee Counseling Records Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems.	AC + 3		AC + 3		AC = Termination of employment.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 34 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.011	353	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.	AC		AC	AC = Until superseded or termination of employment. Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for Item 3.2.001.		
3.1.012	354	Employment Opportunity Announcements Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2	29 CFR 1602.31		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 35 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

3.1.014	355	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, and all other records that document the selection process.	2		2		29 CFR 1602.31 NOTE: Does not include criminal history checks. See Item 3.1.026.		
3.1.018	356	Grievance Records Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC + 2	AC + 2	AC + 2	AC + 2	AC = Final decision on the grievance. Does not include formal complaints filed by an employee with the Equal Employment Office (EEO) of the U.S. Department of Labor. See Item 1.1.048.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 36 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.019	357	Performance Appraisals (Employee)	2		2		29 CFR 1620.32(c).		
3.1.020	358	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 + 5		AC = Termination of corrective action.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 37 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

3.1.021	359	<p>Personnel Disciplinary Action Documentation</p> <p>Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the State, the Board, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as</p>	AC + 5	AC + 5	AC = Termination of employment.		
---------	-----	--	--------	--------	---------------------------------	--	--

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 38 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.022	360	Personnel Information or Action Forms Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	2		2		29 CFR 1602.31		
3.1.023	361	Position/Job Descriptions Job descriptions, including all associated task or skill statements, for positions at the Board.	AC + 4		AC + 4		AC = Until superseded or job eliminated. 40 TAC 815.106(i).		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 39 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.026	362	Criminal History Checks Criminal history record information on job applicants or Board employees obtained from the Department of Public Safety (DPS), subject to DPS Security policies required for securely storing criminal history records.	AC		AC		AC = The criminal history record has served the immediate purpose for which it was obtained.		
3.1.027	363	Training and Educational Achievement Records (Individual) Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC + 5		AC + 5		AC = Termination of employment.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 40 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.029	364	Employment Eligibility, Documentation or Verification of Federal reporting form (INS I-9)	AC + 1		AC + 1	AC = Termination of employment. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).		
3.1.031	365	Employee Benefits - Other Than Insurance Copies of information relating to the selection of available benefit options other than insurance.	AC + 2		AC + 2	AC = Until superseded or termination of employment. Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for Item 3.2.001.		
3.1.034	366	Resumes - Unsolicited Retention period applies if the Board replies to the sender of a resume that it will be kept on file should future job openings occur,	AV		AV	See Item 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 41 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

3.1.037	367	Employee Recognition Records Awards, incentives, tenure, etc.	AC + 5		AC + 5	AC = Termination of employment.		
3.1.038	368	Public Access Option Form Form completed and signed by employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US		US	See 3.3.011.		
		Section 3.2 - Payroll						

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 42 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

3.2.001	401	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 + 4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.		
3.2.002	402	Employee Earnings Records	4		4	40 TAC 815.106(i).		
3.2.003	403	Federal Tax Records Includes 1099, W-2, FICA, and other tax records.	AC + 4		AC + 4	AC = Tax due date, date claim is filed, or date tax is paid, whichever is later. 26 CFR 31.6001-1(e)(2).		
3.2.004	404	Income Adjustment Authorizations Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2		2	29 CFR 516.6(c).		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 43 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.2.005	405	W-4 Forms Employer's copy of "Employee's Withholding Exemption Certificate."	AC + 4		AC + 4	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		
3.2.007	406	Unemployment Compensation Records	AC + 5		AC + 5	AC = Until superseded, obsolete, or upon separation of employee.		
3.2.008	407	Direct Deposit Application/Authorizations	US		US			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 44 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.2.009	408	State Deferred Compensation Records	AC + 5	AC + 5	AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System (ERS).		
3.2.010	409	Human Resources Information System (HRIS) Reports Includes supporting documentation.	AC + 4	AC + 4	AC = Until superseded, obsolete, or upon separation of employee.		
		Section 3.3 - Personnel Administration					

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 45 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.3.001	421	Affirmative Action Plans Affirmative action plans for regular employees.	5		5				
3.3.004	422	Benefit Plans Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US + 1		US + 1		29 CFR 1627.3(b)(2).		
3.3.010	423	Labor Statistics Reports Reports providing statistical information on labor force.	3		3				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 46 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.3.011	424	Former Employee Verification Records Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC + 75	AC + 75	AC = Termination of employment. See Item 3.1.038		
3.3.015	425	Positions/Job Classification Review File Records relating to review and monitoring of job classifications within the Board.	US + 3	US + 3			
3.3.022	426	Texas Workforce Commission (TWC) Reports Reports to the Board from TWC pertaining to employees.	3	3			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 47 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.3.023	427	Reimbursable Activities, Requests and Authorizations to Engage In Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE + 3		FE + 3				
3.3.024	428	Personnel Policies and Procedures Any internally distributed manuals, guidelines, or similar records that define agency-wide policies and procedures concerning the personnel of the agency.	US + 3		US + 3				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 48 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.3.025	429	Job Procedure Records Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US + 3		US + 3				
3.3.026	430	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 and analyses of turnover rates.	US + 3		US + 3				
3.3.031	431	EEO Reports and Supporting Documentation Includes documentation used to complete EEO reports.	3		3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 49 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Section 3.4 - Time and Leave									
3.4.002	451	Leave Status Reports Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE + 3		FE + 3				
3.4.004	452	Overtime Authorizations	2		2				
3.4.006	453	Time Cards and Time Sheets	4		4		40 TAC 815.106(i)		
3.4.007	454	Time Off and/or Sick Leave Requests	FE + 3		FE + 3				
3.4.008	455	Sick Leave Pool Documentation Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3		FE + 3				
Category 4: FISCAL RECORDS									

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 50 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

		Section 3.4 - Time and Leave Information on Financial Events or Transactions							
4.1.001	501	Accounts Payable Information	FE + 3		FE + 3				
4.1.002	502	Billing Detail	FE + 3		FE + 3	Does NOT include long distance telephone billing detail. See Items 5.5.001, 5.5.006, and 5.5.007.			
4.1.004	503	Encumbrance Detail	FE + 3		FE + 3				
4.1.005	504	Inventory and Other Cost Files Production, job, labor, quotes, pricing, specifications, etc.	FE + 3		FE + 3				
4.1.007	505	Transfers or Budget Revisions	FE + 3		FE + 3				
4.1.008	506	Electronic Fund Transfers Direct deposit registers	FE + 3		FE + 3				
		Section 4.2 - Documents of Original Entry							

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 51 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.2.001	521	Cash Deposit Vouchers Cash deposit slips	FE + 3		FE + 3			
4.2.002	522	Cash Receipts Includes receipts for fees (licenses, examinations, renewals, any others)	FE + 3		FE + 3			
4.2.003	523	Daily Cash Receipt Logs	FE + 3		FE + 3			
4.2.004	524	Encumbrance Vouchers Orders, statements, change orders, etc.	FE + 3		FE + 3			
4.2.005	525	Purchase Vouchers Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc. Includes purchase orders and supporting documentation.	FE + 3		FE + 3			
4.2.006	526	General Journal Vouchers	FE + 3		FE + 3			

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 52 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.2.007	527	Expenditure Vouchers	FE + 3		FE + 3			
	528	Purchase Requisitions (Credit Card and Miscellaneous Purchases)	FE + 3		FE + 3			
		Section 4.3 - Journals or Registers						
4.3.002	541	Receipts Journals or Registers	FE + 3		FE + 3			
4.3.003	542	Expenditure Journals or Registers	FE + 3		FE + 3			
		Section 4.4 - Ledgers						
4.4.001	551	General and Subsidiary Ledgers	FE + 3		FE + 3			
4.4.002	552	Accounts Receivable Ledgers	FE + 3		FE + 3			
4.4.003	553	Accounts Payable Ledgers	FE + 3		FE + 3			
4.4.004	554	Employee Savings Bond Ledgers	FE + 3		FE + 3			
		Section 4.5 - Reports						
4.5.001	561	Worksheets for Preparing Fiscal Reports	FE + 3		FE + 3			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 53 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

4.5.002	562	Internal Fiscal Management Reports Includes TSBPE monthly budget reports, Binding Encumbrance reports, Bureau of Census reports, Energy Management reports, FTE Quarterly reports, Insurance Premium reports, etc.	FE + 3		FE + 3			
4.5.003	563	Annual Financial Reports Required by the General Appropriations Act	AC + 6		AC + 6		AC = Receipt and reconciliation of the Annual Financial Report.	
4.5.005	564	External Fiscal Reports Special purpose financial reports. Includes HUB reports.	FE + 3		FE + 3			
4.5.006	565	Annual Operating Budgets Required by the General Appropriations Act.	FE + 3		FE + 3			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 54 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.5.007	566	USAS Reports - Daily	AC		AC	AC = Receipt and reconciliation of monthly report.		
4.5.008	567	USAS Reports - Monthly	AC		AC	AC = Receipt and reconciliation of annual report.		
4.5.009	568	USAS Reports - Annual	FE + 3		FE + 3			
		Section 4.6 - Documents Showing Compliance with System of Internal Control						
4.6.001	571	Balancing Records	FE + 3		FE + 3			
4.6.002	572	Reconciliations	FE + 3		FE + 3			
		Section 4.6 - Other Fiscal						
4.7.001	581	Accounting Policies and Procedures Manual	US + 3		US + 3			
4.7.003	582	Returned Checks/Warrants/Drafts (Uncollectable)	AC + 3		AC + 3	AC = After deemed uncollectable		
4.7.004	583	Capital Asset Records	LA + 3		LA + 3			

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 55 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.7.007	584	Detail Chart of Accounts One for all accounts in use for a fiscal year.	FE + 3		FE + 3			
4.7.009	585	Fixed Asset Sequential Number Logs	US + 3		US + 3			
4.7.012	586	Signature Authorizations Signature cards or similar records establishing authority of a TSBPE employee to initiate or authorize financial transactions on behalf of the Board.	US + FE + 3		US + FE + 3			
		Category 5: SUPPORT SERVICES RECORDS						
		Section 5.1 - General						

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 56 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.1.001	601	Contracts and Leases Contracts, leases, and agreements including general obligation and utilities. Documents include specifications, affidavits of publication of calls for bids, accepted bids, contracts, purchase orders, inspection reports, and correspondence.	AC + 4	AC +4	AC = Expiration or termination of the instrument according to its terms.		
5.1.004	602	Mail and Telecommunications Listings Any mailing address, telephone or fax number, or e-mail address records maintained by the Board on its employees or on entities or persons it serves.	US	US			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 57 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.1.005	603	Postage Records Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3				
5.1.011	604	Photocopier and Telefax Usage Logs & Reports	AV		AV				
5.1.012	605	Charge Schedules/Price Lists Schedules of prices charged by the Board for services to the public or other agencies, including any documentation used to determine the charges.	US + 3		US + 3				
5.1.013	606	Insurance Policies For vehicles, equipment, etc.	AC + 4		AC + 4		AC = Expiration or termination of the policy according to its terms.		

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 58 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

5.1.014	607	Office Procedures Any internally distributed manual, guidelines, or similar records that establish standard office procedures for the Board. Includes telephone protocol, etc.	US + 1		US + 1				
		EXAMINATION DEPARTMENT:							
	608	Active Master, Journeyman, Tradesman, and Inspector Files on Microfilm	5	95	100		RMD #91-456-001, Master-SRC; duplicate agency	91-456-001	
	609	Applications for Examination and Registration Files - Pending and Scheduled For applicants who are completing or have completed the process	FE + 5		FE + 5				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 59 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

	610	Applications for Examination and Registration Files - Incomplete For applicants who have not completed the process after 2 years.	FE + 2		FE + 2				
	611	Examination - Surveys	CE + 1		CE + 1				
	612	Examination - Comment Sheets	CE + 1		CE + 1				
		LICENSING DEPARTMENT:							
	621	Certificates of Insurance (Forms)	FE + 3		FE + 3				
	622	Correspondence - Notification of Deceased Licensee or Registrant	FE + 3		FE + 3				
	623	Correspondence - Verification of Military Exemption	FE + 1		FE + 1				
	624	Correspondence - Verification of Licensee Name Change	FE + 5		FE + 5				
	625	Correspondence - Political Subdivision Notification for Inspectors	FE + 3		FE + 3				

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 60 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

	626	Correspondence - Notification to Clear TGSLC Default Status	FE + 1		FE + 1	TGSLC = Texas Guaranteed Student Loan Corporation.		
	627	Licenses Revoked	AC + 3		AC + 3	AC = After Expired. Paper files are held by the Enforcement Department, including backup documents indicating the reason(s) for revocation.		
	628	Log, CPE Class Attendance	FE + 1		FE + 1	CPE = Continuing Professional Education.		
	629	Log, License Card Production	FE + 1		FE + 1			
	630	Renewal Forms (Standard)	FE + 3		FE + 3			
	631	Renewal Forms (Return to State)	FE + 3		FE + 3			
		ENFORCEMENT DEPARTMENT:						

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 61 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

	651	Field Representative/Investigator Reports Weekly or monthly reports sent into the main office by the Board's Field Representative/Investigators.	FE + 3		FE + 3			
		Section 5.2 - Facility Management						
5.2.003	661	Building Plans and Specifications Blueprints for the miniature houses in the Examination Center, used as part of the examination process.	LA + 2		LA + 2	R	These miniature houses are property of the Texas State Board of Plumbing Examiners, and not part of or attached to any leased building. LA = Life of Asset. It is important to note that these are models used during the examination process for the purpose of testing potential licensees on how to install proper plumbing.	

Retention Codes (Field 7)

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

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 62 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.2.006	662	Property Destruction, Certificates of	FE + 3		FE + 3				
5.2.008	663	Equipment History/Service Agreements Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc., and service/repairs logbooks.	LA + 3		LA + 3				
5.2.009	664	Equipment Inventory Detail Report Forms Updates Board portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 3		FE + 3				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 63 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.2.014	665	Inventory - Annual Physical Property, equipment, supply verification.	FE + 3		FE + 3			
5.2.022	666	Utility Usage Reports	AV		AV			
5.2.027	667	Space Utilization Reports	AV		AV			
		Section 5.3 - Purchasing						
5.3.007	671	Bid Documentation Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE + 3		FE + 3		If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract.	

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 64 of 68

2. Agency Code	456	3. Agency Name					Texas State Board of Plumbing Examiners				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

5.3.008	672	Purchasing Logs Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status. Includes Purchasing Logs for Credit cards.	FE + 3		FE + 3				
	676	HUB Reports (Semi-annual and Annual)	FE + 3		FE + 3				
	677	Recycled Purchases Reports	FE + 3		FE + 3				
	678	State Use Exception Reports (Monthly)	FE + 3		FE + 3				
		Section 5.4 - Risk Management							

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



STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 65 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.4.001	681	Accident Reports and Associated Documentation Accident or occupational reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE + 5		CE + 5	29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.		
5.4.002	682	Evacuation Plans Plans for evacuation of the facilities in cases of emergency.	US		US			
5.4.007	683	Hazardous Materials Training Records Records of training given employees in an agency hazard communications program.	5		5	Health and Safety Code Section 502.009(g).		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 66 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.4.010	684	Material Safety Data Sheets	AC		AC	AC = Until superseded or expired, or after hazardous material (or chemicals) are no longer stored by the agency, as applicable.		
5.4.011	685	Visitor Control Registers Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3			
5.4.012	686	Security Access Records Records relating to the issuance of keys, identification cards, passwords, signed statements or similar instruments of access to Board facilities, equipment or automated equipment.	AC + 2		AC + 2	AC = Until superseded, date of expiration, or date of termination, whichever is sooner.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 67 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.4.013	687	Disaster Preparedness and Recovery Plans	US		US			
		Section 5.5 - Telecommunications						
5.5.001	691	Billing Detail - Telecommunications (Other than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		See Item 5.5.006 for TEX-AN billing detail.	
5.5.006	692	Billing Detail - Telecommunications (TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records.	
		Section 5.6 - Vehicles						

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 68 of 68

2. Agency Code 456		3. Agency Name Texas State Board of Plumbing Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.6.004	695	Licensing and Driving Record Checks	AC		AC	AC = Until superseded or until termination of employment.		
5.6.005	696	Vehicle Use Reports Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE + 3		FE + 3			
5.6.007	697	Vehicle Titles and Registrations	LA		LA			

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