



August 31, 2012

Ms. Katherine Crain  
Records Management Officer  
Texas Board of Architectural Examiners  
333 Guadalupe, #2-350  
Austin, TX 78701-3942

Re: Texas Board of Architectural Examiners  
8th Recertification, Amendment Number 1

Dear Ms. Crain:

Enclosed are approved amendment pages to your records retention schedule. Please maintain these pages with your currently approved schedule so that they can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please call the information analyst assigned to your agency, Erica Wilson, at 512-463-6627.

Sincerely,

Craig Kelso  
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist  
cc: (without enclosure) Cathy L. Hendricks

State and Local  
Records Management

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

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

[www.tsl.state.tx.us](http://www.tsl.state.tx.us)

*Commission Chairman*  
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*Members*  
Sharon T. Carr  
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Larry G. Holt  
Wm. Scott McAfee  
Sandra J. Pickett

*Director and Librarian*  
Peggy D. Rudd

*Assistant State Librarian*  
Edward Seidenberg

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

R01-459/459



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 459  
 Agency Name Texas Board of Architectural Examiners

*(Check one)*

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

*I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.*

*(Check one)*

- Agency Head
- Records Management Officer

Signature Katherine Keen Crain  
 Name (Print or type) Katherine Keen Crain

Date 08/13/2012

**Section 2. Approvals**

*(Submitting agencies do not write in this section)*

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

Signature \_\_\_\_\_  
 Name (Print or type) \_\_\_\_\_  
 Date \_\_\_\_\_

**Not Required at This Time**

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

Signature Peggy D. Rudd  
 Name (Print or type) Peggy D. Rudd  
 Date 8/28/12

Cert/Recert No. 8 Amendment No. 1

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## CAUTION

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

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





STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

Form SLR 105C must accompany this form.

1. Page 1 of 2

2. Agency Code 459		3. Agency Name Texas Board of Architectural 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. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			Page No.	Agency Item No.		

1.1.007	AD-03	Correspondence – Administrative	4		4	R	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This record series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approval schedule.  VITAL.		2	AD-03	C
1.1.008	AD-04	Correspondence – General	2		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		3	AD-04	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed D – Deleted
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist		
	LA – Life of Asset	US – Until Superseded			



May 7, 2012

Ms. Katherine Crain  
Records Management Officer  
Texas Board of Architectural Examiners  
333 Guadalupe, #2-350  
Austin, TX 78701-3942

RE: Texas Board of Architectural Examiners  
Retention schedule approved for use.

Dear Ms. Crain:

Enclosed is a copy of your recertified records retention schedule. Please ensure all old copies of the schedule are superseded with this recertified copy.

Your recertified 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.

During a certification period, state regulations (13 TAC §6.4) also require 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, contact the government information analyst assigned to your agency.

Your efforts in maintaining an up-to-date 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. Your schedule will be due for recertification on the last working day of April 2015. If you have any questions, call the information analyst assigned to your agency, Erica Wilson, at 512-463-6627.

Sincerely,

Craig Kelso  
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist  
cc: (without enclosure) Cathy L. Hendricks

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Sandra J. Pickett  
Sally Reynolds

*Director and Librarian*  
Peggy D. Rudd

*Assistant State Librarian*  
Edward Seidenberg

*Making  
information  
work  
for all  
Texans*

R01-459/459



Texas  
State Library  
and Archives  
Commission

# STATE OF TEXAS

## Records Retention Schedule Certification

**SLR 105C**

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

### Section 1. Agency Information

*(Submitting agencies complete this section only)*

Agency Code 459

Texas Board of

Agency Name Architectural Examiners

*(Check one)*

Initial Certification - Form SLR 105

Recertification - Form SLR 105

Amendment - Form SLR 122

*I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.*

*(Check one)*

Agency Head

Records Management Officer

Signature

*Katherine Keen Crain*

Name *(Print or type)* Katherine Keen Crain

Date 2-29-2012

### Section 2. Approvals

*(Submitting agencies do not write in this section)*

State Auditor's Office

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

Signature

Name *(Print or type)*

Date

**Not Required at This Time**

Texas State Library and Archives Commission

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

Signature

*Peggy D. Rudd*

Name *(Print or type)*

**Peggy D. Rudd**

Date

*4/25/12*

Cert/Recert No.

8

Amendment No.

-

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## CAUTION

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





# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 1 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. 106 No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

<b>CATEGORY 1: ADMINISTRATIVE RECORDS</b> <b>SECTION 1.1: GENERAL</b>								
1.1.002	AD-01	<b>Audits</b>  Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC+7		AC+7		AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	
1.1.006	AD-02	<b>Complaint Records</b>  Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC+2		AC+2		AC = Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.	

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 2 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>		

1.1.007	AD-03	<p><b>Correspondence – Administrative</b></p> <p>Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.</p>	3		3	R	<p><b>ARCHIVES NOTE:</b> Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. <b>CAUTION:</b> This record series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. <b>VITAL.</b></p>		A1
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<b>Retention Codes – (Field 7)</b>				<b>Archival Codes (Field 8)</b>	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist
AV – As long as administratively valuable	FE – Fiscal Year End	MO – Months	PM – Permanent		



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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Page 3 of 92

2. Agency Code 459		3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>							
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	A		

1.1.008	AD-04	<b>Correspondence – General</b>  Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	1		1		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		A1
1.1.010	AD-05	<b>Directives</b>  Any document that officially initiates, rescinds, or amends general office procedures.	US+1		US+1				
1.1.011	AD-06	<b>Executive Orders</b>  Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US+3		US+3	A	<b>VITAL.</b>		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable CE – Calendar Year End FE – Fiscal Year End				LA – Life of Asset MO – Months US – Until Superseded PM – Permanent		<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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Page 4 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

1.1.013	AD-07	<p><b>Calendars, Appointment and Itinerary Records</b></p> <p>Calendars, appointment books or programs, and scheduling or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees.</p>	CE+1		CE+1	R	<p><b>ARCHIVES NOTE:</b> Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. <b>CAUTION:</b> A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p>		
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<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

Page 5 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.				
			Agency	Storage	Total	9. Remarks	106						

1.1.014	AD-08	<b>Legal Opinions and Advice</b>  From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See, 1.1.048.		
1.1.019	AD-09	<b>Public Relations Records</b>  News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2		2	R			
1.1.020	AD-10	<b>Public Information Requests – Not Exempted</b>  Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC+1		AC+1		AC = Date request fulfilled.		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 6 of 92

2. Agency Code		459	3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks	106				

1.1.021	AD-11	<b>Public Information Requests – Exempted</b>  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	AD-12	<b>Organizational Charts</b>	US		US	A	Archival: Transfer to State Archives		
1.1.024	AD-13	<b>Plans and Planning Records</b>  Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC+3		AC+3	R	AC = Decision made to implement or not to implement result of planning process. ARCHIVES NOTE: Data processing planning records are not archival.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

2. Agency Code		459		3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.		
					Agency	Storage	Total	9. Remarks					

1.1.026	AD-14	<b>Texas Register Submissions</b>  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 Texas Register.		
1.1.027	AD-15	<b>Proposed Legislation</b>  Drafts of proposed legislation and related correspondence.	AV		AV				
1.1.038	AD-16	<b>Customer Surveys</b>  Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC+3		AC+3		AC = Final disposition of summary report.  SEE item number 1.1.067 for summary reports compiled from customer surveys.		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable CE – Calendar Year End FE – Fiscal Year End				<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist	
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
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Page 8 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>	
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

1.1.040	AD-17	<b>Speeches, Papers and Presentations</b> Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC		AC	R	AC = End of term in office or termination of service in a state position.	
1.1.041	AD-18	<b>Suggestion System Records</b> Suggestions submitted by agency personnel and responses.	1		1			
1.1.043	AD-19	<b>Training Materials</b> Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US+1		US+1			

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**  
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Page 9 of 92

2. Agency Code		459	3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks	106					

1.1.048	AD-20	<p><b>Litigation Files</b></p> <p>Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.</p>	AC+1	2	AC+3	R	<p>AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter, dismissal of a lawsuit for want of prosecution or on motion of the plaintiff, or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.</p> <p>ARCHIVES NOTES: 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 presentation.</p>	97-459-009
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Retention Codes – (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist		
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 10 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>						TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>				
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>							

1.1.053	AD-21	<b>Registration Logs</b>  Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC+1		AC+1		AC = Report filed with the Texas Ethics Commission		
1.1	AD-22	<b>Historical Records of Agency</b>	PM	PM	PM	A	Archival requirement fulfilled by transfer of the paper originals to the Archives and Information Services Division of the Texas State Library and Archives Commission on 4/12/2000. <b>VITAL.</b>	97-459-008	

<b>Retention Codes – (Field 7)</b>				<b>Archival Codes (Field 8)</b>			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives			
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# STATE OF TEXAS Records Retention Schedule

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Page 11 of 92

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			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>		

1.1.055	AD-23	<b>Strategic Plans</b>  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. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.056	AD-24	<b>ADA (American with Disabilities Act) Documentation</b>  Self evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3	3		28 CFR 35.105(c).		

<b>Retention Codes – (Field 7)</b>				<b>Archival Codes (Field 8)</b>	
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
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Page 12 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>					TEXAS BOARD OF ARCHITECTURAL EXAMINERS				
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>		
			Agency	Storage	Total	<b>9. Remarks</b>					

1.1.057	AD-25	<p><b>Transitory Information</b></p> <p>Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series.</p>	AC		AC		<p>AC = Purpose of record has been fulfilled. CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another record series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p>		
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<b>Retention Codes – (Field 7)</b>					<b>Archival Codes (Field 8)</b>	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	MO – Months	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist
AV – As long as administratively valuable	FE – Fiscal Year End			PM – Permanent		



# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 13 of 92

2. Agency Code		459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.058	AD-26	<b>Meeting Agenda and Minutes</b>  Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM	PM	PM	A	<b>ARCHIVES NOTE:</b> 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. <b>CAUTION:</b> This records series and item numbers 1.1059, 1.1060, 1.1061, and 1.1062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records must be in RRS and others related to functions of the agency.	97-459-007	
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Retention Codes – (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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Page 14 of 92

2. Agency Code		3. Agency Name							
459		TEXAS BOARD OF ARCHITECTURAL 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				
1.1.059	AD-27	<b>Meetings, Certified Agendas or Tape Recordings of Closed</b>  Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC+2		AC+2		AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.  Government Code, 551.104(a). SEE caution comment at item number 1.1058.		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 15 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

1.1.060	AD-28	<p><b>Meetings, Audio or Videotapes of Open</b></p> <p>Audio or videotapes of open meetings of state boards, commissions, committees, and councils.</p>	AC + 90 days		AC + 90 days	<p>AC = Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of the state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058.</p>		
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<b>Retention Codes – (Field 7)</b>				<b>Archival Codes (Field 8)</b>	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist
AV – As long as administratively valuable	FE – Fiscal Year End	MO – Months	PM – Permanent		



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 16 of 92

2. Agency Code		459	3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks						

1.1.061	AD-29	<b>Meeting – Notes</b>  Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC + 90 days		AC + 90 days		AC = Approval of the formal minutes by the governing body. SEE caution comment at item number 1.1.058.		
1.1.062	AD-30	<b>Meetings – Supporting Documentation</b>  Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	2		2	A	SEE caution comment at item number 1.1.058.		

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

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 17 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks						

1.1.063	AD-31	<b>Staff Meeting Minutes and Notes</b>  Minutes or notes, and supporting documentation taken at internal agency staff meetings.	1		1				
1.1.064	AD-32	<b>Agency Performance Measures Documentation</b>  Any records of any agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE+3		FE+3		CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures. <b>VITAL.</b>		

<b>Retention Codes -- (Field 7)</b> AC -- After Closed, Terminated, Completed, Expired, Settled AV -- As long as administratively valuable	CE -- Calendar Year End FE -- Fiscal Year End	LA -- Life of Asset MO -- Months	US -- Until Superseded PM -- Permanent	<b>Archival Codes (Field 8)</b> A -- Transfer to State Archives R -- Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

Page 18 of 92

2. Agency Code		459	3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks	106					

1.1.065	AD-33	<b>Reports and Studies (Non-Fiscal) – Raw Data</b>  Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV	CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.			
1.1.066	AD-34	<b>Reports-Biennial or Annual Agency (Narrative)</b>  Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. ARCHIVES NOTES: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		

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



# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 19 of 92

2. Agency Code		459	3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks	106					

1.1.067	AD-35	<b>Reports and Studies (Non-Fiscal)</b>  Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3		3	R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page ix for more information.		
1.1.068	AD-36	<b>Reports on Performance Measures</b>  Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC+6		AC+6		AC = September 1 of odd-numbered calendars years.		

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



# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 20 of 92

2. Agency Code		459	3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks	106					

1.1.069	AD-37	<b>Reports – Activity</b>  Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	1		1		CAUTION: SEE item number 1.1064.		
1.1.070	AD-38	<b>Agency Rules, Policies, and Procedures – Final</b>  Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services or projects.	AC + 3		AC + 3	R	AC = Completion or termination of program, rules, policies or procedures.  SEE ALSO: Agency Rules, Policies and Procedures – Working Files, item number 1.1.071. <b>VITAL.</b>		

Retention Codes – (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist		
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 21 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>		

1.1.071	AD-39	<b>Agency Rules, Policies, and Procedures – Working Files</b>  Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC+3		AC+3	R	AC = Completion or termination of program, rules, policies or procedures. See also item number 1.1.070. <b>VITAL.</b>		
1.1.072	AD-40	<b>Public Information Reports</b>  Reports made to the Office of the Attorney General on an agency's Public Information Act activities.	2		2				

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 22 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			Agency	Storage	Total	9. Remarks			

1.1.073	AD-41	<b>Administrative Hearings</b>  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	AD-42	<b>Sunset Review Report and Documentation</b>	AC+3		AC+3	R	AC = After the subsequent Sunset Review.		

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



# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 23 of 92

2. Agency Code		459		3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.		
					Agency	Storage	Total	9. Remarks					

1.1.075	AD-43	<b>Alternative Dispute Resolutions – Final Agreement</b>  Final agreement described by Government Code, § 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC+4		AC+4		AC = Date of final agreement. Texas Civil Practice and Remedies Code, Chapter 154.071.			
<b>CATEGORY 1: ADMINISTRATIVE RECORDS SECTION 1.2: RECORDS MANAGEMENT</b>										
1.2.001	AD-44	<b>Destruction Authorizations</b>  Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE+3		FE+3					

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable CE – Calendar Year End FE – Fiscal Year End				LA – Life of Asset MO – Months US – Until Superseded PM – Permanent		<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
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<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>	<b>106 No.</b>	

1.2.003	AD-45	<b>Forms History File</b>  Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC+1		AC+1	AC =Discontinuance of use of form.		
1.2.004	AD-46	<b>Forms Inventory</b>  Any periodic listing of all forms used internally or externally by an agency.	US		US			
1.2.005	AD-47	<b>Records Retention Schedule (SLR 105)</b>  Agency copy. Formerly RMD 105. Includes documentation of certification and approval – forms SLR 105C (formerly RMD 105C) and/or other forms designated by the State Records Administrator.	US		US	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 25 of 92

2. Agency Code 459		3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>								
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				

1.2.006	AD-48	<b>Records Transmittal Forms</b>  Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC+2		AC+2	AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
1.2.008	AD-49	<b>Request for Authority to Dispose of State Records (RMD 102)</b>  Agency copy.	FE+3		FE+3	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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Page 26 of 92

2. Agency Code		459	3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks	106				

1.2.010	AD-50	Records Disposition Logs	10	10	10	10	10	10	10
		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.							
1.2.011	AD-51	Record Center Storage Approval Forms (RMD 106) Agency copy.	US		US				
1.2.012	AD-52	Records Inventory Worksheets	US		US				

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 27 of 92

2. Agency Code		459		3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.				
			Agency	Storage	Total	9. Remarks	106						

1.2.013	AD-53	<b>Records Control Locator Aids</b>  Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC	AC = When control aid is updated, revised, or no longer needed.  <b>CAUTION:</b> These records must carry the same retention period and archival code of the records they support.		
1.2.014	AD-54	<b>Records Management Plans</b>  Records management plans and similar records that establish the policies and procedures under which records and information as managed in an agency.	US+1		US+1			

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable				CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 28 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. 106 No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			Agency	Storage	Total	9. Remarks			

1.2.015	AD-55	<b>Disaster Recovery Service Transmittals (RMD 109)</b>  Also includes documentation for disaster recovery services provided by other entities.	FE+1		FE+1				
1.2.016	AD-56	<b>Disaster Recovery Service Approval Form (RMD 113)</b>  Agency copy of form.	AC		AC		AC = Until suspended or termination of service.		
<b>CATEGORY 1: ADMINISTRATIVE RECORDS</b> <b>SECTION 1.3: STATE PUBLICATIONS</b>									

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
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Page 29 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.		
					Agency	Storage	Total	9. Remarks					

1.3.001	AD-57	<p><b>State Publications</b></p> <p>One copy of each state publication as defined on page xi of the introduction of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.</p>	AC+2		AC+2	<p>AC = Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information, see 13 T.A.C. 3.1 through 3.16 .</p>		
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<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable				CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 30 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS							
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>	
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>		<b>9. Remarks</b>			

1.3.002	AD-58	<b>Publication Development Files</b>  Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV		AV	R			
<b>CATEGORY 2: ELECTRONIC DATA PROCESSING RECORDS SECTION 2.1: AUTOMATED APPLICATIONS</b>									

<b>Retention Codes – (Field 7)</b>			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded
AV – As long as administratively valuable	FE – Fiscal Year End	MO – Months	PM – Permanent
			<b>Archival Codes (Field 8)</b>
			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.*

Page 31 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			Agency	Storage	Total	9. Remarks	106 No.		

2.1.007		<p><b>Software Programs</b></p> <p>Automated software applications and operating system files including job control language, program listing/source code, 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 software to be retrieved and read. 13 T.A.C. 6.94. <b>VITAL.</b></p> <p><b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.</p>		
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<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

Page 32 of 92

2. Agency Code		459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

2.1.008		<p><b>Hardware Documentation</b></p> <p>Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.</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 T.A.C. 6.94. <b>VITAL.</b> CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p>		
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<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>		

2.1.009	IT-01	<b>Technical Documentation</b> Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships and data origin.	AC		AC		AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 T.A.C. 6.94. <b>VITAL.</b> CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
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<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 34 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. 106 No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

2.1.010	IT-02	<b>Audit Trail Records</b>  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.		
		<b>CATEGORY 2: ELECTRONIC DATA PROCESSING RECORDS</b>							
		<b>Section 2.2: COMPUTER OPERATIONS AND TECHNICAL SUPPORT</b>							

<b>Retention Codes – (Field 7)</b>			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded
AV – As long as administratively valuable	FE – Fiscal Year End	MO – Months	PM – Permanent
			<b>Archival Codes (Field 8)</b>
			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.*

Page 35 of 92

2. Agency Code		459	3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks	106					

2.2.010	IT-03	<b>Data Processing Policies and Procedures</b>  Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security; systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US+3		US+3	CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009. <b>VITAL.</b>		
2.2.016	IT-04	<b>Software Registrations, Warranties and Lease Agreements</b>  <b>CATEGORY 3: PERSONNEL RECORDS</b> <b>SECTION 3.1: EMPLOYEE</b>	LA+3		LA+3	<b>VITAL.</b>		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 36 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.	
					Agency	Storage	Total	9. Remarks				

3.1.001	HR-01	<b>Applications for Employment – Not Hired</b>  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.			CE+2		CE+2		29 C.F.R. 1602.31 (State Agencies). 29 C.F.R. 1602.49(a) [State Universities].			
3.1.002	HR-02	<b>Applications for Employment – Hired</b>  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.			

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months US – Until Superseded PM – Permanent					<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist		
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. 106 No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

3.1.006	HR-03	<b>Employee Counseling Records</b>  Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC+3		AC+3		AC = Termination of counseling.		
3.1.011	HR-04	<b>Employee Insurance Records</b>  Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC		AC		AC = Until superseded or termination of employment.  <b>CAUTION:</b> Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 38 of 92

2. Agency Code		3. Agency Name								
459		TEXAS BOARD OF ARCHITECTURAL 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					
3.1.012	HR-05	<b>Employment Opportunity Announcements</b>  Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	CE+2		CE+2		29 C.F.R. 1602.31 [State Agencies]. 29 C.F.R. 1602.49(a) [State Universities].			
3.1.013	HR-06	<b>Employment Contracts</b>	AC+4		AC+4		AC = Expiration or termination of the contract according to its terms.			

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



# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 39 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>						<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>	
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>	
			<small>Agency</small>	<small>Storage</small>	<small>Total</small>	<b>9. Remarks</b>			

3.1.014	HR-07	<b>Employment Selection Records</b>  Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results, and all other records that document the selection process.	FE+2		FE+2			
						29 C.F.R. 1602.31 [State Agencies]. 29 C.F.R. 1602.49(a) [State Universities].		

<b>Retention Codes – (Field 7)</b>	<b>Archival Codes (Field 8)</b>
AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months US – Until Superseded PM – Permanent 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.*

Page 40 of 92

2. Agency Code		3. Agency Name		7. Retention Period			8. Archival		10.	11. TSLAC ONLY Amend. No.
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title		Agency	Storage	Total	9. Remarks		106 No.	
459		TEXAS BOARD OF ARCHITECTURAL EXAMINERS								
3.1.018	HR-08	<b>Grievance Records</b>  Records relating to the review of employee grievances against personnel policies, working conditions, etc.		AC+2		AC+2	AC = Final decision on the grievance.  CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U.S. Department of Labor. SEE item number 1.1048.			
3.1.019	HR-09	<b>Performance Appraisals</b>		2		2	29 C.F.R. 1620.32(c).			

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable				CE – Calendar Year End FE – Fiscal Year End		LA – Life of Asset MO – Months		US – Until Superseded PM – Permanent		<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist	
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 41 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>					TEXAS BOARD OF ARCHITECTURAL EXAMINERS				
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>			
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>				<b>9. Remarks</b>		

3.1.020	HR-10	<p><b>Personnel Corrective Action Documentation</b></p> <p>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.</p>	AC+5		AC+5	<p>AC = Termination of corrective action. CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.</p>		
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<b>Retention Codes – (Field 7)</b>				<b>Archival Codes (Field 8)</b>			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist		
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 42 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

3.1.021	HR-11	<p><b>Personnel Disciplinary Action Documentation</b></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 agency, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.</p>	AC+5		AC+5		AC = Termination of employment. <b>VITAL.</b>		
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<b>Retention Codes – (Field 7)</b>				<b>Archival Codes (Field 8)</b>	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist
AV – As long as administratively valuable	FE – Fiscal Year End	MO – Months	PM – Permanent		



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 43 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.		
					Agency	Storage	Total	9. Remarks					

3.1.022	HR-12	<b>Personnel Information or Action Forms</b>  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.	FE+2		FE+2	29 C.F.R. 1602.31 [State Agencies]. 29 C.F.R. 1602.49(a) [State Universities].		
3.1.023	HR-13	<b>Position/Job Descriptions</b>  Job descriptions, including all associated task or skill statements, for positions in an agency.	AC+4		AC+4	AC = Until superseded or job eliminated. 40 T.A.C. 815.106(i). <b>VITAL.</b>		
3.1.024	HR-14	<b>Physical Examinations/Medical Reports</b>  Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC+2		AC+2	AC = Until superseded or termination of employment. <b>CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014.</b>		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled    CE – Calendar Year End    LA – Life of Asset    US – Until Superseded AV – As long as administratively valuable    FE – Fiscal Year End    MO – Months    PM – Permanent						<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL 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					

3.1.026	HR-15	<b>Criminal History Checks</b>  Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC	AC = The criminal history record has served the immediate purpose for which it was obtained. CAUTION: An agency that is authorized to obtain criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.		
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Retention Codes – (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist		
AV – As long as administratively valuable	FE – Fiscal Year End	MO – Months	PM – Permanent				



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 45 of 92

2. Agency Code	459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.027	HR-16	<b>Training and Educational Achievement Records (Individual)</b>  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.		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 46 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>					TEXAS BOARD OF ARCHITECTURAL EXAMINERS				
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>		
			Agency	Storage	Total	<b>9. Remarks</b>					

3.1.029	HR-17	<b>Employment Eligibility, Documentation or Verification of</b>  Federal reporting form (INS I-9).	AC+1		AC+1	AC = Termination of employment. <b>CAUTION:</b> Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 C.F.R. 274a.2(b)(2)(i)(A) and (c)(2).		
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<b>Retention Codes – (Field 7)</b>				<b>Archival Codes (Field 8)</b>	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist
AV – As long as administratively valuable	FE – Fiscal Year End	MO – Months	PM – Permanent		



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 47 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b> TEXAS BOARD OF ARCHITECTURAL EXAMINERS								
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>		
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>				<b>9. Remarks</b>	

3.1.031	HR-18	<b>Employee Benefits – Other than Insurance</b>  Agency 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. <b>CAUTION:</b> Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.034	HR-19	<b>Resumes – Unsolicited</b>  Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV		AV	SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.		
3.1.037	HR-20	<b>Employee Recognition Records</b>  Awards, incentives, tenure, etc.	AC+5		AC+5	AC = Termination of employment.		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 48 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.		
					Agency	Storage	Total	9. Remarks					
3.1.038	HR-21	<b>Public Access Option Form</b>  Form completed and signed by employee or official or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.			US		US	See item number 3.3.011. <b>VITAL.</b>					

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

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 49 of 92

2. Agency Code		459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks	106			

3.1.039	HR-22	<b>Ombudsman Records</b>  Consultation records, notes, letters, memos, emails, reports and other documentation.	AC		AC	AC = Final decision or matter closed. <b>CAUTION:</b> Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate record series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, 3.1.021.		
		<b>CATEGORY 3: PERSONNEL RECORDS SECTION 3.2 – PAYROLL</b>						

Retention Codes – (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 50 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.		
					Agency	Storage	Total	9. Remarks					

3.2.001	HR-23	<b>Employee Deduction Authorizations</b>	AC+4		AC+4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. <b>VITAL.</b>		
3.2.002	HR-24	<b>Employee Earning Records</b>		4	4	Duplicate copy is maintained at agency. Original copy stored at State Records Center. 40 T.A.C. 8015.106(i).	97-459-006	
3.2.003	HR-25	<b>Federal Tax Records</b>	AC+4		AC+4	AC = Tax due date, date claim is filed, or date tax is paid whichever is later. 26 C.F.R. 31.6001-1(e) (2).		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable				CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 51 of 92

2. Agency Code		459	3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks						

3.2.004	HR-26	<b>Income Adjustment Authorizations</b>  Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2		2	29 C.F.R. 516.6(c). VITAL.		
3.2.005	HR-27	<b>W-4 Forms</b>  Employer's copy of "Employee's Withholding Exemption Certificate."	AC+4		AC+4	AC = Until superseded, obsolete, or upon separation of employee. 26 C.F.R. 31.6001-1(e)(2). VITAL.		
3.2.006	HR-28	<b>Wage Rate Tables</b>	2		2	29 C.F.R. 516.6(a)(2).		
3.2.007	HR-29	<b>Unemployment Compensation Records</b>	AC+5		AC+5			
3.2.008	HR-30	<b>Direct Deposit Application/Authorizations</b>	US		US	VITAL.		

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AV – As long as administratively valuable	FE – Fiscal Year End	MO – Months	PM – Permanent		



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 52 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>		

3.2.009	HR-31	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 of Texas. <b>VITAL.</b>		
3.2.010	HR-32	Human Resources Information System (HRIS) Reports  Includes supporting documentation.	AC+4	AC+4	VITAL.		
		<b>CATEGORY 3: PERSONNEL RECORDS</b>					
		<b>SECTION 3.3: PERSONNEL ADMINISTRATIVE</b>					

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 53 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			Agency	Storage	Total	<b>9. Remarks</b>	106 No.	

3.3.001	HR-33	<b>Affirmative Action Plans</b>  Affirmative action plans for both regular employees and apprenticeship programs.	5		5	29 C.F.R. 30.8(e) for apprenticeship plans.		
3.3.004	HR-34	<b>Benefit Plans</b>  Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US+1		US+1	29 C.F.R. 1627.3(b)(2).		
3.3.010	HR-35	<b>Labor Statistics Reports</b>  Reports providing statistical information on labor force.	3		3			

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

3.3.011	HR-36	<b>Former Employee Verification Records</b>  Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and more recent public access option form.	AC + 75		AC + 75		AC = Termination of employment. See item number 3.1.038. <b>VITAL.</b>		
3.3.015	HR-37	<b>Positions/Job Classification Review File</b>  Records relating to review and monitoring of job classifications within an agency.	US+3		US+3				
3.3.020	HR-38	<b>Work Schedules/Assignments</b>  Work, duty, shift, crew, or case schedules, rosters, or assignments.	1		1				

<b>Retention Codes – (Field 7)</b>				<b>Archival Codes (Field 8)</b>	
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 55 of 92

2. Agency Code		459		3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.		
					Agency	Storage	Total	9. Remarks					

3.3.022	HR-39	<b>Texas Workforce Commission (TWC) Reports</b>  Reports to the agency from TWC or its predecessor pertaining to employees.	3		3				
3.3.023	HR-40	<b>Reimbursable Activities, Requests and Authorizations to Engage in</b>  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	HR-41	<b>Personnel Policies and Procedures</b>  Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US+3		US+3				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 56 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL 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					

3.3.025	HR-42	<b>Job Procedure Records</b>  Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US+3		US+3				
3.3.026	HR-43	<b>Agency Staffing Reports</b>  Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US+3		US+3				

Retention Codes – (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

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Page 57 of 92

2. Agency Code		459		3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.				
			Agency	Storage	Total	9. Remarks	106 No.						

3.3.027	HR-44	<b>Aptitude and Skills Tests</b>  Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US+2		US+2	29 C.F.R. 1602.31 [State Agencies]. 29 C.F.R. 1602.49 [State Universities]. CAUTION: One copy of each different test (different in terms of either questions or administrative procedures) should be retained for the period indicated.		
3.3.028	HR-45	<b>Aptitude and Skills Tests (Test Papers)</b>  Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.	2		2	29 C.F.R. 1602.31 [State Agencies]. 29 C.F.R. 1602.49 [State Universities].		

Retention Codes – (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 58 of 92

2. Agency Code 459		3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>							
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			

3.3.029	HR-46	<b>Aptitude and Skills Tests (Validation Records)</b>  Records of the validation of aptitude and skills tests.	AC+2		AC+2	AC = As long as the test is used by the agency. 29 C.F.R. 1602.31 [State Agencies]. 29 C.F.R. 1602.49 [State Universities].		
3.3.030	HR-47	<b>Training and Administration Records</b>  Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.	US+2		US+2	CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.		
3.3.031	HR-48	<b>EEO Reports and Supporting Documentation</b>  Includes documentation used to complete EEO reports.	3		3	29 C.F.R. 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		

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

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 59 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL 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							

3.3.032	HR-49	<b>Equal Pay Records</b>  Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	3		3		29 C.F.R. 1620.32. VITAL.		
<b>CATEGORY 3: PERSONNEL RECORDS</b> <b>SECTION 3.4 – TIME AND LEAVE</b>									
3.4.001	HR-50	<b>Accumulated Leave Adjustment Requests</b>  Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE+3		FE+3				

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable CE – Calendar Year End FE – Fiscal Year End				LA – Life of Asset MO – Months US – Until Superseded PM – Permanent		<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 60 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. 106 No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			Agency	Storage	Total	<b>9. Remarks</b>			

3.4.002	HR-51	Leave Status Reports	FE+3	FE+3	VITAL.		
		Cumulative report is issued each pay cycle and provides employee leave status information for each position.					
3.4.003	HR-52	<b>Less Than Full-Time Worked Reports</b>	4	4	40 T.A.C. 815.106(i).		
3.4.004	HR-53	<b>Overtime Authorizations</b>	2	2			
3.4.005	HR-54	<b>Overtime Schedules</b>	2	2			
3.4.006	HR-55	<b>Time Cards and Time Sheets</b>	4	4	40 T.A.C. 815.106(i).		
3.4.007	HR-56	<b>Time Off and/or Sick Leave Requests</b>	FE+3	FE+3			
3.4.008	HR-57	<b>Sick Leave Pool Documentation</b>	FE+3	FE+3			
		Requests submitted, approvals, number of hours transferred in and out, etc.					
<b>CATEGORY 4: FISCAL RECORDS SECTION 4.1 WORKSHEETS, DETAIL INFORMATION ON FINANCIAL EVENT OR TRANSACTION</b>							

<b>Retention Codes – (Field 7)</b>	<b>Archival Codes (Field 8)</b>
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 61 of 92

2. Agency Code 459		3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks

4.1.001	FI-01	Accounts Payable Information	FE+3		FE+3			
4.1.002	FI-02	Billing Detail	FE+3		FE+3	CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.		
4.1.003	FI-03	Canceled Checks/Stubs/Warrants/Drafts	FE+3		FE+3			
4.1.004	FI-04	Encumbrance Detail	FE+3		FE+3			
4.1.005	FI-05	Inventory and Other Cost Files Production, job, labor, quotes, pricing, specifications, etc.	FE+3		FE+3			
4.1.006	FI-06	Investment Transaction Files	FE+3		FE+3			
4.1.007	FI-07	Transfers or Budget Revisions Transfers or adjustment to budgets.	FE+3		FE+3			
4.1.008	FI-08	Electronic Fund Transfers Direct Deposit Registers.	FE+3		FE+3			

Retention Codes – (Field 7)				Archival Codes (Field 8)	
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 62 of 92

2. Agency Code		459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks	106		

		CATEGORY 4: FISCAL RECORDS SECTION 4.2 – DOCUMENTS OF ORIGINAL ENTRY						
4.2.001	FI-09	<b>Cash Deposit Vouchers</b> Cash deposit slips.	FE+3		FE+3			
4.2.002	FI-10	<b>Cash Receipts</b> Includes receipts for fees (permits, licenses, renewals, etc.)	FE+3		FE+3			
4.2.003	FI-11	<b>Daily Cash Receipts Logs</b>	FE+3		FE+3			
4.2.004	FI-12	<b>Encumbrance Vouchers</b> Orders, statements, change orders, etc.	FE+3		FE+3			

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 63 of 92

2. Agency Code		459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.2.005	FI-13	<b>Purchase Vouchers</b>  Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE+3		FE+3			
4.2.006	FI-14	<b>General Journal Vouchers</b>	FE+3		FE+3			
4.2.007	FI-15	<b>Expenditure Vouchers</b>  Travel, payroll, etc.	FE+3		FE+3			
<b>CATEGORY 4: FISCAL RECORDS SECTION 4.3 – JOURNALS OR REGISTERS</b>								
4.3.001	FI-16	<b>Sales Journals or Registers</b>	FE+3		FE+3			
4.3.002	FI-17	<b>Receipts Journals or Registers</b>	FE+3		FE+3			
4.3.003	FI-18	<b>Expenditures Journals or Registers</b>	FE+3		FE+3			
<b>CATEGORY 4: FISCAL RECORDS SECTION 4.4 – LEDGERS</b>								
4.4.001	FI-19	<b>General and Subsidiary Ledgers</b>	FE+3		FE+3		<b>VITAL.</b>	
4.4.002	FI-20	<b>Accounts Receivable Ledgers</b>	FE+3		FE+3		<b>VITAL.</b>	

Retention Codes – (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 64 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL 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					
4.4.003	FI-21	Accounts Payable Ledgers			FE+3		FE+3						
4.4.004	FI-22	Employee Savings Bonds Ledgers			FE+3		FE+3	VITAL.					
CATEGORY 4: FISCAL RECORDS SECTION 4.5 – REPORTS													
4.5.001	FI-23	Worksheets for Preparing Fiscal Reports			FE+3		FE+3						
4.5.002	FI-24	Internal Fiscal Management Reports			FE+3		FE+3						
Includes agency monthly budget reports.													

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 65 of 92

2. Agency Code		459	3. Agency Name								TEXAS BOARD OF ARCHITECTURAL EXAMINERS	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks	106					

4.5.003	FI-25	<b>Annual Financial Reports</b>  Required by the General Appropriations Act (100 Day Report).	AC+6		AC+6	AC = September 1 of odd-numbered calendar years. <b>CAUTION:</b> If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
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Retention Codes – (Field 7)				Archival Codes (Field 8)	
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 66 of 92

2. Agency Code		459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.5.005	FI-26	External Fiscal Reports Special purpose – i.e., federal financial reports, salary reports, etc. Includes HUB Reports.	FE+3	FE+3	FE+3	AC = Receipt and reconciliation of monthly report.	106 No.	11. TSLAC ONLY Amend. No.
4.5.006	FI-27	Annual Operating Budgets Required by the General Appropriations Act.	FE+3	FE+3	FE+3			
4.5.007	FI-28	USAS Reports – Daily	AC	AC	AC	AC = Receipt and reconciliation of monthly report.		
4.5.008	FI-29	USAS Reports – Monthly	AC	AC	AC	AC = Receipt and reconciliation of annual report.		
4.5.009	FI-30	USAS Reports – Annual	FE+3	FE+3	FE+3			
CATEGORY 4: FISCAL RECORDS SECTION 4.6 – DOCUMENTS SHOWING COMPLIANCE WITH SYSTEM OF INTERNAL CONTROL								

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 67 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. 106 No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

4.6.001	FI-31	<b>Balancing Records</b>	FE+3		FE+3				
4.6.002	FI-32	<b>Reconciliations</b>	FE+3		FE+3				
4.6.003	FI-33	<b>Cash Counts</b>	FE+3		FE+3				
<b>CATEGORY 4: FISCAL RECORDS SECTION 4.7 – OTHER FISCAL</b>									
4.7.001	FI-34	<b>Accounting Policies and Procedures Manual</b>	US+3		US+3		VITAL.		
4.7.002	FI-35	<b>Bank Statements</b>	FE+3		FE+3				
4.7.003	FI-36	<b>Returned Checks/Warrants/Drafts (Uncollectible)</b>	AC+3		AC+3		AC = After deemed uncollectible.		
4.7.004	FI-37	<b>Capital Asset Records</b>	LA+3		LA+3				
4.7.005	FI-38	<b>Claim Files</b>	AC+3		AC+3		AC = Resolution of claim. VITAL.		
4.7.006	FI-39	<b>Comptroller Statements</b>	FE+3		FE+3				
4.7.007	FI-40	<b>Detail Chart of Accounts</b>  One of all accounts in use for a fiscal year.	FE+3		FE+3				
4.7.009	FI-41	<b>Fixed Asset Sequential Number Logs</b>	US+3		US+3				

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AV – As long as administratively valuable	FE – Fiscal Year End	MO – Months	PM – Permanent		



# STATE OF TEXAS Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

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Page 68 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>		

4.7.011	FI-42	<b>Texas Building and Procurement Commission Statements (Now called Texas Facilities Commission "TFC")</b>  Charge or bill statements received by agencies from the TBPC for services provided.	FE+3		FE+3			
4.7.012	FI-43	<b>Signature Authorizations</b>  Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	US + FE+3		US + FE+3			
<b>CATEGORY 5: SUPPORT SERVICES RECORDS</b> <b>SECTION 5.1 – GENERAL</b>								

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 69 of 92

2. Agency Code		459	3. Agency Name							<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.			
			Agency	Storage	Total	9. Remarks	106 No.					

5.1.001	AD-59	<b>Contracts and Leases</b>  Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC+4		AC+4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item numbers 5.1.017 for contract logs. <b>VITAL.</b>		
5.1.003	AD-60	<b>Delivery Reports</b>	2		2				
5.1.004	AD-61	<b>Mail and Telecommunications Listings</b>  Any mailing address, telephone or fax number, or email address records maintained by an agency on its employees or on entities or persons it serves.	US		US				

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# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 70 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			Agency	Storage	Total	<b>9. Remarks</b>	106 No.	

5.1.005	AD-62	<b>Postage Records</b>  Records and reports of postage expenses, including postal meter usage.	FE+3		FE+3			
5.1.007	AD-63	<b>Requisitions for In-Agency/Inter-Agency Copy/Printing Service</b>  Includes word processing and data processing.	AV		AV			
5.1.010	AD-64	<b>Licenses and Permits for Non-vehicles</b>  Does not include license and permits issued by an agency as part of its statutory responsibilities.	AC+2		AC+2	AC = Expiration date of license or permit. <b>VITAL.</b>		
5.1.011	AD-65	<b>Photocopier and Telefax Usage Logs &amp; Reports</b>	AV		AV			

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# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 71 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. 106 No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			Agency	Storage	Total	9. Remarks	Remarks		

5.1.012	AD-66	<b>Charge Schedules/Price Lists</b>  Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US+3		US+3				
5.1.013	AD-67	<b>Insurance Policies</b>  For vehicles, equipment, etc.	AC+4		AC+4		AC = Expiration or termination of the policy according to its terms. <b>VITAL.</b>		
5.1.014	AD-68	<b>Office Procedures</b>  Any internally distributed manual, guidelines or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print ship and photocopy ordering instructions.	US+1		US+1				

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AV – As long as administratively valuable	FE – Fiscal Year End	MO – Months	PM – Permanent		



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 72 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.				
			Agency	Storage	Total	9. Remarks	106 No.						

5.1.015	AD-69	<b>Correspondence Tracking Records</b>  Any record created by an agency to tract any type of incoming and outgoing correspondence or packages by the U.S. Postal Services or by private couriers.	1		1							
5.1.016	AD-70	Records series now included in 1.1.057.						See 1.1.057.				
5.1.017	AD-71	<b>Contract Log</b>  List of agency contracts leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE+3		FE+3							
<b>CATEGORY 5: SUPPORT SERVICES RECORDS</b> <b>SECTION 5.2 – FACILITY MANAGEMENT</b>												
5.2.001	AD-72	<b>Appraisals – Building or Property</b>	AV		AV	R		<b>VITAL.</b>				

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 73 of 92

2. Agency Code		459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks	Remarks			

5.2.002	AD-73	<b>Building Construction Project Files</b>  Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC + 10		AC + 10	R	AC = Completion of project. SEE ALSO item numbers 5.2.003 and 5.2.028. <b>VITAL.</b>		
5.2.003	AD-74	<b>Building Plans and Specifications</b>  Includes architectural and engineering drawings, profiles, and blueprints.	State Owned: LA Leased: AC+2		State Owned: LA Leased: AC+2	R	AC = For leased buildings; termination or cancellation of lease. SEE ALSO item numbers 5.2.002 and 5.2.008. <b>ARCHIVES NOTES:</b> Archival review designation is for state owned buildings only.		
5.2.004	AD-75	<b>Building Space Requests</b>	1		1				

Retention Codes – (Field 7)				Archival Codes (Field 8)			
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

2. Agency Code 459		3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>							
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			

5.2.014	AD-81	Inventory – Annual Physical Property, equipment, supply verification.	FE+3		FE+3			
5.2.015	AD-82	Inventory, Notices of Equipment Removed From	FE+3		FE+3			
5.2.016	AD-83	Inventory System Update Listings Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC		AC	AC = Transfer of information into annual listing		
5.2.017	AD-84	Lost & Stolen Property Reports	FE+3		FE+3			
5.2.18	AD-85	Quality Control Reports	2		2			
5.2.019	AD-86	Service Orders Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	1		1			

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 76 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. 106 No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

5.2.020	AD-87	<b>Supply Usage Records</b>	FE+1		FE+1				
5.2.021	AD-88	<b>Surplus Property Sale Reports</b>	FE+3		FE+3				
5.2.022	AD-89	<b>Utility Usage Reports</b>	AV		AV				
5.2.023	AD-90	<b>Year-To-Date Activity (Inventory Listing)</b>  Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE+3		FE+3				
5.2.024	AD-91	<b>Material Specifications</b>	AC+2		AC+2		AC = Material is no longer in the agency.		
* 5.2.025	AD-92	<b>Equipment Descriptions and Specifications</b>	AC+2		AC+2		AC = Equipment is no longer in the agency.		

<b>Retention Codes – (Field 7)</b>				<b>Archival Codes (Field 8)</b>			
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 77 of 92

2. Agency Code		459		3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.				
			Agency	Storage	Total	9. Remarks							

*5.2.026	AD-93	<b>Facilities Reservation Logs</b>  Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.	2	2				
5.2.027	AD-94	<b>Space Utilization Reports</b>  CATEGORY 5: SUPPORT SERVICES RECORDS SECTION 5.3 – PURCHASING	AV	AV				
5.3.002	FI-44	<b>Freight Bills Paid</b>	FE+3	FE+3				
5.3.003	FI-45	<b>Freight Claims</b>	AC+2	AC+2		AC = Resolution of claim.		
5.3.004	FI-46	<b>Order – Acknowledgments</b>	AV	AV				
5.3.005	FI-47	<b>Packing Slips</b>	AV	AV				

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# STATE OF TEXAS Records Retention Schedule

**SLR 105**  
*Form SLR 105C  
must accompany  
this form.*

Page 78 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			Agency	Storage	Total	<b>9. Remarks</b>		

5.3.007	FI-48	<b>Bid Documentation</b>  Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE+3		FE+3	CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.		
5.3.008	FI-49	<b>Purchasing Logs</b>  Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE+3		FE+3			
5.3.009	FI-50	<b>Requests for Information</b>  Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC	AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		

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# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C  
must accompany  
this form.*

Page 79 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS					
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>	<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>		

<b>CATEGORY 5: SUPPORT SERVICES RECORDS</b> <b>SECTION 5.4 – RISK MANGEMENT</b>							
5.4.001	AD-95	<b>Accident Reports and Associated Documentation</b>  Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE+5		CE+5		29 C.F.R. 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. <b>VITAL.</b>
5.4.002	AD-96	<b>Evacuation Plans</b>  Plans for evacuation of agency facilities in cases of emergency.	US		US		

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 80 of 92

2. Agency Code		459	3. Agency Name							TEXAS BOARD OF ARCHITECTURAL EXAMINERS	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks	106				

5.4.003	AD-97	<b>Inspection Records</b>  Fire, safety, and other inspection records of agency facilities and equipment.	AC+3		AC+3	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. <b>CAUTION:</b> Does not include inspection reports of building construction. SEE item number 5.2.028.		
5.4.004	AD-98	<b>Fire Orders</b>  Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC+3		AC+3	AC = Deficiency corrected.		
5.4.007	AD-99	<b>Hazardous Materials Training Records</b>  Records of training given employees in an agency hazard communications program.	5		5	Texas Health and Safety Code, 502.009(g).		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 81 of 92

2. Agency Code		459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>						
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			

5.4.008	AD-100	Hazard Communication Plans	US+5		US+5	Texas Health and Safety Code, 502.009(g). VITAL.		
5.4.009	AD-101	Workplace Chemical Lists	30		30	Texas Health and Safety Code, 502.005(d).		
5.4.010	AD-102	Material Safety Data Sheets	AC		AC	AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		
5.4.011	AD-103	Visitor Control Registers Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3			

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

Page 82 of 92

2. Agency Code <b>459</b>		3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>							
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			

5.4.012	AD-104	<b>Security Access Records</b>  Records relating to the issuance of keys, identification cards, buildings passes, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems.	AC+2		AC+2		AC = Until superseded, date of expiration, or date of termination, whichever sooner. <b>VITAL.</b>		
5.4.013	AD-105	<b>Disaster Preparedness and Recovery Plans</b>  CATEGORY 5: SUPPORT SERVICES RECORDS SECTION 5.5 - TELECOMMUNICATIONS	US		US		<b>VITAL.</b>		
5.5.001	AD-106	<b>Billing Detail – Telecommunications (Other Than TEX-AN)</b>  In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		SEE item number 5.5.006 for TEX-AN billing detail.		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 83 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	TEXAS BOARD OF ARCHITECTURAL EXAMINERS						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>			

5.5.002	AD-107	<b>Long Distance Telephone Logs</b>  Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV		AV			
5.5.003	AD-108	<b>Station Activity Reports</b>  Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV		AV			
5.5.004	AD-109	<b>System Activity Reports</b>  Internal listing of all incoming/outgoing agency telephone activity.	AV		AV			

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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STATE OF TEXAS

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 84 of 92

2. Agency Code 459		3. Agency Name TEXAS BOARD OF ARCHITECTURAL 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			

5.5.006	AD-110	<b>Billing Detail – Telecommunications (TEX-AN)</b>  In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3	The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.			
<b>CATEGORY 5: SUPPORT SERVICES RECORDS SECTION 5.6 – VEHICLES</b>									
5.6.009	AD-111	<b>Parking Permits or Assignments</b>	US		US				

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

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 85 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b> TEXAS BOARD OF ARCHITECTURAL EXAMINERS							
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. 106 No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			Agency	Storage	Total	<b>9. Remarks</b>			

		CATEGORY 6: REGISTRATION DIVISION (aka LICENSING DIVISION) ARCHITECTS, LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS						
	AR/LA/ID - 4	Applications for Examination	AC+3		AC+3	Rule 1.27 AC = after exam is taken. VITAL.		
	AR/LA/ID - 5	Applications for Examination or Reciprocal Registration	3		3			
	AR/LA/ID - 6	Applications for Examination or Reciprocal Registration Which Are Lapsed	3		3			
	AR/LA/ID - 7	Computer Listing of Exam Candidates	FE+3		FE+3	Electronic (in database)		
	AR/LA/ID - 10	Examination Candidates' Files	AC		AC	AC – When candidate files becomes registrant files. VITAL.		
	AR/LA/ID - 11	Examination Scores	PM		PM	Destroy hard copy after microfilmed. VITAL.		

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 86 of 92

2. Agency Code 459		3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>							
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			

	AR-11a	Examination Documentation	PM	PM	PM	VITAL.	97-459-011	
	LA-11a	Examination Documentation	PM	PM	PM	VITAL.	97-459-012	
	ID-11a	Examination Documentation	PM	PM	PM	VITAL.	05-459-013	
	AR-12	Examination Materials (failing)	1	75	76		91-459-004	
	AR/LA/ID - 13	Examination Materials (passing designs)	1		1			
	AR/LA/ID - 15a	Registrants' Files - Current	AV		AV	Destroy hard copy after microfilmed.		
	AR-15b	Registrants' Files - Current, Revoked and Deceased		75	75	Duplicate copy is maintained at agency. Original copy stored at State Records Center.	91-459-002	

<b>Retention Codes - (Field 7)</b> AC - After Closed, Terminated, Completed, Expired, Settled AV - As long as administratively valuable	CE - Calendar Year End FE - Fiscal Year End	LA - Life of Asset MO - Months	US - Until Superseded PM - Permanent	<b>Archival Codes (Field 8)</b> A - Transfer to State Archives R - Review by State Archivist
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 87 of 92

2. Agency Code		459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

	LA-15b	Registrants' Files – Current, Revoked and Deceased		75	75	Duplicate copy is maintained at agency. Original copy stored at State Records Center.	91-459-003	
	ID-15b	Registrants' Files – Current, Revoked and Deceased		75	75	Duplicate copy is maintained at agency. Original copy stored at State Records Center.	97-459-005	
	AR/LA/ID -15c	Registrants' Files – Continuing Education Audits	2		2			
	AR/LA/ID -16	Registrants – Permanent Record Book	PM		PM	VITAL.		
	AR/LA/ID -18	Registrants – Current Roster Printout	US		US			
	AR/LA/ID -19	Registrants – Renewal Fees Returned (for incorrect amount, unsigned check, etc.)	FE+1		FE+1			
	AR/LA/ID -19a	Renewal Notice Roster	AC+2		AC+2	AC = Until renewed or cancelled.		

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

**Records Retention Schedule**

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 88 of 92

2. Agency Code 459		3. Agency Name TEXAS BOARD OF ARCHITECTURAL 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				

	AR/LA/ID -20	Registrants – Architects/Landscape Architects/Interior Designers in Service	FE+1		FE+1			
	AR/LA/ID -21	Registrants – Certificates	FE+3		FE+3			
<b>CATEGORY 7: ENFORCEMENT DIVISION</b>								
	EN-01	Alleged Violation Records (Complaints against registrants and nonregistrants)	PM	PM	PM		VITAL.	97-459-010
	EN-02	Architectural Drawings	AC+3		AC+3		AC = Final disposition of enforcement case involving the project.	
	EN-03a	Legal instruments issued by TBAE to resolve enforcement matters: Report and Notice of Violation and Proposal for Settlement, Consent Orders, Final Orders, Agreed Board Orders, Order of the Board, Cease and Desist Orders, Agreements, Injunctions, Default Judgments	PM		PM		After terms are agreed and signed by all parties.  Paper Documents with original signature must be kept. VITAL.	

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

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 89 of 92

2. Agency Code		459	3. Agency Name <b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			
	EN-03b	<b>Legal instruments issued by TBAE to resolve enforcement matters: Report and Notice of Violation and Proposal for Settlement, Consent Orders, Final Orders, Agreed Board Orders, Order of the Board, Cease and Desist Orders, Agreements, Injunctions, Default Judgments.</b>	PM		PM		After terms are agreed and signed by all parties. Electronic Media Created for disaster recovery purposes although originals are retained. <b>VITAL.</b>	106	

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 90 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>					TEXAS BOARD OF ARCHITECTURAL EXAMINERS				
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>		
			Agency	Storage	Total	9. Remarks	106 No.				

### Instructions for Completing Form SLR 105

Forms SLR 105 must be used by all state agencies to submit the agency records retention schedule (Texas Government Code, Chapter 441, §441.185). See Form SLR 105C instructions for submission procedures. If you have any questions relating to completion of this form or SLR 105C, please contact the State and Local Records Management Division at 512-452-9242.

**Formatting:** When duplicating this form electronically, leave at least a 3/4 inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

- Field 1** Enter the page number and the total number of pages in the retention schedule (i.e., 1 of 15).
- Field 2** Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.
- Field 3** Enter the complete name of your agency.
- Field 4** Enter the item number for the records series from the *State Records Retention Schedule* (RRS). If the records series title is not included in the RRS, enter the numbers of the appropriate "Category" and "Section" from the RRS where it should be listed. Category and Section Numbers are at the top of the page in the RRS. If the records series cannot be matched to a category and section, then leave Field 4 blank.

<b>Retention Codes – (Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – As long as administratively valuable	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	US – Until Superseded PM – Permanent	<b>Archival Codes (Field 8)</b> A – Transfer to State Archives R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 91 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>					<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>				
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. No.</b>	<b>11. TSLAC ONLY Amend. No.</b>		
			<b>Agency</b>	<b>Storage</b>	<b>Total</b>	<b>9. Remarks</b>					

- Field 5** Enter the number that has been assigned by your agency to the corresponding records series. If numbers have not been assigned, then begin with number 1 for the first listing and continue in numerical order.
- Field 6** Enter the official title of the records series (i.e., W-4 Forms, Labor Statistics Report, Surety Bonds). The official title that you assign to the records series does not have to be the same as the records series title listed in the RRS.
- Field 7** Enter the retention period the records series is to be retained in active use at the agency, the number of years it is to be retained in an inactive storage facility, such as the State Records Center, and the total of the two amounts. If a retention period is less than one year, enter the number of months. Refer to the retention codes at the bottom of the form.
- Field 8** Using the archival codes at the bottom of the form, indicate the archival value, if applicable, of the records series:  
 A - Used with records series that will be transferred to the State Archives and do not require a prior review by the State Archivist.  
 R - Used with records series that have undetermined archival value, and require a review by the State Archivist prior to being transferred to the State Archives.
- Field 9** Enter any statute references, other legal citations, or agency policy used as a basis for the retention period.
- Field 10** If this records series is stored at the State Records Center enter the RMD 106 Storage Approval Number.

<b>Retention Codes – (Field 7)</b>				<b>Archival Codes (Field 8)</b>	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A – Transfer to State Archives	R – Review by State Archivist
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

Page 92 of 92

<b>2. Agency Code</b>	459	<b>3. Agency Name</b>	<b>TEXAS BOARD OF ARCHITECTURAL EXAMINERS</b>						
<b>4. Records Series Item No.</b>	<b>5. Agency Item No.</b>	<b>6. Record Series Title</b>	<b>7. Retention Period</b>			<b>8. Archival</b>		<b>10. 106 No.</b>	<b>11. TSLAC ONLY Amend. No.</b>
			<small>Agency</small>	<small>Storage</small>	<small>Total</small>	<small>9. Remarks</small>			

**Field 11** DO NOT WRITE IN THIS FIELD. TSLAC USE ONLY.

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