



May 6, 2016

Ms. Brenda Sevier
Business Manager
Office of Public Utility Counsel
1701 N. Congress, #9-180
Austin, TX 78701

RE: Agency records retention schedule approved for use

State and Local
Records Management

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

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

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

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

Dear Ms. Sevier:

Your agency's records retention schedule is approved for use as of April 28, 2016. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **April 2021**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Megan Carey, at 512-463-5494 or mcarey@tsl.texas.gov.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "CK", written over the typed name "Craig Kelso".

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Tonya Baer

R01.475/475



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 475

Agency Name Office of Public Utility Counsel

(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 Brenda Sevier

Name (Print or type) Brenda Sevier

Date 10/27/2015

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 [Signature]
Name (Print or type) 11/28/16
Date

Cert/Recert No. 1 Amendment No. -

CAUTION

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

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



STATE OF TEXAS

Records Retention Schedule (RRS)

1. Agency Code: 475		2. Agency Name: Office of Public Utility Counsel (OPUC)										
3. Agency Item No. (AIN)	4. Record Series Item No. (RSIN)	5. Record Series Title	6. Description	7. Retention Period			8. Event Based	9. Event Trigger	10. Archival	11. Remarks	12. Legal Citations	13. N, C, S, O
				Years	Months	Days						
1	1.1.002	Reports – Audits	Audits and reviews performed on the agency, including the working papers that support the audit.	7			AC	AC = Publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
2	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations request by an agency.	6			AC	AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.		
3	1.1.006	Complaint Records	Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	2			AC	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.		

Event Triggers (Field 9)				Archival Codes (Field 10)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	US – Until Superseded	A/I – Transfer to State/University Archivist	R/O – Review by State/University Archivist		
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93	1.1.007	Correspondence - Administrative	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.	4					R	<p>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.</p> <p>CAUTION: This records 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. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.</p>		

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4	1.1.008	Correspondence – General	Non-Administrative income/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of the agency.	2								
5	1.1.013	Calendars, Appointment and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	1			CE		R	<p>ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General</p>		

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6	1.1.014	Legal Opinions from the Attorney General	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.				AV		R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.		
7	1.1.020	Public Information Requests – Not Exempted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	1			AC	AC = Date request fulfilled.				
8	1.1.021	Public Information Requests – Exempted	Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	2			AC	AC = Date of notification that records are exempt.				
9	1.1.026	Texas Register Submissions	Copies of all open meetings notices; or any other documents required by law to be submitted to the Texas Register.	1			AC	AC = Date of publication in the Texas Register.				
10	1.1.038	Customer Surveys and Summary Reports	Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.				AC	AC = Final disposition of summary report.				

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11	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	1			AC	AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable), in a lawsuit.	R	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 preservation.		
12	1.1.055	Strategic Plans (Includes Organizational Charts)	Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	6			AC	AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
13	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.	3							28 CFR 35.105(c).	

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14	1.1.057	Transitory Information	<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 record series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>				AC	AC = Purpose of record has been fulfilled.		<p>CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p> <p>The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p>		

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15	1.1.064	Agency Performance Measures Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	3			FE				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.	
16	1.1.066	Reports – Annual Agency	Annual report to the Governor and Legislature as required by the agency's enabling statutes.	6			AC	AC = September 1 of odd-numbered calendar years.	A		ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
17	1.1.068	Reports – Performance Measures	Quarterly and annual reports on agency performance measures submitted to the executive and legislative offices.	6			AC	AC = September 1 of odd-numbered calendar years.				
18	1.1.072	Public Information Reports	Reports made to Office of the Attorney General on an agency's Public Information Act activities.	2								
19	1.1.074	Sunset Review Report and Documentation		3			AC	AC = After the subsequent Sunset Review.	R			

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87	1.1.075	Alternative Dispute Resolutions - Final Agreement	Final agreement described by Government Code 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf	4			AC	AC = Date of final agreement.			Texas Civil Practice and Remedies Code, Chapter 154.071.	
20	1.2.001	Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule.	3			FE					
21	1.2.005	Records Retention Schedule (SLR 105)	Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.				US			Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
22	1.2.006	Records Transmittal Forms	Agency copy (includes RMD 101, TX-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	2			AC	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.				

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23	1.2.008	Request for Authority to Dispose of State Records (RMD 102)	Agency copy.	3			FE			Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
24	1.2.010	Records Dispositon Logs	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Divison, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10								
25	1.2.011	Record Center Storage Approval Forms (RMD 106)	Agency copy.				US					
26	1.2.012	Records Inventory Worksheets					US					
88	1.2.015	Disaster Recovery Service Transmittals (RMD 109)	Also includes documentation for disaster recovery services provided by other entities	1			FE					
89	1.2.016	Disaster Recovery Service Approval Form (RMD 113)	Agency copy of form.				AC	AC = Until superseded or termination of service.				
27	3.1.001	Applications for Employment - Not Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	2							29 CFR 1602.31 [State Agencies].	

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28	3.1.002	Applications for Employment - Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	5			AC	AC=Termination of employment.				
29	3.1.011	Employee Insurance Records	Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.				AC	AC=Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
30	3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2							29 CFR 1602.31 [State Agencies].	
31	3.1.014	Employment Selection Records	Includes notes of interviews with candidates, questions asked of applicants, and all other records that document the selection process.	2							29 CFR 1602.31 [State Agencies].	
32	3.1.018	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	2			AC	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 1.1.048.		
33	3.1.019	Performance Appraisals		2							29 CFR 1620.32(c).	

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34	3.1	Personnel Corrective Action Documentation	<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> <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>	5			AC	AC=Termination of employment.		(Includes 3.1.020 & 3.1.021 - Personnel Disciplinary Action Documentation).		

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35	3.1.022	Personnel Information or Action Forms	Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	2							29 CFR 1602.31 [State Agencies].	
36	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in the agency.	4			AC	AC=Until superseded or job eliminated.			40 TAC 815.106(i).	
37	3.1.029	Employment Eligibility, Documentation or Verification of	Federal reporting form (INS I-9).	1			AC	AC=Termination of employment.		CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.	8 CFR 274a.2(b)(2)(i)(A) and (c)(2)	

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90	3.1.038	Public Access Option Form	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024	US			US			SEE item number 3.3.011.		
38	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	4			AC	AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.				
39	3.2.002	Employee Earnings Records		4							40 TAC 815.106(i).	
40	3.2.003	Federal Tax Records	Includes 1099, W2, FICA and other tax records.	4			AC	AC=Tax due date, date the claim is filed, or date tax is paid whichever is later.			26 CFR 31.6001 - 1(e)(2).	
41	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2							29 CFR 516.6(c).	
42	3.2.005	W-4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate."	4			AC	AC=Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001- 1(e)(2)	
43	3.2.007	Unemployment Compensation Records		5			AC	AC=Final unemployment payment.				

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44	3.2.008	Direct Deposit Application/ Authorizations					US					
45	3.2.009	State Deferred Compensation Records		5			AC	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.		
46	3.3.001	Affirmative Action Plans	Affirmative action plans for both regular employees and apprenticeship programs.	5							29 CFR 30.8(e) for apprenticeship plans.	
47	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.	3								
48	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	75			AC	AC=Termination of employment.		See item number 3.1.038.		
49	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	3			US					
50	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.	3								

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STATE OF TEXAS

Records Retention Schedule (RRS)

1. Agency Code: 475		2. Agency Name: Office of Public Utility Counsel (OPUC)										
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				Years	Months	Days						
51	3.3.024	Personnel Policies & Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	3			US					
52	3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listing 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.	3			US					
53	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO reports.	3							29 CFR 1602.32, 1602.39, 1602.41, 1602.48 and 1602.50.	
54	3.4	Leave and Timesheet Documentation	Timesheets, leave requests, and overtime authorizations.	4						Includes 3.4.001, 3.4.002, 3.4.003, 3.4.004, 3.4.006 and 3.4.007	40 TAC 815.106(i).	
55	3.4.008	Sick Leave Pool Documentation	Requests submitted, approvals, number of hours transferred in and out, etc.	3			FE					
56	4.1	Accounts Payable and Encumbrances Information		3			FE			Includes 4.1.001 and 4.1.004		
57	4.1.003	Canceled Warrants		3			FE					
58	4.1.007	Transfers or Budget Revisions	Transfers or adjustments to budget.	3			FE					

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59	4.2	Purchase Vouchers and Log	Packing slips, delivery reports, requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, bid documentation, billing detail -- TEX-AN and Non-TEX-AN.	3			FE			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. Includes 4.2.005, 5.3.007, 5.3.008, 5.5.001 and 5.5.006		
60	4.2.006	General Journal Vouchers		3			FE					
61	4.2.007	Expenditure Vouchers	Travel, payroll, etc.	3			FE					
62	4.3.003	Expenditures Journals or Registers		3			FE					
63	4.4.001	General Ledgers		3			FE					
64	4.4.003	Accounts Payable Ledgers		3			FE					
65	4.5.002	Internal Fiscal Management Reports	Includes agency monthly budget reports.	3			FE					

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66	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day Report).	6			AC	AC = September 1 of odd-numbered calendar years.		CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
67	4.5.005	External Fiscal Reports	Includes HUB Reports.	3			FE					
68	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act.	3			FE					
69	4.5	USAS Reports	Daily, Monthly, Annual, Reconciliations, Comptroller Statements, and Balancing Records	3			FE			Includes 4.5.007, 4.5.008 and 4.5.009		
70	4.7.001	Accounting Policies and Procedures Manual		3			US					
91	4.7.004	Capital Asset Records		3			LA					
71	4.7.005	Claim Files		3			AC	AC = Resolution of claim.				
72	4.7.007	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	3			FE					
73	4.7.010	Long-Term Liability Records		3			AC	AC = Retirement of debt.				

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74	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	3			AC	AC = US + FE				
75	5.1.001	Contracts		7			AC	AC = Expiration or termination of the instrument according to its terms.				
76	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	3			FE					
92	5.1.013	Insurance Policies	For vehicles, equipment, etc.	4			AC	AC = Expiration or termination of the policy according to its terms.				
77	5.2	Inventory - Property and Equipment	Records and reports of annual physical inventory, lost and stolen property, surplus property sales, and year-to-date activity.	3			FE			Includes 5.2.014, 5.2.017, 5.2.021 and 5.2.023		
78	5.2.008	Equipment History File; Equipment Service Agreements	Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	3			LA					
79	5.2.027	Space Utilization Reports					AV					

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80	5.4.001	Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	5			CE			The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33.	
81	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.				US					
82	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3								
83	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	2			AC	AC = Until superseded, date of expiration, or date of termination whichever sooner.				
84	5.4.013	Disaster preparedness and Recovery Plans					US					
94	5.6.009	Parking Permits or Assignments					US					
86		Utility Cases	Agency records pertaining to utility cases, projects and appeals that OPUC intervened or participated in.	7			AC	AC = Completion of proceedings upon Agency determination.				

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