



State and Local  
Records Management

P.O. Box 12927  
Austin, Texas  
78711.2927

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

[www.tsl.texas.gov](http://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.*

March 9, 2015

Mr. Brian Millington  
Director of Finance and Administration  
Commission on State Emergency Communications  
333 Guadalupe St., #212  
Tower II  
Austin, TX 78701

Re: Agency records retention schedule amendment approved for use

Dear Mr. Millington:

Amendment 3 to your agency's 5th recertification of your records retention schedule is approved for use as of Monday, March 2, 2015. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Bret Adams, at 512-936-0270 or [badams@tsl.texas.gov](mailto:badams@tsl.texas.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "CK" or "Craig Kelso".

Craig Kelso  
Director and State Records Administrator

cc: State Auditor, State Archivist, Kelli Merriweather

R01.477/477



# 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 477  
Commission on State  
Agency Name Emergency Communications

*(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 Brian P. Millington

Name (Print or type) Brian P. Millington

Date 12/19/2014

## Section 2. Approvals

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

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

Signature Not Required at This Time

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

Date \_\_\_\_\_

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

Signature E. Hidenberg

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

Date 03-02-15

Cert/Recert No. 5 Amendment No. 3

---

## 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 4

2. Agency Code 477		3. Agency Name Commission on State Emergency Communications								
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	1	Regional 9-1-1 Program Plans	AC+2	4	AC+6	AC=Contract term ends	01-477-001	1	1	C
1.1	2	Regional Poison Control Program Plans	AC+2	4	AC+6	AC=Contract term ends	01-477-002	1	2	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	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	D – Deleted		
	LA – Life of Asset	US – Until Superseded				



STATE OF TEXAS

**Records Retention Schedule Amendment**

SLR 122

Form SLR 105C must accompany this form.

1. Page 2 of 4

2. Agency Code 477		3. Agency Name Commission on State Emergency Communications									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks			Page No.	Agency Item No.	

1.1	2.1	Regional Poison Control Program Call Records and Recordings	FE+21		FE+21	Record series is stored electronically on the Texas Poison Control Network that is managed by a third party under the control of the agency.  A question exists as to whether Poison Control caller records and audio recordings constitute medical records under applicable state and federal laws (e.g., Tex. Medical Records Privacy Act or federal HIPAA). A retention period of at least 21 years ensures compliance with such laws in the event they are deemed to be controlling.					N
-----	-----	---	-------	--	-------	--	--	--	--	--	---

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	R – Review by State Archivist	N – New
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent			C – Changed
	LA – Life of Asset	US – Until Superseded			D – Deleted



STATE OF TEXAS

**Records Retention Schedule Amendment**

SLR 122

Form SLR 105C must accompany this form.

1. Page 3 of 4

2. Agency Code 477		3. Agency Name Commission on State Emergency Communications									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

1.1.055	20	<b>Strategic Plans (Agency) and Statewide Plan for 9-1-1 Service:</b> Information resources and operational strategic plans prepared in accordance with § 2054.095 and § 2056.002, Government Code; or required by 771.055(e), Health and Safety Code.	AC+1	5	AC+6	A	AC= Sept. 1 of odd-numbered calendar years		6	20	C
1.1.067	31	<b>Reports and Studies – (Non-Fiscal):</b> Annual, sub-annual, or special reports, or studies, including those related to quality control, 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.	AC+2	4	AC+6	R	AC=Completion, expiration or termination of the report or study.		9	31	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			



STATE OF TEXAS

**Records Retention Schedule Amendment**

SLR 122

Form SLR 105C must accompany this form.

1. Page 4 of 4

2. Agency Code 477		3. Agency Name Commission on State Emergency Communications								
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.	

4.2	95	COA and SPCOA Applications-Supporting Documentation	AC	1	AC+1	AC=Date notification is received. Public Utility Commission electronically retains original applications and supporting documentation	01-477-008	25	95	C
5.1.001	117	<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, statements of work, purchase orders, inspection/performance and other required reports, and correspondence.	AC+4		AC+4	AC = Expiration or termination of the instrument according to its terms.		28	117	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	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	C – Changed	
	LA – Life of Asset	US – Until Superseded		D – Deleted	



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*  
Michael C. Waters

*Members*  
Sharon T. Carr  
Martha Doty Freeman  
F. Lynwood Givens  
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.*

November 2, 2012

Mr. Brian Millington  
Director of Finance and Administration  
Commission on State Emergency Communications  
333 Guadalupe St., #212  
Tower II  
Austin, TX 78701

Re: Commission on State Emergency Communications  
5th Recertification, Amendment Number 2

Dear Mr. Millington:

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, Bret Adams, at 512-936-0270.

Sincerely,

Craig Kelso  
Director and State Records Administrator

Enclosure  
cc: State Auditor, State Archivist  
cc: (without enclosure) Kelli Merriweather

R01-477/477



Texas  
State Library  
and Archives  
Commission

STATE OF TEXAS  
**Records Retention Schedule Certification**

BA  
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 477

Agency Name Commission on State Emergency Communications

*(Check one)*

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

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

*(Check one)*

- Agency Head
- Records Management Officer

Signature

Name *(Print or type)* Brian P. Millington

Date October 3, 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 Not Required at This Time

Name *(Print or type)* \_\_\_\_\_

Date \_\_\_\_\_

**Texas State Library and Archives Commission**

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

Signature

Name *(Print or type)* Peggy D. Rudd

Date 10/30/12

Cert/Recert No. 5 Amendment No. 2

---

## 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.







November 30, 2011

Mr. Brian Millington  
Director of Finance and Administration  
Commission on State Emergency Communications  
333 Guadalupe St., #212  
Tower II  
Austin, TX 78701

State and Local  
Records Management

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

Re: Commission on State Emergency Communications  
5th Recertification, Amendment Number 1

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

Dear Mr. Millington:

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.

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

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.

*Commission Chairman*  
Sandra J. Pickett

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.

*Members*  
Sharon T. Carr  
Martha Doty Freeman  
Larry G. Holt  
Wm. Scott McAfee  
Sally Reynolds  
Michael C. Waters

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, Bret Adams, at 512-936-0270.

*Director and Librarian*  
Peggy D. Rudd

Sincerely,

*Assistant State Librarian*  
Edward Seidenberg

Sarah Jacobson  
Manager, Records Management Assistance

*Making  
information  
work  
for all  
Texans*

Enclosure  
cc: State Auditor, State Archivist  
cc: (without enclosure) Paul Mallett

R01-477/477

BA



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 477

Commission on State

Agency Name Emergency Communications

(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 Brian P. Millington

Name (Print or type) Brian P. Millington, CPA

Date 11/02/2011

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 11/21/11

Cert/Recert No. 5 Amendment No. 1

---

## CAUTION

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

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







October 21, 2011

Mr. Brian Millington  
Director of Finance and Administration  
Commission on State Emergency Communications  
333 Guadalupe St., #212  
Tower II  
Austin, TX 78701

RE: Commission on State Emergency Communications  
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.state.tx.us](http://www.tsl.state.tx.us)

*Commission Chairman*  
Sandra J. Pickett

*Members*  
Sharon T. Carr  
Martha Doty Freeman  
Larry G. Holt  
Wm. Scott McAfee  
Sally Reynolds  
Michael C. Waters

*Director and Librarian*  
Peggy D. Rudd

*Assistant State Librarian*  
Edward Seidenberg

*Making  
information  
work  
for all  
Texans*

Dear Mr. Millington:

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 October 2014. If you have any questions, call the information analyst assigned to your agency, Bret Adams, at 512-936-0270.

Sincerely,

Sarah Jacobson  
Manager, Records Management Assistance

Enclosure

cc: State Auditor, State Archivist  
cc: (without enclosure) Paul Mallett

R01-477/477



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 477  
 Agency Name Commission on State Emergency Communications

*(Check one)*

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

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

*(Check one)*

- Agency Head
- Records Management Officer

Signature   
 Name (Print or type) Brian Millington, Director of Operations  
 Date September 1, 2011

**Section 2. Approvals**

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

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

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

**Not Required at This Time**

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

Signature   
 Name (Print or type) Peggy D. Rudd  
 Date 10/10/11

Cert/Recert No. 5 Amendment No. \_\_\_\_\_

---

---

## CAUTION

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

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



# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must Accompany this form.*

1. Page 1 of 31

2. Agency Code <b>477</b>		3. Agency Name <b>Commission on State Emergency Communications</b>							
4. Record 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	1	<b>Statewide and Regional 9-1-1 Program Plans</b>	AC+2	4	AC+6			01-477-001	
1.1	2	<b>Statewide and Regional Poison Control Program Plans</b>	AC+2	4	AC+6			01-477-002	
1.1.002	3	<b>Audits – External:</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+3	4	AC+7		AC = Publication or release of final audit findings. Includes audits for regional planning commissions. The State Auditor's Office retains any copies of its audits performed on Texas state agencies	03-477-012	
1.1.002	4	<b>Audits – Internal:</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+3	4	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.	03-477-013	

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 2 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record 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				
1.1.004	5	<b>Legislative Appropriation Requests:</b> Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC+1	5	AC+6	A	AC = September 1 of odd-numbered years. Copies to TSL Depository Program.  ARCHIVES NOTE: The archival requirement is met by sending the required copies to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.		
1.1.006	6	<b>Complaint/Inquiry 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 or inquiry.  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		
1.1.007	7	<b>Correspondence – Administrative:</b> 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.	FE+1	4	FE+5	R		01-477-003	

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must  
Accompany this form.*

1. Page 3 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			
1.1.008	8	<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.	2		2				
1.1.010	9	<b>Directives:</b> Any document that officially initiates, rescinds, or amends general office procedures.	US+1		US+1				
1.1.013	9.1	<b>Calendars, Appointments and Itinerary Information Records:</b> Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE + 1		CE + 1			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.	
1.1.014	10	<b>Legal Opinions and Advice:</b> From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	Open record unless designated as confidential.  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		

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

STATE OF TEXAS

**RECORDS RETENTION SCHEDULE**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 4 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications								
4. Record 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					
1.1.019	11	<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	11.1	<b>Public Information Requests-Not Exempt:</b> Includes all correspondence and documentation relating to requests for records under the Public Information Act (Chapter 552, Government Code).	AC+2		AC+2		AC=Date request filled.			
1.1.021	12	<b>Public Information Requests- Exempted:</b> Includes all correspondence and documentation relating to requests for records under the Public Information Act (Chapter 552, Government Code).	AC+2		AC+2		AC=Date notification of exemption delivered.			
1.1.023	13	<b>Organization Charts</b>	US		US	A				
1.1.024	14	<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.			

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 5 of 31

2. Agency Code <b>477</b>		3. Agency Name <b>Commission on State Emergency Communications</b>							
4. Record 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				
1.1.026	15	<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 the Texas Register.		
1.1.027	16	<b>Proposed Legislation:</b> Drafts of proposed legislation and related correspondence.	AV		AV				
1.1.038	17	<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=End of survey period.		
1.1.040	18	<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.		

**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
 AV – Administratively Valuable

CE – Calendar Year End  
 FE – Fiscal Year End

LA - Life of Asset  
 MO - Months

PM - Permanent  
 US – Until Superseded

**Archival Codes (For Field 8)**

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 6 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.048	19	<b>Litigation Files:</b> Records created by or on behalf of an agency in anticipation or in the adjudication of a lawsuit.	AC+2	8	AC+10		Statutes of limitations must be met prior to file closure.  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. Open unless attorney/client confidential.		
1.1.055	20	<b>Strategic Plans (Agency):</b> Information resources and operational strategic plans prepared in accordance with § 2054.095 and § 2056.002, Government Code.	AC+1	5	AC+6	A	AC = Sept. 1 of odd-numbered calendar years.		
1.1.056	21	<b>ADA Documentation</b>	3		3		28 CFR 35.105(c).		

**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

**Archival Codes (For Field 8)**

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

STATE OF TEXAS

**RECORDS RETENTION SCHEDULE**

**SLR 105**

*Form SLR 105C must Accompany this form.*

1. Page 7 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			
1.1.057	22	<p><b>Transitory Information</b> - 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> <p>Temporary 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, internal meeting notices; routing slips, incoming letters or memoranda of transmittal that add nothing of substance to enclosure; and similar routing information used for communication, but not for the documentation of a specific agency transaction.</p>	AC		AC		AC = purpose of record has been fulfilled		
1.1.058	23	<p><b>Meeting Agendas 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.</p>	2	PM	PM	A			

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

STATE OF TEXAS

RECORDS RETENTION SCHEDULE

SLR 105

Form SLR 105C must accompany this form.

1. Page 8 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record 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	24	<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=Date meeting ends. Government Code, 551.104(a).		
1.1.060	25	<b>Meetings, Audio &amp; Videotapes of Open:</b> Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC+1	2	AC+3		AC=Date meeting ends.	02-477-011	
1.1.061	26	<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=Date meeting ends.		
1.1.062	27	<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.	3		3	A		01-477-004	
1.1.063	28	<b>Staff Meeting Minutes and Notes:</b> Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1		1				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

Archival Codes (For Field 8)

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must  
Accompany this form.*

1. Page 9 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications								
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				
1.1.064	29	<b>Agency Performance Measures Documentation:</b> Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE+3		FE+3					
1.1.066	30	<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+1	5	AC+6	A	AC = September 1 of odd-numbered years. Copies to TSL Depository Program.			
1.1.067	31	<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				
1.1.068	32	<b>Reports on Performance Measures &amp; Funds Management:</b> Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC+1	5	AC+6		AC = September 1 of odd-numbered years. Copies to TSL Depository Program.			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

Archival Codes (For Field 8)

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

STATE OF TEXAS

**RECORDS RETENTION SCHEDULE**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 10 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.070	33	<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.		
1.1.071	34	<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.		
1.1.072	35	<b>Public Information Reports:</b> Reports made to Office of the Attorney General on an agency's Public Information Act activities.	2		2				
1.1.074	36	<b>Sunset Review Report and Documentation</b>	AC	3	AC+3	R	AC = After the subsequent Sunset Review		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

Archival Codes (For Field 8)

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

STATE OF TEXAS

**RECORDS RETENTION SCHEDULE**

**SLR 105**

*Form SLR 105C must Accompany this form.*

1. Page 11 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications								
4. Record 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				
1.2.001	37	<b>Destruction Authorization:</b> Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE+3		FE+3					
1.2.005	38	<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					
1.2.006	39	<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	40	<b>Request for Authority to Dispose of State Records (RMD 102):</b> Agency copy.	FE+3		FE+3					

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

Archival Codes (For Field 8)

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

STATE OF TEXAS

**RECORDS RETENTION SCHEDULE**

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 12 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.2.010	41	<b>Records Disposition Logs:</b> Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10		10				
1.2.011	42	<b>Record Center Storage Approval Forms:</b> Agency copy.	US		US				
1.2.012	43	<b>Records Inventory Worksheets</b>	US		US				
1.2.015	44	<b>Disaster Recovery Service Transmittals:</b> Also includes documentation for disaster recovery services provided by other entities.	FE+1		FE+1				
1.2.016	45	<b>Disaster Recovery Service Approval Form (RMD 113):</b> Agency copy of form.	AC		AC		AC=Until superseded or termination of service.		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

Archival Codes (For Field 8)

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 13 of 31

2. Agency Code <b>477</b>		3. Agency Name <b>Commission on State Emergency Communications</b>							
4. Record 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				
1.3.001	46	<b>State Publications:</b> One copy of each state publication as defined in Government Code §441.101(4), 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.	AC+2		AC+2		AC=Until superseded or obsolete.		
1.3.002	46.1	<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	Various, artwork, paper, film, video, web site updates, etc.		

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 14 of 31

2. Agency Code		477		3. Agency Name						Commission on State Emergency Communications					
4. Record 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							

2.1.008	46.2	<p><b>Hardware Documentation:</b> 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 environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94</p> <p>CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p>		
---------	------	--	----	--	----	--	---	--	--

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

STATE OF TEXAS

RECORDS RETENTION SCHEDULE

SLR 105

Form SLR 105C must accompany this form.

1. Page 15 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications								
4. Record 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					

3.1.001	47	<b>Applications for Permanent 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.	2		2		29 CFR 1602.31		
3.1.002	48	<b>Applications for Permanent 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.		
3.1.006	49	<b>Employee Counseling Notes:</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+5		AC+5		AC = Termination of employment.		
3.1.011	50	<b>Employee’s Insurance File:</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+5		AC+5		AC = Termination of employment.		

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must  
Accompany this form.*

1. Page 16 of 31

2. Agency Code <b>477</b>		3. Agency Name <b>Commission on State Emergency Communications</b>							
4. Record 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			
3.1.012	51	<b>Employment Opportunity Announcements:</b> Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2		29 CFR 1602.31		
3.1.014	52	<b>Employee 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.	2		2		29 CFR 1602.31		
3.1.018	53	<b>Grievance Records:</b> Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC+5		AC+5		AC = Final decision on grievance.		
3.1.019	54	<b>Performance Appraisals</b>	AC+5		AC+5		AC = Termination of employment. 29 CFR 1620.32(c).		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed , Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

Archival Codes (For Field 8)

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 17 of 31

2. Agency Code <b>477</b>		3. Agency Name <b>Commission on State Emergency Communications</b>								
4. Record 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					
3.1.020	55	<b>Personnel Corrective Action Documentation:</b> Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC+5		AC+5		AC = Termination of corrective action.  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.			
3.1.021	56	<b>Personnel Disciplinary Action Documentation:</b> 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.	AC+5		AC+5		AC = Termination of employment.			

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 18 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.022	57	<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.	AC+5		AC+5		AC = Termination of employment. 29 CFR 1602.31		
3.1.023	58	<b>Agency Positions/Job Descriptions:</b> Job descriptions, including all associated task or skill statements, for positions in an agency.	AC+4		AC+4		AC = When position is eliminated.40 TAC 815.106(i)		
3.1.027	59	<b>Employee Training Records:</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.		

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 19 of 31

2. Agency Code	<b>477</b>	3. Agency Name	Commission on State Emergency Communications
----------------	------------	----------------	--

4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	[ ]			

3.1.029	60	<b>Citizenship, Documentation or Verification of:</b> Federal reporting form (INS I-9).	AC+5	AC+5		AC = Termination of employment. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).  CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.		
3.1.031	61	<b>Employee Benefits - Other than Insurance:</b> Agency copies of information relating to the selection of available benefit options other than insurance.	AC+5	AC+5		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.		
3.1.034	62	<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				

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 20 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.037	63	<b>Employee Recognition Records:</b> Awards, incentives, tenure, etc.	AC+5		AC+5		AC = Termination of employment.		
3.1.038	64	<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.	AC+5		AC+5		AC = Termination of employment. Superseded forms deleted. See item number 3.3.011.		
3.2.001	65	<b>Employee Deduction Authorizations:</b> Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC+5		AC+5		AC = After termination or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	66	<b>Employee Earnings Records</b>	FE+4		FE+4		40 TAC 815.106(i)	04-477-014	
3.2.003	67	<b>Federal Tax Records (inc. FICA):</b> Includes FICA records.	AC	5	AC+5		AC=Tax due date, date claim is filed, or date tax is paid whichever is later. 26_CFR 31.6001-1(e)(2)	01-477-009	
3.2.004	68	<b>Income Adjustment Authorizations:</b> Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	AC+5		AC+5		AC = Termination of employment. 29 CFR 516.6(c)		

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

Archival Codes (For Field 8)

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 21 of 31

2. Agency Code <b>477</b>		3. Agency Name <b>Commission on State Emergency Communications</b>							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.2.005	69	<b>W-4 Forms:</b> Employer's copy of "Employees' Withholding Exemption Certificate."	AC+5		AC+5		AC = Termination of employment.CFR 31.6001-1 (e)(2).		
3.2.007	70	<b>Unemployment Compensation Records</b>	AC+5		AC+5		AC = Termination of employment. Open unless confidential personal information included in report.		
3.2.008	71	<b>Direct Deposit Authorizations</b>	US		US				
3.2.009	72	<b>State Deferred Compensation Records</b>	AC+5		AC+5		AC = Termination of employment.		
3.3.001	73	<b>Affirmative Action Plans:</b> Affirmative action plans for both regular employees and apprenticeship programs.	5		5		29 CFR 30.8(e) for apprenticeship plans.		
3.3.004	74	<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 CFR 1627.3(b)(2)		
3.3.010	75	<b>Labor Statistics Reports:</b> Reports providing statistical information on labor force.	3		3				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed , Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

Archival Codes (For Field 8)

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

STATE OF TEXAS

**RECORDS RETENTION SCHEDULE**

**SLR 105**

*Form SLR 105C must Accompany this form.*

1. Page 22 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.3.011	76	<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 most recent public access option form.	AC+75		AC+75		AC = Termination of employment. Open unless confidential personal information is included in report.		
3.3.015	77	<b>Positions/Job Classification Review:</b> Records relating to review and monitoring of job classifications within an agency.	US+3		US+3				
3.3.022	78	<b>Texas Workforce Commission Reports:</b> Reports to the agency from TWC or its predecessor pertaining to employees.	3		3				
3.3.024	79	<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				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

Archival Codes (For Field 8)

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

STATE OF TEXAS

RECORDS RETENTION SCHEDULE

SLR 105

Form SLR 105C must accompany this form.

1. Page 23 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record 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			
3.3.026	80	<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				
3.3.030	81	<b>Training 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				
3.3.031	82	<b>EEO Reports and Documentation:</b> Includes documentation used to complete EEO reports.	3		3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		
3.3.032	83	<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				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed , Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

Archival Codes (For Field 8)

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 24 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record 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			
3.4.001	84	<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				
3.4.002	85	<b>Leave Status Reports:</b> Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE+3		FE+3				
3.4.003	86	<b>Less Than Full-Time Worked Reports:</b> Dates and hours.	FE+4		FE+4		40 TAC 815.106(i)		
3.4.004	87	<b>Overtime Authorizations</b>	FE+3		FE+3				
3.4.006	88	<b>Time Sheets</b>	FE+4		FE+4		40 TAC 815.106(i).		
3.4.007	89	<b>Sick Leave or Time Off Requests</b>	FE+3		FE+3				
3.4.008	90	<b>Sick Leave Pool Documentation:</b> Requests submitted, approvals, number of hours transferred in and out, etc.	FE+3		FE+3				

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 25 of 31

2. Agency Code	<b>477</b>	3. Agency Name	Commission on State Emergency Communications
----------------	------------	----------------	--

4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.1.001	91	<b>Paid Bills File (Accounts Payable Information)</b>	FE+3		FE+3			04-477-017	
4.1.007	92	<b>Transfer or Budget Revisions</b> Transfers or adjustment to budgets.	FE+3		FE+3				
4.1.008	93	<b>Electronic Fund Transfers.</b> Direct Deposit Registers	FE+3		FE+3				
4.2	94	<b>Revenue Records</b>	FE+3		FE+3				
4.2	95	<b>COA and SPCOA Applications-Supporting Documentation</b>	AC	15	AC+15		AC= Date notifications are sent. Public Utility Commission retains original applications and supporting documentation.	01-477-008	
4.2	95.1	<b>Service Fee Records</b>	FE	15	FE+15			01-477-007	
4.2	95.2	<b>Wireless Revenue Records</b>	FE	15	FE+15			01-477-005	
4.2	95.3	<b>Landline Surcharge Records</b>	FE	15	FE+15			01-477-006	
4.2.001	96	<b>Cash Deposit Vouchers:</b> Cash deposit slips.	FE+3		FE+3				
4.2.002	97	<b>Cash Receipts:</b> Includes receipts for fees (permits, licenses, renewals, etc.).	FE+3		FE+3				

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 26 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.2.004	98	<b>Encumbrance Vouchers:</b> Orders, statements, change orders, etc.	FE+3		FE+3				
4.2.005	99	<b>Purchase Vouchers:</b> Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE+3		FE+3			04-477-015	
4.2.006	100	<b>General Journal Vouchers</b>	FE+3		FE+3			04-477-016	
4.2.007	101	<b>Expenditure Vouchers:</b> Travel, payroll, etc.	FE+3		FE+3				
4.4.001	101.1	<b>General and Subsidiary Ledgers</b>	FE+3		FE+3				
4.5.001	101.2	<b>Worksheets for Preparing Fiscal Report</b>	FE+3		FE+3				
4.5.002	102	<b>Internal Fiscal Management Reports:</b> Includes agency financial and budgetary reports.	FE+3		FE+3				
4.5.003	103	<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.		
4.5.005	104	<b>External Fiscal Reports:</b> Special purpose - i.e., federal financial reports, salary reports, etc. Includes HUB Reports.	FE+3		FE+3				

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 27 of 31

2. Agency Code <b>477</b>		3. Agency Name <b>Commission on State Emergency Communications</b>							
4. Record 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			
4.5.006	105	<b>Annual Operating Budgets:</b> Required by the General Appropriations Act.	FE+3		FE+3				
4.5.007	106	<b>USAS Reports – Daily</b>	FE+2		FE+2				
4.5.008	107	<b>USAS Reports – Monthly</b>	FE+2		FE+2				
4.5.009	108	<b>USAS Report – Annual</b>	FE+3		FE+3				
4.6.001	109	<b>Balancing Records</b>	FE+3		FE+3				
4.6.002	110	<b>Reconciliations</b>	FE+3		FE+3				
4.7.001	111	<b>Accounting Policies and Procedures Manual</b>	US+3		US+3				
4.7.004	112	<b>Capital Asset Records</b>	LA+3		LA+3				
4.7.006	113	<b>Comptroller Statements</b>	FE+3		FE+3				
4.7.007	114	<b>Detail Chart of Accounts:</b> One for all accounts in use for a fiscal year.	FE+3		FE+3				

**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
 AV – Administratively Valuable

CE – Calendar Year End  
 FE – Fiscal Year End

LA - Life of Asset  
 MO - Months

PM - Permanent  
 US – Until Superseded

**Archival Codes (For Field 8)**

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 28 of 31

2. Agency Code <b>477</b>		3. Agency Name Commission on State Emergency Communications							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.7.008	115	<b>Federal Grant Records</b>	AC+3		AC+3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).  CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		
4.7.012	116	<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				
5.1.001	117	<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.		

**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administratively Valuable

CE – Calendar Year End  
FE – Fiscal Year End

LA - Life of Asset  
MO - Months

PM - Permanent  
US – Until Superseded

**Archival Codes (For Field 8)**

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must  
Accompany this form.*

1. Page 29 of 31

2. Agency Code <b>477</b>		3. Agency Name <b>Commission on State Emergency Communications</b>							
4. Record 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			
5.1.014	118	<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 shop and photocopy ordering instructions.	US+1		US+1				
5.1.015	119	<b>Correspondence Tracking Records:</b> Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.	1		1				
5.2.008	119.1	<b>Equipment History File; Equipment Service Agreements:</b> Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA+3		LA+3				
5.2.014	120	<b>Inventory - Annual Physical:</b> Property, equipment, supply verification.	FE+3		FE+3				
5.2.021	121	<b>Surplus Property Sale Reports</b>	FE+3		FE+3				

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must  
Accompany this form.*

1. Page 30 of 31

2. Agency Code	<b>477</b>	3. Agency Name	Commission on State Emergency Communications
----------------	------------	----------------	--

4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.3.007	122	<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				
5.3.008	123	<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	124	<b>Requests for Information:</b> Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	FE+3		FE+3				
5.4.001	125	<b>Injury Frequency Reports</b>	CE+5		CE+5		29 CFR 1904.33		
5.4.001	126	<b>First Report of Accident or Disease</b>	CE+5		CE+5		29 CFR 1904.33		
5.4.001	127	<b>Workers Compensation Reports</b>	CE+5		CE+5		29 CFR 1904.33.		
5.4.002	128	<b>Evacuation Plans:</b> Plans for evacuation of agency facilities in cases of emergency.	US		US				
5.4.003	129	<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.		

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

# STATE OF TEXAS

## RECORDS RETENTION SCHEDULE

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 31 of 31

2. Agency Code <b>477</b>		3. Agency Name <b>Commission on State Emergency Communications</b>							
4. Record Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.4.012	130	<b>Security Access Records:</b> 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.	AC+3		AC+3		AC = Until superseded, date of expiration, or date of termination, whichever sooner.	01-477-010	
5.4.011	130.1	<b>Visitor Control Records</b>	FE+3		FE+3				
5.4.013	131	<b>Disaster Preparedness and Recovery Plans</b>	US		US				
5.5.001	132	<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				

**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
 AV – Administratively Valuable

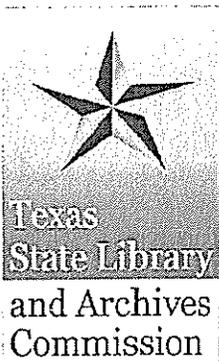
CE – Calendar Year End  
 FE – Fiscal Year End

LA - Life of Asset  
 MO - Months

PM - Permanent  
 US – Until Superseded

**Archival Codes (For Field 8)**

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



Mr. Brian Millington  
Director of Finance and Administration  
Commission on State Emergency Communications  
333 Guadalupe St., #212  
Tower II  
Austin, TX 78701

14 April 2011

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*  
Sandra J. Pickett

*Members*  
Sharon T. Carr  
Martha Dory Freeman  
Larry G. Holt  
Wm. Scott McAfee  
Sally Reynolds  
Michael C. Waters

*Director and Librarian*  
Peggy D. Rudd

*Assistant State Librarian*  
Edward Seidenberg

*Making  
information  
work  
for all  
Texans*

Re: Commission on State Emergency Communications  
Retention Schedule due for Recertification

Dear Mr. Millington:

Enclosed is a copy of your agency's records retention schedule. Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and triennially thereafter. The deadline for submission of your schedule for recertification is the last working day of **July 2011**.

Please review the enclosed schedule and update any information that has changed. When your revised schedule is received, the analyst assigned to your agency may contact you concerning any questions that may arise during review of the schedule.

Thank you for your continued efforts in maintaining an effective records management program and in complying with state records management laws and regulations. If you have any questions concerning the review procedures or recertification process, please call the government information analyst assigned to your agency, Bret Adams. The telephone number is 512-421-7204.

Sincerely,

Jan Ferrari  
Director and State Records Administrator

Enclosure

cc: (without enclosure) Executive Director, State Auditor, State Archivist

✓  
R01-477/477