



June 28, 2017

Patrick Tyler  
General Counsel  
Commission on State Emergency Communications  
333 Guadalupe St. Tower 2, Room 212  
Austin, TX 7701

Re: Agency records retention schedule approved for use.

Dear Patrick,

Lorenzo de Zavala  
State Archives and  
Library Building

Your agency's records retention schedule is approved for use as of June 22, 2017 your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure that all old copies of the schedule are superseded with this recertified copy.

1201 Brazos Street  
Austin, Texas  
78701

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

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

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 June 2022.

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

*Commission Chairman*  
Michael C. Waters

During a certification period, changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Gina Cervantes at 512-463-6623 or [gcervantes@tsl.texas.gov](mailto:gcervantes@tsl.texas.gov).

*Members*  
Sharon T. Carr  
F. Lynwood Givens  
Larry G. Holt

Romanita Matza-Barrera  
Wm. Scott McAfee  
Martha Wong

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.

*Director and Librarian*  
Mark Smith

Sincerely,

*Assistant State Librarian*  
Gloria Meraz

Craig Kelso  
Director and State Records Administrator

cc: Agency head

**TSLAC**

Preserving yesterday  
Informing today  
Inspiring tomorrow



# 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 Brian Millington  
Name (Print or type) Brian Millington  
Date 10/27/16

### 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) REBECCA CANNON  
Date 06.23.17

Cert/Recert No. 6 Amendment No. \_\_\_\_\_

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## CAUTION

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

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





# STATE OF TEXAS Records Retention Schedule

1. Agency Code: 477		2. Agency Name: Commission on State Emergency Communications									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7.			8. Ret. Code	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
				Years	Months	Days					
1	1.1	Statewide and Regional 9-1-1 Program Plans		6			AC	AC= Contract Term Ends			
2	1.1	Statewide and Regional Poison Control Program Plans		6			AC	AC= Contract Term Ends			
2.1	1.1	Regional Poison Control Program Call Records and Recordings		21			FE			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, federal HIPAA). A retention period of FE+ at least 21 years ensures compliance with such laws in the event they are deemed controlling.	

Retention Codes (Field 8)				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 Archives	
AV – Administratively valuable	FE – Fiscal year end	PM – Permanent		R/O – Review by State/University Archivist	

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3	1.1.002	Audits – External	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.	7			AC	AC = Publication or release of final audit findings.		Does not include audits of regional planning commissions or regional poison control centers. The State Auditor’s Office retains any copies of its audits performed on Texas state agencies	
4	1.1.002	Audits – Internal	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.	7			AC	AC = Publication or release of final audit findings.		Does not include audits of regional planning commissions or regional poison control centers. The State Auditor’s Office retains any copies of its audits performed on Texas State Agencies.	

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5	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	6			AC	AC = September 1 of odd numbered years.	A	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.	
6	1.1.006	Complaint/Inquiry 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 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	

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7	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. (Includes Kari's Law Waiver Requests.)	4			FE		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. SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010"</p>			
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8	1.1.008	Correspondence – General	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2			FE			SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	
9	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	1			US				
9.1	1.1.011	Executive Orders: Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.		3			US		A		

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9.2	1.1.013	Calendars, Appointments and Itinerary Information 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	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.	

<p><i>Retention Codes (Field 8)</i></p> <p>AC – After closed, terminated, completed, expired, settled          AV – Administratively valuable</p>	<p>CE – Calendar year end          FE – Fiscal year end</p>	<p>LA – Life of asset          PM – Permanent</p> <p>US – Until superseded</p>	<p><i>Archival Codes (Field 10)</i></p> <p>A/I – Transfer to State/University Archives          R/O – Review by State/University Archivist</p>
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10	1.1.014	Legal Opinions and Advice	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	
11	1.1.019	Public Relations Records	News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2					R		
11.1	1.1.020	Public Information Requests-Not Exempted	Includes all correspondence and documentation relating to requests for records under the Public Information Act (Chapter 552, Government Code).	2			AC	AC=Date request filled.			Chapter 552, Government Code
12	1.1.021	Public Information Requests- Exempted	Includes all correspondence and documentation relating to requests for records under the Public Information Act (Chapter 552, Government Code).	2			AC	AC=Date of notification that records are exempted.			Chapter 552, Government Code
13	1.1.023	Organization Charts					US		A		

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14	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	3			AC	AC = Decision made to implement or not to implement result of planning process. ARCHIVES NOTE: Data processing planning records are not archival.	R		
15	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	1			AC	AC = Date of publication in the Texas Register.			
16	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.				AV				
17	1.1.038	Customer Surveys	Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance	3			AC	AC = Final disposition of summary report. SEE item number 1.1.067 for summary reports compiled from customer surveys.			
18	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.				AC	AC = End of term in office or termination of service in a state position.	R		
18.1	1.1.041	Suggestion System Records	Suggestions submitted by agency personnel and responses.	1							

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18.2	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	1			US				
19	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation 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. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	R		

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20	1.1.053	Registration Logs	Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.				AC	AC= Report filed with the Texas Ethics Commission.			Chapter 2004, Government Code.
20.1	1.1.055	Strategic Plans (Agency)	Information resources and operational strategic plans prepared in accordance with § 2054.095 and § 2056.002, Government Code.	6			AC	AC = Sept. 1 of odd-numbered calendar years.	A		§2054.095 and §2056.002, Government Code.
21	1.1.056	ADA Documentation	Self evaluation and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3							28 CFR 35.105(c).

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22	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. 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.				AC	AC = purpose of record has been fulfilled.		CAUTION: Agency personnel and records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	

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23	1.1.058	Meeting Agendas and Minutes	Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.				PM		A	<p>ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. As a general practice the Commission does not create minutes of open meetings.</p> <p>CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.</p>	Government Code, Chapter 551.
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24	1.1.059	Meetings, Certified Agendas or Tape Recordings of Closed	Certified agendas or tape recordings of closed meetings of State Boards, Commissions, Committees, and Councils.	2			AC	AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.		SEE caution comment at item number 1.1.058.	Government Code, 551.104(a).
25	1.1.060	Meetings, Audio & Videotapes of Open	Audio or videotapes of open meetings of state boards, commissions, committees, and councils. <b>The Commission's audio tapes of open meetings (supported by non-reviewed transcripts) are the official and permanent records of Commission open meetings.</b>				PM		A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. SEE caution comment at item number 1.1.058.	
26	1.1.061	Meeting – Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.			90	AC	AC= Approval of the formal minutes by the governing body.		As a general practice the Commission does not create minutes of open meetings. SEE caution comment at item number 1.1.058.	

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27	1.1.062	Meetings - Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.				PM		A	SEE caution comment at item number 1.1.058.	
28	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1							
29	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.	

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30	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.				AV			CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.	
30.1	1.1.066	Reports – Biennial or Annual Agency (Narrative)	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by Statute.	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.	
31	1.1.067	Reports and Studies – (Non-Fiscal)	Annual, sub-annual, or special reports or studies on no 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					R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E.	

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32	1.1.068	Reports on Performance Measures & Funds Management	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	6			AC	AC = September 1 of odd-numbered years.			
32.1	1.1.069	Reports: Activity	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	1						CAUTION: See item number 1.1.064	
33	1.1.070	Agency Rules, Policies and Procedures – Final	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	3			AC	AC = Completion or termination of program, rules, policies, or procedures.	R	SEE ALSO Records Series Item Number 1.1.071.	

Retention Codes (Field 8)				Archival Codes (Field 10)			
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# STATE OF TEXAS

## Records Retention Schedule

1. Agency Code: 477		2. Agency Name: Commission on State Emergency Communications									
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34	1.1.071	Agency Rules, Policies, and Procedures - Working Files	Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	3			AC	AC = Completion or termination of program, rules, policies, or procedures.	R	SEE ALSO Records Series Item Number 1.1.070.	
35	1.1.072	Public Information Reports	Reports made to Office of the Attorney General on an agency's Public Information Act activities.	2							
35.1	1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	3			AC	AC = Last Action.	R		
36	1.1.074	Sunset Review Report and Documentation		3			AC	AC = After the subsequent Sunset Review	R		

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36.1	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.			
37	1.2.001	Destruction Authorization	Agency level documents authorizing final disposition of records under a certified records retention schedule.	3			FE				
37.1	1.2.003	Forms History File	Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	1			AC	AC = Discontinuance of use of form.			
38	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.	

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39	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.			
40	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.	
41	1.2.010	Records Disposition Logs	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10							
42	1.2.011	Record Center Storage Approval Forms (RMD 106)	Agency copy.				US				

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43	1.2.012	Records Inventory Worksheets					US				
43.1	1.2.014	Records Management Plans	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	1			US				
44	1.2.015	Disaster Recovery Service Transmittals (RMD 109)	Also includes documentation for disaster recovery services provided by other entities.	1			FE				
45	1.2.016	Disaster Recovery Service Approval Form (RMD 113)	Agency copy of form.				AC	AC=Until superseded or termination of service.			

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46	1.3.001	State Publications	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.	2			AC	AC = Until superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.  For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).	Government Code 441.101-441.106.
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46.1	1.3.002	Publication Development Files	Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.				AV		R		
46.2	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program listing/source code, etc.				AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.

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46.3	2.1.008	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.				AC	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94

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46.4	2.1.009	Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.				AC				Government Code 441.101-441.106.	
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46.5	2.2.001	System Monitoring Records	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.				AV				
46.6	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	3			US			CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.	
46.7	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.				AC	AC = No longer needed as an audit trail for any records modified.			

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46.8	2.2.016	Software Registrations, Warranties, and License Agreements		3			LA				
47	3.1.001	Applications for Permanent 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.
48	3.1.002	Applications for Permanent 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.			
49	3.1.006	Employee Counseling Notes	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.	5			AC	AC = Termination of employment.			

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50	3.1.011	Employee's Insurance File	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.	5			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.	
51	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
52	3.1.014	Employee Selection Records	Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.	2							29 CFR 1602.31

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53	3.1.018	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	5			AC	AC = Final decision on 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.	
54	3.1.019	Performance Appraisals		5			AC	AC = Termination of employment.			29 CFR 1620.32(c).
55	3.1.020	Personnel Corrective Action Documentation	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	5			AC	AC = Termination of corrective action.		CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.	

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56	3.1.021	Personnel Disciplinary Action Documentation	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.	5			AC	AC = Termination of employment.			

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57	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.
58	3.1.023	Agency Positions/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	4			AC	AC = Until superseded or job is eliminated.			40 TAC 815.106(i).
59	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	5			AC	AC = Termination of employment.			

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60	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 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.	8 CFR 274a.2(b)(2)(i)(A) and (c)(2).
61	3.1.031	Employee Benefits - Other than Insurance	Agency copies of information relating to the selection of available benefit options other than insurance.	5			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.	
62	3.1.034	Resumes – Unsolicited	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			SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	

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62.1	3.1.035	Performance Bonds	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. a) Executed, renewed, or amended on or after September 1, 2015. b) Executed, renewed, or amended on or before August 31, 2015.	7			AC	AC = Expiration or termination of the bond according to its terms.		CAUTION: Does not include construction or architectural surety bonds. SEE related item 5.1.001 Contracts and Leases.	
63	3.1.037	Employee Recognition Records.	Awards, incentives, tenure, etc.	5			AC	AC = Termination of employment			
64	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.				US			See item number 3.3.011.	Government Code §552.024.

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65	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 is sooner.			
66	3.2.002	Employee Earnings Records		4							40 TAC 815.106(i).
67	3.2.003	Federal Tax Records (incl. FICA)	Includes FICA records.	4			AC	AC=Tax due date, date claim is filed, or date tax is paid whichever is later.			26 CFR 31.6001-1(e)(2).
68	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	5			AC	AC = Termination of employment.			29 CFR 516.6(c).
69	3.2.005	W-4 Forms	Employer's copy of "Employees' Withholding Exemption Certificate."	5			AC	AC = Termination of employment.			CFR 31.6001-1(e)(2).
70	3.2.007	Unemployment Compensation Records		5			AC	AC = Termination of employment.		Open unless confidential personal information included in report.	
71	3.2.008	Direct Deposit Authorizations					US				

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72	3.2.009	State Deferred Compensation Records		5			AC	All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas..			
73	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.
74	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	1			US				29 CFR 1627.3(b)(2)

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## Records Retention Schedule

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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7.			8. Ret. Code	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
				Years	Months	Days					
75	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.	3							
76	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.	
77	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	3			US				
78	3.3.022	Texas Workforce Commission Reports	Reports to the agency from TWC or its predecessor pertaining to employees.	3							
78.1	3.3.023	Reimbursable Activities, Requests and Authorizations to Engage in	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	3			FE				

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79	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	3			US				
79.1	3.3.025	Job Procedural Records	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	3			US				
80	3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	3			US				

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81	3.3.030	Training Administration Records	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.	2			US				
82	3.3.031	EEO Reports and Documentation	Includes documentation used to complete EEO reports.	3							29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.
83	3.3.032	Equal Pay Records	Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	3							29 CFR 1620.32.

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84	3.4.001	Accumulated Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	3			FE				
85	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	3			FE				
86	3.4.003	Less Than Full-Time Worked Reports	Dates and hours.	4			FE				40 TAC 815.106(i)
87	3.4.004	Overtime Authorizations		3			FE				
88	3.4.006	Time Sheets		4			FE				40 TAC 815.106(i).
89	3.4.007	Sick Leave or Time Off Requests		3			FE				
90	3.4.008	Sick Leave Pool Documentation	Requests submitted, approvals, number of hours transferred in and out, etc.	3			FE				

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91	4.1.001	Paid Bills File (Accounts Payable Information)		3			FE				
92	4.1.007	Transfer or Budget Revisions Transfers or adjustment to budgets.		3			FE				
93	4.1.008	Electronic Fund Transfers. Direct Deposit Registers		3			FE				
94	4.2	9-1-1 Service Fee and Equalization Surcharge Revenues/Collections	Includes Wireline, Wireless, VoIP, and Equalization Surcharge revenue and collections documentation.	15			FE				
95	4.2	COA and SPCOA Applications	Supporting Documentation	1			AC	AC= Date notification is received.		Public Utility Commission retains original applications and supporting documentation.	
96	4.2.001	Cash Deposit Vouchers	Cash deposit slips.	3			FE				
97	4.2.002	Cash Receipts	Includes receipts for fees (permits, licenses, renewals, etc.).	3			FE				
98	4.2.004	Encumbrance Vouchers	Orders, statements, change orders, etc.	3			FE				

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99	4.2.005	Purchase Vouchers	Requisitions, receiving reports, invoices, or statements, change orders, best value determinations, etc.	3			FE				
100	4.2.006	General Journal Vouchers		3			FE				
101	4.2.007	Expenditure Vouchers	Travel, payroll, etc.	3			FE				
101.1	4.4.001	General and Subsidiary Ledgers		3			FE				
101.2	4.5.001	Worksheets for Preparing Fiscal Report		3			FE				
102	4.5.002	Internal Fiscal Management Reports	Includes agency financial and budgetary reports.	3			FE				

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103	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.	
104	4.5.005	External Fiscal Reports	Special purpose - i.e., federal financial reports, salary reports, etc. Includes HUB Reports.	3			FE				
105	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act.	3			FE				

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106	4.5.007	USAS Reports – Daily					AC	AC = Receipt and reconciliation of monthly report.			
107	4.5.008	USAS Reports – Monthly					AC	AC = Receipt and reconciliation of monthly report.			
108	4.5.009	USAS Report – Annual		3			FE				
109	4.6.001	Balancing Records		3			FE				
110	4.6.002	Reconciliations		3			FE				
111	4.7.001	Accounting Policies and Procedures Manual		3			US				
112	4.7.004	Capital Asset Records		3			LA				
113	4.7.006	Comptroller Statements		3			FE				
114	4.7.007	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	3			FE				

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115	4.7.008	Grant Records	This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	3			AC	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		CAUTION: Series is not applicable to Commission program related grants and contracts. CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
115.1	4.7.011	Texas Facilities Commission Statements (TFC)	Charge or bill statements received from the TFC for services provided	3			FE				
116	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			US+FE				

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117	5.1.001	Contracts and Leases	<p>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. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide.</p> <p>a) Executed, renewed, or amended on or after September 1, 2015.</p> <p>b) Executed, renewed, or amended on or before August 31, 2015.</p>	7			AC	AC = Expiration or termination of the instrument according to its terms.		SEE related item numbers 3.1.035 Performance Bonds and 5.3.007 Bid Documentation.	

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118	5.1.014	Office Procedures	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	1			US				
119	5.1.015	Correspondence Tracking Records	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.	1							
119.1	5.2.008	Equipment History File	Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	3			LA			For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	
120	5.2.014	Inventory - Annual Physical	Property, equipment, supply verification.	3			FE				
121	5.2.021	Surplus Property Sale Reports		3			FE				

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122	5.3.007	Bid Documentation	<p>Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.</p> <p>a) Associated with a contract executed, renewed, or amended on our after September 1, 2015.</p> <p>b) Associated with a contract executed, renewed, or amended on our before August 31, 2015.</p> <p>c) Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.).</p>	7			AC	AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			
				3			FE				
123	5.3.008	Purchasing Logs	Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	3			FE				

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124	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	3			AC	AC = Decision not to proceed with the procurement. CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007.			
125	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
126	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.				US				
127	5.4.003	Inspection Records	Fire, safety, and other inspection records of agency facilities and equipment	3			AC	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.			

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128	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.			
129	5.4.011	Visitor Control Records		3			FE				
130	5.4.013	Disaster Preparedness and Recovery Plans					US				
131	5.5.001	Billing Detail – Telecommunications (Other than TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	3			FE				
132	5.5.006	Billing Detail - Telecommunications (TEX-AN):	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	3			FE			The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.	

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133	5.6.009	Parking Permits or Assignments					US				

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