



March 21, 2013

Ms. Molly Roman
Staff Services Officer
Texas Board of Professional Geoscientists
333 Guadalupe
Tower I, Suite 460-A
Austin, TX 78701

RE: Texas Board of Professional Geoscientists
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

Commission Chairman
Michael C. Waters

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

Interim
Director and Librarian
Edward Seidenberg

Dear Ms. Roman:

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 Please ensure all old copies of the schedule are superseded with this recertified copy.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 March 2016. If you have any questions, 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) Charles Horton

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01-481/481



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 481
Agency Name Texas Board of Professional Geoscientists

(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 Charles Horton

Name *(Print or type)* Charles Horton

Date July 9, 2012

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature _____
Name *(Print or type)* _____
Date _____

Not Required at This Time

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

Signature Donna Osborne
Name *(Print or type)* Donna Osborne
Date 7/19/12

Recertification No. 4 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 48

2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.002	100.00	Audits Audits and reviews performed by TBPG on external entities, those performed on the agency by other entities, or on the agency by internal auditors.	AC + 7		AC + 7	AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
1.1.004	200.00	Legislative Appropriation Requests Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC + 6		AC + 6	AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.		
1.1.006	300.00	Complaint Records Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC + 2		AC + 2	AC = Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.007	400.00	Correspondence - Administrative Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.	4		4	R	<p>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods.</p> <p>CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002. etc. SEE ALSO item number 1.1.011.</p>		
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Records Retention Schedule

SLR 105

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
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			Agency	Storage	Total	9. Remarks				

1.1.008	500.00	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		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
1.1.013	800.00	Calendars, Appointment and Itinerary Records Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE + 1		CE + 1	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.		

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Records Retention Schedule

SLR 105

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total				9. Remarks	

1.1.014	900.00	Legal Opinions and Advice From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.		
	950.00	Memoranda of Understanding	US + FE + 4		US + FE + 4		US= Until superseded or terminated.		
1.1.019	1000.00	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		2	R			
1.1.020	1100.00	Public Information Requests - Not Exempted Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	AC + 1		AC + 1		AC = Date request fulfilled.		
1.1.021	1200.00	Public Information Requests - Exempted Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC + 2		AC + 2		AC = Date of notification that records are exempt.		
1.1.023	1300.00	Organization Charts	US		US	A			

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Archival Codes (Field 8)

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Records Retention Schedule

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2. Agency Code		3. Agency Name									
481		Texas Board of Professional Geoscientists									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						
1.1.026	1600.00	Texas Register Submissions Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC + 1		AC + 1		AC = Date of publication in the Texas Register.				
1.1.027	1700.00	Proposed Legislation Drafts of proposed legislation and related correspondence.	AV		AV						
1.1.038	1800.00	Customer Surveys Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC		AC		AC = Final disposition of summary report. SEE item number 1.1.067 for summary reports compiled from customer surveys.				
1.1.040	1900.00	Speeches, Papers and Presentations Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC		AC	R	AC = End of term in office or termination of service in a state position.				
1.1.041	2000.00	Suggestion System Records Suggestions submitted by agency personnel and responses.	1		1						

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Archival Codes (Field 8)

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.048	2200.00	Litigation Files Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC + I	AC + I	R	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.		
1.1.053	2300.00	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		AC = Report filed with the Texas Ethics Commission.		

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					
1.1.055	2400.00	Strategic Plans Information resources and operational strategic plans prepared in accordance with §2054.095 and §2056.002, Government Code.	AC + 6		AC + 6	A AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.				
1.1.056	2500.00	ADA (Americans with Disabilities Act) Documentation Self evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.	3		3	28 CFR 35.105(c).				

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Archival Codes (Field 8)

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2. Agency Code		481		3. Agency Name							Texas Board of Professional Geoscientists		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.		
					Agency	Storage	Total	9. Remarks					

1.1.057	2600.00	<p>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.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC		AC		<p>AC = Purpose of record has been fulfilled.</p> <p>CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p> <p>The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p>		
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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total					

1.1.058	2900.00	Meeting Agenda 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		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. 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.		
1.1.059	3000.00	Meetings, Certified Agendas or Tape Recordings of Closed Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC + 2		AC + 2		AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, 551.104(a). SEE caution comment at item number 1.1.058.		

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SLR 105

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists						
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			Agency	Storage	Total			

1.1.060	3100.00	Meetings, Audio or Videotapes of Open Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC + 90 days		AC + 90 days	AC = Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058.		
1.1.061	3200.00	Meeting - Notes Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC + 90 days		AC + 90 days	AC = Approval of the formal minutes by the governing body. SEE caution comment at item number 1.1.058.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
481		Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total				9. Remarks	
1.1.062	3300.00	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.	2		2	A	SEE caution comment at item number 1.1.058.			
1.1.063	3400.00	Staff Meeting Minutes and Notes Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1		1					
1.1.064	3500.00	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.	FE + 3		FE + 3		CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.			

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Archival Codes (Field 8)

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Records Retention Schedule

SLR 105

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
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			Agency	Storage	Total					

	3600.00	Source Documents to Register Firms Includes applications and other source documents for licensing/registering firms.	AC		AC		AC = The point in time at which a license is no longer renewable by rule. Source documents are relevant as long as a license is current or eligible to be renewed.		
	3700.00	Source Documents to License Individuals Applications, academic transcripts, resumés, verification of licensure forms, licensing examination scores and other supporting documentation. Does not include letters of reference.	AC		AC		AC = The point in time at which a license is no longer renewable by rule. Source documents are relevant as long as a license is current or eligible to be renewed.		
	3800.00	Letters of Reference – Applicant All professional and personal letters of reference provided with initial licensing application.	AC		AC		AC = After License or certification is issued. SEE also Agency Item No. 3700.00.		
	4100.00	Complaint Source Documents Complaints filed against regulated licensees or registrants, as well as complaints against unregistered or unlicensed practitioners of regulated entities.	AC + 5		AC + 5		AC = Complaint Closed.		

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1.1.066	6300.00	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.	AC + 6		AC + 6	A	AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.067	6400.00	Reports and Studies (Non-Fiscal) Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3		3	R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page ix for more information.		
1.1.068	6500.00	Reports on Performance Measures Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC + 6		AC + 6		AC = September 1 of odd-numbered calendar years.		

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1.1.070	6700.00	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.	AC + 3		AC + 3	R	AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Agency Rules, Policies and Procedures - Working Files. 1.1.071.		
1.1.071	6750.00	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.	AC + 3		AC + 3	R	AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.070.		
1.1.072	6800.00	Public Information Reports Reports made to the Office of the Attorney General on an agency's Public Information Act activities.	2		2				

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			Agency	Storage	Total				9. Remarks	
1.1.073	6850.00	Administrative Hearings Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC + 3		AC + 3	R	AC = Last action.			
1.1.074	6900.00	Sunset Review Report and Documentation	AC + 3		AC + 3	R	AC = After the subsequent Sunset Review.			
1.1.075	6920.00	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.	AC + 4		AC + 4		AC = Date of final agreement. Texas Civil Practice and Remedies Code, Chapter 154.071.			
1.2.001	6930.00	Destruction Authorizations Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE + 3		FE + 3					

Retention Codes (Field 7)

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

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 16 of 48

2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total				9. Remarks	
1.2.003	6940.00	Forms History File Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC + 1		AC + 1	AC = Discontinuance of use of form.				
1.2.004	6950.00	Forms Inventory Any periodic listing of all forms used internally or externally by an agency.	US		US					
1.2.005	7000.00	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		US	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.				
1.2.006	7100.00	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.	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.				

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
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Archival Codes (Field 8)

A – Transfer to State Archives
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 17 of 48

2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.2.008	7200.00	Request for Authority to Dispose of State Records (RMD 102) Agency copy.	FE + 3		FE + 3	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
1.2.010	7300.00	Records Disposition Logs Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10		10			
1.2.012	7400.00	Records Inventory Worksheets	US		US			
1.2.013	7500.00	Records Control Locator Aids Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC	AC = When control aid is updated, revised, or no longer needed. CAUTION: These records must carry the same retention period and archival code of the records they support.		
1.2.014	7600.00	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.	US + 1		US + 1			

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

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				

1.3.001	7900.00	<p>State Publications One copy of each state publication as defined on page xi of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.</p>	AC + 2		AC + 2	<p>AC = Until superseded or obsolete.</p> <p>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.</p> <p>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).</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 19 of 48

2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.3.002	8000.00	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		AV	R			

Retention Codes (Field 7)

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Archival Codes (Field 8)

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 20 of 48

2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total				9. Remarks	

2.1.001	8100.00	<p>Processing Files Machine-readable files used in the creation, utilization, and updating of master files, including printing, raw data input, maintenance and test, working and transactional files.</p>	AC		AC	<p>AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. Exceptions:</p> <ul style="list-style-type: none"> a) Raw data input or source file which replaces or serves as the basis source document in lieu of a textual or other source document – Follow the retention period approved for the equivalent type of textual record or as long as administratively valuable, whichever is longer. b) Routine or benchmark date file used in testing a system or program – As long as administratively valuable. c) File which facilitates processing of a particular job or system run, but which does not add to, delete from, or substantially modify information in a master file – As long as administratively valuable. <p>CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.</p>		
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Retention Codes (Field 7)

Archival Codes (Field 8)

AC – After Closed, Terminated, Completed, Expired, Settled
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.002	8200.00	Master Files Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		
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Retention Codes (Field 7)

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

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 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

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Archival Codes (Field 8)

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				

2.1.007	8300.00	Software Programs Automated software applications and operating system files including job control language, program listing/source code, etc.	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
2.1.008	8400.00	Hardware Documentation Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

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Archival Codes (Field 8)

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



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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				

2.1.009	8500.00	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		AC					AC – Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC §6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.

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Archival Codes (Field 8)

A – Transfer to State Archives
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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

2.1.010	8600.00	Audit Trail Records Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC	AC	AC = All audit requirements have been met.		
2.1.011	8700.00	Finding Aids, Indexes, and Tracking Systems Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC	AC	AC = The related records have been destroyed. CAUTION: These records must carry the same retention period and archival code of the records they support.		
2.2.010	8800.00	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.	US + 3	US + 3	CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.		

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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				

2.2.011	9000.00	Batch Data Entry Control Records Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC		AC	AC = When reconciliation confirmed.		
2.2.013	9100.00	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	AC = No longer needed as an audit trail for any records modified.		
2.2.014	9200.00	Internet Cookies Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV		AV	The disposal of Internet cookies need not be documented through destruction authorizations (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).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total				9. Remarks	

2.2.015	9300.00	History Files - Web Sites A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV	AV	The disposal of history files need not be documented through destruction authorizations (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).		
2.2.016	9400.00	Software Registrations, Warranties and License Agreements	LA + 3	LA + 3			
3.1.001	9500.00	Applications for Employment - Not Hired Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	2	2	29 CFR 1602.31.		
3.1.002	9600.00	Applications for Employment - Hired Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC + 5	AC + 5	AC = Termination of employment.		

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Archival Codes (Field 8)

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Form SLR 105C must accompany this form.

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				

3.1.006	9700.00	Employee Counseling Records Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC + 3		AC + 3	AC = Termination of counseling.		
3.1.011	9800.00	Employee Insurance Records Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC		AC	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.		
3.1.012	9900.00	Employment Opportunity Announcements Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2	29 CFR 1602.31.		
3.1.013	9950.00	Employment Contracts	AC + 4		AC + 4	AC = Expiration or termination of the contract according to its terms.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				

3.1.014	10000.00	Employment Selection Records Includes notes of interviews with candidates, questions asked of applicants. audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.	2		2		29 CFR 1602.31. CAUTION: Does not include criminal history checks. SEE item number 3.1.026.		
3.1.018	10100.00	Grievance Records Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC + 2		AC + 2		AC = Final decision on the grievance. CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. SEE item number 1.1.048.		
3.1.019	10200.00	Performance Appraisals	2		2		29 CFR 1620.32(c).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Form SLR 105C must accompany this form.

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

3.1.020	10300.00	Personnel Corrective Action Documentation Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC + 5		AC + 5	AC = Termination of corrective action. 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 the minimum retention period described by item number 3.1.021.		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code		481		3. Agency Name							Texas Board of Professional Geoscientists		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.				
			Agency	Storage	Total	9. Remarks							

3.1.021	10400.00	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.	AC + 5		AC + 5		AC = Termination of employment.		
3.1.022	10500.00	Personnel Information or Action Forms Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	2		2		29 CFR 1602.31.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Form SLR 105C must accompany this form.

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

3.1.023	10600.00	Position/Job Descriptions Job descriptions, including all associated task or skill statements, for positions in an agency.	AC + 4	AC + 4	AC = Until superseded or job eliminated. 40 TAC 815.106(i).		
3.1.024	10625.00	Physical Examinations/Medical Reports Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC + 2	AC + 2	AC = Until superseded or termination of employment. CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014.		
3.1.026	10650.00	Criminal History Checks Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC	AC	AC = The criminal history record has served the immediate purpose for which it was obtained. CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
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			Agency	Storage	Total					

3.1.027	10700.00	Training and Educational Achievement Records (Individual) Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC + 5		AC + 5	AC = Termination of employment.		
3.1.029	10800.00	Employment Eligibility, Documentation or Verification of Federal reporting form (INS I-9).	AC + 1		AC + 1	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).		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total				9. Remarks	

3.1.031	10900.00	Employee Benefits - Other than Insurance Agency copies of information relating to the selection of available benefit options other than insurance.	AC + 2		AC + 2	AC = Until superseded or termination of employment 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	11000.00	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		AV	SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.		
3.1.037	11100.00	Employee Recognition Records Awards, incentives, tenure, etc.	AC + 5		AC + 5	AC = Termination of employment.		
3.1.038	11200.00	Public Access Option Form Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024.	US		US	SEE item number 3.3.011.		

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End	Archival Codes (Field 8) LA – Life of Asset MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist
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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
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			Agency	Storage	Total				9. Remarks	

3.2.001	11300.00	Employee Deduction Authorizations Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC + 4		AC + 4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	11400.00	Employee Earnings Records	4		4	40 TAC §815.106(i).		
3.2.003	11500.00	Federal Tax Records Includes 1099, W2, FICA, and other tax records.	AC + 4		AC + 4	AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001 - 1(e)(2).		
3.2.004	11600.00	Income Adjustment Authorizations Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2		2	29 CFR 516.6(c).		
3.2.005	11700.00	W-4 Forms Employer's copy of "Employees' Withholding Exemption Certificate."	AC + 4		AC + 4	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		
3.2.007	11900.00	Unemployment Compensation Records	AC + 5		AC + 5	AC = After Settled.		
3.2.008	12000.00	Direct Deposit Application/Authorizations	US		US			

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



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			Agency	Storage	Total					

3.2.009	12100.00	State Deferred Compensation Records	AC + 5		AC + 5	AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.		
3.2.010	12150.00	Human Resources Information System (HRIS) Reports Includes supporting documentation.	AC + 4		AC + 4	AC = After Settled.		
3.3.001	12300.00	Affirmative Action Plans Affirmative action plans for both regular employees and apprenticeship programs.	5		5	29 CFR 30.8(e) for apprenticeship plans.		
3.3.004	12400.00	Benefit Plans Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US + 1		US + 1	29 CFR 1627.3(b)(2).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code		3. Agency Name									
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks					
3.3.011	12500.00	Former Employee Verification Records Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC + 75		AC + 75		AC = Termination of employment. SEE item number 3.1.038.				
3.3.015	12700.00	Positions/Job Classification Review File Records relating to review and monitoring of job classifications within an agency.	US + 3		US + 3						
3.3.020	12800.00	Work Schedules/Assignments Work, duty, shift, crew, or case schedules, rosters, or assignments.	1		1						
3.3.022	12850.00	Texas Workforce Commission (TWC) Reports Reports to the agency from TWC or its predecessor pertaining to employees.	3		3						
3.3.023	12900.00	Reimbursable Activities, Requests and Authorizations to Engage in Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE + 3		FE + 3						

Retention Codes (Field 7)				Archival Codes (Field 8)	
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival			10. 106 No.	11. TSLAC ONLY Amend. No.							
					Agency	Storage	Total	9. Remarks											

3.3.024	13000.00	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.	US + 3		US + 3					
3.3.025	13050.00	Job Procedure Records Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US + 3		US + 3					
3.3.026	13100.00	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.	US + 3		US + 3					
3.3.031	13400.00	EEO Reports and Supporting Documentation Includes documentation used to complete EEO reports.	3		3			29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	US – Until Superseded



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			Agency	Storage	Total	9. Remarks				

3.3.032	13450.00	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		3	29 CFR 1620.32.		
3.4.001	13600.00	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.	FE + 3		FE + 3			
3.4.002	13700.00	Leave Status Reports Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE + 3		FE + 3			
3.4.004	13900.00	Overtime Authorizations	2		2			
3.4.006	14100.00	Time Cards and Time Sheets	4		4	40 TAC §815.106(i).		
3.4.007	14200.00	Time Off and/or Sick Leave Requests	FE + 3		FE + 3			
3.4.008	14300.00	Sick Leave Pool Documentation Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3		FE + 3			
4.1.001	14400.00	Accounts Payable Information	FE + 3		FE + 3			

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent	US – Until Superseded



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

4.1.002	14500.00	Billing Detail	FE + 3		FE + 3	CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.		
4.1.003	14600.00	Canceled Checks/Stubs/Warrants/Drafts	FE + 3		FE + 3			
4.1.004	14700.00	Encumbrance Detail	FE + 3		FE + 3			
4.1.005	14800.00	Inventory and Other Cost Files Production, job, labor, quotes, pricing, specifications, etc.	FE + 3		FE + 3			
4.1.007	14900.00	Transfers or Budget Revisions Transfers or adjustment to budgets.	FE + 3		FE + 3			
4.1.008	14950.00	Electronic Fund Transfers Direct Deposit Registers.	FE + 3		FE + 3			
4.2.001	15000.00	Cash Deposit Vouchers Cash deposit slips.	FE + 3		FE + 3			
4.2.002	15100.00	Cash Receipts Includes receipts for fees (permits, licenses, renewals, etc.).	FE + 3		FE + 3			
4.2.003	15200.00	Daily Cash Receipts Logs	FE + 3		FE + 3			
4.2.004	15300.00	Encumbrance Vouchers Orders, statements, change orders, etc.	FE + 3		FE + 3			

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



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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.2.005	15400.00	Purchase Vouchers Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3			
4.2.006	15500.00	General Journal Vouchers	FE + 3		FE + 3			
4.2.007	15600.00	Expenditure Vouchers Travel, payroll, etc.	FE + 3		FE + 3			
4.3.001	15700.00	Sales Journals or Registers	FE + 3		FE + 3			
4.3.002	15800.00	Receipts Journals or Registers	FE + 3		FE + 3			
4.3.003	15900.00	Expenditures Journals or Registers	FE + 3		FE + 3			
4.4.001	16000.00	General and Subsidiary Ledgers	FE + 3		FE + 3			
4.4.002	16100.00	Accounts Receivable Ledgers	FE + 3		FE + 3			
4.4.003	16200.00	Accounts Payable Ledgers	FE + 3		FE + 3			
4.5.001	16400.00	Worksheets for Preparing Fiscal Reports	FE + 3		FE + 3			
4.5.002	16500.00	Internal Fiscal Management Reports Includes agency monthly budget reports.	FE + 3		FE + 3			

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End	Archival Codes (Field 8) LA – Life of Asset MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist
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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
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			Agency	Storage	Total					

4.5.003	16600.00	Annual Financial Reports Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6	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.		
4.5.005	16700.00	External Fiscal Reports Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE + 3		FE + 3			
4.5.006	16800.00	Annual Operating Budgets Required by the General Appropriations Act.	FE + 3		FE + 3			
4.5.007	16850.00	USAS Reports - Daily	AC		AC	AC = Receipt and reconciliation of monthly report.		

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



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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	Agency	Storage	Total	8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
4.5.008	16900.00	USAS Reports - Monthly	AC		AC	AC = Receipt and reconciliation of annual report.		
4.5.009	16950.00	USAS Reports - Annual	FE + 3		FE + 3			
4.6.001	16975.00	Balancing Records	FE + 3		FE + 3			
4.6.002	17000.00	Reconciliations	FE + 3		FE + 3			
4.6.003	17100.00	Cash Counts	FE + 3		FE + 3			
4.7.001	17200.00	Accounting Policies and Procedures Manual	US + 3		US + 3			
4.7.002	17300.00	Bank Statements	FE + 3		FE + 3			
4.7.003	17400.00	Returned Checks/Warrants/Drafts (Uncollectable)	AC + 3		AC + 3	AC = After deemed uncollectable.		
4.7.004	17500.00	Capital Asset Records	LA + 3		LA + 3			
4.7.005	17600.00	Claim Files	AC + 3		AC + 3	AC = Resolution of claim.		
4.7.007	17700.00	Detail Chart of Accounts One for all accounts in use for a fiscal year.	FE + 3		FE + 3			
4.7.009	17800.00	Fixed Asset Sequential Number Logs	US + 3		US + 3			
4.7.011	18100.00	Texas Building and Procurement Commission Statements (TBPC) Charge or bill statements received by agencies from the TBPC for services provided.	FE + 3		FE + 3			

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



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2. Agency Code		481		3. Agency Name Texas Board of Professional Geoscientists						
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			Agency	Storage	Total	9. Remarks	Total			

4.7.012	18200.00	Signature Authorizations 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	18300.00	Contracts and Leases 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.		
5.1.003	18500.00	Delivery Reports	2		2				
5.1.004	18600.00	Mail and Telecommunications Listings Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US		US				
5.1.005	18700.00	Postage Records Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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					Agency	Storage	Total	9. Remarks							

5.1.014	18800.00	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.	US + 1		US + 1				
5.2.004	18900.00	Building Space Requests	1		1				
5.2.006	19000.00	Property Destruction, Certificates of	FE + 3		FE + 3				
5.2.007	19100.00	Damage Reports Reports of damage to state property.	FE + 3		FE + 3				
5.2.008	20100.00	Equipment History File; Equipment Service Agreements Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA + 3		LA + 3				
5.2.009	20200.00	Equipment Inventory Detail Report Forms Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 3		FE + 3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks				

5.2.010	20300.00	Equipment Manuals	LA		LA			
5.2.011	20400.00	Equipment Warranties	AC + 1		AC + 1		AC = Expiration of Warranty.	
5.2.014	20500.00	Inventory - Annual Physical Property, equipment, supply verification.	FE + 3		FE + 3			
5.3.008	22400.00	Purchasing Logs 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	22500.00	Requests for Information Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC		AC Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.	
5.4.001	22600.00	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.	CE + 5		CE + 5		29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	
5.4.002	22700.00	Evacuation Plans Plans for evacuation of agency facilities in cases of emergency.	US		US			

Retention Codes (Field 7)	Archival Codes (Field 8)
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LA – Life of Asset MO – Months	



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			Agency	Storage	Total				9. Remarks	

5.4.003	22800.00	Inspection Records 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. CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028.		
5.4.004	22900.00	Fire Orders Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC + 3		AC + 3	AC = Deficiency corrected.		
5.4.007	23000.00	Hazardous Materials Training Records Records of training given employees in an agency hazard communications program.	5		5	Texas Health and Safety Code, 502.009(g).		
5.4.011	23400.00	Visitor Control Registers Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3			
5.4.012	23500.00	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.	AC + 2		AC + 2	AC = Until superseded, date of expiration, or date of termination, whichever sooner.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
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			Agency	Storage	Total				9. Remarks	

5.4.013	23600.00	Disaster Preparedness and Recovery Plans	US		US			
5.5.001	23700.00	Billing Detail - Telecommunications (Other Than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		SEE item number 5.5.006 for TEX-AN billing detail.	
5.5.002	23800.00	Long Distance Telephone Logs Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV		AV			
5.5.003	24000.00	Station Activity Reports Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV		AV			
5.5.004	24100.00	System Activity Reports Internal listing of all incoming/outgoing agency telephone activity.	AV		AV			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105
Form SLR 105C must accompany this form.

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2. Agency Code 481		3. Agency Name Texas Board of Professional Geoscientists								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				

5.5.006	24200.00	Billing Detail - Telecommunications (TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3	The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. 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.		
5.5.007	24300.00	Disputed Call Documentation Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE + 3		FE + 3			
5.6.004	25000.00	License and Driving Record Checks	AC		AC	AC = Until superseded or until termination of employment.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
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