



Mr. Mark Majek
Director of Operations
Texas Board of Nursing
333 Guadalupe, #3-460
Austin, TX 78764

RE: Agency records retention schedule approved for use

Dear Mr. Majek:

Your agency's records retention schedule is approved for use as of June 27, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **June 2017**.

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, Michael Reagor, at 512-463-5494 or mreagor@tsl.texas.gov.

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

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Kathy Thomas

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

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Austin, Texas
78756

www.tsl.texas.gov

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*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.507/507



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 507

Agency Name Texas Board of Nursing

(Check one)

- Initial Certification - Form SLR 105
x 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)

- x Agency Head
Records Management Officer

Signature Katherine Thomas

Name (Print or type) Katherine Thomas, MN, RN, FAAN

Date 09-30-2013

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 E. Hildebrand
Name (Print or type)
Date 06-27-2014

Cert/Recert No 9 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 23

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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				
1.1.008	A1	Correspondence, General	2		2				
1.1.007	A2	Correspondence, Administration	4		4	E	Archival review code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, February 12, 1997		
1.1.070	A3	Rules and Regulations	AC+3		AC+3	E	AC = Completion or termination of program, rules, policies or procedures Record copy only used for research. Archival Review Code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, February 12, 1997		
1.1.071	A3b	Rules and Regulations – Working Files	AC+3		AC+3	R	AC = Completion or termination of program, rules, policies or procedures		
1.3.001	A4	Published Statutes, Nurse Practice Act	AC+2		AC+2	E	AC=Until superseded or obsolete. Record copy only. Archival review Code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, February 12, 1997.		

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 **2** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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	A5	Legal Opinions and Advice from Attorney General	AV		AV	R		
1.1.055	A6	Strategic Plans	AC+6		AC+6	A	AC=September 1 of odd number calendar years. The archival requirement is met by sending required copies to the Texas State Publications Depository Program, TSLAC.	
1.1.057	A7	Transitory Information	AC		AC		AC=Purpose of record has been fulfilled. NOTE: The disposal of transitory information need not be documented through destruction sign-offs or in records disposition logs	
1.1.063	A8	Meeting Minutes – Directors	2		2		Decisions in minutes have impact for more than one year	
5.1.001	A9	Contracts and Leases-Administrative	AC+4		AC+4		AC=Expiration or termination of contract or lease according to its terms.	

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

SLR 105

Form SLR 105C must accompany this form.

1. Page **3** of **23**

2. Agency Code	507	3. Agency Name					Texas Board of Nursing				
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	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.062	A10	Public Hearings-Witness Testimony Forms	PM		PM	E	Information is electronically imaged and then imaged. Paper forms are then destroyed. Archival Review Code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, Feb. 12, 1997		
1.1.058	A11	Meeting Minutes – Board	PM		PM	A	Old historical minutes are archived with the State Library. New minutes are electronically imaged and then imaged. Paper forms are then destroyed. Archival requirement met by sending required copies to the Archives and Information Services Division, TSLAC.		
1.1.004	A12	Biennial Budget Request	AC+6		AC+6	A	AC=September 1 of odd-numbered calendar years. The archival requirement is met by sending required copies to the Texas State Publications Depository Program, TSLAC.		
1.1.027	A13	Proposed Legislation	AV		AV				

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **4** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

3.1.023	A14	Position/Job Descriptions	AC+4		AC+4		AC = Until superseded or job eliminated 40 TAC 815.106(i)		
1.1.069	A15	Reports, Employee Speaking	1		1				
1.1.058	A16	Meeting Agenda	PM		PM	A	Electronically imaged, then imaged. Paper destroyed after imaging.		
1.1.058	A17	Advisory Committee Minutes	PM		PM		Electronically imaged, then imaged. Paper destroyed after imaging.		
1.1.068	A18	Performance Reports	AC+6		AC+6		AC=September 1 of odd numbered calendar years		
1.2.005	A19	Records Retention Schedule	US		US		Agency copy. Original at TSLAC.		
1.2.006	A20	Records Transmittal	AC+2		AC+2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, TSLAC, by the agency records management officer		
1.1.070	A21	Policies & Procedures Manuals	AC+3		AC+3		AC = Completion or termination of		

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **5** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
							program, rules, policies or procedures		
1.2.010	A22	Records Disposition Log	10		10				
5.1.013	A23	Insurance Policies	AC+4		AC+4		AC=Expiration or termination of the policy according to its terms.		
1.2.011	A24	Records Center Storage Approval Forms	US		US				
1.1.023	A25	Organization Charts	US		US	A	Included in Strategic Plan. The archival requirement is met by sending required copies to the Texas State Publications Depository Program, TSLAC		
1.1.066	A26	Reports-Annual & Biennial (narrative)	AC+6		AC+6	A	AC=September 1 of odd numbered calendar years. The archival requirement has been fulfilled by sending copies to the Texas State Publications Depository Program of the TSLAC		
5.4.013	A27	Disaster Recovery Plan	US		US				
1.1.020	A28	Open Records Requests (Not Exempted)	AC+1		AC+1		AC = Date request fulfilled.		

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 **6** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

1.1.021	A29	Open Records Requests – (Exempted)	AC+2		AC+2		AC = Date of notification that records are exempt from disclosure.		
	E1	NCLEX Examination Applications (license issued)	PM		PM		Information is electronically imaged and then imaged. Hard copy destroyed after imaged.		
	E2	NCLEX Examination Applications (license not issued)	CE		CE				
	E3	Credential Evaluation Service Reports (CES from CGFNS, IERF, or ERES)	CE+3		CE+3				
	E3-a	Verification of Licensure	CE		CE				
	E3-b	Proof of English Proficiency	CE+1		CE+1				

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

SLR 105

Form SLR 105C must accompany this form.

1. Page **7** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

	E3-c	Proof of Graduation for Out-of-State applicants (Affidavit of Graduation/Director Affidavit)	CE+3		CE+3				
1.1.008	E5	Correspondence, General – correspondence related to the NCLEX summary reports; requests from programs for NCLEX summary reports; questions from programs about rule interpretation.	2		2				
1.1.006	E5-a	Nursing Education Program Complaint Records	AC+2		AC+2		AC=Final Disposition of the complaint.		
	E6	National Council License Examination (NCLEX Exam Statistics)	PM		PM	E	Results generated from Pearson Vue every six years are electronically imaged, then imaged. Paper destroyed after imaged. Archival Review Code removed subsequent to appraisal by the		

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 **8** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

						Archives and Information Services Division, TSLAC, Feb. 12, 1997.		
	E7	Board reports: School Visits	PM		PM	Electronically imaged and stored.		
3.3.030	E8	Agendas for New Director Workshop	US+2		US+2	Posted on the BON website and are only changed when rules change. Electronically imaged and stored.		
	E9	List of Currently Approved School of Nursing programs for Vocational Nursing and Professional Nursing	PM		PM	Posted on the BON website. Only contact information changes. Electronically imaged and stored.		
	E9a	Closed School of Nursing programs for Vocational Nursing and Professional Nursing	PM		PM	Electronically imaged, then imaged. Paper destroyed after imaged.	05-507-024	
	E10	Annual NEPIS data for Vocational Nursing and Professional Nursing Schools	PM		PM	Stored electronically at the BON and reported on TCNWS website.		

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

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Form SLR 105C must accompany this form.

1. Page **9** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

4.	5.	6.	7.	7.	7.	8.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
	E11	Official Board letter to applicants for program approval (Vocational Nursing and Professional Nursing) stating Board's decision.	PM		PM		Electronically imaged, then imaged. Paper destroyed after imaged.	
	E12	Final proposals for approved Vocational Nursing and Professional Nursing programs	PM		PM		Electronically imaged, then imaged. Paper destroyed after imaged.	
	E14	Declaratory Orders (Approved)	PM		PM		Information is electronically imaged after approval, then imaged. Hard copy destroyed after imaging.	
	E14b	Declaratory Orders (Denied)	AC+5		AC+5		AC=End of calendar year from date returned by Enforcement. Electronically imaged. Paper destroyed after imaged.	
	E-14c	Declaratory Orders (TNR-Petitioner No Response)	AC		AC		AC=End of calendar year from date returned by Enforcement.	
	E14d	Declaratory Orders (Incomplete)	CE+1		CE+1			
	E15	Web AOG lists/Student Rosters	CE		CE			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

1.1.008	I1	Correspondence, General	2		2				
	I3	Investigations/Disciplinary Files	PM		PM		Electronically imaged, then imaged. Paper destroyed after imaged.	93-507-004	
	I3a	Corrective Actions/Confidential TPAPN Orders	PM		PM		Electronically imaged, then imaged. Paper destroyed after imaged.		
	13b	Monitoring Files	PM		PM		Electronically imaged, then imaged. Paper destroyed after imaged.		
	I4	Imposter Cases	AC		AC		AC=Case is closed and it goes to agency item 17 or opened and becomes agency item I3. Retain paper for 2 years and then destroy.		
	I5	Master Complaint Log	PM		PM	E	Archival review code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, February 12, 1997. Electronically imaged and stored.		
	I6	Texas Peer Assistance Program for Nurses referrals	AC		AC		AC=Case is closed and it goes to agency item 17 or opened and becomes agency item I3.		

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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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page **11** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

	17	No action on disciplinary cases - closed files.	AC		AC		AC = By statute, these must be expunged from our records as soon as the case is closed		
3.3.023	18	On-site travel request to conduct an investigation	FE+3		FE+3		Electronically imaged. Paper destroyed after imaged.		
	19	No jurisdiction/no violation/no investigation opened	AC+1		AC+1		AC=Case is closed. Electronically imaged. Paper destroyed after imaged.		
	I10	Informal Conference Dockets	FE+3		FE+3		Electronically imaged. Paper destroyed after imaged.		
1.1.057	I11	Transitory Correspondence - Texas Peer Assistance Program for Nurses - Correspondence-Referrals prior to opening	AC		AC		AC = referral sent to peer assistance program.		
	I12	Closed without prejudice files	AC+2		AC+2		AC=Case is closed. File thinned and electronically imaged. Paper destroyed after imaged.		
3.3.011	L-1	Personnel files Minimum information to verify employment upon termination of employment.	AC+ 75		AC+ 75		AC = Termination of employment		

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Records Retention Schedule

SLR 105

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1. Page **12** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

1.1.063	L-2	Meeting Minutes/Notes-Staff	1		1			
1.3.001	L-3	Publications	AC+2		AC+2		AC = Until superseded or obsolete. Copies are sent to State Publications Depository Program TSLAC	
3.1.001	L-4	Applications Resumes of people not hired	2		2		29 CFR 1602.31	
3.1.002	L-5	Applications of Employment - Hired	AC+5		AC+5		AC=Termination of employment	
3.1.019	L-6	Performance Appraisals	2		2		29 CFR 1620.32(c)	
3.1.011	L-7	Employee's Insurance file	AC+3		AC+3		AC=Until superseded or termination of employment.	
3.4.006	L-8	Time Cards and Time Sheets	4		4		40 TAC 815.106(i)	
3.3.001	L-9	Affirmative Action Plans	5		5		Updated yearly. 29CFR30.8(e) for apprenticeship plans	
5.1.005	L-10	Postage Meter Records	FE+3		FE+3			

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

SLR 105

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1. Page **13** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			Agency	Storage	Total	9. Remarks			

5.2.008	L-11	Equipment History File/Service Agreements	LA+3		LA+3				
5.2.023	L-12	Year-to-date inventory activity listing	FE+3		FE+3				
	L-13	Nurse License Renewals (Completed)	FE	4	FE+ 4		Information is imaged and kept in hard copy. Hard Copy destroyed after four years. Image kept permanently.	92-507-003	
	L-13a	Nurse License Renewals (Incomplete)	CE		CE		Purged at the end of the calendar year		
	L-14	Nurse License Applications and Supporting Documentation (License issued)	PM		PM		Information is electronically imaged, then imaged. Hard Copy destroyed after imaged.		
	L-14a	Endorsement Applications and Supporting Documentation with Completed Eligibility Issues Reviewed (License Issued)	PM		PM		Information is electronically imaged, then imaged. Hard copy is destroyed after imaged.		
	L-15	Nurse Affidavits	PM		PM		Imaged bi-monthly. Hard Copy is destroyed after fiscal year end.		
							Electronically imaged and stored.		

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Archival Codes (Field 8)

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Records Retention Schedule

SLR 105

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1. Page **14** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			Agency	Storage	Total	9. Remarks			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	L-17	Radiological Technician Applications	PM		PM		Paper destroyed after imaging.		
	L-18	Voided Nurse licenses	FE+1		FE+1				
	L-19	Nurse Licensure Applications and Supporting Documentation (License Not Issued)	CE+1		CE+1		Purged after 2 years from date received.		
	L-19a	Nurse License Applications and Supporting Documentation with Completed Eligibility Issues Reviewed (License Not Issued)	CE+1 from the date released by Enforcement		CE+1 from the date released by Enforcement		Information purged one year from the end of the calendar year after the date of release by Enforcement.		
	L-20	6 Month Temporary Permit Applications	CE		CE				
	L-20a	Refresher Course Completion Page	CE+3		CE+3				
	L-21	Verifications Complete	FE+1		FE+1				

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Archival Codes (Field 8)

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Records Retention Schedule

SLR 105

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1. Page **15** of **23**

2. Agency Code 507		3. Agency Name Texas Board of Nursing							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

5.4.001	L-22	Workers Compensation Reports	CE+3	2	CE+5		29 CFR 1904.33		
	L-23	Correspondence Received (Transitory document)	AC		AC		AC=purpose of record has been fulfilled		
	L-24	Inactive and Retired Status Requests	FE+1	3	FE+4			99-507-009	
	L-25	CE Audits	FE+1	3	FE+4		Electronically imaged and stored. Paper destroyed after imaging.		
1.1.008	P1	Correspondence, Advanced Practice Nurse and Limited Prescriptive Authority	2		2				
	P2	Advanced Practice Registered Nurse Application (with option for Prescriptive Authority), and Application for Prescriptive Authority for Advanced Practice Nurses and supporting documents	AC+1		AC+1		AC= Until submitted for licensure, up to 1 calendar year from date received. Applications that are accepted move to Agency Item P3 and applications that are denied move to Agency Item P4.		
	P3	Approved Advanced Practice Registered Nurse Application (with option for Prescriptive Authority), and Application for Prescriptive Authority for Advanced Practice Nurses	PM		PM		Electronically imaged, then imaged. Paper destroyed after imaged.		

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

4.	5.	6.	7.			8.		10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival		106 No.	TSLAC ONLY Amend. No.
	P4	Denied Advanced Practice Registered Nurse Application (with option for Prescriptive Authority), and Application for Prescriptive Authority for Advanced Practice Nurses	AC+5		AC+5		AC = Denial of Application. After 5 years, move to Agency Item P6.		
	P5	Outpatient Nurse Anesthesia Registry	PM		PM		Electronically imaged; then imaged, paper destroyed after imaged.		
	P6	List of Denied Applications, Old Pending Applications and List of Applications by Petitions for Advanced Practice Registered Nurse Application (with option for Prescriptive Authority), and Application for Prescriptive Authority for Advanced Practice Nurses	PM		PM		Imaged electronically, then imaged. Paper lists destroyed after imaged.		
	P7	Duplicate Requests for Advanced Practice Nurse Certificate	FE+2		FE+2				

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



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2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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	S-1	Automation Records-Processing Files (Nursing)	AC	2	AC+2		AC = Completion of 3 rd 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.		
2.1.002	S-2	Automation Records-Master Files	AC	2	AC+2		AC = Completion of 3 rd 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		
2.1.002	S3	Automation Records-Master Files	AC+5	45	AC+5 0		Old rosters at SRC in hard copy for 50 years.	91-507-002	
2.2.012	S-4	Computer Produced Output	AV		AV				
2.1.007	S-5	Programs & Job Control Language	AC+1	2	AC+3		AC=Until electronic records are		

Retention Codes (Field 7)	Archival Codes (Field 8)
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PM – Permanent US – Until Superseded	



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2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

							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 TAC6.94 Imaged in accordance with (13 TAC § 6).		
1.1.024	S-6	Data Processing Planning Records Long and Short Range Plans	AC+3		AC+3		AC = Decision made to implement or not to implement result of planning process		
4.2.003	S-7	Daily Cash Receipts Log	FE+1	2	FE+3			96-507-005	
	S-7a	Cash Renewal Batches – Vocational Nurse (prior to merge)	FE	3	FE + 3			05-507-022	
4.2.005	S-8	Purchase Vouchers	FE+1	2	FE+3			99-507-014	
3.1.013	S-9	Employment Contracts	AC+1	3	AC+4		AC=Expiration or termination of the contract according to its terms.		
3.2.001	S-10	Employment Deduction Authorization	AC+1	3	AC+4		Security backup kept in personnel file		

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
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2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

							AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	S-11	Employee Earning Records	2	2	4		40 TAC 815.106(i)	99-507-011	
3.2.003	S-12	Federal Tax Records	AC+1	3	AC+4		26 CFR 31.6001-1(e)(2) AC = Date tax is paid.		
3.2.004	S-13	Income Adjustment Authorization	1	1	2		29 CFR 516.6(c)		
3.2.005	S-14	W-4 forms	AC	4	AC+4		26 CFR 31.6001-1(e)(2) AC = until superseded, obsolete, or upon separation of employee.		
3.2.006	S-15	Wage Rate Tables	2		2		29 CFR 516.6(a)(2)		
3.4.001	S-16	Accumulated Leave Adjustment	FE+1	2	FE+3				
3.4.002	S-17	Leave Status Report	FE+1	2	FE+3			99-507-012	

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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2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
4.2.006	S-18	General Journal Vouchers	FE+1	2	FE+3				
4.4.001	S-19	General Ledgers	FE+1	2	FE+3			96-507-006	
4.4.003	S-20	Accounts Payable Ledgers	FE+1	2	FE+3			96-507-007	
4.4.004	S-21	Employee Savings Bond Ledgers	FE+1	2	FE+3				
4.5.002	S-22	Internal Fiscal Management Reports	FE+1	2	FE+3				
4.5.003	S-23	Annual Financial Reports	AC+6		AC+6		AC = September 1 of odd-numbered calendar years.		
4.6.002	S-24	Reconciliations	FE+1	2	FE+3				
4.7.007	S-25	Detail Chart of Accounts	FE+1	2	FE+3				
5.1.001	S-26	Contract & Leases-Support Services	AC+4		AC+4		AC=Expiration or termination of the instrument according to its terms.		
5.6.005	S-27	Mileage Reports	FE+1	2	FE+3				
							AC = Publication or release of final		

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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2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

1.1.002	S-28	Reports, Audits-State	AC+1	6	AC+7		audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
3.2.009	S-29	State Deferred Compensation	AC+1	4	AC+5		AC= Until account is totally distributed, until all accounts with a vendor or vendors for the individual participant have been closed		
5.3.004	S-30	Purchase Orders-Acknowledgments -	AV		AV				
5.3.007	S-31	Bid documentation	FE+1	2	FE+3		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract.		
5.4.002	S-32	Evacuation Plans	US		US				
4.2.007	S-33	Expenditure Vouchers	FE+1	2	FE+3			98-507-008	
4.5.005	S-35	Monthly Financial Statements	FE+1	4	FE+5				

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			

3.3.031	S-36	EEO-4 Reports and supporting documentation	3		3		29 CFR, 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50		
3.2.010	S-37	Human Resource Information System Reports	AC+2	2	AC+4		AC=until account is distributed		
3.3.031	S-38	EEO-Groups of EEO Files	2	1	3		29 CFR 1602.,32,39,41,48,50		
3.2.008	S-39	Direct Deposit Applications	US		US				
3.3.023	S-40	Requests for Tuition Assistance	FE+3		FE+3				
4.5.001	S-41	Worksheets for Preparing Fiscal Reports	FE+1	2	FE+3				
5.2.014	S-42	Inventory - Annual Physical	FE+1	2	FE+3				
3.1.029	S-43	Documentation of Citizenship	AC+1		AC+1		AC=Termination of Employment CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS i- (forms for employees		

Retention Codes (Field 7)

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US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

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2. Agency Code 507		3. Agency Name Texas Board of Nursing							
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			

							who terminate from an agency less than 3 year from date of hire) are kept for the 3 year retention period.		
3.3.022	S-44	Texas Workforce Commission Reports	1	2	3		Formerly known as Texas Employment Commission		
3.1.021	S-45	Personnel Disciplinary Action Documentation	AC+1	4	AC+5		AC=Termination of employment		
3.1.031	S-46	Employee Benefits other than Insurance	AC+1	2	AC+3		AC= Until superseded or Upon termination of employment		
3.4.008	S-47	Sick Leave Pool Documentation	FE+1	2	FE+3				
4.2.004	S-48	Encumbrance Vouchers	FE+1	2	FE+3				
4.7.011	S-49	Texas Building and Procurement Statements	FE+1	2	FE+3				
5.6.009	S-50	Parking Assignments	US		US				
5.2.016	S-51	Inventory System Update Listings	AC		AC		AC=transfer onto annual listing		

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			