

July 16, 2021



Mark Majek  
Director of Operations  
Texas Board of Nursing  
P.O. Box 430  
Austin, Texas 78767

Dear Mr. Mark Majek,

Your agency's records retention schedule is approved for use as of **7/13/2021**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

Lorenzo de Zavala  
State Archives and  
Library Building

1201 Brazos Street  
Austin, Texas  
78701

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

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

*Commission Chair*  
Martha Wong

*Members*  
David C. Garza  
F. Lynwood Givens  
Larry G. Holt  
Arthur T. Mann  
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Darryl Tocker

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Gloria Meraz

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

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **July 2026**.

During a certification period, changes may need to be made to your schedule. State rules (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:

Anne Poulos  
(512) 463-6627  
[apoulos@tsl.texas.gov](mailto:apoulos@tsl.texas.gov)

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

Sincerely,

A handwritten signature in black ink, appearing to read "C Kelso".

Craig Kelso  
Director and State Records Administrator

cc: Agency head

**TSLAC**

*Preserving yesterday  
Informing today  
Inspiring tomorrow*

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# CAUTION

A state record with an expired retention period 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 with a retention period that 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.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (\*) preceding the Agency Item Number (AIN).

State and Local Records Management Division  
Texas State Library and Archives Commission  
(Rev. 7/20)





LIBRARY  
ARCHIVES

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
- Recertification - Form SLR 105
- Amendment - Form SLR 122

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

*(Check one)*

- Agency Head
- Records Management Officer

Signature

Name *(Print or type)* Mark/Majek

Date 9/27/2019

**Section 2. Approvals**

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

**State Auditor's Office**

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

Signature

Not Required at This Time

Name *(Print or type)*

Date

**Texas State Library and Archives Commission**

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

Signature

Name *(Print or type)*

Gloria Meral

Date

7-13-21

Cert/Recert No.

10

Amendment No.



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

FE – Fiscal year end  
 LA – Life of Asset  
 PM – Permanent  
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist  
 R/O – Review by State/University Archivist

1. Agency Code: 507		2. Agency Name: Texas Board of Nursing									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
A-1	1.1.008	Correspondence, General	Non-administrative incoming/outgoing and internal correspondence, in any media, including electronic communication, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2						
A-2	1.1.007	Correspondence, Administration	Incoming/outgoing and internal leadership, supervisory, managerial, executive, administrative, substantive, and other high-level correspondence in any media, including electronic communication, 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				E	Archival review code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, February 12, 1997.	



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A-3	1.1.070	Rules and Regulations	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. Includes working files and related documentation used in creating rules, policies, and procedures.	AC	3			AC = Completion or termination of program, rules, policies or procedures	E	Record copy only used for research. Archival Review Code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, February 12, 1997	
A-4	1.3.001	Published Statutes, Nursing Practice Act		AC	2			AC=Until superseded or obsolete.	E	Record copy only. Archival review Code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, February 12, 1997.	
A-5	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV					R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation, or opinions rendered for Public Information Act Requests. See RSIN 1.1.048, 1.1.020, and 1.1.021.	
A-6	1.1.055	Strategic Plans	Operational strategic plans, which include descriptions of information resources programs, prepared in accordance with Government Code, 2054.095 and 2056.002. Includes working files and related documentation used in creating the final plan.	AC	6			AC=September 1 of odd number calendar years.		ARCHIVES NOTE: The final version of Strategic Plans must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(C). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	



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A-7	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. See page xii for examples.	AC				AC=Purpose of record has been fulfilled.		CAUTION: Records management officers should make certain records are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (RSIN 1.2.001) or in records disposition logs (RSIN 1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (RSIN 1.2.014).	
A-8	1.1.063	Meeting Minutes – Directors	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		2					Decisions in minutes have impact for more than one year.	
A-9	5.1.001	Contracts and Leases-Administrative		AC	7			AC=Expiration or termination of contract or lease according to its terms.			SB20 (84th Leg.)
A-10	1.1.062	Public Hearings-Witness Testimony Forms		PM					E	Information is electronically imaged and then permanently imaged. Paper forms are then destroyed. Archival Review Code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, Feb. 12, 1997	



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A-11	1.1.058	Meeting Minutes – Board	Agendas and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Chapter 551, Government Code. Also includes Agendas, minutes, or audiovisual recordings of closed meetings of state boards, commissions, committees, and councils.	PM					A	Old historical minutes are archived with the State Library. New minutes are electronically imaged and then permanently imaged. Paper forms are then destroyed. Archival requirement met by sending required copies to the Archives and Information Services Division, TSLAC.	
A-12	1.1.004	Biennial Budget Request		AC	6			AC=September 1 of odd-numbered calendar years.	A	The archival requirement is met by sending required copies to the Texas State Publications Depository Program, TSLAC.	
A-13	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV							
A-14	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC = Until superseded or job eliminated.			40 TAC 815.106(i)
A-15	1.1.069	Reports, Employee Speaking	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.		1						
A-16	1.1.058	Meeting Agenda		PM					A	Electronically imaged, then permanently imaged. Paper destroyed after imaging. 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.	



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					Years	Months	Days				
A-17	1.1.058	Advisory Committee Minutes		PM					A	Electronically imaged, then permanently imaged. Paper destroyed after imaging. 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.	
A-18	1.1.068	Performance Reports		AC	6			AC=September 1 of odd numbered calendar years.			
A-19	1.2.005	Records Retention Schedule	A records retention schedule (i.e. form SLR 105) that identifies the records that are created and maintained by an agency, provides the minimum timeframes the records must be retained, and includes instructions for their disposition. This series may include working files and documentation of certification and approval by the Texas State Library and Archives Commission.	US						Agency copy. Original at TSLAC.	
A-20	1.2.006	Records Transmittal	Forms used to track the transmittal of records to/from onsite and offsite storage areas or a transfer of physical custody.	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.			





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					Years	Months	Days				
A-22	1.2.010	Records Disposition Log	Logs or similar records listing records disposed of by an agency, which might include records series title, dates of records, and date of disposition.		10					CAUTION: Disposition can mean destroyed or transferred.	
A-23	5.1.013	Insurance Policies	Liability, theft, fire, health, life, automobile, and other policies for government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies.	AC	7			AC=Expiration or termination of the policy according to its terms.			SB20 (84th Leg.)
A-24	1.2.011	Records Center Storage Approval Forms	Agency copy of form RMD 106 granting a state agency the authorization to store records at the State Records Center.	AV						Obsolete record.	
A-25	1.1.023	Organization Charts	Charts or diagrams that show the structure of an agency and the relationships and relative ranks of its departments and job positions.	US					A	Included in Strategic Plan. ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the state agency need to be transferred to the Archives and Information Services Division, Texas State Library and Archives Commission. Organizational charts showing division/department level detail are not considered archival.	
A-26	1.1.066	Reports-Annual & Biennial (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. Includes working files and related documentation used in creating final report.	AC	6			AC=September 1 of odd numbered calendar years.		ARCHIVES NOTE: The final version of these agency reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3. The requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Working files and related documentation used in creating the final report may be disposed of at the expiration of the retention period.	



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A-27	5.4.013	Continuity of Operations Plans (COOP)	Plans developed (per Texas Labor Code, 412.054) to mitigate the damage of potential events that could endanger an agency's ability to function. Includes disaster preparedness, response, and recovery plans.	US							
A-28	1.1.020	Open Records Requests (Not Exempted)	Includes all correspondence and documentation relating to requests for records that are furnished to the public under the Public Information Act (Chapter 552, Government Code). Also includes withdrawn requests.	AC	1			AC = Date request fulfilled or withdrawn.			
A-29	1.1.021	Open Records Requests (Exempted)	Includes all correspondence and documentation relating to requests for records that are excepted under the Public Information Act (Chapter 552, Government Code), including records provided to the legislature under section 552.008.	AC	2			AC = Date of notification that records are exempt from disclosure.			
A-30	1.1.013	Calendars, Appointments, and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	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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A-31	1.1.019	Public Relations Records	News, press releases, marketing files and collateral, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records. Also includes information maintained on the Board's website and social media posts.		2				R		
A-32	1.1.043	Training Materials	Instructional materials and other records developed by an agency associated with training the entities or non-personnel individuals it regulates or serves, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in external training programs.	AC	1			AC = Close of training session, after training materials superseded, or termination of training program, as applicable.		Includes instructional materials provided/produced by the Nursing Department.	
A-33	1.1.067	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. Includes Board reports not included in E-7 and E-11, advisory committee reports, and similar reports distributed either internally or to other entities.		3				R	Information is electronically imaged.	



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E-1		NCLEX Examination Applications (license issued), includes attached verifications.		PM						Information is electronically imaged and then permanently imaged.	
E-2		NCLEX Examination Applications (license not issued), includes attached verifications.			1						
E-3		Credential Evaluation Service Reports			4					Information electronically imaged and paper destroyed. If submitted with endorsement application, move to Agency Item L-14a or L-19a, as applicable.	
E-3-a		Verification of Licensure			1					Information electronically imaged and paper destroyed.	
E3-b		Proof of English Proficiency		AC				AC=2 years from date received if submitted with licensure by examination application.		Information electronically imaged and paper destroyed. If submitted with endorsement application, move to Agency Item L-14a or L-19a, as applicable.	
E-4		Affidavit of Graduation (paper) – licensed not issued because re-education required			4					Information electronically imaged and paper destroyed.	
E-5	1.1.008	Correspondence, NCLEX	Correspondence related to the NCLEX summary reports; requests from programs for NCLEX summary reports; questions from programs about rule interpretation.		2						
E-5-a	1.1.006	Nursing Education Program Complaint Records		AC	3			AC=Final Disposition of the complaint.		Electronically imaged and paper destroyed.	



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E-6		National Council License Examination Statistics: 5 year trend tables of pass rates		PM					E	Electronically imaged yearly and then permanently imaged.	
E-7		Board reports: Approved Programs and School Visits, with Board Orders, if applicable		PM						Electronically imaged and then permanently imaged. Paper destroyed after imaged.	
E-8		Nursing Program Lists.	List of currently approved school of nursing programs in Texas, out-of-state nursing programs with clinicals in Texas, and remedial education providers.	PM						Posted on the BON website. Electronically imaged and then permanently imaged.	
E-8a		Remedial education provider applications and supporting documentation, both approved and denied.		PM						Electronically imaged and then permanently imaged. Paper destroyed after imaged.	
E-9a		Closed School of Nursing programs for Vocational Nursing and Professional Nursing		PM						Electronically imaged, then permanently imaged. Paper destroyed after imaged.	
E-10		Annual NEPIS data for vocational nursing and professional nursing schools		PM						Electronically imaged and then permanently imaged.	



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					Years	Months	Days				
E-11		Board reports: New Program Proposals and School Visits, with Board Orders, if applicable		PM						Electronically imaged, then permanently imaged. Paper destroyed after imaged.	
E-15		Web AOG lists/Student Rosters			1						
I-2		Eligibility, Exception, Reinstatement, Refresher, and Reactivation Cases		PM						Electronically imaged, then permanently imaged. Paper destroyed after imaged.	
I-3		All Other Cases Closed With Action (Public, Confidential, Corrective)		PM						Electronically imaged, then permanently imaged. Paper destroyed after imaged.	
I-3-b		Compliance Files		PM						Electronically imaged, then permanently imaged. Paper destroyed after imaged.	
I-5		Master Complaint Log (RNs only)		PM					E	Archival review code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, February 12, 1997. Electronically imaged and stored.	
I-6		All Other Cases Closed By Referral to Texas Peer Assistance Program for Nurses referrals		AC	5			AC=Case is closed.		After retention period, file destroyed, and case review and disposition form electronically imaged.	
I-7		All Other Cases Closed Without Action	Includes Insufficient Evidence, No Action, No Violation, Admonishment, No Jurisdiction, Referred to Other Agency.	AC				AC = Case is closed.		File expunged as soon as the case is closed and case review and disposition form electronically imaged.	



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I-9		Complaints not assigned as a case.		AC	2			AC=Complaint closed.		Electronically imaged and paper destroyed.	
I-10		Informal Conference Dockets		FE	3					Electronically imaged. Paper destroyed after imaged.	
I-12		All Other Cases Closed without prejudice		AC	2			AC=Case is closed.		After retention period, file destroyed, and case review and disposition form electronically imaged.	
L-1	3.3.011	Personnel files	Minimum information to verify employment upon termination of employment.	AC	75			AC = Termination of employment			
L-2	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1						
L-3	1.3.001	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 RSIN 1.1.058) also meets the definition, but it must be retained permanently; RSIN 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	AC	2			AC = Until superseded or obsolete.		Copies are sent to State Publications Depository Program TSLAC	



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					Years	Months	Days				
L-4	3.1.001	Applications for Employment - Not Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	2			AC= Date of the making of the record or the personnel action involved, whichever occurs later.			29 CFR 1602.31
L-5	3.1.002	Applications for Employment - Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	5			AC=Termination of employment			
L-6	3.1.019	Performance Appraisals	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of an employee.		2						29 CFR 1620.32(c)
L-7	3.1.011	Employee Benefits.	Agency copies of information relating to the selection by employees of life, disability, health, vision, dental, disability, and other types of insurance or benefits offered by the State of Texas to its employees.	AC	3			AC=Until superseded or termination of employment.			29 CFR 1620.32(c).





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L-8	3.4.006	Time and Attendance Records.	Records documenting individual employee's hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.		4						40 TAC 815.106(i)
L-9	3.3.001	Affirmative Action Plans			5					Updated yearly.	29 CFR30.8(e) for apprenticeship plans
L-10	5.1.005	Postage Meter Records	Records and reports of postage expenses, including postal meter usage.	FE	3						
L-11	5.2.008	Inspection, Repair, and Maintenance Records – Equipment	Equipment history file, which may include logbooks and requests for installation, moves, service, repair, etc.	LA	3						
L-13		Nurse License Renewals and Supporting Documentation (Completed)	Includes attached verifications and refresher course completion pages.	FE	4					Information is electronically imaged and kept in hard copy. Hard Copy destroyed after retention period.	
L-13-a		Nurse License Renewals (Incomplete)	Includes attached verifications and refresher course completion pages.	CE						Purged at the end of the calendar year.	
L-14		Nurse License Applications and Supporting Documentation (License Issued)	Includes attached verifications and refresher course completion pages.	PM						Information is electronically imaged and then permanently imaged. Hard Copy destroyed after imaged.	



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L-14-a		Endorsement Applications and Supporting Documentation with License Issued	Includes attached verifications and refresher course completion pages.	PM						Information is electronically imaged and then permanently imaged. Hard copy is destroyed after imaged.	
L-15		Nurse Affidavits		PM						Electronically imaged bi-monthly and then then permanently imaged. Hard Copy is destroyed after fiscal year end.	
L-17		Radiological Technician Applications		PM						Electronically imaged and then permanently imaged. Paper destroyed after imaged.	
L-18		Nurse Licensure Applications and Supporting Documentation during declared emergencies, (Approved or Denied)	Including waiver requests, if applicable.	PM						Electronically imaged, then permanently imaged. Paper destroyed after imaged.	
L-19		Nurse Licensure Applications and Supporting Documentation (License Not Issued)	Includes attached verifications and refresher course completion pages.		1					Information electronically imaged, then paper destroyed.	
L-19-a		Nurse Licensure Applications by Endorsement and Supporting Documentation (License Not Issued)	Includes attached verifications and refresher course completion pages.		1					Information electronically imaged, then paper destroyed.	
L-20		6 Month Temporary Permit Applications (with incomplete refresher course)	Includes attached verifications.			6				Information electronically imaged, then paper destroyed.	



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L-20-b		6 Month Temporary Permit Applications (with complete refresher course)	Includes attached verifications and refresher course completion pages.		1					Retain 1 year from date received. Electronically imaged. Information purged unless attached to application. If attached to application, follow retention period in L-13, L-13a, L-14, L-14a, L-19, L-19a, L-20, P2, P3, and P4, as applicable.	
L-22	5.4.001	Occupational Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the State Office of Risk Management (SORM) or its predecessors or maintained internally on accident frequency.	CE	5						29 CFR 1904.33; 28 TAC 120.1(c).
L-24		Inactive and Retired Status Requests		FE	4						
L-25		CE Audits		FE	4					Electronically imaged and stored. Paper destroyed after imaging.	
P-1	1.1.008	Correspondence, Advanced Practice Nurse and Limited Prescriptive Authority			2						



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P-2		Advanced Practice Registered Nurse Applications for initial APRN licensure or licensure by endorsement, prescriptive authority, 6 month permit (to meet initial licensure requirements) and supporting documents, includes attached verifications and refresher course completion pages.			1					Applications that are approved move to Agency Item P3 and applications that are denied move to Agency Item P4. Applications that are invalid, duplicates, expired, terminated, or not all requirements met, move to Agency Item P6 and file is destroyed.	
P-3		Advanced Practice Registered Nurse applications for initial licensure or licensure by endorsement, prescriptive authority, 6 month permit (to meet initial licensure requirements), and supporting documents with any level of approval, includes attached verifications and refresher course completion pages.		PM						Electronically imaged, then permanently imaged. Paper destroyed after imaged.	



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P-4		Advanced Practice Registered Nurse applications for initial licensure or licensure by endorsement, prescriptive authority, 6 month permit (to meet initial licensure requirements), and supporting documents that are denied, includes attached verifications and refresher course completion pages.		AC	5			AC = Denial of Application.		After 5 years, move to Agency Item P6 and file is destroyed.	
P-5		Outpatient Nurse Anesthesia Registry		PM						Electronically imaged; then permanently imaged, paper destroyed after imaged.	
P-6		List of denied applications and list of applications that were never approved		PM						Imaged electronically, then permanently imaged. Paper lists destroyed after imaged.	
P-7		Educational Offering Rosters		AC	6			AC=course expiration.		Electronically imaged. Paper destroyed after imaged.	
P-8		Continuing nursing education approval documents		AC	6			AC=course expiration.		Electronically imaged. Paper destroyed after imaged.	
P-9		Prescribing waivers and supporting documentation		PM						Electronically imaged, then permanently imaged. Paper destroyed after imaged.	



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					Years	Months	Days				
S-2	2.1.002	Automation Records-Master Files		AC	2			AC= Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system.			
S-3	2.1.002	Automation Records-Master Files		AC	50			AC= Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system.		Old rosters at SRC in hardcopy for 50 years	
S-5	2.1.007	Programs & Job Control Language		AC	3			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 TAC6.94 Imaged in accordance with (13 TAC § 6).



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S-6	1.1.024	Data Processing Planning Records Long and Short Range Plans		AC	3			AC = Decision made to implement or not to implement result of planning process.	R	ARCHIVES NOTE: Data processing planning records are not archival.	
S-7-a		Cash Renewal Batches-Vocational nurse (prior to merge)		FE	3						
S-9	3.1.013	Employment Contracts	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services.	AC	7			AC=Expiration or termination of the contract according to its terms.			SB20 (84th Leg.)
S-10	3.2.001	Employment Deduction Authorization	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		Security backup kept in personnel file	
S-11	3.2.002	Employee Earning Records	Payroll records and registers documenting employee earnings, wages, and pay. This may include but is not limited to payroll input records, summary statements, payroll vouchers, payroll detail sheets, and payroll history.		4						40 TAC 815.106(i)
S-12	3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	AC	4			AC= Tax due date, date the claim is filed, or date tax is paid, whichever is later.			29 CFR 31.6001-1(e)(2)



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S-13	3.2.004	Income Adjustment Authorization	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		2						29 CFR 516.6(c) 99-507-011
S-14	3.2.005	W-4 forms	Employer's copy of "Employee's Withholding Exemption Certificate."	AC	4			AC = Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001-1(e)(2)
S-15	3.2.006	Wage Rate Tables	Records defining the wage or salary rate for each position in the agency expressed in dollars, grades, or step numbers.		2						29 CFR 516.6(a)(2)
S-16	3.4.001	Accumulated Leave Adjustment	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances at end of fiscal year, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	3						
S-17	3.4.002	Leave Status Report	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						
S-22	4.5.002	Internal Fiscal Management Reports	Internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, investment performance reports, etc.	FE	5						





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S-23	4.5.003	Annual Financial Reports	Annual Financial Reports (AFR) required by the General Appropriations Act (100 Day Report).	AC	6			AC = September 1 of odd-numbered calendar years.			
S-26	5.1.001	Contract & Leases-Support Services		AC	7			AC=Expiration or termination of the instrument according to its terms.			SB20 (84 <sup>th</sup> Leg.)
S-27	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3						
S-28	1.1.002	Reports, Audits-State	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC	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.	
S-29	3.2.009	State Deferred Compensation	Records documenting the amount of pension or deferred compensation earned by individual employees.	AC	5			AC= Until account is totally distributed, until all accounts with a vendor or vendors for the individual participant have been closed			
S-30	5.3.004	Shipping Information	Shipping information, including order acknowledgements, packing slips, and related documentation.	AV							



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S-31-a	5.3.007a	Bid Documentation – 9/1/2015 and After	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation /evaluations. Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC= Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			SB20 (84th Leg.)
S-31-b	5.3.007b	Bid Documentation – 8/31/2015 and Prior	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation /evaluations. Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3						SB20 (84th Leg.)
S-31-c	5.3.007c	Bid Documentation – Invalid Bids	Invalid bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.)	AC	2			AC= Date of notification of denial or date of withdrawal, as applicable.			
S-32	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							
S-36	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO (Equal Employment Opportunity) reports.		3						29 CFR, 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50



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S-39	3.2.008	Direct Deposit Applications	Forms used to deposit employee's earnings into a specified personal account.	AC				AC= Until superseded, cancelled, or last payment deposited after termination of employment, whichever applicable.			
S-40	3.3.023	Reimbursable Activity Records	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						
S-43	3.1.029	Employment Eligibility Documentation	Federal reporting form (Form I-9).	AC	1			AC= 3 years after date of hire or 1 year after termination of employment, whichever is later.		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, which ever 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 3 years retention period.	
S-44	3.3.022	Texas Workforce Commission Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3					Formerly known as Texas Employment Commission	



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S-45	3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC	5			AC=Termination of employment			
S-47	3.4.008	Sick Leave Pool Documentation	Records documenting number of hours transferred in and out of comprehensive sick leave pool.	FE	3						
S-50	5.6.009	Parking Assignments	Records documenting issuance of parking permits and assignments.	US							
S-51	5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				AC=transfer onto annual listing			



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S-52	2.1.007	Computer Software Programs	Agency-developed automated software applications, operating system files, and associated processing files, including job control language, programs, applications, scripts, source code, etc.	AC				AC= Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. 13 TAC 6.94.	
S-53	2.1.008	Computer Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, equipment control systems, and associated processing files.	AC				AC= Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. 13 TAC 6.94.	



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					Years	Months	Days				
S-54	2.1.009	Hardware and Software Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing electronic records; to document modifications to computer programs; to access, retrieve, manipulate, and interpret data in an automated system; and allow for their timely, authorized disposition. Records include but are not limited to: user guides, system or sub-system definitions, system specifications, input and output specifications, system flow charts, program flow charts, program maintenance logs, change notices, data element dictionaries, file layouts, code books or tables, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	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.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. 13 TAC 6.94.	
S-55	3.1.018	Grievance Records	Records relating to the review of employee grievances or complaints against personnel policies, working conditions, etc.	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 (DOL). See RSIN 1.1.048.	
S-56	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	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.	



**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition  
AV – Administratively valuable  
CE – Calendar year end

FE – Fiscal year end  
LA – Life of Asset  
PM – Permanent  
US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist  
R/O – Review by State/University Archivist

1. Agency Code: 507		2. Agency Name: Texas Board of Nursing									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
S-57	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3					Includes agency handbook(s).	
S-58	4.1.001	Accounts Payable Information	Claims; invoices; statements; copies of checks and purchase orders; expenditure authorizations; ledgers; encumbrance, purchase, general journal, expenditure, and special vouchers; and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other expenses.	FE	3					Includes purchase vouchers, general ledgers, accounts payable ledgers, expenditure vouchers, and encumbrance vouchers.	
S-59	4.1.009	Accounts Receivable Information	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, reconciliations, general journal vouchers, special vouchers, and similar records that serve to document money owed to or received by a state agency and its collection or receipt.	FE	3					Will include daily cash receipts log and general journal vouchers.	



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					Years	Months	Days				
S-60	4.7.004	Capital Asset Records	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency owned equipment and property.	LA	3						
S-61		Electronic Prescribing Waivers (Granted)	Submitted waiver and accompanying documentation and Board correspondence regarding submission, including letter of approval	AC	1			AC = approval date		Electronically imaged.	
S-62		Electronic Prescribing Waivers (Incomplete, Withdrawn, or Denied)	Submitted waiver and accompanying documentation and Board correspondence regarding submission, including letter of denial	AC	1			AC=denial date		Electronically imaged.	