



June 14, 2013

Ms. Janie Alonzo  
Chief of Staff Services  
State Board of Podiatric Medical Examiners  
333 Guadalupe, #2-320  
Austin, TX 78701

RE: State Board of Podiatric Medical Examiners  
Retention schedule approved for use.

State and Local  
Records Management

Dear Ms. Alonzo:

Enclosed is a copy of your recertified records retention schedule. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

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.

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

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.

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

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 June 2016. If you have any questions, call the information analyst assigned to your agency, Erica Wilson, at 512-463-6627.

*Commission Chairman*  
Michael C. Waters

Sincerely,

Craig Kelso  
Director and State Records Administrator

*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

Enclosure  
cc: State Auditor, State Archivist  
cc: (without enclosure) Hemant Makan

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

R01.512/512



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 512  
Texas State Board of  
Podiatric Medical  
 Agency Name Examiners

*(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)* Mr. Hemant Makan, Executive Director

Date December 31, 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

Name *(Print or type)*

Donna Osborne

Date

6/4/13

Cert/Recert No.

3

Amendment No.

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## CAUTION

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

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





# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 1 of 64

2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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	1	Audits	AC + 7		AC + 7		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. Retention: AC + 7. Vital: No. Archival: No. Comments: 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	2	Legislative Appropriation Requests	AC + 6		AC + 6	A	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency. Retention: AC + 6. Vital: No. Archival: A - Transfer to Archives and Information Services Division. Comments: AC = September 1 of odd-numbered calendar years. <b>ARCHIVES NOTE:</b> 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.		

**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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

1.1.006	3	Complaint Records	AC + 2		AC + 2	Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint. Vital: No. Archival: No. Retention: AC + 2 years. Comments: AC = Final disposition of the complaint. <b>CAUTION:</b> If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.		
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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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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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	4	Correspondence - Administrative	4		4	R	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. Retention: 4 years. Vital: Yes. Archival Review: Yes. <b>ARCHIVES NOTE:</b> 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. <b>CAUTION:</b> 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 <b>1.1.011</b> .		
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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	5	Correspondence - General	2		2	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. Retention: 2 years. Vital: No. Archival: No. Comments: SEE comment to item number <b>1.1.007</b> . SEE ALSO item number <b>1.1.010</b> .		
1.1.011	6	Executive Orders	US + 5		US + 5	A Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency. Retention: US + 3 years. Vital: Yes. Archival: A - Transfer to Archives and Information Services Division.		

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## Records Retention Schedule

**SLR 105**

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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			Agency	Storage	Total				

1.1.013	7	Calendars, Appointment and Itinerary Records	CE + 1	CE + 1	R	<p>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. Retention: CE + 1year. Vital: No. Archival: R - Review required before disposal.</p> <p><b>ARCHIVES NOTE:</b> 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.</p> <p><b>CAUTION:</b> A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
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## Records Retention Schedule

**SLR 105**

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

1.1.014	8	Legal Opinions and Advice	AV		AV	R	From agency legal counsel or the Attorney General, including any requests eliciting the opinions. Retention: AV. Vital: No. Archival: R - Review required before disposal. <b>CAUTION:</b> Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number <b>1.1.048.</b>		
	9	Current and Delinquent Licensees' File <i>(Unique to Agency)</i>	AC		AC		AC = After cancellation, retirement, non-renewal or death; then filed to #10. Paper and Electronic		
	10	Canceled Licensees' File <i>(Unique to Agency)</i>	PM		PM	A	All License types		
	11	Annual License Renewal Forms <i>(Unique to Agency)</i>	FE + 5		FE + 5		All License types		
	12	Continuing Education Certificates <i>(Unique to Agency)</i>	FE + 5		FE + 5		Individual, Audit, Certificates		
	13	Licensee Examinations <i>(Unique to Agency)</i>	FE + 5		FE + 5		Candidate exam packet		
	14	Examination Development <i>(Unique to Agency)</i>	PM		PM		Question Bank, Item Analyses, Committee Activity		

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## Records Retention Schedule

**SLR 105**

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

1.1.019	15	Public Relations Records	2		2	R	News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records. Retention: 2 years. Vital: No. Archival: R - Review required before disposal.		
1.1.020	16	Public Information Requests – Not Exempted	AC + 1		AC + 1		Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code). Retention: AC + 1 year. Vital: No. Archival: No. Comments: AC = Date request fulfilled.		
1.1.021	17	Public Information Requests – Exempted	AC + 2		AC + 2		Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code). Retention: AC + 2 years. Vital: No. Archival: No. Comments: AC = Date of notification that records are exempt.		
1.1.023	18	Organization Charts	US		US	A	Retention: US. Vital: No. Archival: A - Transfer to State Archives.		

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## Records Retention Schedule

**SLR 105**

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2. Agency Code	512	3. Agency Name	Texas State Board of Podiatric Medical Examiners		
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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				

<b>1.1.026</b>	19	Texas Register Submissions	<b>AC+1</b>		<b>AC+1</b>	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register. Retention: AC + 1 year. Vital: No. Archival: No. Comments: AC = Date of publication in the Texas Register.		
<b>1.1.027</b>	20	Proposed Legislation	<b>AV</b>		<b>AV</b>	Drafts of proposed legislation and related correspondence. Retention: AV. Vital: No. Archival: No.		
<b>1.1.038</b>	21	Customer Surveys	<b>AC</b>		<b>AC</b>	Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance. Retention: AC. Vital: No. Archival: No. Comments: AC = Final disposition of summary report. SEE item number <b>1.1.067</b> for summary reports compiled from customer surveys.		
<b>1.1.040</b>	22	Speeches, Papers and Presentations	<b>AC</b>		<b>AC</b>	R Notes or text of speeches, papers, or reports delivered in conjunction with agency work. Retention: AC Vital: No. Archival: R - Review required before disposal. COMMENTS: AC = End of term in office or termination of service in a state position.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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# STATE OF TEXAS

## Records Retention Schedule

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*Form SLR 105C must accompany this form.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

1.1.043	23	Training Materials	US+1		US+1	Instructional materials developed by an agency for training entities or individuals it regulates or serves. Retention: US + 1 year. Vital: No. Archival: No.		
1.1.048	24	Litigation Files	AC+1		AC+1	R Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit. Retention: AC + 1 year. Vital: No. Archival: R - Review required before disposal. Comments: 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. <b>ARCHIVES NOTE:</b> 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.		

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

**SLR 105**

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

1.1.053	25	Registration Logs	AC		AC	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. Retention: AC. Vital: No. Archival: No. Comments: AC = Report filed with the Texas Ethics Commission.		
1.1.055	26	Strategic Plans	AC+6		AC+6	A Information resources and operational strategic plans prepared in accordance with Sections 2054.095 and 2056.002, Government Code. Retention: AC + 6 years. Vital: No. Archival: A - Transfer to Archives and Information Services Division. Comments: AC = September 1 of odd-numbered calendar years. <b>ARCHIVES NOTE:</b> 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.		

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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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 11 of 63

2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>1.1.057</b>	27	Transitory Information	<b>AC</b>	<b>AC</b>	<p>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 on-going 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. Retention: AC. Vital: No. Archival: No. Comments: AC = Purpose of record has been fulfilled.</p> <p><b>CAUTION:</b> : 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 (<b>1.2.001</b>) or in records disposition logs (<b>1.2.010</b>), but agencies should establish procedures governing disposal of these records as part of its records management plan (<b>1.2.014</b>).</p>	
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Retention Codes (Field 7)				Archival Codes (Field 8)	
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code		512		3. Agency Name						Texas State Board of Podiatric Medical Examiners					
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		

1.1.058	28	Meeting Agenda and Minutes	PM		PM	A	<p>Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551. Retention: PM. Vital: No. Archival: A - Transfer to Archives and Information Services Division.</p> <p><b>ARCHIVES NOTE:</b> 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.</p> <p><b>CAUTION:</b> This records series and item numbers <u>1.1.059</u>, <u>1.1.060</u>, <u>1.1.061</u>, and <u>1.1.062</u> must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners								
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			Agency	Storage	Total					
1.1.059	29	Meetings, Certified Agendas or Tape Recordings of Closed	AC+2		AC+2		Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils. Retention: AC + 2 years. Vital: No. Archival: No. Comments: AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, Section 551.104(a). SEE caution comment at item number <b>1.1.058.</b>			

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## Records Retention Schedule

**SLR 105**

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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			Agency	Storage	Total				

1.1.060	30	Meetings, Audio or Videotapes of Open	AC+90		AC+90	<p>Audio or videotapes of open meetings of state boards, commissions, committees, and councils. Retention: AC + 90 days. Vital: No. Archival: No. Comments: AC = Official approval of written minutes of the meeting by the governing body of an agency.</p> <p><b>CAUTION:</b> 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 ALSO caution comment at item number <b>1.1.058</b>.</p>		
1.1.061	31	Meeting - Notes	AC+90		AC+90	<p>Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared. Retention: AC + 90 days. Vital: No. Archival: No. Comments: AC = Approval of the formal minutes by the governing body. SEE caution comment at item number <b>1.1.058</b>.</p>		

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

1.1.062	32	Meetings - Supporting Documentations	2		2	A	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. Retention: 2 years. Vital: No. Archival: A - Transfer to Archives and Information Services Division. SEE caution comment at item number <b>1.1.058</b> .		
1.1.063	33	Staff Meeting Minutes and Notes	1		1		Minutes or notes, and supporting documentation, taken at internal agency staff meetings. Retention: 1 year. Vital: No. Archival: No.		

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	512	3. Agency Name	Texas State Board of Podiatric Medical Examiners		
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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				

<b>1.1.064</b>	34	Agency Performance Measures Documentation	<b>FE+3</b>	<b>FE+3</b>	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency. Retention: FE + 3 years. Vital: Yes. Archival: No. <b>CAUTION:</b> 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.		
<b>1.1.065</b>	35	Reports and Studies (Non-Fiscal) - Raw Data	<b>AV</b>	<b>AV</b>	Information or data collected and compiled for the purpose of producing non-fiscal reports. Retention: AV. <b>CAUTION:</b> Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number <b>1.1.064</b> .		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 17 of 63

2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

1.1.066	36	Reports - Biennial or Annual Agency (to the governor and legislature; TOC Chapter 202)	AC+6		AC+6	A	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. Retention: AC + 6 years. Vital: No. Archival: A - Transfer to Archives and Information Services Division. Comments: AC = September 1 of odd-numbered calendar years. <b>ARCHIVES NOTE:</b> 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.		
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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	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 18 of 63

2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

1.1.067	37	Reports and Studies (Non-Fiscal)	3		3	R	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. Retention: 3 years. Vital: No. Archival: R - Review required before disposal. <b>ARCHIVES NOTE:</b> For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE <b>explanation of codes</b> for more information.		
1.1.068	38	Reports on Performance Measures	AC+6	AC+6	AC+6		Quarterly and annual reports on agency performance measures submitted to the executive and legislative offices. Retention: AC + 6 years. Vital: No. Archival: No. Comments: AC = September 1 of odd-numbered calendar years.		

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	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	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		512		3. Agency Name							Texas State Board of Podiatric Medical Examiners	
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							

<b>1.1.069</b>	39	Reports - Activity	1		1		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. Retention: 1 year. Vital: No. Archival: No. <b>CAUTION:</b> See item number <u>1.1.064</u> .		
<b>1.1.070</b>	40	Agency Rules, Policies and Procedures - Final	<b>AC + 3</b>		<b>AC + 3</b>	<b>R</b>	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. Retention: AC+3. Vital: Yes. Archival: R. Review required before disposal. Comments: AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Agency Rules, Policies and Procedures - Working Files, <u>1.1.071</u> .		

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
AV – Administrative Value	FE – Fiscal Year End	MO – Months	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		512		3. Agency Name							Texas State Board of Podiatric Medical Examiners	
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	

1.1.071	41	Agency Rules, Policies, and Procedures - Working Files	AC + 3		AC + 3	R	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. Retention: AC+3. Vital: Yes. Archival: R. Review required before disposal. Comments: AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number <b>1.1.070.</b>		
1.1.072	42	Public Information Reports	2		2		Reports made to Office of the Attorney General on an agency's Public Information Act activities. Retention: 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	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 21 of 63

2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners								
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					
1.1.073	43	Administrative Hearings	AC+3		AC+3	R	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. Retention: AC+3. Archival: R. Review required before disposal. Comments: AC = Last action.			
1.1.074	44	Sunset Review Report and Documentation	AC+3		AC+3	R	Retention: AC+3. Archival: R. Review required before disposal. Comments: AC = After the subsequent Sunset Review.			
1.1.075	45	Alternative Dispute Resolutions - Final Agreement	AC+4		AC+4		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. Retention: AC + 4. Comments: AC = Date of final agreement. Texas Civil Practice and Remedies Code 154.071.			

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.*

1. Page 22 of 63

2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>1.2.001</b>	46	Destruction Authorizations	<b>FE+3</b>		<b>FE+3</b>	Agency level documents authorizing final disposition of records under a certified records retention schedule. Retention: FE + 3 years. Vital: No. Archival: No.		
<b>1.2.003</b>	47	Forms History File	<b>AC+1</b>		<b>AC+1</b>	Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests. Retention: AC + 1 year. Vital: No. Archival: No. Comments: AC = Discontinuance of use of form.		
<b>1.2.004</b>	48	Forms Inventory	<b>US</b>		<b>US</b>	Any periodic listing of all forms used internally or externally by an agency. Retention: US. Vital: No. Archival: No.		
<b>1.2.005</b>	49	Records Retention Schedule (SLR 105)	<b>US</b>		<b>US</b>	Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator. Retention: US. Vital: No. Archival: No. Comments: Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

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.*

1. Page 23 of 63

2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>1.2.006</b>	50	Records Transmittal Forms	<b>AC+2</b>		<b>AC+2</b>	Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody. Retention: AC + 2 years. Vital: No. Archival: No. Comments: 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.		
<b>1.2.008</b>	51	Request for Authority to Dispose of State Records (RMD 102)	<b>FE+3</b>		<b>FE+3</b>	Agency copy. Retention: FE + 3 years. Comments: Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
<b>1.2.010</b>	52	Records Disposition Logs	<b>10</b>		<b>10</b>	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library, showing records series title, dates of records, and date destroyed or transferred. Retention: 10 years. Vital: No. Archival: No.		

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 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

1.2.011	53	Record Center Storage Approval Forms (RMD 106)	US		US	Agency copy. Retention: US. Vital: No. Archival: No.		
1.2.012	54	Records Inventory Worksheets	US		US	Retention: US. Vital: No. Archival: No.		
1.2.013	55	Records Control Locator Aids	AC		AC	Includes indexes, card files, shelf lists, registers, guides, etc. Retention: AC. Vital: No. Archival: No. Comments: AC = When control aid is updated, revised, or no longer needed. <b>CAUTION:</b> These records must carry the same retention period and archival code of the records they support.		
1.2.014	56	Records Management Plans	US + 1		US + 1	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency. Retention: US + 1 year. Vital: No. Archival: No.		
1.2.015	57	Disaster Recovery Service Transmittals (RMD 109)	FE+1		FE+1	Also includes documentation for disaster recovery services provided by other entities. Retention: FE + 1 year. Vital: No. Archival: No.		
1.2.016	58	Disaster Recovery Service Approval Form (RMD 113)	AC		AC	Agency copy of form. Retention: AC. Vital: No. Archival: No. Comments: AC = Until superseded or termination of service.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 25 of 63

2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners								
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					

<b>1.3.001</b>	59	State Publications	<b>AC + 2</b>		<b>AC + 2</b>	<p>One copy of each state publication as defined on page xi of the introduction 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 <b>1.1.058</b>) also meets the definition, but it must be retained permanently; item numbers <b>1.1.004, 1.1.055, 1.1.066, 1.1.068</b> and <b>4.5.003</b>, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6. Retention: AC + 2. Vital: No. Archival: No. Comments: AC = Until superseded or obsolete. <b>CAUTION:</b> Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code § 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).</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	
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>1.3.002</b>	60	Publication Development Files	<b>AV</b>		<b>AV</b>	R	Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency. Retention: AV. Vital: No. Archival: R - Review required before disposal.		
		CATEGORY II: Electronic Data Processing Records							
<b>2.1.001</b>	61	Processing Files	<b>AC</b>		<b>AC</b>		Machine-readable files used in the creation, utilization, and updating of master files. Retention: AC. Vital: Yes. Archival: No. Comments: 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. <b>CAUTION:</b> 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.		

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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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

2.1.002	62	Master Files	AC		AC	<p>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. Retention: AC. Vital: Yes. Archival: No. Comments: 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.</p> <p><b>CAUTION:</b> 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	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 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

2.1.007	63	Software Programs	AC		AC	<p>Automated software applications and operating system files including job control language, program listing/source code, etc. Retention: AC. Vital: Yes. Archival: No. Comments: 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.</p> <p><b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.</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	
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code		512		3. Agency Name						Texas State Board of Podiatric Medical Examiners					
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		

2.1.008	64	Hardware Documentation	AC		AC		Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. Retention: AC. Vital: Yes. Archival: No. Comments: 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. <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.		
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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





# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code		512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>2.1.009</b>	65	Technical Documentation	<b>AC</b>		<b>AC</b>		<p>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. Retention: AC. Vital: Yes. Archival: No. Comments: 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. <b>CAUTION:</b> Software needed for access to electronic records must be retained for the period of time required to access the records.</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	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End	MO – Months	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 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

2.1.010	66	Audit Trail Records	AC		AC	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. Retention: AC. Vital: Yes. Archival: No. Comments: AC = All audit requirements have been met.		
2.1.011	67	Finding Aids, Indexes, and Tracking Systems	AC		AC	Automated indexes, lists, registers, and other finding aids used to provide access to records. Retention: AC. Vital: Yes. Archival: No. Comments: AC = The related records have been destroyed. <b>CAUTION:</b> These records must carry the same retention period and archival code of the records they support.		

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 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

2.2.010	68	Data Processing Policies and Procedures	US+3		US+3	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. Retention: US + 3 years. Vital: Yes. Archival: No. <b>CAUTION:</b> Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number <b><u>2.1.009.</u></b>		
2.2.011	69	Batch Data Entry Control Records	AC		AC	Forms and logs used to reconcile batches submitted for processing against batches received and processed. Retention: AC. Vital: No. Archival: No. Comments: AC = When reconciliation confirmed.		

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		
AV – Administrative Value	FE – Fiscal Year End	MO – Months	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				

2.2.013	70	Quality Assurance Records	AC		AC	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. Retention: AC. Vital: No. Archival: No. Comments: AC = No longer needed as an audit trail for any records modified.		
2.2.016	71	Software Registrations, Warranties and License Agreement	LA+3		LA+3	Retention: LA + 3. Vital: Yes. Archival: No.		
		CATEGORY III: Personnel Records						

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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			Agency	Storage	Total				

3.1.001	72	Applications for Employment - Not Hired	2		2	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. Retention: 2 years. Vital: No. Archival: No. Comments: 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 [State Universities].		
3.1.002	73	Applications for Employment - Hired	AC + 5		AC + 5	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. Retention: AC + 5 years. Vital: No. Archival: No. Comments: AC = 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	
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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

3.1.011	74	Employee Insurance Records	AC		AC	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. Retention: AC. Vital: No. Archival: No. Comments: AC = Until superseded or termination of employment. <b>CAUTION:</b> Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		
3.1.012	75	Employment Opportunity Announcements	2		2	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime. Retention: 2 years. Vital: No. Archival: No. Comments: 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].		
3.1.013	76	Employment Contracts	AC+4		AC+4	Retention: AC + 4 years. Vital: Yes. Archival: No. Comments: 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 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

3.1.014	77	Employment Selection Records	2		2	<p>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. Retention: 2 years. Vital: Yes. Archival: No. Comments: 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].</p> <p><b>CAUTION:</b> Does not include criminal history checks. SEE item number <b>3.1.026</b>.</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	
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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				
3.1.018	78	Grievance Records	AC+2		AC+2		Records relating to the review of employee grievances against personnel policies, working conditions, etc. Retention: AC + 2 years. Vital: Yes. Archival: No. Comments: AC = Final decision on the grievance. <b>CAUTION:</b> 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 <b>1.1.048</b> .		
3.1.019	79	Performance Appraisals	2		2		Retention: 2 years. Vital: No. Archival: No. Comments: 29 CFR 1620.32(c).		

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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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	80	Personnel Corrective Action Documentations	AC+5		AC+5	<p>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. Retention: AC + 5 years. Vital: No. Archival: No. Comments: AC = Termination of corrective action.</p> <p><b>CAUTION:</b> If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.</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	
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2. Agency Code	512	3. Agency Name					Texas State Board of Podiatric Medical Examiners				
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						

3.1.021	81	Personnel Disciplinary Action Documentation	AC+5		AC+5	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. Retention: AC + 5 years. Vital: Yes. Archival: No. Comments: AC = Termination of employment.		
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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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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>3.1.022</b>	82	Personnel Information or Action Forms	<b>2</b>		<b>2</b>	Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment. Retention: 2 years. Vital: No. Archival: No. Comments: : 29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].		
<b>3.1.023</b>	83	Position/Job Descriptions	<b>AC + 4</b>		<b>AC + 4</b>	Job descriptions, including all associated task or skill statements, for positions in an agency. Retention: AC + 4. Vital: Yes. Archival: No. Comments: AC = Until superseded or job eliminated. 40 TAC 815.106(i).		

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 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

3.1.026	84	Criminal History Checks	AC	AC	("AC = The criminal history record has Served the immediate purpose for which it was obtained") Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS). Retention: AC. Vital: No. Archival: No. <b>CAUTION:</b> Some agencies that are authorized to obtain criminal history record information from DPS are required to destroy the information after it is used for the immediate purpose for which it was obtained. SEE Subchapter F, Chapter 411, Government Code.		
3.1.027	85	Training and Educational Achievement Records (Individual)	AC+5	AC+5	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee. Retention: AC + 5 years. Vital: No. Archival: No. Comments: AC = 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	
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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

3.1.029	86	Employment Eligibility Documentation or Verification (INS I-9)	AC + 1		AC + 1	Federal reporting form (INS I-9). Retention: AC + 1 year. Vital: Yes. Archival: No. Comments: AC = Termination of employment. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2). <b>CAUTION:</b> Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.		
3.1.031	87	Employee Benefits – Other Than Insurance	AC+2		AC+2	(“AC=Until superseded or termination or employment”) Agency copies of information relating to the selection of available benefit options other than insurance. Retention: AC+2. Vital: Yes. Archival: No. Comments: AC = Until superseded or termination of employment. <b>CAUTION:</b> Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		

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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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>3.1.034</b>	88	Resumes-Unsolicited	<b>AV</b>		<b>AV</b>	Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur. SEE item number <b>3.1.014</b> for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process. Retention: AV. Vital: No. Archival: No.		
<b>3.1.035</b>	89	Performance Bonds	<b>AC + 4</b>		<b>AC + 4</b>	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. Retention: AC + 4 years. Vital: Yes. Archival: No. Comments: AC = Expiration or termination of the bond according to its terms. <b>CAUTION:</b> Does not include construction or architectural surety bonds. SEE item number <b>5.2.028.</b>		
<b>3.1.037</b>	90	Employee Recognition Records	<b>AC+5</b>		<b>AC+5</b>	Awards, incentives, tenure, etc. Retention: AC + 5 years. Vital: No. Archival: No. Comments: AC = 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	
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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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			Agency	Storage	Total				

<b>3.1.038</b>	91	Public Access Option Form	<b>US</b>		<b>US</b>	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024. Retention: US. Vital: Yes. Archival: No. Comments: SEE item number <b>3.3.011</b> .		
<b>3.2.001</b>	92	Employee Deduction Authorizations	<b>AC + 4</b>		<b>AC + 4</b>	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments. Retention: AC + 4 years. Vital: Yes. Archival: No. Comments: AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
<b>3.2.002</b>	93	Employee Earnings Records	<b>4</b>		<b>4</b>	Retention: 4 years. Vital: Yes. Archival: No. Comments: 40 TAC 815.106(i).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total				

<b>3.2.003</b>	94	Federal Tax Records	<b>AC + 4</b>		<b>AC + 4</b>	Includes 1099, W2, FICA, and other tax records. Retention: AC + 4 years. Vital: Yes. Archival: No. Comments: 26 CFR 31.6001-1(e)(2). AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.		
<b>3.2.004</b>	95	Income Adjustment Authorizations	<b>2</b>		<b>2</b>	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes. Retention: 2 years. Vital: Yes. Archival: No. Comments: 29 CFR 516.6(c).		
<b>3.2.005</b>	96	W-4 Forms	<b>AC + 4</b>		<b>AC + 4</b>	Employer's copy of "Employee's Withholding Exemption Certificate." Retention: AC + 4 years. Vital: Yes. Archival: No. Comments: AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2).		
<b>3.2.006</b>	97	Wage Rate Tables	<b>2</b>		<b>2</b>	Retention: 2 years. Vital: No. Archival: No. Comments: 29 CFR 516.6(a)(2).		
<b>3.2.007</b>	98	Unemployment Compensation Records	<b>AC+5</b>		<b>AC+5</b>	Retention: AC + 5 years. Vital: No. Archival: No.		
<b>3.2.008</b>	99	Direct Deposit Applications/ Authorizations	<b>US</b>		<b>US</b>	Retention: US. Vital: Yes. Archival: No.		

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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<b>3.2.009</b>	100	State Deferred Compensation Records	<b>AC+5</b>		<b>AC+5</b>	Retention: AC + 5 years. Vital: Yes. Archival: No. Comments: AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.		
<b>3.2.010</b>	101	Human Resources Information System (HRIS) Reports	<b>AC+4</b>		<b>AC+4</b>	Includes supporting documentation. Retention: AC + 4 years. Vital: Yes. Archival: No.		
<b>3.3.001</b>	102	Affirmative Action Plans	<b>5</b>		<b>5</b>	Affirmative action plans for both regular employees and apprenticeship programs. Retention: 5 years. Vital: No. Archival: No. Comments: 29 CFR 30.8(e) for apprenticeship plans.		
<b>3.3.004</b>	103	Benefit Plans	<b>US+1</b>		<b>US+1</b>	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments. Retention: US + 1 year. Vital: No. Archival: No. Comments: 29 CFR 1627.3(b)(2).		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total				

3.3.010	104	Labor Statistics Reports	3		3	Reports providing statistical information on labor force. Retention: 3 years. Vital: No. Archival: No.		
3.3.011	105	Former Employee Verification Records	AC + 75		AC + 75	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. Retention: AC + 75 years. Vital: Yes. Archival: No. Comments: AC = Termination of employment. SEE item number <b>3.1.038</b>		
3.3.015	106	Positions/Job Classification Review File	US+3		US+3	Records relating to review and monitoring of job classifications within an agency. Retention: US + 3 years. Vital: No. Archival: No.		
3.3.020	107	Work Schedules/Assignments	1		1	Work, duty, shift, crew, or case schedules, rosters, or assignments. Retention: 1 year. Vital: No. Archival: No.		
3.3.022	108	Texas Workforce Commission (TWC) Reports	3		3	Reports to the agency from TWC or its predecessor pertaining to employees. Retention: 3 years. Vital: No. Archival: No.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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<b>3.3.023</b>	109	Reimbursable Activities, Requests and Authorizations to Engage In	<b>FE+3</b>		<b>FE+3</b>	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. Retention: FE + 3 years. Vital: No. Archival: No.		
<b>3.3.024</b>	110	Personnel Policies and Procedures	<b>US+3</b>		<b>US+3</b>	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency. Retention: US + 3 years. Vital: No. Archival: No.		
<b>3.3.025</b>	111	Job Procedure Records	<b>US+3</b>		<b>US+3</b>	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis. Retention: US + 3 years. Vital: No. Archival: No.		

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 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>3.3.026</b>	112	Agency Staffing Reports	<b>US+3</b>		<b>US+3</b>	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name; staff hired during a month; detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc. Retention: US + 3 years. Vital: No. Archival: No.		
<b>3.3.030</b>	113	Training Administration Records	<b>US+2</b>		<b>US+2</b>	Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects. Retention: US + 2 years. Vital: No. Archival: No. <b>CAUTION:</b> Does not include hazardous material training records. SEE item number <b><u>5.4.007</u></b> .		
<b>3.3.031</b>	114	EEO Reports and Supporting Documentation	<b>3</b>		<b>3</b>	Includes documentation used to complete EEO reports. Retention: 3 years. Vital: No. Archival: No. Comments: 29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		

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 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>3.3.032</b>	115	Equal Pay Records	<b>3</b>		<b>3</b>	Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act. Retention: 3 years. Vital: Yes. Archival: No. Comments: 29 CFR 1620.32(c).		
<b>3.4.001</b>	116	Accumulated Leave Adjustment Requests	<b>FE + 3</b>		<b>FE + 3</b>	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees. Retention: FE + 3 years. Vital: No. Archival: No.		
<b>3.4.002</b>	117	Leave Status Reports	<b>FE+3</b>		<b>FE+3</b>	Cumulative report is issued each pay cycle and provides employee leave status information for each position. Retention: FE + 3 years. Vital: Yes. Archival: No.		
<b>3.4.003</b>	118	Less Than Full-Time Worked Reports	<b>4</b>		<b>4</b>	Dates and hours. Retention: 4 years. Vital: No. Archival: No. Comments: 40 TAC 815.106(j).		
<b>3.4.004</b>	119	Overtime Authorizations	<b>2</b>		<b>2</b>	Retention: 2 years. Vital: No. Archival: No.		

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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**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

3.4.005	120	Overtime Schedules	2		2	Retention: 2 years. Vital: No. Archival: No.		
3.4.006	121	Time Cards and Time Sheets	4		4	Retention: 4 years. Vital: No. Archival: No. Comments: 40 TAC 815.106(j).		
3.4.007	122	Time Off and/or Sick Leave Requests	FE + 3		FE + 3	Retention: FE + 3 years. Vital: No. Archival: No.		
3.4.008	123	Sick Leave Documentation	FE+3		FE+3	Requests submitted, approvals, number of hours transferred in and out, etc. Retention: FE + 3 years. Vital: No. Archival: No.		
		CATEGORY IV: Fiscal Records						
4.1.001	124	Accounts Payable Information	FE + 3		FE + 3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.1.002	125	Billing Detail	FE + 3		FE + 3	Retention: FE + 3 years. Vital: No. Archival: No. <b>CAUTION:</b> Does not include long distance telephone billing detail. SEE item numbers <u>5.5.001</u> , <u>5.5.006</u> , and <u>5.5.007</u> .		
4.1.003	126	Cancelled Checks/Stubs/Warrants/Drafts	FE+3		FE+3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.1.004	127	Encumbrance Detail	FE + 3		FE + 3	Retention: FE + 3 years. Vital: No. Archival: No.		

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	512	3. Agency Name	Texas State Board of Podiatric Medical Examiners		
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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				

4.1.005	128	Inventory and Other Cost Files	FE + 3	FE + 3	Production, job, labor, quotes, pricing, specifications, etc. Retention: FE + 3 years. Vital: No. Archival: No.		
4.1.007	129	Transfers or Budget Revisions	FE+3	FE+3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.1.008	130	Electronic Fund Transfers	FE+3	FE+3	Direct Deposit Registers. Retention: FE+3. Vital; No. Archival: No.		
4.2.001	131	Cash Deposit Vouchers	FE + 3	FE + 3	Cash deposit slips. Retention: FE + 3 years. Vital: No. Archival: No.		
4.2.002	132	Cash Receipts	FE+3	FE+3	Includes receipts for fees (permits, licenses, renewals, etc.) Retention: FE + 3 years. Vital: No. Archival: No.		
4.2.003	133	Daily Cash Receipt Logs	FE+3	FE+3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.2.004	134	Encumbrance Vouchers	FE+3	FE+3	Orders, statements, change orders, etc. Retention: FE + 3 years. Vital: No. Archival: No.		
4.2.005	135	Purchase Vouchers	FE + 3	FE + 3	Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc. Retention: FE + 3 years. Vital: No. Archival: No.		
4.2.006	136	General Journal Vouchers	FE + 3	FE + 3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.2.007	137	Expenditure Vouchers	FE + 3	FE + 3	Travel, payroll, etc. Retention: FE + 3 years. Vital: No. Archival: No.		

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	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

4.3.001	138	Sales Journals or Registers	FE+3		FE+3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.3.002	139	Receipts Journals or Registers	FE+3		FE+3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.3.003	140	Expenditures Journals or Registers	FE+3		FE+3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.4.001	141	General and Subsidiary Ledgers	FE + 3		FE + 3	Retention: FE + 3 years. Vital: Yes. Archival: No.		
4.4.002	142	Accounts Receivable Ledgers	FE + 3		FE + 3	Retention: FE + 3 years. Vital: Yes. Archival: No.		
4.4.003	143	Accounts Payable Ledgers	FE + 3		FE + 3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.5.001	144	Worksheets for Preparing Fiscal Reports	FE + 3		FE + 3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.5.002	145	Internal Fiscal Management Reports	FE + 3		FE + 3	Includes agency monthly budget reports. Retention: FE + 3 years. Vital: No. Archival: No.		

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.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>4.5.003</b>	146	Annual Financial Reports	<b>AC + 6</b>		<b>AC + 6</b>	<p>Required by the General Appropriations Act (100 Day Report). Retention: AC + 6 years. Vital: No. Archival: No. Comments: AC = September 1 of odd-numbered calendar years.</p> <p><b>CAUTION:</b> 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.</p>		
<b>4.5.005</b>	147	External Fiscal Reports	<b>FE+3</b>		<b>FE+3</b>	<p>Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports. Retention: FE + 3 years. Vital: No. Archival: No.</p>		
<b>4.5.006</b>	148	Annual Operating Budgets	<b>FE + 3</b>		<b>FE + 3</b>	<p>Required by the General Appropriations Act. Retention: FE + 3 years. Vital: No. Archival: No.</p>		

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	512	3. Agency Name	Texas State Board of Podiatric Medical Examiners		
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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				

4.5.007	149	USAS Reports - Daily	AC	AC	Retention: AC. Vital: No. Archival: No. Comments: AC = Receipt and reconciliation of monthly report.		
4.5.008	150	USAS Reports - Monthly	AC	AC	Retention: AC. Vital: No. Archival: No. Comments: AC = Receipt and reconciliation of annual report.		
4.5.009	151	USAS Reports - Annual	FE+3	FE+3	Retention: Fe+3. Vital: No. Archival: No.		
4.6.001	152	Balancing Records	FE + 3	FE + 3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.6.002	153	Reconciliations	FE + 3	FE + 3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.6.003	154	Cash Counts	FE+3	FE+3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.7.001	155	Accounting Policies and Procedures Manual	US + 3	US + 3	Retention: US + 3 years. Vital: Yes. Archival: No.		
4.7.003	156	Returned Checks/Warrants/Drafts (Uncollectable)	AC+3	AC+3	Retention: AC + 3 years. Vital: No. Archival: No. Comments: AC = After deemed uncollectable.		
4.7.004	157	Capital Asset Records	LA+3	LA+3	Retention: LA + 3 years. Vital: No. Archival: No.		
4.7.006	158	Comptroller Statements	FE + 3	FE + 3	Retention: FE + 3 years. Vital: No. Archival: No.		
4.7.007	159	Detail Chart of Accounts	FE + 3	FE + 3	One for all accounts in use for a fiscal year. Retention: FE + 3 years. Vital: No. Archival: No.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	A – Transfer to State Archives R – Review by State Archivist



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*Form SLR 105C must accompany this form.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

4.7.009	160	Fixed Asset Sequential Number Logs	US + 3		US + 3	Retention: US + 3 years. Vital: No. Archival: No.		
4.7.010	161	Long-Term Liability Records	AC+3		AC+3	Bonds, etc. Retention: AC + 3 years. Vital: Yes. Archival: No. Comments: AC = Retirement of Debt.		
4.7.011	162	Texas Building and Procurement Commission Statements (TBPC)	FE+3		FE+3	Charge or bill statements received by agencies from the TBPC for services provided. Retention: FE + 3 years. Vital: No. Archival: No.		
4.7.012	163	Signature Authorizations	US+ FE+3		US+ FE+3	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency. Retention: US + FE + 3 years. Vital: No. Archival: No.		
		CATEGORY V: Support Service Records						

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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**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

5.1.001	164	Contracts and Leases	AC + 4		AC + 4	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. Retention: AC + 4 years. Vital: Yes. Archival: No. Comments: AC = Expiration or termination of the instrument according to its terms. SEE item number <b>5.2.028</b> for building construction contracts and item number <b>5.1.017</b> for contract logs.		
5.1.004	165	Mail and Telecommunications Listings	US		US	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. Retention: US. Vital: No. Archival: No.		
5.1.005	166	Postage Records	FE + 3		FE + 3	Records and reports of postage expenses, including postal meter usage. Retention: FE + 3 years. Vital: No. Archival: No.		

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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*Form SLR 105C must accompany this form.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

5.1.013	167	Insurance Policies	AC + 4		AC + 4	For vehicles, equipment, etc. Retention: AC + 4 years. Vital: Yes. Archival: No. Comments: AC = Expiration or termination of the policy according to its terms.		
5.2.006	168	Property Destruction, Certificates Of	FE+3		FE+3	Retention: FE + 3 years. Vital: No. Archival: No.		
5.2.007	169	Damage Reports	FE+3		FE+3	Reports of damage to state property. Retention: FE + 3 years. Vital: No. Archival: No.		
5.2.008	170	Equipment History File / Equipment Service Agreements	LA+3		LA+3	Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repairs logbooks, etc. Retention: LA + 3 years. Vital: No. Archival: No.		
5.2.009	171	Equipment Inventory Detail Report Forms	FE+3		FE+3	Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory. Retention: FE + 3 years. Vital: No. Archival: No.		
5.2.010	172	Equipment Manuals	LA		LA	Retention: LA. Vital: No. Archival: No.		
5.2.011	173	Equipment Warranties	AC+1		AC+1	Retention: AC + 1 year. Vital: No. Archival: No.		

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 512		3. Agency Name Texas State Board of Podiatric Medical Examiners						
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			

5.2.014	174	Inventory - Annual Physical	FE + 3		FE + 3	Property, equipment, supply verification. Retention: FE + 3 years. Vital: No. Archival: No.		
5.2.021	175	Surplus Property Sale Reports	FE+3		FE+3	Retention: FE + 3 years. Vital: No. Archival: No.		
5.2.023	176	Year-To-Date Activity (Inventory Listing)	FE+3		FE+3	Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost. Retention: FE + 3 years. Vital: No. Archival: No.		
5.2.026	177	Facilities Reservation Logs	2		2	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc. Retention: 2 years. Vital: No. Archival: No.		
5.2.027	178	Space Utilization Reports	AV		AV	Retention: AV. Vital: No. Archival: No.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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			Agency	Storage	Total				

<b>5.3.007</b>	179	Bid Documentation	<b>FE+3</b>		<b>FE+3</b>	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations. Retention: FE + 3 years. Vital: No. Archival: No. <b>CAUTION:</b> 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. SEE item number <b><u>5.1.001</u></b> and <b><u>5.2.028</u></b> .		
<b>5.3.008</b>	180	Purchasing Logs	<b>FE+3</b>		<b>FE+3</b>	Log, register, etc. providing a record of purchase orders issued, orders received, and similar date on procurement status. Retention: FE + 3 years. Vital: No. Archival: No.		
<b>5.3.009</b>	181	Requests for Information	<b>AC</b>		<b>AC</b>	Requests for information preliminary to the procurement of goods or services by direct purchase or bid. Retention: AC. Vital: No. Archival: No. Comments: AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		

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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*Form SLR 105C must accompany this form.*

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2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>5.4.002</b>	182	Evacuation Plans	<b>US</b>		<b>US</b>	Plans for evacuation of agency facilities in cases of emergency. Retention: US. Vital: No. Archival: No.		
<b>5.4.003</b>	183	Inspection Records	<b>AC+3</b>		<b>AC+3</b>	Fire, safety, and other inspection records of agency facilities and equipment. Retention: AC + 3 years. Vital: No. Archival: No. Comments: AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. <b>CAUTION:</b> Does not include inspection reports of building construction. See item number <b><u>5.2.028.</u></b>		
<b>5.4.011</b>	184	Visitor Control Registers	<b>3</b>		<b>3</b>	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities. Retention: 3 years. Vital: No. Archival: No.		

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 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				

<b>5.4.012</b>	185	Security Access Records	<b>AC+2</b>		<b>AC+2</b>	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems. Retention: AC + 2 years. Vital: Yes. Archival: No. Comments: AC = Until superseded, date of expiration, or date of termination, whichever sooner.		
<b>5.4.013</b>	186	Disaster Preparedness and Recovery Plans	<b>US</b>		<b>US</b>	Retention: US. Vital: Yes. Archival: No.		
<b>5.5.001</b>	187	Billing Detail-Telecommunications (Other than TEX-AN)	<b>FE + 3</b>		<b>FE + 3</b>	In addition to summary detail, includes any accompanying detailed listing of long distance calls. Retention: FE + 3 years. Vital: No. Archival: No. Comments: SEE item number <b>5.5.006</b> for TEX-AN billing detail.		

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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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 63 of 63

2. Agency Code 512		3. Agency Name Texas State Board of Podiatric Medical Examiners							
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				
5.5.006	188	Billing Detail-Telecommunications (TEX-AN)	FE+3		FE+3		In addition to summary detail, includes any accompanying detailed listing of long distance calls. Retention: FE + 3 years. Vital: No. Archival: No. Comments: 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 <b>4.7.011</b> . SEE item number <b>5.5.001</b> for billing detail from carriers other than TEX-AN.		
5.6.009	189	Parking Permits or Assignments	US		US		Retention: US. Vital: No. Archival: No.		

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	